CLINTON TOWNSHIP SCHOOL DISTRICT BOARD OF EDUCATION

Public Hearing on the 2007/08 School Budget and Regular Meeting – March 26, 2007

TIME AND PLACE

A regular meeting of the Board of Education was held on March 26, 2007, by the Board of Education of the Clinton Township School District, Hunterdon County, in the All Purpose Room of the Round Valley Middle School School, 128 Cokesbury Road, Lebanon, New Jersey 08833.

PUBLICATION OF NOTICE

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, the Clinton Township Board of Education has provided adequate notice of the date, time, and location of this meeting. Such notice has been posted in the Clinton Township Board of Education Office and each of the district schools, has been filed with the Clinton Township Clerk, and was faxed to the *Hunterdon County Democrat, Hunterdon Review, Courier News, Star Ledger and Express Times* on Wednesday, March 21, 2007.

CALL TO ORDER

Mr. Straight called the meeting to order at 7:30 p.m.

Pledge of Allegiance.

ROLL CALL

Present:

Michael Belinski Patricia Schwartz
Michelle Cresti Christopher Yula
Frank Dincuff Thomas Roskoski
Thomas Marron Roger Straight

Absent: Donna Gregory

DISTRICT ADMINISTRATORS PRESENT

Elizabeth A. Nastus, Chief School Administrator
Daria A. Wasserbach, School Business Administrator/Board Secretary

EXECUTIVE SESSION

Resolved by the Board of Education of Clinton Township as per Chapter 231, P. L. 1975:

a. That it is hereby determined that it is necessary to meet in Excecutive Session on Monday, March 26, 2007 to discuss personnel matters.

- b. The matter discussed will be made public if and when confidentiality is no longer required and action pursuant to said discussion shall take place only at a public meeting.
- *c. Length of meeting thought to be approximately a half hour.*

Motion by Dr. Schwartz, seconded by Mr. Straight. On a roll call vote resolution was ADOPTED.

Dr Nastus and Mrs. Wasserbach presented the Public Hearing on the 2007/08 Budget.

PUBLIC COMMENT

Sue Ehlert – Grayrock Road improvements.

Deb Paragone – Reduction In Force – 7.5 positions – Kindergarten, World Language, 1.5 Special Education, 3 classroom teachers, Technology Coordinator.

Sue Ehlert – Reduction in force and high turnover rate. What impact will this have on instruction?

Jeff Fancher – Incremental cost/non-recurring costs.

Renee Siefaff – Does this budget attract and retain teachers with advance degrees?

Laura Jacobsen – School Administration 4.6%, what is budgeted for rest of staff? Cannot address, publically.

Ralph Giordano – Funds for Grayrock Road.

Fred Farrone – Clinton Township Middle School start-up costs, lease purchase options should be considered. Commended Board of Education for budget information available to the public.

Jill Grillo – Budget priorities – how established/re-evaluated. How about technology. Elaine Studnicki responded to technology plan and program.

Heather Shanklin – Will we reduce higher paid staff and replace them with lower paid new hires. Dr. Nastus responded – we can't and we wouldn't.

Steven Balzano – Support for Board of Education, directly corresponds to community support.

Kristin McKulca – Reduction In Force.

Barbara Walter – Net changes in staffing. Commended Board for level of budget information available to public.

Jenny Plassche – How much has town council cut when budget was defeated?

Ralph Giordano – Will new school still open? Dr. Nastus responded – depends on budget cuts. Jeff Fancher – What about future increases?

Ralph Giordano – Ranking (Comparative Spending Guides).

Michelle DiGiovanni – Reduction In Force of 9 TA's, how will this budget address this. Concern for Basic Skills Instruction instructors.

Kelly Newgarde – Employee benefits – new employee cost.

Judy Hausdorfer – How much money for professional development.

Jeannine Gorman – New laws penalize school district. Have we done everything we can do to get everyone out to vote, Let's turn this into something positive.

Nick Corcodillos (Mayor) – Complemented Board on massive unprecedented budget education efforts. Defeated budget is statement of voters. Budget is everyone's choice. Get everyone you know out to vote. Budget reflects philosophy of education. "Lowest cost per pupil". Median Teacher salary – less than state. Years of teacher experience – less than state. Faculty mobility rate >20%; State 6.7. We're not optimizing

educational resources, how will this budget do this? Roger Straight and Tom Roskoski responded on long-range planning to address the question.

Jeannine Gorman – Board of Education must make choices, cannot have it all.

Roberta Grambor – Concerned about staff cuts, i.e. technology coach, Kindergarten teacher.

Jill Grillo – Everyone's comments are valid, but we cannot have it all – reality is, we need to get people out to vote YES! before the tide will turn.

Steven Balzano – Choice and priorities. Energy costs for new school.

Action 06-510

RESOLUTION

BE IT RESOLVED that the Board of Education approves the following resolution:

RESOLUTION TO APPROVE THE 2007/2008 PROPOSED BUDGET

WHEREAS, the 2007/2008 tentative budget includes sufficient funds to implement the proposed planning process as described in this district's Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards;

THEREFORE BE IT RESOLVED the Clinton Township Board of Education approves the tentative 2007/2008 budget in the amount of \$28,548,401 and authorizes its submission to the Hunterdon County Superintendent of Schools for approval as follows:

General Fund	\$24,702,620
Special Revenue Fund	\$488,214
Debt Service Fund	\$3,357,567
Total Base Budget	\$28,548,401

BE IT FURTHER RESOLVED, that the Board of Education approves the submission of the tax levy cap as follows:

Prebudget year adjusted tax levy, including weighted increases for enrollment,	
inflated by 4%	\$18,900,202
Adjustment for reduction in total state formula aid from the prebudget year,	
issued with state aid notices	\$0
Adjustment for increase in health care costs	\$163,540
Requests to the Commissioner for adjustments to cap:	
Increase in Special Education costs over \$40,000 per pupil	\$155,485
Increase in Tuition	\$0
Increase in Capital Outlay	\$0
New School Costs	\$3,461,254
Total Tax Levy Cap:	\$22,680,481

BE IT FURTHER RESOLVED to acknowledge that the 2007/2008 budget as described above results in a general fund tax levy in the amount of \$22,680,481, and a debt service tax levy in the amount of \$2,717,581.

BE IT FURTHER RESOLVED that in accordance with Board of Education Policy No. 9250, "Expenses" the maximum travel allowance for the 2007/2008 school year shall be established at \$100,000.

Motion by Mr. Straight, seconded by Mr. Marron. On a roll call vote, with Mr. Belinski abstaining, resolution was ADOPTED.

CHIEF SCHOOL ADMINISTRATOR REPORT

Dr. Nastus submitted a written report to the Board members. Along with this report Dr. Nastus commented on Meet the Candidates Night, the Budget Presentation that will be presented to the Town Council on March 28th, and Department of Environmental Protection update.

APPROVAL OF MINUTES

Action 06-511

RESOLUTION

BE IT RESOLVED that the Board of Education approves the minutes of the regular session held on February 26, 2007.

Motion by Mr. Marron, seconded by Dr. Schwartz. On a roll call vote resolution was ADOPTED.

Action 06-512

RESOLUTION

BE IT RESOLVED that the Board of Education approves the minutes of the Executive Session held on February 26, 2007.

Motion by Dr. Schwartz, seconded by Mr. Straight. On a roll call vote resolution was ADOPTED.

REPORT OF SECRETARY AND REPORT OF TREASURER

No reports at this time.

SECRETARY'S REPORT AND CORRESPONDENCE

Mrs. Wasserbach noted that the next Board of Education meeting is scheduled for April 16, 2007 at the Spruce Run School. She also noted that tomorrow is the last day to register to vote if you want to vote in the April School Election. Forms are located on the table.

OLD BUSINESS

Mr. Marron, Mr. Roskoski and Mr. Straight will attend the meeting with the Township on Wednesday.

COMMITTEE REPORTS:

FINANCE/FACILITIES

Thomas Marron, Chairperson; Thomas Roskoski and Jim Dincuff

Action 06-513

RESOLUTION

BE IT RESOLVED that the Board of Education approves payment of bills for the period ending March 26, 2007 in the amount of \$374,224.43.

Moved by Mr. Marron, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

Action 06-514

RESOLUTION

BE IT RESOLVED that the Board of Education approves the following CTMS and School Renovation Capital payments:

Vendor	Description	Amount
Schoor DePalma	Prof. Services through Feb. 28, 2007	\$990.00
Federal Rent-A-	Monthly Renewal	
Fence	3-1-07 thru 4-1-07	\$165.00
Seacoast Builders	CTMS-Applic. #20	\$212,658.04
Clinton Township	Interest income transfer to general fund	
BOE	January and February 2007	\$40,297.68
TOTAL		\$254,110.72

Moved by Mr. Marron, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

Action 06-515

RESOLUTION

BE IT RESOLVED that the Board of Education approves the following resolution:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF CLINTON IN THE COUNTY OF HUNTERDON, NEW JERSEY, AUTHORIZING CERTAIN ACTIONS NECESSARY IN CONNECTION WITH THE SALE AND ISSUANCE OF NOT TO EXCEED \$10,000,000 AGGREGATE PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS AND AUTHORIZING THE APPROPRIATE OFFICIALS TO DO ALL ACTS AND THINGS DEEMED NECESSARY AND ADVISABLE IN CONNECTION WITH THE SALE, ISSUANCE AND DELIVERY OF SAID BONDS

WHEREAS, in December 2003, the Board of Education of the Township of Clinton in the County of Hunterdon, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) issued \$32,259,000 aggregate principal amount of tax-exempt school bonds (the "2003 School Bonds"); and

WHEREAS, the Board has determined that the current tax-exempt interest rate environment may enable it to realize going-forward debt service savings for the School District property taxpayers through the issuance by the Board of Refunding School Bonds, Series 2007 (the "Refunding School Bonds") to refund a portion of the \$23,920,000 principal amount of outstanding 2003 School Bonds maturing on January 15 in the years 2008 through 2030 (the "Refunded Bonds"); and

WHEREAS, the Board, pursuant to a refunding school bond ordinance (the "Refunding Bond Ordinance") introduced on first reading by resolution of the Board on February 26, 2007, authorized the issuance of the Refunding School Bonds for the purpose of refunding the Refunded Bonds; and

WHEREAS, the Board, pursuant to a resolution duly adopted by the Board on February 26, 2007, authorized the filing of an application with the Local Finance Board, in the Division of Local Government Services, New Jersey Department of Community Affairs (the "Local Finance Board"), in accordance with N.J.S.A. 18A:24-61 et seq., seeking the Local Finance Board's consent to enact and adopt the Refunding Bond Ordinance and its endorsement to be placed thereon and to authorize the issuance of the Refunding School Bonds; and

WHEREAS, on March 14, 2007, the Local Finance Board considered and approved the Board's application in connection with the issuance of the Refunding School Bonds and consented to the Board's adoption and enactment of the Refunding Bond Ordinance; and

WHEREAS, on the date hereof, the Board has held a public hearing on the Refunding Bond Ordinance; and

WHEREAS, the Board has determined to issue and sell such Refunding School Bonds in accordance with the consent granted by the Local Finance Board; and

WHEREAS, the Board now desires to finally adopt the Refunding Bond Ordinance and to authorize certain actions in connection with the sale and issuance of the Refunding School Bonds.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF CLINTON IN THE COUNTY OF HUNTERDON, NEW JERSEY, AS FOLLOWS:

SECTION 1. The Refunding Bond Ordinance is hereby adopted and shall take effect immediately.

SECTION 2. The Refunding School Bonds are hereby authorized to be sold to, and the Board hereby appoints RBC Dain Rauscher, Inc., doing business under the name RBC Capital Markets, to serve as, the Underwriter (the "Underwriter"), upon the terms set forth herein and set forth in its proposal to the Board.

SECTION 3. There is hereby delegated to the Business Administrator/Board Secretary, subject to the limitations contained herein and in consultation with Wilentz, Goldman & Spitzer, P.A., Woodbridge, New Jersey, Bond Counsel to the Board ("Bond Counsel"), the power with respect to the Refunding School Bonds to determine and carry out the following:

a) the sale of the Refunding School Bonds at private sale, provided that the purchase price paid by the purchaser thereof shall not be less than ninety-five percent (95%) of the principal amount of the Refunding School Bonds so sold;

- b) the principal amount of Refunding School Bonds to be issued, provided that (i) such amount shall not exceed \$10,000,000, and (ii) such amount shall not exceed the amount necessary to pay the costs of issuance associated with the Refunding School Bonds and to fund the deposit to the escrow fund as set forth in the Escrow Deposit Agreement (as defined herein) in an amount that, when invested, will be sufficient to provide for the timely payments required for the Refunded Bonds;
- c) the maturity dates and the principal amount of each maturity or sinking fund redemption amount of the Refunding School Bonds, provided that no Refunding School Bonds refunding the Refunded Bonds shall mature later than January 15, 2030.
- d) the interest payment dates and the interest rates on the Refunding School Bonds, provided that the true interest cost on the Refunding School Bonds shall produce a present value debt service savings of at least three percent (3%) of the principal amount of the Refunded Bonds;
- e) the denomination or denominations of and the manner of numbering and lettering the Refunding School Bonds, provided that all Refunding School Bonds of like maturity shall be identical in all respects, except as to denominations, amounts, numbers and letters;
- f) provisions for the sale or exchange of the Refunding School Bonds and for the delivery thereof;
- g) the form of the Refunding School Bonds shall be substantially in the form set forth in <u>Exhibit A</u> attached hereto, with such additions, deletions and omissions as may be necessary for the Board to market the Refunding School Bonds in accordance with the requirements of The Depository Trust Company, New York, New York, ("DTC") and the Purchase Contract (as defined herein);
- h) the direction for the application and investment of the proceeds of the Refunding School Bonds;
- i) the terms of redemption of the Refunding School Bonds; and
- j) any other provisions deemed advisable by the Business Administrator/Board Secretary not in conflict with the provisions hereof.

The Business Administrator/Board Secretary shall execute a certificate evidencing the determinations or other actions taken pursuant to the authority granted hereunder, and any such certificate shall be conclusive evidence of the actions or determinations of the Business Administrator/Board Secretary as to the matters stated therein.

SECTION 4. The President and Vice-President of the Board are hereby authorized and directed to execute by manual or facsimile signature the Refunding School Bonds in the name of the Board and the corporate seal (or facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. The

Business Administrator/Board Secretary is hereby authorized and directed to attest to such signature and to the affixing of said seal to the Refunding School Bonds.

SECTION 5. The Business Administrator/Board Secretary, in consultation with Bond Counsel, is hereby authorized and directed to approve the Bond Purchase Contract (the "Purchase Contract") for the Refunding School Bonds, to be dated the date of sale of such Refunding School Bonds and to be executed by the Underwriter. The President, Vice-President and Business Administrator/Board Secretary are hereby authorized and directed on behalf of the Board to execute and deliver said Purchase Contract.

SECTION 6. The Business Administrator/Board Secretary, in consultation with Bond Counsel, is hereby authorized and directed to apply and qualify for the issuance of any policy of municipal bond insurance and to approve a Commitment for Municipal Bond Insurance (the "Commitment") setting forth the terms and conditions (including premium charges) upon which a bond insurer proposes to issue its bond insurance policy covering the Refunding School Bonds. The Business Administrator/Board Secretary is hereby authorized and directed on behalf of the Board to execute and deliver said Commitment.

SECTION 7. The Business Administrator/Board Secretary, in consultation with Bond Counsel, is hereby authorized and directed to approve the Escrow Deposit Agreement (the "Escrow Deposit Agreement") with an escrow agent (the "Escrow Agent") to be selected by the Business Administrator/Board Secretary, in consultation with Bond Counsel, with respect to the Refunded Bonds, to be dated the date of the closing on the Refunding School Bonds. The President and Vice-President of the Board are hereby authorized and directed to execute and deliver the Escrow Deposit Agreement in the name of the Board and the corporate seal (or facsimile thereof) shall be thereunto affixed, imprinted, engraved or otherwise reproduced thereon. The Business Administrator/Board Secretary is hereby authorized and directed to attest to such signature and to the affixing of said seal to the Escrow Deposit Agreement. The Underwriter is hereby authorized to act as the agent and representative of the Board for the purpose of subscribing for the purchase of United States Treasury Securities - State and Local Government Series to be held by the Escrow Agent.

SECTION 8. The Business Administrator/Board Secretary is hereby authorized and directed to select a verification agent (the "Verification Agent"), if required, in consultation with Bond Counsel, with respect to the Refunded Bonds. The Verification Agent shall prepare the verification report required to verify the sufficiency of the escrowed monies to refund the Refunded Bonds.

SECTION 9. It is hereby delegated to the Business Administrator/Board Secretary the authority to "deem final" (as defined under the Rule (as hereinafter defined)) a Preliminary Official Statement (the "Preliminary Official Statement") and such official is hereby authorized and directed to execute and deliver a certificate to the Underwriter evidencing the same. The preparation and distribution by the Board, in consultation with Bond Counsel and counsel to the Underwriter, of a Preliminary Official Statement for the Refunding School Bonds to be used in connection with the marketing of such Refunding School Bonds, is hereby approved and any previous actions undertaken by various representatives and officers of the Board with respect thereto are hereby ratified and confirmed. Upon the sale of the Refunding School Bonds to the Underwriter, the Preliminary Official Statement shall be so modified by

the Business Administrator/Board Secretary, in consultation with Bond Counsel, to reflect the effect of the pricing of the Refunding School Bonds and the Purchase Contract and any other revision not inconsistent with the substance thereof deemed necessary or advisable by Bond Counsel, and said Preliminary Official Statement as so modified shall constitute the final Official Statement (the "Official Statement"). The Business Administrator/Board Secretary is authorized and directed on behalf of the Board to execute and deliver said Official Statement.

SECTION 10. The Board hereby covenants and agrees that it will comply with and carry out all of the provisions of a Continuing Disclosure Certificate (the "Certificate") which will set forth the obligation of the Board to file budgetary, financial and operating data on an annual basis and notices of certain enumerated events deemed material in accordance with the provision of the Rule. The Business Administrator/Board Secretary is hereby authorized and directed to execute and deliver this Certificate evidencing the Board's undertaking with respect to the Rule. Notwithstanding the foregoing, failure of the Board to comply with the Certificate shall not be considered a default on the Refunding School Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance to cause the Board to comply with its obligations hereunder.

SECTION 11. The President, Vice-President and Business Administrator/Board Secretary or any other appropriate officer or representative of the Board, are hereby authorized and directed to execute and deliver any and all documents and to do and cause to be done any and all acts and things necessary or proper for carrying out the transactions contemplated by this resolution, the Purchase Contract, the Certificate, the Escrow Deposit Agreement and the Commitment, and for the authorization, sale and issuance of the Refunding School Bonds. The execution by such officials and officers of any such documents, with changes, insertions or omissions approved by the Business Administrator/Board Secretary, in consultation with Bond Counsel, as hereinabove provided, shall be conclusive and no further ratification or other action by the Board shall be required with respect thereto.

SECTION 12. The Board hereby covenants to maintain the exclusion from gross income under Section 103(a) of the Internal Revenue Code of 1986, as amended, of the interest on the Refunding School Bonds.

SECTION 13. The Refunding School Bonds will be designated as "qualified tax-exempt obligations" for purposes of section 265(b)(3)(B)(ii) of the Code.

SECTION 14. All other resolutions adopted in connection with the Refunding School Bonds and inconsistent herewith are hereby rescinded to the extent of such inconsistency.

SECTION 15. This resolution shall take effect immediately.

Moved by Mr. Marron, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

Mr. Marron gave a recap of facilities with regard to the following:

- 1) water runoff issue on private property, engineer survey, soil conservation district and
- 2) Grayrock Road improvements: funding issues contingency plans.

Questions were asked from the following community members: Ralph Giordano, Jim Schumacher and Jill Grillo.

PERSONNEL/NEGOTIATIONS

Patricia Schwartz, Chairperson; Michelle Cresti, Jim Dincuff, and Christopher Yula

Action 06-516

RESOLUTION

BE IT RESOLVED that the Board of Education approves Lisa Fama as a Speech/Language Specialist (returning) for the 2007-2008 school year at a salary of \$55,460 (M in F, Step 10) effective September 1, 2007.

Moved by Mrs. Schwartz, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

Action 06-517

RESOLUTION

BE IT RESOLVED that the Board of Education approves Patricia B. Davis as a Long Term Substitute (maternity leave replacement for Sherri Parsh) for the 2006-2007 school year at a salary of \$43,110 (BA, Step 1) effective March 12, 2007.

Moved by Mrs. Schwartz, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

Action 06-518

RESOLUTION

BE IT RESOLVED that the Board of Education approves Ellen Sidbury as a teacher assistant (replacement for Mary Wasik, Patrick McGaheran School) at a salary of \$18,519 pro-rated (BA, Step 1) effective April 16, 2007.

Moved by Mrs. Schwartz, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

Action 06-519

RESOLUTION

BE IT RESOLVED that the Board of Education accepts with regret the resignation of Jean Anderson (teacher, Patrick McGaheran School) effective June 30, 2007.

Moved by Mrs. Schwartz, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

Action 06-520

RESOLUTION

BE IT RESOLVED that the Board of Education accepts with regret the retirement of Barbara J. Keim (teacher, Patrick McGaheran School) effective November 21, 2007.

Moved by Mrs. Schwartz, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

Action 06-521

RESOLUTION

BE IT RESOLVED that the Board of Education approves Lindsay Nahm as Spruce Run School principal effective September 1, 2007 at a salary of \$90,000 (pro-rated).

Moved by Mrs. Schwartz, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

Action 06-522

RESOLUTION

BE IT RESOLVED that the Board of Education approves suspending Steven Korba with pay pending further administrative action.

Moved by Mrs. Schwartz, seconded by Mr. Belinski. On a roll call vote resolution was ADOPTED.

POLICY/CURRICULUM

Jim Dincuff, Chairperson; Michael Belinski, Roger Straight and Christopher Yula

Action 06-523

RESOLUTION

BE IT RESOLVED that the Board of Education adopts the Comprehensive Equity Plan for the Academic Years 2007-2010 and authorize its submission to the New Jersey Department of Education.

Moved by Mr. Dincuff, seconded by Mrs. Schwartz. On a roll call vote resolution was ADOPTED.

Action 06-524

RESOLUTION

BE IT RESOLVED that the Board of Education accepts the 2007-2008 Professional Development Plan for Clinton Township School District as approve by the Hunterdon County Superintendents Office on December 14, 2006.

Moved by Mr. Dincuff, seconded by Mrs. Schwartz. On a roll call vote resolution was ADOPTED.

Dr. Nastus thanked Diane Radwill and the entire Comprehensive Equity team for the undertaking.

COMMUNICATIONS/N.J.S.B.A.

Donna Gregory, Chairperson; Michelle Cresti, Thomas Marron and Thomas Roskoski

Mrs. Cresti reported on budget communication issues.

PUBLIC COMMENT

No one wished to speak at this time.

NEW BUSINESS

Mr. Belinski will present summary report on District-wide recycling at the next meeting. It was noted that the DI team qualified for national competition.

ADJOURNMENT

Action 06-525 RESOLUTION BE IT RESOLVED that the Board of Education adjourns the regular meeting at 10:10 p.m. Moved by Dr. Schwartz, seconded by Mr. Belinski. Respectfully Submitted, Roger Straight Board President

Daria A. Wasserbach
School Pusiness Administrator/Pound Secrete

School Business Administrator/Board Secretary