

MINUTES
REGULAR MEETING OF THE BOARD OF DIRECTORS
CEDAR RAPIDS COMMUNITY SCHOOL DISTRICT,
IN THE COUNTY OF LINN, STATE OF IOWA
VIA ZOOM MEETING & LIVESTREAMED ON YouTube
<https://www.youtube.com/EngageCRschools/>

Monday, May 10, 2021 @ 5:30 p.m.

ATTENDANCE

Nancy Humbles, President; Directors: Jennifer Borcharding, Cindy Garlock, Dexter Merschbrock, Jennifer Neumann, Scot Reisinger and David Tominsky.

Also, present: Noreen Bush, Laurel Day, Jon Galbraith, Jenny Hook, Suzy Ketelsen, Nicole Kooiker, Jeff Lucas, Stephanie Neff, David Nicholson, Linda Noggle, Cynthia Phillips, Colleen Scholer, Scott Wing, and Adam Zimmermann.

Technical assistance provided by Justin Schaefer.

President Humbles called the meeting to order at 5:30 p.m.

APPROVAL OF AGENDA

It was recommended that the agenda of Monday, May 10, 2021 Board of Education Meeting be approved as set forth, and that each item is considered ready for discussion.

Upon motion by Director David Tominsky and second by Director Cindy Garlock, the Board approved the agenda of Monday, May 10, 2021 Board of Education Meeting and that each item is considered ready for discussion and/or action.

Record of the roll call vote was: Ayes: Directors Borcharding, Garlock, Humbles, Merschbrock, Neumann, Reisinger, and Tominsky. Nays: None.

PUBLIC HEARING

BA-21-304 Fiscal Year 2020-2021 Budget Amendment (David Nicholson)

In order to spend the beginning fund balances and unanticipated miscellaneous income, CRCSD traditionally amends the current budget which was certified in April 2020. We are limited in the spending of funds received by the school finance formula and by our Board approved budget certification. Therefore, the budget is amended to a level high enough to permit the spending of miscellaneous income received throughout the year. If such miscellaneous income does not materialize the year, our legal spending level will be reduced automatically. No additional taxes will be levied as a result of this amendment. The budget certification has four legal expenditure classifications for all of the District funds taken as a whole, including the General Fund, Management Fund, PPEL Fund, Capital Projects Funds, Debt Service Fund, Student Activity Fund, Food & Nutrition Fund and Day Care Fund. Each classification has been amended to a level sufficient to allow the District to spend beginning balances and unanticipated miscellaneous income. In addition, Other Expenditures was increased for the refinancing of \$35.835 million dollars of Save bonds and the construction of the two new elementary schools. Amending the budget in this fashion on an annual basis allows the district to comply with the Code of Iowa, which requires that school district expenditures not exceed the "published" budget in any one of the four functional areas. It is proposed that the FY2021 budget be amended in the four expenditure classifications as follows:

Area	From	To	Reasons
Instruction	147,455,139	154,093,372	COVID-19 recovery
Total Support Services	88,807,773	84,708,339	Realigned cost for Pandemic remote learning
Noninstructional Programs	14,277,966	12,761,533	Realigned cost for Pandemic remote learning
Total Other Expenditures	56,441,467	105,959,934	New construct, bond refin, COVID-19 HVAC

If no objections are presented and sustained, the recommended Board action is to give final approval to FY 2020-2021 Budget Amendment. Information Item.

Oral Comment

Arenas, Mary, 3015 Kenridge Ter NE Cedar Rapids, IA

No written objections were presented and sustained regarding the Public Hearing for the Fiscal Year 2020-2021 Budget Amendment. Information Item.

SUPERINTENDENT'S REPORT

Superintendent Noreen Bush was excited to announce that CRCSO recently received the National Literacy Award for LETRS Professional Learning & Implementation Science of Reading. She also announced vaccination times will be made available for our High School students. Congratulations to WHS student, Vivian Shanley, who was recognized with a student music award for her original jazz piece in the DownBeat Magazine and to our National History Day students and teachers at Franklin, Harding, & Taft Middle Schools.

BOARD REPORTS

Cindy Garlock provided a legislative update.

COMMUNICATIONS, DELEGATIONS, AND PETITIONS

Baldwin, Kim, 2246 Brookland Dr NE, Cedar Rapids, IA, Paraprofessionals pay and concerns

McBride, Sara, 4908 Hay Field Cr SW, Cedar Rapids, IA, Para pay

Bekeris, Kandy, 2318 25th St SW, Cedar Rapids, IA, Paraeducator Wages

Clark, Candy, 402 Saint Olaf St. SW, Cedar Rapids, IA, Pay

Plotz, Amy, 3126 C Ave NE, Cedar Rapids, IA, Paraprofessional Pay – Written Statement read by Board Secretary Day

RECOGNITION

BA-21-305 Employee Recognition - 25, 30, and 35 Years of Service (Linda Noggle)

The Cedar Rapids Community School District and the Foundation are proud to honor the following employees for their twenty-five, thirty, and thirty-five years of continuous service in the District. The Board and the Foundation appreciate immensely the efforts of our employees, especially those who have contributed many years. Some of the recipients who have achieved these milestones were present to accept their awards. All of the recipient's names were read and recognized for their years of service. Information Item.

35 Years of Service

William Diers-ELSC

Kathy Dvorak-Franklin

Paul Kincaid-Jefferson

Jennifer Lange-Kennedy

Peggy Sheetz-Kenwood

Cynthia Zearley-Taft

30 Years of Service

Joan Boche-Garfield

Christine Cahalan-Harrison

Tania Johnson-ELSC

Azza Kamhawy-Madison

Mary Martensen-Harding

Glenda McMillen-Jefferson

Gail Rieger-Metro

Michele Wilson-McKinley

25 Years of Service

Deborah Baber-Kennedy	David Parker-Harding
Ann Buckley-ELSC	Julie Quandt-ELSC
James Burke-Washington	Mary Rasmussen-Wilson
Doris Courtright-Johnson	Lisa Reid-Jackson
Laurel Day-ELSC	Sarah Remerowski-Roosevelt
Suzette Ehrle-Wilson	Jacob Ringwald-ELSC
Keith Gaster-ELSC	Lisa Rothmeyer-Madison
Cheryl Gillick-Franklin	Vera Ruchotzke-Kennedy
David Griffin-Franklin	Frank Scherrman-Washington
Shannon Haas-Harding	Jannette Schroeder-Harding
Adam Hanrahan-Harding	Nicole Schultz-ELSC
Ann Hoefler-Van Buren	Grant Schultz-Washington
Tim Johnson-Kennedy	Kenneth Singleton-Roosevelt
Mary Kaltenbach-Taft	R Warren Sprouse-Washington
Kristine Kelso-Wright	Stephanie Stulken-Erskine
Timothy Lewis-Kennedy	Kenneth Theroith-Metro
Deborah Machacek-Kenwood	Jean Vanous-Harding
Corinna Nebiker-Kennedy	Tonya Wilson-Story-Harrison
M Gwen Niemeyer-Jefferson	Storm Ziegler-Kennedy
Lisa O'Donnell-Hiawatha	Kathleen Ziegler-Pierce
Erin Olander-Hoover	

BA-21-306 Board of Education Recognition (Noreen Bush)

Members of CRCSD Executive Council are proud to join public education systems throughout the state to salute our school board members and celebrate public education during Iowa's annual School Board Recognition Month in May. We recognize and thank the Cedar Rapids Community School's Board of Education for their time and commitment to the students, staff and citizens of this community. The commemorative month is designed to recognize the contributions made by Iowa's nearly 1,900 school board members, including our Board of Education, who are charged with governing public education under state law. Our school board members are locally elected, non-salaried public officials entrusted with the task of providing the direction for the education of students across Iowa. Iowa school board members represent a continuing commitment to local citizen decision-making in public education. Today, public schools are being asked to raise the bar of academic achievement, while remaining good stewards of the public's investment in education. This mission demands sound knowledge in several key areas, including leadership, school improvement, school finance, advocacy and more, while keeping student achievement as their primary focus. We recognize and thank the members of our School Board for their commitment to the students and staff of CRCSD. Information Item.

CONSENT AGENDA**BA-21-000/16 Minutes – Regular Meeting/Work Session on Monday, April 26, 2021 (Laurel Day)**

It was recommended that the Board of Education approve the Minutes from the Regular Meeting/Work Session held on Monday, April 26, 2021.

BA-21-008/13 Open Enrollment - Denial 2021-2022 (John Rice)

It was recommended that the Board of Education approve the Open Enrollment-Denial of the student(s) commencing with the 2021-2022 School Year.

BA-21-009/15 Personnel Report (Linda Noggle)**APPOINTMENTS - SALARIED STAFF**

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Bendlage, Alexander	\$1,350.25	Baseball Asst Jefferson	5/4/2021
Bouzek, Melanie	\$55,800.00	Science McKinley	2021-2022 School Year
Jefferson, Anetria	\$45,850.00	Science McKinley	2021-2022 School Year
Klaassen, Abigail	\$50,300.00	Language Arts Franklin	2021-2022 School Year
Richey, Synthia	\$2,090.00	Drama Tech Asst Kennedy	4/21/2021

CHAGE OF GRADE/POSITION - SALARIED STAFF

<u>Name</u>	<u>Type of Leave</u>	<u>Assignment</u>	<u>Effective Date</u>
Schlabach, Monica	\$45,343.00	Engagement Specialist Madison	2021-2022 School Year

RESIGNATIONS - SALARIED STAFF

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Barton, Grant	Personal	HD & Asst Debate/Speech Kennedy	4/21/2021
Current, Jessica	Personal	Nurse ELSC	6/4/2021
Foss, Dawn	Personal	Language Arts Franklin	6/4/2021
Henderson, Sydney	Personal	Mathematics Franklin	6/4/2021

Marner, Caleb	Personal	HD & Asst Debate / Speech Kennedy	4/21/2021
Mead, Mackenzie	Personal	Vocal Music Harding	6/4/2021
Siniff, Jacinda	Personal	ECSE CRA	6/4/2021
Whitney-Kearns, Erica	Personal	Social Studies Jefferson	6/4/2021
Yunek, Liesl	Personal	Instructional Coach Cleveland	6/4/2021

RETIREMENT - SALARIED STAFF

<u>Name</u>		<u>Assignment</u>	<u>Effective Date</u>
Singer, Steve		Multicat Washington	6/4/2021

APPOINTMENTS - HOURLY STAFF

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Aretz, Madeline	\$12.20	Paraprofessional Johnson	5/10/2021
Bismillah, Janah	\$12.20	Paraprofessional McKinley	5/10/2021

CHANGE OF GRADE / POSITION - HOURLY STAFF

<u>Name</u>	<u>Salary Placement</u>	<u>Assignment</u>	<u>Effective Date</u>
Trickey, Kimberly	\$15.89	Principal's Secretary Harrison	5/17/2021

RESIGNATIONS - HOURLY STAFF

<u>Name</u>	<u>Reason</u>	<u>Assignment</u>	<u>Effective Date</u>
Al-Hisnawi, Dowha	Personal	Paraprofessional Taylor	5/3/2021
Bolton, Mijha	Personal	Paraprofessional Hoover	4/26/2021
Brussel, Nicole	Personal	Bus Attendant ELSC	3/10/2021

Erlacher, Taylor	Personal	Custodian II Floater Roosevelt	4/23/2021
Finn, Jennifer	Personal	Paraprofessional Arthur	6/4/2021
Freeze, Julie	Personal	Paraprofessional Jackson	5/13/2021
Kasner, Kelsey	Personal	Bookkeeper Metro	6/10/2021
Hlubek, Sally	Personal	Paraprofessional Truman	6/4/2021
O'Meara, Kelly	Personal	Van Driver ELSC	4/23/2021
Schlabs, Shannon	Personal	ESC Secretary ELSC	5/14/2021
Swick, Candace	Personal	Paraprofessional Hoover	6/4/2021
VanderVaart, Noah	Personal	Paraprofessional Arthur	6/4/2021

RETIREMENTS - HOURLY STAFF

<u>Name</u>	<u>Assignment</u>	<u>Effective Date</u>
Weaver, Laurie	Paraprofessional Jefferson	6/4/2021

It was recommended that the Board of Education approve the Personnel Report.

BA-21-011/07 Policy Manual - Review and Revision - Policy 511 "Voluntary Retirement Incentive Program - All Staff" (Noreen Bush/Laurel Day)

The Board of Education reviews policies, regulations, and procedures at least once every five years. Board approval is required for all policies. Administrative regulations and procedures do not require Board approval. The agenda item includes a policy that required two minor revisions due to the impending implementation of the Infinite Visions system. Information Item.

BA-21-307 Agreement - Cedar Rapids Community School District and TextHelp, Inc. - 2021-2022 School Year (Ryan Rydstrom)

It was recommended that the Board of Education approve the ongoing Agreement between the Cedar Rapids Community School District and TextHelp, Inc for the 2021-2022 School Year.

- BA-21-308 Agreement – Cedar Rapids Community School District and Packback, Inc. – 2021-2024 School Years (Craig Barnum)**
- It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community School District and Packback, Inc. for the 2021-2024 School Years.
- BA-21-309 Agreements – Cedar Rapids Community School District and Grant Wood Area Education Agency (GWAEA) for Contract Personnel - 2021-2022 School Year (Nicole Kooiker)**
- It was recommended that the Board of Education approve the on-going Agreements between Cedar Rapids Community School District and Grant Wood Area Education Agency for Contract Personnel for the 2021-2022 School Year.
- BA-21-310 Agreement - Cedar Rapids Community School District and Goodwill Industries of the Heartland- Janitorial Services at the Transition Center – 2021-2022 School Year (Wendy Parker)**
- It was recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and Goodwill Industries of the Heartland for Janitorial Services at the Transition Center for the 2021-2022 School Year.
- BA-21-312 Agreement – Cedar Rapids Community School District and Four Oaks Family & Children’s Services– 2021-2022 School Year (Wendy Parker)**
- It was recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and Four Oaks Family & Children’s Services for the 2021-2022 School Year.
- BA-21-313 Agreement – Cedar Rapids Community School District and Discovery Education, Inc. - Mystery Science - 2021-2022 School Year (John Rice)**
- It was recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and Discovery Education, Inc. - Mystery Science for the 2021-2022 School Year.
- BA-21-314 Resolution - Grant Application - Kennedy High School with Washington County Riverboat Foundation (Cynthia Phillips)**
- It was recommended that the Board of Education approve the Resolution for Grant Application for Kennedy High School “Band Parents Inc” with the Washington County Riverboat Foundation.
- BA-21-315 Agreement – Cedar Rapids Community School District and City of Cedar Rapids for Police Pal Programming – 2021-2022 School Year (Eric Christenson)**
- It was recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and the City of Cedar Rapids, Iowa/Police Department for Police Pal Programming during the 2021-2022 School Year.
- BA-21-316 28E Agreement - Cedar Rapids Community School District and Waypoint Services – Before and After School Care and Summer Care - 2021-2022 School Year (Eric Christenson)**

It was recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and Waypoint Services for Before and After School Care and Summer Care for the 2021-2022 School Year.

BA-21-317 28E Agreement – Cedar Rapids Community School District and YMCA – Before and After School Care and Summer Care - 2021-2022 School Year (Eric Christenson)

It was recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and YMCA for Before and After School Care & Summer Care for the 2021-2022 School Year.

BA-21-318 Agreement - Cedar Rapids Community School District and Unity Point St. Luke's Hospital – 2021-2022 School Year (Wendy Parker)

It was recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and Unity Point St. Luke's Hospital for the 2021-2022 School Year.

BA-21-319 Proposal Acceptance – Kennedy High School - Replacement Cafeteria Tables (Tom Day/Cynthia Phillips)

It was recommended that the Board of Education approve the Proposed Acceptance – Kennedy High School Table Replacement with School Specialties using the Publicly Bid Omnia contract.

BA-21-320 2021-2022 Base Wages for the following bargained employee groups: Local 208, United Brotherhood of Carpenters and Joiners of America - Carpenters; Local 2003, Public, Professional & Maintenance Employees -Painters; SEIU Local 199, Educational Office Professional Union - Secretaries; Cedar Rapids Custodial & Maintenance Employee Association -Custodians; Local 497, Chicago and Midwest Region - Food Service; and Local 238, Chauffeurs and Teamsters, and Helpers – Transportation; Cedar Rapids Organization of Teacher Associates - Paraprofessionals (Linda Noggle)

It was recommended that the Board of Education approve the 2021-22 Base Wages for the following bargained employee groups: Local 208, United Brotherhood of Carpenters and Joiners of America - Carpenters; Local 2003, Public, Professional & Maintenance Employees -Painters; SEIU Local 199, Educational Office Professional Union - Secretaries; Cedar Rapids Custodial & Maintenance Employee's Association -Custodians; Local 497, Chicago and Midwest Region - Food Service; and Local 238, Chauffeurs and Teamsters, and Helpers – Transportation; Cedar Rapids Organization of Teacher Associates (CROTA) – Paraprofessionals.

BA-21-321 2021-2022 Terms and Conditions of Employment for the following employee groups: Child Care, Crossing Guards, and Permanent Building Subs (Linda Noggle)

It was recommended that the Board of Education approve the 2021-2022 Terms and Conditions of Employment for Child Care, Crossing Guards, and Permanent Building Subs.

BA-21-322 2021-2022 Terms and Conditions of Employment for the following employee groups: Administrators and Non-Administrative Meet & Confer (Linda Noggle)

It was recommended that the Board of Education approve the 2021-2022 Terms and Conditions of Employment for Administrators and Non-Administrative Meet and Confer.

- BA-21-323 2020-2021 Base Wage increase for the following bargained employee group: Cedar Rapids Education Association - Teachers (Linda Noggle)**
- It was recommended that the Board of Education approve the 2021-2022 Base Wages for the Cedar Rapids Education Association (CREA) - Teachers.
- BA-21-324 Resolution – Issuance of Teaching Contracts (Linda Noggle)**
- It was recommended that the Board of Education approve the Resolution and Authorization to issue contracts to Teachers for the period of one year beginning July 1, 2021.
- BA-21-325 Resolution – Issuance of Administrative Contacts (Linda Noggle)**
- It was recommended that the Board of Education approve the Resolution and Authorization to issue contracts to Administrators for a period of one- or two-years beginning July 1, 2021.
- BA-21-326 Agreement – Cedar Rapids Community School District and ExploreLearning LLC. - Gizmos License- 2021-2022 School Year (John Rice)**
- It was recommended that the Board of Education approve the on-going Agreement between the Cedar Rapids Community School District and ExploreLearning LLC – Gizmos License - for the 2021-2022 School Year.
- BA-21-327 Purchasing Register –Food Service Chemical & Sanitation Program (Suzy Ketelsen/Jenny Hook/Tom Day)**
- It was recommended that the Board of Education approve the Purchasing Register - Food Service Chemical & Sanitation Program.
- BA-21-328 Purchasing Register – Food and Nutrition Laundry Products and Services (Suzy Ketelsen/Jenny Hook/Tom Day)**
- It was recommended that the Board of Education approve the Purchasing Register - Food and Nutrition Laundry Products and Services.
- BA-21-329 Final Approval – Jefferson High School – Baseball Field Drainage Project – Certificate of Substantial Completion (Jon Galbraith)**
- It was recommended that the Board of Education approve the Certificate of Substantial Completion and payment of the Retainage pay application for the Cedar Rapids Community School District - Jefferson High School – Baseball Field Drainage Project.
- BA-21- 330 Purchasing Register – Tires (Scott Wing/Tom Day)**
- It was recommended that the Board of Education approve the Purchasing Register for Tires.
- BA-21-331 Tabulation – Security & Network Penetration Audit (Jeff Lucas/Tom Day)**
- It was recommended that the Board of Education approve the Tabulation – Security & Network Penetration Audit to Pratum.

BA-21-332 Tabulation - Tintri Server Storage Replacement (Craig Barnum/Jeff Lucas/Tom Day)

It was recommended that the Board of Education approve the Tabulation - Tintri Server Storage Replacement to Sterling.

BA-21-333 Agreements - CRCSD Jefferson, Kennedy & Washington High Schools with Marion, Cedar Valley Christian, Xavier, Mt. Vernon, Lisbon, Benton Community, Prairie, and Alburnett Community School Districts for: Bowling, Cross Country, Football, Golf, Swimming & Diving, Tennis, Track & Field, and Wrestling - 2021-2022 School Year (Cynthia Phillips)

It was recommended that the Board of Education approve the Agreements - Cooperative Sponsorship of an Activity on behalf of Marion, Cedar Valley Christian, Xavier, Mt. Vernon, Lisbon, Benton Community, Prairie, and Alburnett Community School Districts and CRCSD Jefferson, Kennedy and Washington High Schools for the 2021-2022 school year - Bowling, Cross Country, Golf, Football, Swimming & Diving, Tennis, Track & Field, and Wrestling - and, the appropriate documents will be completed, on-line, by the appropriate governing organizations.

Upon motion by Director Cindy Garlock and second by Director David Tominsky, the Board approved the Consent Agenda.

Record of the roll call vote for items **BA-21-000/16, BA-21-008/13, BA-21-009/15, BA-21-307, BA-21-308, BA-21-309, BA-21-310, BA-21-312, BA-21-313, BA-21-314, BA-21-315, BA-21-316, BA-21-317, BA-21-318, BA-21-319, BA-21-320, BA-21-321, BA-21-322, BA-21-323, BA-21-324, BA-21-325, BA-21-326, BA-21-327, BA-21-328, BA-21-329, BA-21-330, BA-21-331, BA-21-332, and BA-21-333** was: Ayes: Directors Borcharding, Garlock, Humbles, Merschbrock, Neumann, Reisinger, and Tominsky. Nays: None.

CONSENT AGENDA**BA-21-311 Agreement - Cedar Rapids Community School District and Amplified IT - Google Workspace for Education Plus Licensing - 2021-2022 School Year (Craig Barnum/Jeff Lucas)**

It was recommended that the Board of Education approve the Agreement between the Cedar Rapids Community Schools and Amplified IT - Google Workspace for Education Plus Licensing for the 2021-2022 School Year.

Record of the vote was: Ayes: Directors Borcharding, Garlock, Humbles, Merschbrock, Neumann, and Tominsky. Nays: None. Abstain: Reisinger

ADMINISTRATION**BA-21-334 Approval - Fiscal Year 2020-2021 Budget Amendment (David Nicholson)**

It was recommended that the Board of Education approve the Fiscal Year 2020-2021 Budget Amendment as presented.

Record of the vote was: Ayes: Directors Borcharding, Garlock, Humbles, Merschbrock, Neumann, Reisinger, and Tominsky. Nays: None.

LEARNING AND LEADERSHIP**BA-21-335 Community Partnerships (Adam Zimmermann)**

The Administration outlined the history, goals, and current state of the CRCSD-Community Partnership Program. The presentation sought the Board's feedback on the proposed partnership program framework for the 2021-2022 School Year. Information Item.

BOARD GOVERNANCE**BA-21-336 Closed Session - Evaluation of Professional Competency Pursuant to Code of Iowa Section 21.5(1)(i) (Nancy Humbles)**

It was recommended that the Board of Education meet in Closed Session on Monday, May 10, 2021, for the purpose of the Evaluation of Professional Competency as provided by the Iowa Code Section 21.5(1)(i).

Upon motion by Director David Tominsky and second by Director Jennifer Borcharding, the Board approved the recommendation for a Closed Session - Evaluation of Professional Competency Pursuant to Code of Iowa Section 21.5(1)(i)..

Record of the roll call vote was: Ayes: Directors Borcharding, Garlock, Humbles, Merschbrock, Neumann, Reisinger, and Tominsky. Nays: None.

There being no further business, President Humbles adjourned the meeting at 6:49 PM.

By: Laurel A. Day, Board Secretary

Board of Education approved Record of Proceedings on June 14, 2021 and I hereby declare these minutes as part of the permanent record of the District.

By _____
Nancy J. Humbles, Board President

ATTEST _____
Laurel A. Day, Board Secretary