BOARD OF EDUCATION (Official)

July 15, 2010 Elizabeth, New Jersey

The regular meeting of the Board of Education was called on July 15, 2010 at 7:00 p.m., in the Multi Purpose Room, Donald Stewart Center for Early Childhood Education, 544 Pennsylvania Avenue, Elizabeth, New Jersey.

Board President Carlos Trujillo presented the following statement at 7:40 p.m.

"Ladies and Gentlemen, good evening. This is a regularly scheduled meeting of the Board of Education. Pursuant to New Jersey Statutes and the rules adopted by the Board of Education, notice of this meeting was sent to The Star Ledger, The News Record, and Cablevision of Elizabeth on Thursday, July 8, 2010. In addition, this notice is posted on the Bulletin Board in the lobby of 500 North Broad Street, and pursuant to this act, a copy has been filed with the City Clerk of Elizabeth."

"I wish to extend a warm welcome to everyone present and to our television viewers to this July 15, 2010 meeting of the Board of Education. We are here to govern, provide management oversight, and make policy for the district. The Superintendent manages the district. This is a meeting of the Board in public, not a meeting of the public."

"This meeting is being recorded and will become part of the Elizabeth Board of Education permanent record. In order that the recording will adequately reflect the proceedings, please refrain from talking while others are speaking. I also ask that you silence the sound on your electronic devices. Since it is legally mandated that these proceedings be accurately recorded, I may have to ask for order periodically should noise begin to interfere with our recording capabilities. I am pleased that you have taken time this evening to join us. Thank you for your interest in the Elizabeth Public Schools."

"There will be a public portion for citizens to address the Board. Participants for the public portion must sign in one hour prior to the advertised start of the meeting so that they may have the opportunity to speak. The sign-in sheet states the name, address, telephone number and reason that the person wants to comment, whether it is an agenda item or a general education comment."

Present: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Absent: Pastor Burgos – 1

Superintendent of Schools Pablo Muñoz, School Business Administrator/Board Secretary Harold E. Kennedy, Jr., Board Attorney Kirk Nelson, Esq., Assistant Superintendent for Schools Jennifer Barrett, Assistant Superintendent for Family and Community Outreach Jerome Dunn, Assistant Superintendent for Schools Aida Garcia, Assistant Board Secretary Donald Goncalves, Executive Director of Human Resources/Labor Attorney Karen Murray, Comptroller William Greene, and members of the public were in attendance.

Dr. William Greene gave the invocation.

Pledge of Allegiance

Pledge of Ethics

Mr. Trujillo introduced a video presentation of the Core Beliefs and Commitments.

Mr. Trujillo introduced Panasonic Foundation Executive Director Larry Leverett and Senior Consultants Andrew Gelber and BettyJo Webb who presented an update on the partnership between the Elizabeth Public Schools and the Panasonic Foundation.

Mr. Leverett, Executive Director of the Panasonic Foundation, commented that it is an honor to be here this evening to share with the Board, staff, and public the partnership that they so much enjoy having with the Elizabeth Public Schools. Mr. Leverett stated that over the past year he has had the opportunity to visit school districts across the country, that these are trying times for school districts which are most expressed in fiscal pain, that unfortunately beyond fiscal pain many districts are confused about their policies, confused about their core beliefs and confused about their purpose of schooling. Mr. Leverett stated that the Panasonic Foundation is honored to be in a place that is clear about leadership, love, laser-like focus on each and every child being prepared to succeed in a rigorous academic program and clear about aligning the efforts of adults across the community and staff to pursue a mission that is what is needed for children growing up and spending their productive lives in the twenty-first century. Mr. Leverett encouraged the Board, the Superintendent, staff, and community to stay the course, stick to your core beliefs, core commitments, mission, values, laser-like focus and your enduring passion to make sure that every child in every classroom in every school across all grades and content areas receives the best education that the Elizabeth Public Schools can provide for the children. Mr. Leverett introduced Senior Consultants Andrew Gelber and BettyJo Webb.

Dr. Webb, Panasonic Foundation Senior Consultant, stated that two years ago the partnership between the Elizabeth Public Schools and the Panasonic Foundation was formally announced and that after the second year the Panasonic Foundation is very pleased to be a partner with Elizabeth Public Schools. Dr. Webb stated that the purpose tonight is to update the Board with the work of the last two years, the accomplishments and the work ahead. Dr. Webb stated that the Panasonic Foundation works in urban school districts that have a mission that aligns with the mission of the Panasonic Foundation, that the mission of the Panasonic Foundation is to partner with selected urban school districts and their communities to break the links between race, poverty and educational outcomes by improving the academic and social success of all students and that all means all. Dr. Webb stated that the Elizabeth Public Schools went through an extensive selection process review before being selected to partner with the Panasonic Foundation and that the core of the relationship is to create a positive and lasting change. Dr. Webb stated that the Panasonic Foundation consultants do not enter into partnership with districts by bringing in projects or quick fixes and that their goal is to work on the work of the school district, the work that the district would be doing whether or not they are here but hopefully to help you do that work even better. Dr. Webb commented that there are consistent characteristics of the partnerships between urban schools and the Panasonic Foundation, that they were very impressed with the foundational pieces of the Elizabeth Public Schools which has met all of the characteristics including the centrality of the partnership work to the district's agenda, that the partnership squarely focuses on the "core business" of improving teaching and learning, that there is a dedication of time, focus and energy by the Superintendent and others, that there is an atmosphere/relationship of candor, trust and openness, and that there is shared ownership for success and mutual accountability. Dr. Webb stated that this school district has good building blocks for the partnership to build upon including the EPS Vision, Mission, Core Beliefs and Commitments, Reach 90% Proficiency, the 3L's Love, Laser-like Focus on Teaching and Learning, and Leadership, the Theory of Action: Managed Instruction, and a Learning Organization Infrastructure including the Keys to Excellence, council, cohorts and the Elizabeth Way. Dr. Webb introduced Senior Consultant Andrew Gelber to speak about what "finding the right work" means, the work accomplished and what the work is ahead.

Mr. Gelber stated that the first year of the partnership, 2008-2009, focused on "finding the right work" which included revising the Two Year Action Plan, focusing everyone at all levels of the system on the instructional core of teaching and learning, system-wide focus on literacy across the curriculum and numeracy, building capacity and working intensively with two key groups including the Assistant Superintendents and the Teaching and Learning Leadership Team. Mr. Gelber stated that during the second year the extraordinary work by the EPS team was "a quantum leap forward" and that the focus included unpacking the seven components of the Theory of Action to bring them alive, cross-walking the Theory of Action, and having a clear shared definition of "quality" education. Mr. Gelber explained the concept of managed instruction including two foundational practices along with three support systems, that the work on the two foundational practices included school-level 90 day plans and shared definition of rigorous instruction and that the work on the three support systems included the Assistant Superintendents' Plan, the Teaching and Learning Teams and Instructional Rounds. Mr. Gelber explained that the school-level 90 day plan provides a framework for monitoring progress, refining and revising strategies and informing next steps, provides the school-level staff with a tool for linking school-level strategies to school-level and system-level objectives for student achievement and provides central office support staff with a unique school portrait that facilitates customized assistance. Mr. Gelber explained that the shared system-wide definition of rigorous instruction takes the mystery out of the question "What does good teaching look like?" and makes possible a system-wide conversation about instruction that spans all grades and subjects with a concrete, observable description that can be used as the basis for fine-tuning and improvement. Mr. Gelber explained that the Assistant Superintendents' Plan evaluates and supports the effectiveness of Principals in leading and contributing to their schools' academic success, creates common expectations and consistency that are not dependent on which Assistant Superintendent is connected with a particular school and emphasizes the improvement of teaching and learning at the school level as the defining focus, role and responsibility of central office. Mr. Gelber explained that the teaching and learning teams help schools to maintain a strong focus on literacy across the curriculum and numeracy, facilitate the development of "cross-functional" central office supports based on school need, and emphasize the responsibility of central office staff to know schools well so that they can be appropriately challenged and supported. Mr. Gelber explained that the Instructional Rounds create a system-wide community of learners, build skills in observing instruction and in determining how to improve it, and identify patterns of practice across classrooms and schools and help generate a system-level agenda for the "next level of work."

Mr. Gelber explained that the priority areas of focus for the 2010-2011 school year include continuing to refine and embellish the two foundational practices and the three support systems which are still works in progress, deepening the connections between each of the two foundational practices and all three of the support systems, continue clarifying the similarities and differences between and among the three support systems, connecting the design and implementation of professional development at all levels including classroom, school and system-wide with the two foundational practices and the three support systems and improving the availability, understanding and effective use of data as a critical contributor to the two foundational practices and three support systems. Mr. Gelber stated that the bottom line is student achievement and that in 2009-2010 the achievable result was being committed to having 78% or more of our students proficient on district and state assessments by June 30, 2010 and that for 2010-2011 the achievable result is being committed to having 90% or more of our students proficient on district and state assessments by June 30, 2011.

Mr. Gelber stated that the partnership between the Elizabeth Public Schools and the Panasonic Foundation is flexible, that it moves and grows with different issues and that the partnership is staying true to the partnership agreements by defining the right work, willingness to experience an initial period of hits and misses, and a centrality of partnership work. Mr. Gelber stated that we can celebrate the good work that has been accomplished but that we are not quite there yet, that we can take a moment to celebrate the rate of progress that has been achieved and then get back on the journey. Mr. Gelber thanked the Elizabeth Public Schools on behalf of the Panasonic Foundation and stated that at the two year mark, the Panasonic Foundation is delighted to work with the Elizabeth Public Schools.

Mr. González thanked the Foundation representatives for the presentation and stated that he is pleased that the Elizabeth Public Schools was chosen to partner with the Panasonic Foundation, that he participates in the Panasonic Foundation Leadership Associates Program (LAP), that we all have a part in "all means all", that teaching and learning is the focus of our work together and thanked Mr. Leverett, Mr. Gelber and Dr. Webb for their commitment and commented that he looks forward to many years of the partnership.

Superintendent Pablo Muñoz thanked the Foundation representatives for presenting the foundation's work with the district, that only a few years ago we were invited to apply to the Panasonic Foundation which is endowed to do work with urban schools across the country, and that we were pleased that we were selected to partner with the Panasonic Foundation. Mr. Muñoz stated that entering a partnership which is abstract with no pre-packaged product is scary, that their work precedes them and that the Panasonic Foundation is currently working in Atlanta, Norfolk and other cities with the goal of closing the achievement gap and raising achievement standards. Mr. Muñoz stated that the plan is now focused on what we need to do going forward, working out the details and planning for next year. Mr. Muñoz explained that no money is exchanged for the work done by the Panasonic Foundation which is endowed by the Panasonic Corporation, that Mr. Gelber and Dr. Webb visit the district at least once a month to work with the staff members and that Mr. Gelber and Dr. Webb are consultants who have organizational skills and are very focused on the work at hand and keep us focused, keep stretching us, and help us to determine where we are in order to move forward.

Mr. Muñoz stated that the Panasonic Foundation pays for half the team to attend the Leadership Associates Program (LAP) which is a three day retreat held twice a year where participants come together with other districts working with the Panasonic Foundation. Mr. Muñoz explained that the expense is shared half by the Panasonic Foundation and half by the Board.

Mr. Muñoz stated that the partnership work includes the participation of sixteen New Jersey Superintendents in the New Jersey Network of Superintendents (NJNS) from urban, suburban, and rural school districts of varying sizes that is joined together in a community to learn together, that they having been working with the book *Instructional Rounds in Education* by Elizabeth City, and that the network is designed to get the Superintendents into the classrooms. Mr. Muñoz stated that the network is getting notoriety and has been asked to speak about Instructional Rounds, that the Panasonic Foundation has been asked to participate in the American Association of School Administrators (AASA) National Conference on Education in Denver, Colorado and that he was invited by the Panasonic Foundation to be a co-presenter at the conference and will have the unique opportunity to speak before a national audience to share the accomplishments, talents, and strengths of the Elizabeth Public School team members that are the building blocks for increasing student achievement and eliminating the achievement gap.

Mr. Muñoz stated that we are now moving toward fulfilling the hedgehog concept of ensuring that all students graduate prepared to pursue a post-secondary education. Mr. Muñoz stated that at the five year mark the Panasonic Foundation will review the partnership agreement.

Mr. Trujillo thanked Mr. Leverett, Mr. Gelber and Dr. Webb for the informative presentation and commented that the commitment with the Panasonic Foundation is a privilege and an honor, that the Panasonic Foundation doesn't have any interest in money but only the education of children, and that this Board serves with vigor and passion to improve the academic and social success of all children in the City of Elizabeth. Mr. Trujillo thanked them for their commitment and stated that he looks forward to working with the Panasonic Foundation for many years.

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the minutes of the meeting of June 24, 2010 be accepted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Secretary and Treasurer's Report for the Month of May 2010

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the report be accepted. The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Mr. DaSilva requested that the Personnel Report – Retirements, Etc. be held for private session.

Supplemental Personnel Report – Reappointments, etc.

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the report be accepted. The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Tuition Report

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the report be accepted. The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Superintendent's Report – Considerations

A motion was made by Mr. DaSilva, seconded by Mr. Perreira, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Superintendent's Report – Use of Facilities

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the report be accepted with a waiver of fees.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Superintendent's Report – Field Trips

A motion was made by Mr. DaSilva, seconded by Mrs. Castillo-Ospina, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Authorizations Report – Authorization to Enter into Contract, etc.

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the report be accepted. The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Supplemental Authorizations Report – Authorization to Participate, etc.

A motion was made by Mr. DaSilva, seconded by Mrs. Castillo-Ospina, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Finance and Accounting Report – Authorization to Pay Vouchers

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the report be accepted. The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Supplemental Finance and Accounting Report – Transfer of Funds

A motion was made by Mr. DaSilva, seconded by Mrs. Castillo-Ospina, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Award of Contracts Report – Award of Contracts, etc.

A motion was made by Mrs. Munn, seconded by Mr. DaSilva, that the report be accepted. The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Supplemental Award of Contracts Report – Award of Contracts, etc.

A motion was made by Mr. DaSilva, seconded by Mrs. Castillo-Ospina, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Miscellaneous Communication

None.

Claims List

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the report be accepted. The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. Donoso, González, Mrs. Munn, Messrs. Nazco (abstain- O.F.), Perreira (abstain- C.T.) – 6

Abstain: Messrs. DaSilva, Trujillo – 2

Negative: None

Resolution – Requisition for Taxes

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Resolution – Assignment of 504 Officer for 2010-2011 School Year – Anne O'Dea

A motion was made by Mr. DaSilva, seconded by Mrs. Castillo-Ospina, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Resolution – Assignment of Custodian of Records for 2010-2011 School Year – Harold Kennedy A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Resolution – Assignment of Deferred Compensation Plan Administrator for 2010-2011 School Year – Harold Kennedy

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Resolution – Public Agency Compliance Officer for 2010-2011 School Year – Harold Kennedy

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Resolution – Assignment of Homeless Student Liaison for the 2010-2011 School Year – Lisette Calvo

A motion was made by Mr. DaSilva, seconded by Mrs. Castillo-Ospina, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Resolution – Assignment of Affirmative Action Officer for the 2010-2011 School Year – Carmen Southward

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Resolution – Participation in American Association of School Administrators National Conference

A motion was made by Mr. DaSilva, seconded by Mrs. Castillo-Ospina, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Resolution – Dental Insurance

A motion was made by Mrs. Munn, seconded by Mr. DaSilva, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Resolution – Settlement of Workers' Compensation Claim No. 2009-19266 – W.R.

A motion was made by Mr. DaSilva, seconded by Mrs. Castillo-Ospina, that the resolution be adopted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Mr. Trujillo presented the following public participation statement.

"At this time, the microphones are open for public comment to those who have signed in prior to this session. I shall call individuals to the microphones based on the order of the sign-in. Each statement made by a participant shall be limited to three minutes in duration. The total time of public comment shall be limited to sixty minutes. No individual is able to yield their time to another individual. All statements shall be directed to the presiding officer; no participant may address or question Board members individually. The following rules for public participants shall apply: time limits will be strictly enforced, no personal attacks on individuals, no vulgar or indecent language, a person may address the Board no more than once during a single meeting, speakers should refrain from naming individuals, and comments or questions posed during public participation will not be debated. As a reminder, this is a meeting of the Board in public, not a meeting of the public."

Mr. Trujillo called upon the first public participant, Gary Westberry, to address the Board.

Gary Westberry, 595 Westminster Avenue, stated that he spoke at the last Board meeting and his request to have written information about the criteria for acceptance into the Lower Academy has gone unanswered and that he will continue to address this matter at Board meetings until the written information is made available to parents and students.

Mr. Trujillo thanked him for his comments.

Since there were no other citizens to address the Board, Mr. Trujillo declared this portion of the public meeting closed.

The President requests a motion to go into Private Session to consider matters exempt under the Open Public Meetings Act, for discussion of personnel. The Board will reconvene in public to take formal action.

A motion was made by Mrs. Munn, seconded by Mr. DaSilva, to go into private session at $9:00\ p.m.$

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn, Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

The Board reconvened in public at 9:40 p.m. to continue with the meeting and take formal action.

Personnel Report – Retirements, etc.

A motion was made by Mr. DaSilva, seconded by Mr. Perreira, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. Da
Silva, Donoso, González, Nazco, Perreira, Trujillo – 7

Abstain: Mrs. Munn – 1

Negative: None

2nd Supplemental Personnel Report – Returning from Leave of Absence, etc.

A motion was made by Mr. DaSilva, seconded by Mrs. Munn, that the report be accepted.

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn,

Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

On a motion by Mrs. Munn, seconded by Mr. Perreira, the meeting was adjourned at $9:45\ p.m.$

The motion was carried by the following vote:

Affirmative: Mrs. Castillo-Ospina, Messrs. DaSilva, Donoso, González, Mrs. Munn,

Messrs. Nazco, Perreira, Trujillo – 8

Negative: None

Harold E. Kennedy, Jr. School Business Administrator/Board Secretary