

WARREN COUNTY SCHOOL DISTRICT
BOARD OF SCHOOL DIRECTORS
MEETING MINUTES
MONDAY, OCTOBER 14, 2013

1.0 Opening Activities

1.1 Call to Order

The regular meeting of the Warren County School District Board of School Directors was called to order by Mr. Stewart, President, at 7:00 p.m. in the Board Room of the Warren County Career Center, 347 East Fifth Avenue, Warren, Pennsylvania.

1.2 Recognitions & Presentations

1. New Employees were introduced by their principals:

Mr. Christopher Demorest – Itinerant Guidance Counselor (EMHS)
Mr. Matthew Menard – Itinerant Guidance Counselor (WAHS/WAEC)
Ms. Kimberly Hunter – Special Education (WAHS)
Ms. Julia Dustin – Special Education (WAHS)
Ms. Cathie Cummings – Business (WCCC)
Mr. Patrick Mulligan – Elementary (RES)
Mr. Christopher Urban – Math (SAMHS)
Ms. Laura Bierbower – Counselor (YEMS)
Ms. Kristen Jacobson – Reading Specialist (WAEC)

2. Student Recognitions

Mr. Martin, Eisenhower Middle/High School principal, introduced Mr. Napolitan who recognized the students in the marching band for their dedication and hard work - Jessalyn Peterson, drum major; Macy Retterer, section leader; Shelby Willis, Band President; and Jimmie Palmer; nationally recognized with an honorable mention for his music composition “Ignition.”

Mr. Martin, Eisenhower Middle/High School principal, introduced Tara Sleeman who has participated in 4-H showing dairy cattle. She participated in the PA Farm Show, attended a dairy conference in Wisconsin and will participate in 4-H activities in Washington, DC in the spring.

Mr. Flickner, Warren Area High School principal, introduced Abigail Funari and Aaron Borger who were entered into the National Merit Scholarship Program. Both scored within the top 5% of the approximately 1.5 million students that take the test. Abigail received a letter of commendation and Aaron has an opportunity to continue on in the competition.

The Warren County School District does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs, activities or employment practices and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to Mrs. Amy Stewart, Title IX/Section 504 Coordinator at 589 Hospital Drive, Suite A, Warren, PA 16365 or (814) 723-6900.

Mr. Flickner, Warren Area High School principal, introduced Jessica Patz, Key Club member, who attended the National Key Club conference in Washington, DC as a delegate from Pennsylvania. She will attend the state conference in March and the National Conference in Anaheim, CA next year.

Ms. Ann Ryan, Warren Area Elementary Center principal, introduced student helpers that assisted new kindergarten, first and second grade students board busses at the beginning of the school year. Skyla Urig, Sarah Nolan, and Alex Zariczny did a great job making sure everyone got on the right bus.

1.3 Pledge of Allegiance

Skyla Urig, Sarah Nolan and Alex Zariczny led the Pledge of Allegiance.

1.4 Roll Call

Roll Call

Present:

Mr. John Grant	Mr. John Werner
Mr. Thomas Knapp	Dr. Paul Yourchisin
Ms. Mary Anne Paris	Mr. Michael Zamborik
Mrs. Marcy Morgan	Mrs. Donna Zariczny
Mr. Arthur Stewart	

Others Present:

Dr. William Clark, Superintendent; Mrs. Amy Stewart, Director of Instructional Technology/Communications; Dr. Norbert Kennerknecht, Director of Buildings & Grounds Services; Mr. James Grosch, Director of Business Services; Mr. Gary Weber, Director of Curriculum, Instruction and Assessment; Mrs. Ruth Nelson, Interim Director; Mr. Chris Byham, Solicitor; Mrs. Ruth Huck, Board Secretary; Mr. Josh Cotton, Times Observer; Mr. Michael Kiehl, Transportation/Purchasing Manager; Mr. Brian Collopy, Technology Coordinator; Mr. Philip Knapp, Supervisor of District-wide Athletics & Co-Curricular Activities; Mr. Matt Jones, Coordinator of Grants & Foundation Development; Dr. Darrell Jaskolka, Principal; Mr. Jeffrey Flickner, Principal; Ms. Ann Ryan, Principal; Mr. Kelly Martin, Principal; Mrs. Marcia Madigan, Principal; Mrs. Amy Beers, Principal; Mr. Eric Mineweaser, Principal; Ms. Sandy Wilks, Lead Special Education Supervisor; Mrs. Christine Haslett, 21st Century Project Manager; Mrs. Louise Tharp, WCEA President; and approximately 55 members of the public in the audience.

1.5 Reading of the Mission Statement – Dr. Paul Yourchisin

The mission of the Warren County School District is to educationally empower all students to think critically and solve problems through a rigorous curriculum that will provide them with the skills necessary to graduate and pursue a career of their interest.

1.6 Reading of the WCSD/PSBA Standards for Effective School Governance and Code of Conduct - Mr. John Grant

In order to maintain a free and strong country, our civic obligation to the community, commonwealth, and nation is to maintain free and strong public schools in the United States of America, without surrendering our responsibilities to any other person, group, or organization. Accordingly, the community should be provided with information about its

schools and be engaged by the board and staff to encourage input and support for the school system.

1.7 Public Comment

There was no public comment.

1.8 Agenda Adoption

MOTION: It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves the agenda dated October 14, 2013.

Agenda Adoption Approved 9-0-0

The result of the vote: passed unanimously.

1.9 Approval of the Minutes - September 9, 2013

MOTION: It was moved by Ms. Paris and seconded by Mr. Zamborik that the Board of School Directors approves the minutes of September 9, 2013.

September 9, 2013 Minutes Approved 9-0-0

The result of the vote: passed unanimously.

1.10 Financial Reports

MOTION: It was moved by Ms. Paris and seconded by Mr. Zamborik that the Board of School Directors approves the Financial Reports and authorizes the release of funds in payment of the listing of bills; further, that a copy as presented be submitted for audit.

Financial Reports Approved 8-0-1
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The result of the vote: passed with Mr. Werner abstaining.

2.0 President's Statement

2.1 Reports & Information

1. I.U.5 - Mrs. Donna Zariczny

Mrs. Zariczny reported that Northwest Tri-County Intermediate Unit 5 held both a regular and special meeting in September. The Board is moving forward with the forensic audit and corrective action. Phase III of the audit comes with recommendations for restructuring the financial staff within the IU, the workflow of funds passing through the IU, and policy recommendations. The IU Board will be considering these changes via resolutions at future meetings.

2. PSBA Liaison - Mr. John Grant

Mr. Grant commented that PSBA has many proposed changes to the by-laws and in particular a tenth committee that focuses on the governance structure and self-evaluation and internal audit.

Mr. Grant also thanked his fellow board members who will be attending PSBA Delegate assembly, representing the district, and taking extra time away from home and family.

3. Career Center Advisory - Dr. Paul Yourchisin and Mr. Michael Zamborik
- Dr. Yourshisin reported that the Warren County Career Center will be holding its annual Occupation Advisory Dinner Thursday, October 16, 2013, at 6:00 p.m. at the Career Center. After dinner instructors will meet with their advisory committees to share information regarding industry certification, equipment needs, and NOCTI scores from the previous year.

2.2 Important Dates

BOARD/COMMITTEE MEETING DATES				
1.	October 28, 2013	6:00 p.m.	Curriculum, Instruction, & Technology Committee Physical Plant & Facilities Committee Personnel/Athletics & Co-Curricular Activities Committee Finance Committee	WCCC
2.	November 11, 2013	7:00 p.m.	Board Meeting	WCCC
3.	November 21, 2013	12:30 - 3:00 p.m.	Board Visitation - Sheffield Area Middle High School	SAMHS

2.3 2013 PSBA Honor Roll of School Board Service

Dr. Clark presented Mr. Thomas Knapp with a PSBA Recognition Certificate for 8 years of service as a board member.

2.4 Announcements

2.5 Other

3.0 Superintendent's Reports and Recommendations

3.1 General Comments - Dr. William Clark

Dr. Clark shared that he received another request from Imaculata University to do research with the District. The survey will focus on the prospectus of safety and security in public schools. A link will be sent to teachers and administrators where they can anonymously complete the survey. A copy of the executive summary will be sent to the District.

Amy Stewart shared with the Board what the schools are doing with regard to bullying. Each school develops programs that are a right fit for them.

3.2 Informational Report

3.3 Committee Reports

3.4 Other

4.0 New Business - Consent Agenda

4.1 Consent Agenda

Items removed for separate action:

4.4 Life Insurance - Mrs. Morgan

4.11 Certificated Personnel Report -Ms. Paris

4.18 Eisenhower Middle High School moving to District IX - Mr. Knapp

MOTION: It was moved by Mr. Zamborik and seconded by Ms. Paris that the Board of School Directors approves the consent agenda with the exception of items 4.4; 4.11; and 4.18.

Consent Agenda
Approved
9-0-0

The result of the vote: passed unanimously.

4.2 Repository Sale - FIN - Mr. John Grant

MOTION: That the Board of School directors approves the repository sale per the attached document.

Repository Sale
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

4.3 PlanCon K for 2013A Bond Refunding - FIN - Mr. John Grant

MOTION: That the Board of School Directors approves PlanCon K for 2013A bond refunding to be submitted to PDE.

PlanCon K
2013A Bond
Refunding
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

4.4 Life Insurance - FIN - Mr. John Grant

Removed for separate action.

Tax Collector
Resolution to
Appoint Tax
Collectors
Approved
9-0-0

4.5 Tax Collector Resolution - FIN - Mr. John Grant

MOTION: That the Board of Directors adopts the resolution to appoint Tax Collectors per the attached document.

The result of the vote: passed unanimously under the Consent Agenda.

4.6 Delinquent Tax Resolution – FIN – Mr. John Grant

MOTION: That the Board of School Directors exonerates the following Tax Collectors in the amounts as listed on real estate property returned for non-payment to the County Commissioners as certified by said collectors for the year 2012 to be approved by the Solicitor.

Delinquent Tax
Resolution
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

4.7 Per Capita Exoneration Resolution – FIN – Mr. John Grant

MOTION: That the Board of School Directors exonerates in the several amounts listed for per capita taxes uncollected for the years 2006, 2007 and 2008.

Per Capita
Exoneration
Resolution
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

4.8 Aramark Release Form - FIN - Mr. John Grant

MOTION: That the Board of School Directors approves the Mutual Release Letter with ARAMARK Educational Services, LLC as presented.

Aramark Release
Form
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

4.9 Citrix Campus Licensing Renewal - FIN - Mr. John Grant

Citrix Campus
Licensing
Renewal
Approved
9-0-0

MOTION: That the Board of School Directors approves the quote from Citrix for the amount of \$87,000 to enroll in the Citrix Education Program Campus-Wide Option for one year.

The result of the vote: passed unanimously under the Consent Agenda.

4.10 Citrix PVS Server Replacements - FIN - Mr. John Grant

Citrix PVS Server
Replacement
9-0-0

MOTION: That the Board of School Directors approves the quote from GovConnection for \$17,664.50 for servers off of the COSTARS state contract pricing program.

The result of the vote: passed unanimously under the Consent Agenda.

4.11 Certificated Personnel Report - PACCA - Mr. Jack Werner

Removed for separate action.

4.12 Support Personnel Report - PACCA - Mr. Jack Werner

Support Personnel
Report
9-0-0

MOTION: That the Board of School Directors approves the Support Personnel Report.

The result of the vote: passed unanimously under the Consent Agenda.

4.13 Athletic Supplemental Contracts - PACCA - Mr. Jack Werner

Athletic
Supplemental
Contracts
Approved
9-0-0

MOTION: That the Board of School Directors approves the Athletic Supplemental Contracts

The result of the vote: passed unanimously under the Consent Agenda.

4.14 Co-Curricular Supplemental Contracts - PACCA - Mr. Jack Werner

Co-Curricular
Supplemental
Contracts
Approved
9-0-0

MOTION: That the Board of School Directors approves the Co-Curricular Supplemental Contracts

The result of the vote: passed unanimously under the Consent Agenda.

4.15 Volunteer Reports - PACCA - Mr. Jack Werner

Volunteer Reports
Approved
9-0-0

MOTION: That the Board of School Directors approves the Volunteer Reports.

The result of the vote: passed unanimously under the Consent Agenda.

4.16 New Bus Drivers - PACCA - Mr. Jack Werner

New Bus Drivers
Approved
9-0-0

MOTION: That the Board of School Directors approves the list of new bus drivers.

The result of the vote: passed unanimously under the Consent Agenda.

4.17 New Position Requests - PACCA - Mr. Jack Werner

New Position
Requests
Approved
9-0-0

MOTION: That the Board of School Directors approves the new position requests for an Itinerant Reading Specialist for the Warren County School District and a new Western Attendance Area Aide at Youngsville High School.

The result of the vote: passed unanimously under the Consent Agenda.

- 4.18 Eisenhower Middle High School moving to District IX - PACCA - Mr. Jack Werner

Removed for separate action.

- 4.19 Dedication Plaque for BWMS Renovations (WCSD #1103) - PPF - Mrs. Donna Zariczny

MOTION: That the Board of School Directors approves, as per Board Policy #6530 - Names on Plaques, the attached names for the dedication plaque for the project known as the Beaty-Warren Middle School Renovation project (WCSD #1103).

BWMS Dedication
Plaque
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

- 4.20 Dedication Plaque for EMHS Renovations (WCSD #1002) - PPF - Mrs. Donna Zariczny

MOTION: That the Board of School Directors approves, as per Board Policy #6530 - Names on Plaques, the attached names for the dedication plaque for the project known as the Eisenhower Middle/High School Renovations (WCSD #1002).

EMHS
Dedication
Plaque
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

- 4.21 Dedication Plaque for the Eisenhower Elementary Addition (WCSD #1203) - PPF - Mrs. Donna Zariczny

MOTION: That the Board of School Directors approves, as per Board Policy #6530 - Names on Plaques, the attached names for the dedication plaque for the project known as the Eisenhower Elementary Addition (WCSD #1203).

Eisenhower
Elementary
Addition
Dedication
Plaque
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

- 4.22 Dedication Plaque for Sheffield Elementary Addition (WCSD #1204) - PPF - Mrs. Donna Zariczny

MOTION: That the Board of School Directors approves, as per Board Policy #6530 - Names on Plaques, the attached names for the dedication plaque for the project known as the Sheffield Elementary Addition (WCSD #1204).

Sheffield
Elementary
Addition
Dedication
Plaque
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

- 4.23 Progress Reports, Kindergarten & First Grade - CIT - Dr. Paul Yourchisin

MOTION: That the Board of School Directors approves the revised Kindergarten & First Grade Progress Reports.

The result of the vote: passed unanimously under the Consent Agenda.

Kindergarten &
First Grade
Progress Reports
Approved
9-0-0

- 4.24 Request for Cyber Charter School Student to Attend WCCC - CIT - Dr. Paul Yourchisin

MOTION: That the Board of School Directors approves the request for a Pennsylvania Leadership Charter School student to attend the Warren County Career Center as indicated in the attached purchase order.

Cyber Student
Request to Attend
WCCC
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

4.25 College Connections Agreement between WCCC and JCC - CIT - Dr. Paul Yourchisin

College
Connections
Agreement
Approved
9-0-0

MOTION: That the Board of School Directors approves the agreement between the Warren County Career Center and Jamestown Community College as presented.

The result of the vote: passed unanimously under the Consent Agenda.

4.26 GRANT: Rural and Low Income Schools - CIT - Dr. Paul Yourchisin

Submission of
Rural & Low
Income Schools
Grant
Approved
9-0-0

MOTION: That the Board of School Directors authorizes the administration to submit an application to the Pennsylvania Department of Education for funding through the Rural and Low-Income School Program, for an additional reading specialist and technology professional development for staff.

The result of the vote: passed unanimously under the Consent Agenda.

4.27 GRANT: Target K-12 Field Trips - CIT - Dr. Paul Yourchisin

Submission of
Target K-12 Field
Trips Grant
Approved
9-0-0

MOTION: That the Board of Directors authorizes the administration to work with any building administrator and/or teacher interested in submitting a Target Field Trip Grant, with the understanding that any trip so proposed must follow established district policy and procedure.

The result of the vote: passed unanimously under the Consent Agenda.

4.28 GRANT: Explore Bowhunting - CIT - Dr. Paul Yourchisin

Submission of
Explore
Bowhunting
Grant
Approved
9-0-0

MOTION: That the Board of School Directors authorizes the administration to apply for an Explore Bowhunting grant to establish an Explore Bowhunting program at Youngsville High School, with the understanding that the program and materials be shared between other district schools as appropriate.

The result of the vote: passed unanimously under the Consent Agenda.

4.29 GRANT: Competitive Career and Technical Education Equipment Grant - CIT - Dr. Paul Yourchisin

Submission of
Career &
Technical
Education
Equipment Grant
Approved
9-0-0

MOTION: That the Board of School Directors authorizes the administration to apply to the PDE Career & Technical Education Equipment Grant to purchase a robotic welder, air lifts, tire changer, and tire balancer to support and expand programming the Welding and Power Equipment Technology Programs of Study at the Warren County Career Center.

The result of the vote: passed unanimously under the Consent Agenda.

4.30 SMARTboards - CIT - Dr. Paul Yourchisin

SMARTboards
Purchase
Approved
9-0-0

MOTION: That the Board of School Directors approves the purchase of ten SMARTboards at the cost of \$48,100 from Xerox Audio Visual Solutions.

The result of the vote: passed unanimously under the Consent Agenda.

4.31 iPads for 21st Century Program - CIT - Dr. Paul Yourchisin

MOTION: That the Board of Directors approves the purchase of 30 iPads with Retina display at a cost of \$17,940.00 for use in the 21st Century After School Program.

iPads for 21st
Century Program
Approved
9-0-0

The result of the vote: passed unanimously under the Consent Agenda.

5.0 Items Removed for Separate Action

5.1 (4.4) Life Insurance - FIN - Mr. John Grant

MOTION: It was moved by Ms. Paris and seconded by Mr. Werner that the Board of School Directors approves a one (1) year renewal for life insurance with Boston Mutual Insurance Company with no increase in premiums.

Life Insurance
Renewal
Approved
9-0-0

FRIENDLY AMENDMENT: That the Board of School Directors approves the contract with Boston Mutual Insurance Company with no increase in premiums subject to solicitor review and endorsement. Ms. Paris and Mr. Werner agreed.

The result of the vote: passed unanimously.

5.2 (4.11) Certificated Personnel Report - PACCA - Mr. Jack Werner

MOTION: It was moved by Mr. Werner and seconded by Mr. Knapp that the Board of School Directors approves the Certificated Personnel Report.

Certificated
Personnel
Report
Approved
9-0-0

Voting Yes: Mr. Werner, Dr. Yourchisin, Mr. Zamborik Mrs. Zariczny,
Mr. Grant, Mr. Knapp, Mrs. Morgan,
Mr. Stewart

Abstaining: Ms. Paris

The result of the vote: passed.

5.3 (4.18) Eisenhower Middle High School moving to District IX - PACCA - Mr. Jack Werner

MOTION: It was moved by Mr. Knapp and seconded by Ms. Morgan that the Board of School Directors approves the recommendation that Eisenhower Middle High School athletics maintain their current position in District X.

EMHS
Maintaining
Position in
District X
Approved
9-0-0

The result of the vote: passed unanimously.

6.0 Future Business for Committee Review

7.0 Other

7.1 Policy 10613 Administration of Medications - CIT - Dr. Paul Yourchisin

MOTION: It was moved by Ms. Paris and seconded by Mr. Knapp That the Board of School Directors approves on second reading the revisions to Policy 10613, titled "Administration of Medications".

Policy #10613 –
Administration
of Medications
Second Reading
Approved
9-0-0

FRIENDLY AMENDMENT: Mr. Stewart requested that changes be incorporated into the policy as he emailed earlier today. Ms. Paris and Mr. Knapp agreed to the changes.

The result of the vote: passed unanimously.

7.2 Policy 9744 - Class Rank/Honors Credits - Class of 2017 and Beyond - CIT - Dr. Paul Yourchisin

Placing Amended
Motion on the
Floor
Fails
4-5-0

MOTION: It was moved by Ms. Paris and seconded by Mr. Zamborik that the Board of School Directors approves on first reading Policy 9744, titled "Class Rank/Honors Credits - Class of 2017 and Beyond (Version C)" as presented.

AMENDED MOTION: It was moved by Mrs. Zariczny and seconded by Mrs. Morgan that the Board of School Directors approves on first reading Policy 9744, titled "Class Rank/Honors Credits - Class of 2017 and Beyond (Version C)" and to change the gradations to 5, 4, 3 for the middle column and 10, 8, 6 for the right hand column.

VOTE TO PLACE THE AMENDED MOTION ON THE FLOOR:

Voting Yes: Mr. Zamborik Mrs. Zariczny, Mrs. Morgan,
Mr. Stewart

Voting No: Dr. Yourchisin, Mr. Grant, Mr. Knapp, Ms. Paris, Mr.
Werner

The result of the vote: failed.

Policy #9744 –
Class
Rank/Honors
Credits Class of
2017 & Beyond
First Reading
Original Motion
Approved
5-4-0

VOTE ON THE ORIGINAL MOTION:

Voting Yes: Dr. Yourchisin, Mr. Zamborik, Mr. Grant, Mr. Knapp,
Ms. Paris,

Voting No: Mr. Werner, Mrs. Zariczny, Mrs. Morgan, Mr. Stewart

The result of the vote: passed.

7.3 Policy Number 4105, titled - Supplies

Policy #4105 –
Supplies
First Reading
Approved
9-0-0

MOTION: It was moved by Ms. Paris and seconded by Mrs. Morgan that the Board of School Directors approves on first and second reading Policy Number 4105, titled - Supplies.

FRIENDLY AMENDMENT: That this policy be approved on first reading only. Ms. Paris and Mrs. Morgan agreed.

The result of the vote: passed unanimously.

7.4 Policy Number 4110, titled - Miscellaneous Services and Contracts

Policy #4110
Miscellaneous
Services Contract
First Reading
Approved
9-0-0

MOTION: It was moved by Ms. Paris and seconded by Mr. Knapp that the Board of School Directors approves on first reading Policy Number 4110, titled - Miscellaneous Services and Contracts.

The result of the vote: passed unanimously.

7.5 Director of Business Services Contract

MOTION: It was moved by Ms. Paris and seconded by Mr. Werner that the Board of School Directors approves the addendum correcting the Director of Business Services contract dated June 28, 2012, nunc pro tunc.

Director of Business Services Contract Correction Approved 9-0-0

Voting Yes: Mr. Stewart, Mr. Werner, Dr. Yourchisin, Mr. Zamborik
Mrs. Zariczny, Mr. Grant, Mr. Knapp, Mrs. Morgan,
Ms. Paris

The result of the vote: passed unanimously.

7.6 Mrs. Morgan asked for an update on the library situation at Eisenhower Middle/High School.

Dr. Kennerknecht stated that there has been some modification with bookshelf location. The library will be up and running, and staff will give it time to see how it is working. The situation will be evaluated again in six months.

7.7 Mr. Grant commented that Policy 9744 has been one of the most contentious policies with which the District has dealt and the only issue that has split the Board on a 5-4 vote in the past three years. He suggested that appropriate students be involved to give insight as to what this policy should look like and what would motivate them to take an advanced class or dual enrollment.

Mr. Stewart asked that the Policy be brought back in six weeks with students' input for second reading. This will come back to the December agenda.

8.0 Closing Activities

8.1 Public Comment

There was no public comment.

8.2 Executive Session

Mr. Stewart announced an executive session at 8:30 p.m. to discuss personnel issues and student discipline with no action to follow.

8.3 Adjournment

MOTION: It was moved by Ms. Paris and seconded by Mr. Knapp that the meeting be adjourned.

The result of the vote: passed unanimously.

The meeting adjourned at 8:31 p.m.

Respectfully Submitted,

Ruth A. Huck, Board Secretary