Minutes of **Monday, June 24, 2019 Special Public Board Meeting** of the Orange Board Of Education held at 7:00 p.m., Administration Building, 451 Lincoln Avenue, Orange, New Jersey.

E. Lydell Carter is presiding over tonight's meeting.

Mr. Jeffrey Wingfield

Dr. Courtne Thomas (Absent)

Mr. Tyrone Tarver

Mr. Siaka Sherif

Ms. Cristina Mateo

Ms. Kyleesha Hill

Mr. Derrick Henry

Ms. Brenda Daughtry

Mr. E. Lydell Carter

ROLL CALL: (8) PRESENT (1) ABSENT

ALSO PRESENT:

- Mr. Ronald C. Lee, Interim Superintendent of Schools
- Mrs. Shebra Dismuke HR Talent Officer
- Dr. Paula E. Howard, Deputy Superintendent of Schools
- Mr. Adekunle James, School Business Administrator/Board Secretary
- Mr. Akindele Ayodele, Assistant School Business Administrator/Board Secretary
- Mr. Ronald Hunt, School Board Attorney with the firm of Hunt, Hamlin & Ridley

In conformance with the **Board of Education Policy 1120-1 and Open Public Meeting Act, Chapter 231**, this is to announce that this Special Public Board Meeting of the Orange Board of Education is being convened with adequate notice. Notice of this meeting has been posted at the Administrative Office, filed with the City Clerk's Office of the City of Orange Township and delivered to the <u>Orange Transcript</u> and the Star Ledger.

The City of Orange Township Board of Education encourages the participation and input from members of the public at its board meetings. However, in accordance with Board Policy, verbal attacks against individual staff members or members of the Board are not permitted. Persons are encouraged to address the Board regarding comments relating to agenda items or issues concerning the educational process. Public comments are limited to one (1) per attendee for a maximum duration of three (3) minutes. The Board of Education thanks you for your cooperation.

FLAG SALUTE (none)

PRESENTATIONS (none)

BOARD MINUTES (none)

BOARD COMMENTS

- Roll Call was performed by Mr. James at 7:25 pm, followed by the Flag Salute.
- A Motion to go into a 2nd Closed Session was moved by Ms. Brenda Daughtry and seconded by Mr. Tyrone Tarver. The Board entered into closed session with a vote of eight (8) Yea to zero (0) Nay.
- Roll Call was performed by Mr. James at 8:05 pm to open the 2nd Public Session.
- Mr. Lee referred to a previous question about Professional Development pertaining to social emotional learning and who would receive that training. Dr. Russo addressed the question.

- Ms. Kyleesha Hill stated that she wanted to make sure the professional development was extended to crossing guards, lunch aides and those with regular contact with the children of Orange on a daily basis. Mr. Lee added that we will be able to schedule time for them to receive the professional development.
- Ms. Hill also asked Mr. Lee if the District will check if teachers are following the new disciplinary policies. Mr. Lee addressed her concerns.
- Mr. James read a letter to Mr. Lee, from the OEA at Lincoln Avenue School, asking to allow two staff members to go to a workshop, at no cost to the District, during time when they should be in school. The Board decided not to walk the resolution onto tonight's agenda.

PUBLIC COMMENTS (none)

BOARD RESOLUTIONS

A19-032 RESOLUTION TO APPOINT A SCHOOL BOARD SPECIAL EDUCATION ATTORNEY FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, there exists a need to appoint a school board special education attorney to provide counsel to the school district; and

WHEREAS, funds are available in the 2019-2020 budget for this purpose and the Public Schools Contract Law defines such professional services as not necessarily being subject to competitive bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education appoints the firm of **Machado Law Group**, <u>136 Central Avenue 2nd Fl, Clark, NJ 07066</u>, as the *School Board Special Education Attorney* during the 2019-2020 school year, at a cost not to exceed \$140.00 per hour.

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (7) YEA (0) NAY (1) ABSTAIN – B. Daughtry

A19-033 RESOLUTION TO APPOINT A DISTRICT EXTERMINATOR PEST CONTROL SERVICE FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, there exists a need for the appointment of a Exterminator Pest Control Service for the Orange School District; and

NOW, THEREFORE, BE IT RESOLVED, by the Orange Board of Education, hereby appoints the firm of **Tarney Exterminator**, <u>268 Riveredge Drive, Chatham, NJ 07928</u>, as its *Board Exterminator* during the 2019-2020 school year, at a cost not to exceed \$3,250.00 per month.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

RESOLUTION TO APPOINT A TREASURER OF SCHOOL A19-034 MONIES FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, there is a need for the appointment of a Treasurer of School Monies for the Orange Public School District during the 2019-2020 school year.

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education appoints

Mr. Olugbenga Olabintan, CPA, 137 Camden St., Suite 3, Newark, NJ 07103, as the Board Treasurer of School Funds at a continued monthly fee of \$1,750.00.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry.

ROLL CALL: (8) YEA

(0) NAY

(0) ABSTAIN

RESOLUTION TO APPOINT A DISTRICT INSURANCE A19-035 AGENT OF RECORD FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, there exists a need to appoint an insurance carrier to seek the best possible liability insurance coverage for the district.

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education, hereby appoints the Albert Earl Brown Agency, 283 South Tenth St., Suite 1, Newark, NJ 07102, as its District Insurance Agent of Record during the 2019-2020 school year, at no fee to the district.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. **ROLL CALL: (8) YEA**

A19-036

(0) ABSTAIN (0) NAY

RESOLUTION TO APPOINT A DISTRICT ENVIRONMENTAL AND OCCUPATIONAL HEALTH CONSULTANTS FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, there exists a need for the appointment of a Environmental & Occupational Health Consultants, (Right-To-Know) for the Orange School District; and

NOW, THEREFORE, BE IT RESOLVED, by the Orange Board of Education, hereby appoints the firm of Karl & Associates, 20 Lauck Road, Mohnton, PA 19540, as its Board Environmental & Occupational Health Consultants during the 2019-2020 school year.

BE IT FURTHER RESOLVED, that proposal for each project cost be submitted to and approved by the Business Administrator prior to the commencement of the project.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. (0) NAY (0) ABSTAIN **ROLL CALL: (8) YEA**

> **RESOLUTION TO APPOINT A DISTRICT WORKERS** A19-037 COMPENSATION INSURANCE AGENT OF RECORD FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, there exists a need to appoint a Workers Compensation insurance carrier to seek the best possible liability insurance coverage for the district.

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education, hereby appoints **Atlantic Associates Insurance Agency Inc.,** 1125 Atlantic Ave., Suite 735, Atlantic City, NJ 08401, as its *District Workers Compensation Insurance Agent of Record* during the 2019-2020 school year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-038 RESOLUTION TO APPOINT A PUBLIC SCHOOL ACCOUNTANT TO PERFORM THE DISTRICT'S FINANCIAL AUDIT FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, Title 18A:23:1 requires that every school district shall cause an annual audit of the district's accounts and financial transactions to be made by a public school accountant; and

WHEREAS, there exists a need for the appointment of a public school accountant to provide services to oversee the financial transactions of the Orange School District and funds are available in the budget for this purpose; and

WHEREAS, the Public Schools Contract Law defines such services as extraordinary unspecifiable professional service not subject to competitive bidding.

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education appoints the firm of **Samuel Klein and Company** 550 Broad Street, 11th Floor, Newark, NJ 07102, to perform the audit of the district's accounts and financial transactions for the school year ending June 30, 2019 at an estimated cost of \$64,960.00 which includes the preparation of the District's Comprehensive Annual Financial Report.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-039 RESOLUTION TO EXTEND THE CONTRACT AGREEMENT FOR CUSTODIAL AND GROUNDS SERVICES WITH POWER CLEAN, INC. (P.C.I.) FOR THE 2019-2020 SCHOOL YEAR ON A MONTH-TO-MONTH BASIS

WHEREAS, there exist a need to provide custodial and ground services in the district, pending the ongoing district wide additions and renovation projects and other acquired properties and or property Lease Agreements.

WHEREAS, there exists a continued need to provide custodial and grounds maintenances services in the district due to the health and safety needs of the students and staff of the district; and

WHEREAS, this said \$245,290.87 per month current Contract with P.C.I. Inc. be renewed on a Month to Month basis with a 1.5% increase in fees over the 2018-19 school year contract rate at \$248,970.23 per month with this service provider for the 2019-2020 school year, effective July 1, 2019 to June 30, 2020; and

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education hereby approves to continue its need for custodial and grounds maintenances services with Power Clean, Inc. of Bellville, NJ, effective July 1, 2019 on a month-to-month basis; and

BE IT FURTHER RESOLVED, that the contract be evaluated by the Business Administrator every month for its effectiveness in providing the prescribed services.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry.

ROLL CALL: (8) YEA (0) ABSTAIN

A19-040 RESOLUTION TO CONTRACT WITH OPEN UP RESOURCES FOR ENGLISH LANGUAGE ARTS MATERIALS

WHEREAS, the Orange School District continues to provide teacher and student resource materials to support the approved English Language Arts curricula for grades 3-5; and,

WHEREAS, Open Up Resources is the new sole provider of such resource materials; and,

WHEREAS, A copy of the contract for this resolution is on file in the Business Office.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education will enter into a contract agreement with OPEN UP RESOURCES FOR ENGLISH LANGUAGE ARTS CURRICULAR MATERIALS FOR GRADES 3-5 for the 2019-2020 School Year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-041 RESOLUTION TO ENTER INTO A CONTRACT WITH DESIGNATED PRESCHOOL CENTERS TO PROVIDE A QUALITY EDUCATIONAL PROGRAM FOR 3 AND 4 YEAR OLD CHILDREN FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, all Universal districts are mandated to provide comprehensive educational services to all children who are either three or four years old by October 1, 2019 and whose parents or guardians reside in Orange, hereinafter referred to as eligible children, and

WHEREAS, the Board does not currently have the capacity to deliver this program, and

WHEREAS, area centers have the capacity to deliver comprehensive educational services to eligible children, and

WHEREAS, the Board wishes to build on the strengths and capacities of the centers, while at the same time assisting the providers with the improvement of their programs, and

WHEREAS, the participants wish to confirm in writing the terms of mutual and individual responsibilities related to the provision of comprehensive educational services to the eligible children of Orange (copy of a contract is attached).

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education enter into contract between the Orange Board of Education and the attached list of Preschool Providers for the 2019 2020 school year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-042 RESOLUTION TO APPROVE THE CONTRACT WITH
NATIONAL STAFFING ASSOCIATES, INC, AND THE
ORANGE BOARD OF EDUCATION TO PROVIDE NURSING
SERVICES FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange Board of Education has agreed to contract with National Staffing Associates, Inc. to provide Nursing Services at the rate of \$60.00 per hour for RN and \$50.00 per hour for LPN for the 2019-2020 School year; and

WHEREAS, the contract specifies the type of service to be provided for Nursing Services; and

WHEREAS, a copy of the contract for this resolution is on file in the Department of Special Services.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education will enter into a contract agreement with National Staffing Associates, Inc. to provide Nursing Services for the 2019-2020 School Year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-043 RESOLUTION TO APPROVE THE CONTRACT AGREEMENT WITH YUNIOR RODRIGUEZ, SCHOOL PSYCHOLOGIST AND THE ORANGE BOARD OF EDUCATION TO PROVIDE BILINGUAL PSYCHOLOGICAL EVALUATION FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange Board of Education has agreed to contract with Yunior Rodriguez, School Psychologist, to provide Bilingual Psychological Evaluation services at the rate of \$275.00 per completed evaluations and report; and

WHEREAS, the contract specifies the type of service to be provided for Bilingual Psychologist Evaluation Services; and

WHEREAS, a copy of the contract for this resolution is on file in the Department of Special Services.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education will enter into a contract agreement with Yunior Rodriguez, School Psychologist, to provide Bilingual Psychological Services for the 2019-2020 School Year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-044 RESOLUTION TO APPROVE THE CONTRACT WITH SUNBELT STAFFING AND THE ORANGE BOARD OF EDUCATION TO PROVIDE SPEECH LANGUAGE PATHOLOGY, PHYSICAL THERAPY AND OCCUPATIONAL SERVICES FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange Board of Education has agreed to contract with Sunbelt Staffing to provide Speech Language Pathology Services at the rate of \$81.00, Physical Therapy \$81.00, Occupational Therapy at \$81.00 per hour; and

WHEREAS, the contract specifies the type of service to be provided for Speech Language Pathology Services, Physical Therapy and Occupational Therapy; and

WHEREAS, a copy of the contract for this resolution is on file in the Department of Special Services.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education will enter into a contract agreement with Sunbelt Staffing to provide Speech Language Pathology Services for the 2019-2020 School Year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-045

RESOLUTION TO APPROVE THE CONTRACT AGREEMENT WITH SUZANNE PFARR MORLEY, MS CCC SLP AND THE ORANGE BOARD OF EDUCATION TO PROVIDE SPEECH THERAPY SERVICES FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange Board of Education has agreed to contract with Suzanne Pfarr Morley MS CCC SLP to provide contracted services to provide Speech Therapy Services at the rate of \$70.00 per hour and \$300.00 per evaluations with report; and

WHEREAS, the contract specifies the type of service to be provided for Speech Therapy Services; and

WHEREAS, a copy of the contract for this resolution is on file in the Department of Special Services.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education will enter into a contract agreement with Suzanne Pfarr Morley MS CCC SLP to provide Speech Therapy Services for the 2019-2020 School Year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-046

RESOLUTION TO APPROVE TB BEHAVIORAL CONSULTING LLC, TO PROVIDE TRAINING AND CONSULTING SERVICES FOR THE 2019-2020 SCHOOL YEAR.

WHEREAS, the Orange Board of Education has an immediate need for Behavioral Services for students in the Orange Township School District at the rate of \$55.00 per hour; and

WHEREAS, the contract specifies the type of services to be rendered by TB Consulting LLC; and

WHEREAS, a copy of the contract for this resolution is on file in the Department of Special Services.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education approve TB Behavioral Consulting LLC to provide Training and Consulting Services for the 2019-2020 School Year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-047 RESOLUTION TO APPROVE THE CONTRACT AGREEMENT WITH DR. KAVITA SINHA, MD. AND THE ORANGE BOARD OF EDUCATION TO CONDUCT NEUROLOGICAL ASSESSMENTS FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange Board of Education has agreed to contract with Dr. Kavita Sinha, MD. to provide contracted services to conduct Neurological Assessments at the rate of \$350.00 per evaluation with report; and

WHEREAS, the contract specifies the type of service to be provided for Neurological Assessments; and

WHEREAS, a copy of the contract for this resolution is on file in the Department of Special Services.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education will enter into a contract agreement with Dr. Kavita Sinha, MD. to conduct Neurological Assessments for the 2019-2020 School Year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-048

RESOLUTION TO APPROVE THE CONTRACT MIRIAM SKYDELL AND ASSOCIATESS, LLC AND THE ORANGE BOARD OF EDUCATION TO CONDUCT PHYSICAL THERAPY ASSESSMENTS SERVICES FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange Board of Education has agreed to contract with Miriam Skydell and Associates, LLC to conduct Physical Therapy Assessments at the rate of \$100.00 per hour and \$350.00 per evaluation; and

WHEREAS, the contract specifies the type of service to be provided for Physical Therapy Assessments; and

WHEREAS, a copy of the contract for this resolution is on file in the Department of Special Services.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education will enter into a contract agreement with Miriam Skydell and Associates, LLC to conduct Physical Therapy Assessment Services for the 2019-2020 School Year.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-049

RESOLUTION TO APPROVE A CONTRACTUAL AGREEMENT FOR TRANSPORTATION SERVICES FOR STUDENTS WITH DISABILITIES AND VOCATIONAL STUDENTS, ATHLETIC EVENTS AND EXTRA CURRICULAR FIELD TRIPS FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange Board of Education provides transportation services to all eligible students within the district in accordance with regulations; and

WHEREAS, the Sussex County Regional Cooperative is an approved state agency; and

WHEREAS, the Sussex County Regional Cooperative provides transportation services to students at a competitive per pupil rate established by the state bidding procedures for each contracted service and billing will be submitted in accordance with regulations.

NOW, THEREFORE BE IT RESOLVED, that The Orange Board of Education enters into a contractual agreement with the Sussex County Regional Cooperative for transportation services from July 1, 2019 through June 30, 2020, at a rate agreed upon by the district through the competitive bidding process. Additionally the Sussex County Regional Cooperative has agreed to an administrative cost of 2% for in district and joint transportation services for special education and 4% for athletic events and extracurricular field trips.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-050 RESOLUTION TO CONTINUE CONTRACT WITH WILEY & SONS FOR ENGLISH LANGUAGE ARTS MATERIALS

WHEREAS, the Orange School District continues to provide teacher and student resource materials to support the approved English Language Arts curricula for grades 6-8; and,

WHEREAS, Wiley & Sons publishing is the sole provider of such resource materials; and,

WHEREAS, A copy of the contract for this resolution is on file in the Business Office.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education will continue to contract with WILEY & SONS FOR ENGLISH LANGUAGE ARTS CURRICULAR MATERIALS FOR GRADES 6-8 for the 2019-2020 School Year. Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

A19-051 RESOLUTION TO RENEW THE DENTAL SERVICE CONTRACT AGREEMENT WITH DELTA DENTAL PLAN OF NEW JERSEY FOR THE 2019-2021 SCHOOL YEAR

WHEREAS, the current contract for the Orange School District's participation in the Delta Dental Service Plan of New Jersey expired on June 30, 2019 and a renewal at super-composite rate of \$66.86 per month, per employee, has been proposed; and

WHEREAS, this represents a 3.5 percent (3.5%) decrease from the previous contract.

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education, hereby approves the renewal of the dental service contract agreement with Delta Dental Plan of New Jersey for the 2019-2020 and 2020-2021 school years, in the amount indicated above.

Moved by Jeffrey Wingfield. Seconded by Derrick Henry. ROLL CALL: (8) YEA (0) NAY (0) ABSTAIN

B19-012 RESOLUTION TO APPROVE 2019-2020 PROFESSIONAL DEVELOPMENT PLAN

WHEREAS, the Orange Public Schools are required to obtain approval from the Board of Education for the 2019-2020 PROFESSIONAL DEVELOPMENT PLAN; and,

WHEREAS, bids for providing professional development that are over the threshold will be vetted and approved by the OBE Curriculum Committee; and,

WHEREAS, student and teacher data analyses are utilized to determine goals and rationale; and,

WHEREAS, professional mandates from the New Jersey Department of Education are included in the professional development plan;

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education approves the submission of the 2019-2020 PROFESSIONAL DEVELOPMENT PLAN. Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

B19-013 RESOLUTION TO APPROVE THE CONTINUATION OF READING PLUS, A BLENDED LEARNING PLATFORM, FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange School District continues to provide blended learning platforms and personalized learning in all subgroups grades K-12; and,

WHEREAS, Reading Plus is a research-based program for increasing student achievement in reading; and,

WHEREAS, Reading Plus was piloted in 2015-2016 at Rosa Parks Community School and Orange Preparatory Academy; and,

WHEREAS, the OBE Curriculum Committee approved the purchase from the sole provider of this program in 2016-2017; and,

WHEREAS, the data analysis from three years of usage indicates a positive impact on student achievement in reading;

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education approves THE CONTINUATION OF READING PLUS, A BLENDED LEARNING PLATFORM FOR THE 2019-2020 SCHOOL YEAR.

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

C19-038 RESOLUTION TO APPROVE THE BANK DEPOSITORIES FOR THE 2019-2020 SCHOOL YEAR

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education, hereby approves the following banking institutions as depositories for the 2019-2020 school year:

Banks/Locations

Bank of America, N.A.	PNC National Bank
59 Main St.	410 Main St.
West Orange, NJ 07050	Orange, NJ 07050
Hudson City Savings Bank	TD Bank
288 Main St.	101 Washington St.
Orange, NJ 07050	Hoboken, NJ 07030

WHEREAS, the Orange Board of Education seeks to expand educational opportunities by providing alternative non-traditional experiences.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board Of Education approves the workshops/conferences as per attached summary.

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (6) YEA (0) NAY (1) ABSTAIN – B. Daughtry

C19-039 RESOLUTION TO APPROVE THE 2019-2020 BANK SIGNATORIES FOR THE DESIGNATED SCHOOLS

WHEREAS, the Orange School District has undergone some personnel changes and the minimum required signatories on school fund checks are now two.

NOW, THEREFORE, BE IT RESOLVED, that the individuals listed below are hereby designated signatories for the listed accounts:

<u>Schools</u>	Depository	Signatories
Central Elem. Checking	PNC Bank #8101286913	Debra Joseph-Charles Adekunle James Akindele Ayodele
Cleveland St. Elem. Checking	Bank of America, N.A. #0139019146	Robert Pettit Adekunle James Akindele Ayodele
Forest St. Elem. Checking	Bank of America, N.A. #0139026606	Yancisca Cooke Adekunle James Akindele Ayodele
Heywood Ave. Elem. Checking	Bank of America, N.A. • #0139021922	Faith Alcantara Adekunle James Akindele Ayodele
Lincoln Ave. Elem. Checking	Bank of America, N.A. #0801040111	Frank Iannucci, Jr. Adekunle James Akindele Ayodele
Rosa Parks Checking	Bank of America, N.A. #9501421576	Debra Joseph-Charles Adekunle James Akindele Ayodele
Oakwood Ave. Elem. Checking	Bank of America, N.A. #0139021426	Denise White Adekunle James Akindele Ayodele

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Park Ave. Elem. Checking	Bank of America, N.A. #0139000216	Dr. Myron Hackett Adekunle James Akindele Ayodele
Orange Preparatory Academy Checking	Bank of America, N.A. #0139013512	Dana Gaines Adekunle James Akindele Ayodele
Orange Preparatory Academy Money-Market Checking	Bank of America #3812672911	Akindele Ayodele
Orange High Money-Market Checking	Hudson City Savings #1508317053	Akindele Ayodele Adekunle James
Orange High Checking	Bank of America, N.A. #0801009427	Adekunle James Jason Belton Akindele Ayodele
CIAO Checking	Bank of America N.A. #381033445791	Adekunle James Akindele Ayodele Dr. Cayce Cummins
Orange High Athletic Assn. Checking	Bank of America, N.A. #0801009400	Adekunle Jarnes Jason Belton Akindele Ayodele
Orange High Scholarship Fund Checking	Bank of America, N.A. #4039042663	Adekunle James Jason Belton Akindele Ayodele
Orange Board of Education Annual Teacher Recognition Checking	Bank of America, N.A. #003812670861	Adekunle James Naomi Widener Akindele Ayodele
Orange Early Childhood Center Checking	Bank of America, N.A. #381042616540	Adekunle James Jacquelyn Blanton Akindele Ayodele
Orange Board of Education Performing Checking d by Jeffrey Wingfield. Se	Bank of America, N.A. #381029194412	Adekunle James Donna Sinisgalli Akindele Ayodele

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (6) YEA (0) NAY (1) ABSTAIN – B. Daughtry

C19-040 RESOLUTION TO APPROVE THE 2019-2020 BANK SIGNATORIES FOR THE DISTRICT'S OPERATING BANK ACCOUNTS

BE IT RESOLVED, that the Orange Board of Education approves the following 2019-2020 bank signatories to regulate its district operating bank account receipts and disbursements:

<u>Accounts</u>	<u>Banks</u>	<u>Signatories</u>
General/Operating	Bank of America, N.A.	Adekunle James
Checking	59 Main St.	Olugbenga Olabintan (Treasurer of School Fur
#0461284851	West Orange, NJ	Board President

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Daving II Agangu	Pank of America N.A.	Adekunle James
Payroll Agency Checking	Bank of America, N.A. 59 Main St.	Naomi Widener
#0139014489	West Orange, NJ	Akindele Ayodele
#0139014409	West Grange, 145	ARMacie My odere
New Payroll	Bank of America, N.A	Olugbenga Olabintan
Checking	59 Main St.	(Treasurer of School Funds)
#9404590095	West Orange, NJ	
	DMC Develo	Adalounia Innana
Workers'	PNC Bank	Adekunle James
Compensation	410 Main St.	Naomi Widener
Interest Checking	Orange, NJ	Akindele Ayodele
#8102325910		
Investment Money	TD Bank .	Adekunle James
Market	101 Washington St.	Naomi Widener
Interest Checking	Hoboken, NJ	Akindele Ayodele
#3982693257	Hobokell, No	Annacie Ayoueie
#3902093237		
Primary Business	PNC Bank	Adekunle James
Money Market	410 Main St.	Naomi Widener
Interest Checking	Orange, NJ	Akindele Ayodele
#803414704	, , , , , , , , , , , , , , , , , , ,	
Food Service	Bank of America, N.A	Adekunle James
Checking	59 Main St.	Naomi Widener
#0139023399	West Orange, NJ	Akindeke Ayodele
Unemployment	Bank of America, N.A	Adekunle James
Compensation	59 Main St.	Naomi Widener
Checking	West Orange, NJ	Akindele Ayodele
#0139501681		
The Olivia J. Simmons	Bank of America, N.A	Adekunle James
Scholarship Fund under	59 Main St.	Naomi Widener
the Trustee of the Orange West (Orange, NJ	Akindele Ayodele
Board of Education		
Interest Checking #4039013728		
Food Service OBOE Scholarship Fund under the Trustee	Bank of America, N.A. 59 Main Street	Adekunle James Naomi Widener
of the Orange Board of	West Orange, NJ	Akindele Ayodele
Education Interest Checking		
#9404589545		
The William N. Williams, Jr.	Bank of America	Adekunle James
Memorial Class of 1942	59 Main St	Naomi Widener
Scholarship Fund under the	West Orange, NJ	Akindele Ayodele
Trustee of the Orange Board Of Education		
Interest Checking		
#9501421461		
Orange Memorial Auxiliary	Bank of America	Adekunle James
Student Activity Account	59 Main St	Naomi Widener
Under the Trustee of the	West Orange, NJ	Akindele Ayodele
Orange Board of Education Interest Checking		
#9523114737		

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	The Dr. Carlos Zambrano Scholarship Fund under the Trustee of the Orange Board Of Education Interest Checking	Bank of America 59 Main St. West Orange, NJ	Adekunle James Naomi Widener Akindele Ayodele
	#9501421760		
	Joyce Carnegie Scholarship Fund Under the Trustee of the OBOE Checking Account #381033445513	Bank of America 59 Main St. West Orange, NJ	Adekunle James Naomi Widener Akindele Ayodele
	Hassan C. Miller Memorial Scholarship Fund under the Trustee of the OBOE Checking Account #381042617125	Bank of America 59 Main St. West Orange, NJ	Adekunle James Naomi Widener Akindele Ayodele
	Chavon Moore My Life Scholarship Trust Fund under the Trustee of the OBOE Checking Account	e 59 Main St. West Orange, NJ	Adekunle James Naomi Widener Akindele Ayodele
(oved by Jeffrey Winafield. Secor	nded by Brenda Dar	uahtrv.

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (6) YEA (0) NAY (1) ABSTAIN – B. Daughtry

C19-041

RESOLUTION TO APPLY FOR EXTRAORDINARY AID IN ACCORDANCE WITH THE COMPREHENSIVE EDUCATIONAL IMPROVEMENT AND FINANCING ACT

WHEREAS, the Orange School Board of Education provides educational programs and services to students with educational disabilities in accordance with the Individualized Educations Programs (IEPs); and

WHEREAS, in accordance with the Comprehensive Education Improvement and Financing Act, NJSA 18A:7F-19b, districts may apply to the Commissioner of Education for extraordinary aid in those instances in which the educational cost for a classified student exceeds \$40,000; and

WHEREAS, the district has identified students who meet the criteria specified above and is applying for extraordinary aid and funding consistent with guidelines of the State Department of Education.

NOW, THEREFORE BE IT RESOLVED, that the Orange Board of Education submits an application to the New Jersey Department of Education for extraordinary aid to support the educational costs of these students whose programs are in excess of \$40,000.

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (6) YEA (0) NAY (1) ABSTAIN – B. Daughtry

C19-042 RESOLUTION TO APPROVE THE TRANSFER OF FUNDS (FUND 20) FOR THE 2018-2019 SCHOOL YEAR

WHEREAS, the Orange School District requires budgetary transfers to meet the encumbrances for the 2018-2019 school year, as per the attached.

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education hereby approves the Transfer of Funds.

BE IT FURTHER RESOLVED, that the 2018-2019 budget be adjusted accordingly.

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (6) YEA (0) NAY (1) ABSTAIN – B. Daughtry

D19-015 RESOLUTION TO SUBMIT THE INDIVIDUALS WITH DISABILITIES EDUCATION IMPROVEMENT ACT-PART B, FY 2020 FUNDING APPLICATION

WHEREAS, the Orange School District is implementing programs and services to meet the needs of classified students in accordance with the Individuals with Disabilities Education Improvement Act-Part B; and

WHEREAS, the Orange Board of Education is entitled to submit a combined Preschool and Basic Application to the State Department of Education for FY 2020 grant funding which includes, tuition payments, the related services of nursing, occupational therapy, physical therapy and speech therapy in addition to assistive technology; and

WHEREAS, the district has allocated \$1,400,259 Basic Award and The Preschool award of \$48,924

NOW THERFORE BE IT RESOLVED, that the Orange Board of Education submits the IDEA- Part B grant application in the amount of \$1,400,259 - Basic and \$48,924 - Preschool for the 2020 School year.

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

E19-016 RESOLUTION TO APPROVE THE REQUEST OF ORANGE BENGALS POP WARNER FOOTBALL/CHEER ORGANIZATION TO UTILIZE BELL STADIUM TO HOST THEIR FOOTBALL GAMES

WHEREAS, the Orange Bengals Pop Warner Football/Cheer Organization is requesting to utilize the following:

BELL STADIUM

FOOTBALL GAMES

FRIDAY, August 23, 2019

4:00 P.M. - 9:00 P.M.

SATURDAYS, September 7 & October 5 & 19, 2019

8:00 A.M. - 8:00 P.M.

SUNDAYS, September 15, 22, 29 & October 13, 2019

8:00 A.M. - 8:00 P.M

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education, hereby approves the request of the Orange Bengals Pop Warner Football/Cheer Organization, as indicated above, pending the necessary signing of the Hold Harmless Agreement, proof of insurance coverage, completion of the Request for Use of District Facilities form and the payment of any fees negotiated or established by the Business Administrator.

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

E19-017 RESOLUTION TO APPROVE THE REQUEST OF THE JERSEY STARS SOCCER CLUB TO UTILIZE BELL STADIUM TO HOST ITS SOCCER PRACTICES AND GAMES

WHEREAS, the Jersey Stars Soccer Club is requesting to utilize the following:

BELL STADIUM

Soccer Practices and Games
Sundays
June 30, 2019
July 7, 14, 21, 28, 2019
August 4, 11, 18, 25, 2019
(9:00 am - 4:00 pm)

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education, hereby approves the request of the Jersey Stars Soccer Club, as indicated above pending the signing and return of the Hold Harmless Agreement, proof of insurance coverage, completion of the Request to Use Facilities form and payment in the amount of \$2780.82

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

E19-018 RESOLUTION TO APPROVE THE REQUEST OF THE CHRISTIAN BASKETBALL ORGANIZATION TO UTILIZE PARK AVENUE SCHOOL GYMNASIUM TO HOST THEIR BASKETBALL GAMES

WHEREAS, the Christian Basketball Organization is requesting to utilize the following:

PARK AVENUE SCHOOL GYMNASIUM

BASKETBALL GAMES

FRIDAYS, JULY 5, 12, 19 & 26, 2019, 6:00 P.M. – 10:00 P.M. **SATURDAYS, JULY 6, 13 & 20, 2018**, 10:00 A.M. – 2:00 P.M. **SATURDAY, JULY 27, 2018**, 11:00 A.M. – 1:00 P.M.

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education hereby approves the request of the Christian Basketball Organization, as indicated above, pending the signing and return of the Hold Harmless Agreement, proof of insurance coverage, completion of the Request to Use Facilities form and payment of service fees (custodial & security) in the amount of \$1,671.32

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

RESOLUTION TO APPROVE THE REQUEST OF OUR LADY E19-019 OF MOUNT CARMEL TO UTILIZE BELL STADIUM TO HOST ITS SOCCER TOURNAMENT

WHEREAS, the Our Lady of Mount Carmel is requesting to utilize the following:

BELL STADIUM Soccer Tournament Saturday, July 27, 2019 (9:00 am - 4:00 pm)

Sunday, July 28, 2019 (4:30 am - 9:00 pm)

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education, hereby approves the request of Our Lady of Mount Carmel, as indicated above pending the signing and return of the Hold Harmless Agreement, proof of insurance coverage, completion of the Request to Use Facilities form and payment in the amount of \$264.84

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry. **ROLL CALL: (7) YEA** (0) NAY (0) ABSTAIN

> THE SY RESOLUTION TO APPROVE 2019-2020 F19-026 EMPLOYMENT CONTRACT FOR DR. PAULA E. HOWARD, **DEPUTY SUPERINTENDENT**

WHEREAS, New Jersey Department of Education requires the annual approval of employment contracts for Superintendents of Schools, Assistant Superintendent of Schools and School Business Administrators; and

WHEREAS, said employment contracts must be approved by the Essex County Executive Superintendent of Schools; and

WHEREAS, the employment contract for Dr. Paula E. Howard, Deputy Superintendent herewith attached delineates the salary and benefits for said position for 2019-2020 school year; and

WHEREAS, the employment contract for Dr. Paula Howard, has been approved by the Essex County Executive Superintendent for the 2019-2020 school year, per the attached.

NOW, THEREFORE BE IT RESOLVED, the Board of Education of the City of Orange Township; hereby approves the employment contract for Dr. Paula E. Howard, Deputy Superintendent for the 2019-2020 school year.

Motion to Untable

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (6) YEA

(0) NAY (1) ABSTAIN - S. Sherif

Motion to Approve

Moved by Jeffrey Wingfield. Seconded by Derrick Henry.

ROLL CALL: (0) YEA

(7) NAY

(0) ABSTAIN

F19-027 RESOLUTION TO APPROVE THE SY 2019-2020 EMPLOYMENT CONTRACT FOR ADEKUNLE JAMES, BUSINESS ADMINISTRATOR/BOARD SECRETARY

WHEREAS, New Jersey Department of Education requires the annual approval of employment contracts for Superintendents of Schools, Assistant Superintendent of Schools and School Business Administrators; and

WHEREAS, said employment contracts must be approved by the Essex County Executive Superintendent of Schools; and

WHEREAS, the Interim Superintendent recommends the renewal of Adekunle James' employment contract for the 2019-2020 school year; and

WHEREAS, the employment contract for Adekunle James is herewith attached delineates the salary and benefits for said position for 2019-2020 school year; and

WHEREAS, the employment contract for Adekunle James, has been approved by the Essex County Executive Superintendent for the 2019-2020 school year per the attached.

NOW, THEREFORE BE IT RESOLVED, upon the recommendation of the Interim Superintendent, the Board of Education of the City of Orange Township; hereby approves the employment contract for Adekunle James, Business Administrator/Board Secretary for the 2019-2020 school year.

Motion to Untable

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (6) YEA

(0) NAY

(1) ABSTAIN - S. Sherif

Motion to Approve

Moved by Jeffrey Wingfield. Seconded by Siaka Sherif.

ROLL CALL: (7) YEA

(0) NAY

(0) ABSTAIN

F19-029

RESOLUTION TO REAFFIRM THE ADOPTION OF BOARD POLICIES, RULES, REGULATIONS & DIRECTIVES FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange Public School District has adopted Board Policies, Rules and Directives.

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education hereby reaffirms the existing Board Policies, Rules and Directives previously promulgated and currently in effect.

Moved by Jeffrey Wingfield. Seconded by Siaka Sherif. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

F19-030 PESOLUTION TO APPOINT A DISTRICT A

F19-030 RESOLUTION TO APPOINT A DISTRICT ANTI-BULLYING COORDINATOR FOR THE 2019-2020 SCHOOL YEAR

WHEREAS, the Orange Board of Education is required to comply with the regulation which was signed into law by Governor Chris Christie, on January 5, 2011, (P.L 2010, Chapter 122,) an act concerning Harassment Intimidation & Bullying (HIB) in school settings which amended Title N.J.S.A. 18A:37-13 et seq.; and

WHEREAS, in accordance with the regulation, it requires the prevention and intervention of HIB on and off school grounds, at school-sponsored functions and on school buses; and

WHEREAS, in accordance with the regulation, the Chief School Administrator (CSA) must appoint a district anti-bullying coordinator, the CSA must make all effort to appoint an employee of the school district to this position; and

WHEREAS, the responsibilities of the district anti-bullying coordinator shall include but not limited to:

- ✓ Coordinate and strengthen the school district's policies to prevent, identify, and address HIB of students.
- ✓ Collaborate with school anti-bullying specialists in the district, the board of education, and the CSA to prevent, identify and respond to HIB of students in the district.
- ✓ Provide data, in collaboration with the CSA, to the New Jersey Department of Education (NJDOE) regarding HIB of students.
- ✓ Execute such other duties related to school HIB as requested by the CSA.
- ✓ Meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address HIB in the district.

NOW, THEREFORE, BE IT RESOLVED, that the Orange board of Education hereby approves the CSA's appointment of the **Guidance Department Supervisor**, as the district's Anti-Bullying Coordinator for the 2019-2020 school year.

Moved by Jeffrey Wingfield. Seconded by Siaka Sherif. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

G19-009

RESOLUTION TO APPROVE THE DESIGNATED NEWSPAPERS FOR ADVERTISING AND MEETING ANNOUNCEMENTS FOR THE 2019-2020 SCHOOL YEAR

NOW, THEREFORE, BE IT RESOLVED, that the Orange Board of Education, Public School District, hereby approves the following as its official newspapers for public announcement advertising during the 2019-2020 school year:

Designated Newspapers

For Advertising

For Announcing Meetings

East Orange Record/Orange Transcript
Star Ledger
New York Times

East Orange Record/Orange Transcript Star Ledger

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry.

ROLL CALL: (6) YEA

(0) NAY

(1) ABSTAIN – Siaka Sherif

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H. Case Numbers

Home Instruction Cases #'s 906, 907

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

Out-of-District Placement Cases
#'s 305646, 307736

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

H.I.B Cases
Substantiated #'s (none)

HUMAN RESOURCE AGENDA

- Leaves of Absence
- Resignations
- Appointments
- □ Transfer
- Reassignment
- Other Personnel Actions
- □ Stipends
- For The Record

Moved by Jeffrey Wingfield. Seconded by Brenda Daughtry. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

DISTRICT MEETINGS

Next scheduled meetings are as follows:

<u>Public</u>

- Facilities Committee Meeting Monday, July 8, 2019 at 2:30 p.m.,
 451 Lincoln Avenue
- Public Board Meeting Tuesday, July 9, 2019 at 7:00 p.m.,
 Administration Building, 451 Lincoln Avenue
- Curriculum Committee Meeting Tuesday, June 25, 2019 at 5:00 p.m.,
 451 Lincoln Avenue
- Finance Committee Meeting Thursday, TBD, 2019 at 5:00 p.m., 451 Lincoln Avenue

Closed

Human Resource Committee Meeting – Monday, July 8, 2019 at 4:00 p.m.

CORRESPONDENCES

Mr. James distributed a letter to members from Mr. Jeffrey Feld.

COMMITTEE REPORTS

Mr. Tarver informed members about the Facilities Committee, stating that
possibly, the Board would be interested in purchasing 378 Clarendon since our
current propertied would only add another 30 parking spots. He mentioned that
residents have complained about teachers parking in the neighborhood. He said
the owners are asking for more than 10% of the appraised value of \$80,000. Mr.
James informed them that by law the Board cannot purchase a property for more
than 10% of its value.

BOARD COMMENTS

- Ms. Mateo informed members that at the last City Council meeting, Councilperson Summers-Johnson congratulated the students of Orange who are graduating this year. She also reported that Mr. Jeffrey Feld commented on the new construction project in Orange; that the Board should be aware of the new children it will bring and that the correct amount of funding should go to the Board.
- Mr. Tarver mentioned that the Main Street project was already approved by the City; that there is not enough parking for the project.
- Mr. Lee asked isn't there an ordinance that states the board should be notified of new projects. Mr. Tarver answered his question.
- Mr. Tarver stated that the new development is a pilot project which is seen a payment instead of taxes; that the money from these developments do not go to the school board. Mr. Lee asked if the board could push the issue. Mr. Tarver responded that it is a city issue.
- Mr. Sherif asked about parking permits from the City. Mr. Carter responded that he had no report on it at this time.
- Mr. Carter informed members about the Fashion Show that took place at Cleveland Street School.
- The Board acknowledged that this would be Mr. Lee's last board meeting.
- Mr. Lee addressed board members, saying that it has been a joy serving in Orange and that he does not intend to leave it. He asked that the board support the new superintendent for the benefit of the children. He believes that the district is on its way. He encouraged the board to meet with the new superintendent and explore what his goals are for the District going forward so that they may all move forward on one accord.

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Pursuant to N.J.S.A. 10:4-12 and in conformance with the Board of Education Policy 1120-1 and Open Public Meeting Act, Chapter 231, this is to announce that the Orange Board Of Education will hold its next regularly scheduled Meeting on July 9, 2019 Closed Session at 5:30 p.m. and Public Session at 7:00 p.m. It is expected that the discussion undertaken in the closed session board meeting can be made public at the time official action is taken or when its confidentiality is no longer required.

Motion to adjourn Public Session.

Moved by Brenda Daughtry. Seconded by Cristina Mateo. ROLL CALL: (7) YEA (0) NAY (0) ABSTAIN

APPROVAL DATE: July 9, 2019

ATTESTED TO BY:

School Business Administrator/ Board Secretary