Minutes of Governing Board Regular Study & Voting Session

Tuesday, December 6, 2022 @ 5:00 pm Prescott Unified School District Governing Board

A Regular Study & Voting Session meeting of the Governing Board of Prescott Unified School District was held Tuesday, December 6, 2022, beginning at 5:00 pm in the District Office Boardroom.

All supporting documents/attachments can be found by visiting our website:

https://www.prescottschools.com/

This meeting was livestreamed and the video recording can be viewed by visiting the following link:

https://youtu.be/rujEdQ3I85s

Board Members present:

President Deb Dillon Vice President Andy Fraher Sarah Vincent Kara Woods Stan Goligoski

Others present:

Joseph W. Howard, Superintendent
Mardi Read, Asst. Superintendent
Clark Tenney, Asst. Superintendent/Director of Human Resources
Brian Moore, Chief Financial Officer
Kelsey Secor, Director of Instructional Support
Sarah Torres, Administrative Assistant to Superintendent and Governing Board
Miranda Adams, Student Representative
Elle Long, Student Representative

1. STRATEGIC PLAN COLOR KEY:

STUDENT ACHIEVEMENT
CULTURE
COMMUNITY AND STAKEHOLDER RELATIONSHIPS

ENROLLMENT

RESOURCE ACCOUNTABILITY

2. **CALL TO ORDER** - President Deb Dillon

3. OPENING CEREMONY

- 3.A. Welcome President Deb Dillon welcomed everyone in attendance and noted how nice it was to see everyone in attendance.
- 3.B. Pledge of Allegiance Elle Long and Miranda Adams led the audience in the Pledge of Allegiance.

4. APPROVAL OF AGENDA - President Deb Dillon

4.A. Consider approving the agenda, as presented.

RELEVANT INFORMATION: Board Policy requires the approval of the agenda.

Kara Woods moved that the Governing Board approve the agenda, as presented. Andy Fraher seconded the motion.

Deb Dillon voted Aye, Andy Fraher voted Aye, Sarah Vincent voted Aye, Kara Woods voted Aye and Stan Goligoski voted Aye. The motion passed 5-0.

5. APPROVAL OF MINUTES - President Deb Dillon

5.A. Consider approving the minutes from the Work/Study Session of October 28, 2022, and the minutes from the Regular Study & Voting Session meeting of November 1, 2022, as presented.

RELEVANT INFORMATION: Board policy requires the approval of minutes.

Andy Fraher moved that the Governing Board approve the minutes from the Work/Study Session of October 28, 2022, and the minutes from the Regular Study & Voting Session meeting of November 1, 2022, as presented. Kara Woods seconded the motion.

Deb Dillon voted Aye, Andy Fraher voted Aye, Sarah Vincent voted Aye, Kara Woods voted Aye and Stan Goligoski voted Aye. The motion passed 5-0.

6. PRESENTATIONS

6.A. Declaration for Recognition of District Office Staff

Presenter: Deb Dillon, Governing Board President presented District Office Staff with a certificate declaring the month of December District Office Staff Appreciation Month. This presentation can be found at 00:19:00 of the live stream link.

Deb Dillon noted, as we prepare to close out the year, we still have a few employees we have not yet recognized.

First, we would like to thank our fantastic Volunteer Coordinator, Deb Prieto. Deb has worked with hundreds of organizations and individuals to recruit, coordinate and train volunteers to assist in classrooms, school offices, and other needs in the district. She currently has 850 volunteers in her database and has recorded 5185 volunteer hours so far this year. These volunteers provide invaluable support for our students and staff, and Deb is the hub of that activity. A huge thank you to Deb and to all our PUSD volunteers.

Next, we would like to recognize the members of the PUSD Human Resources Department. It's no accident that PUSD has been able to hire and retain exceptional teachers and staff when so many schools in the state can't begin to fill their positions. The HR Department staff know the district and its students and focus on recruiting and hiring the people who meet their needs. They spend many hours searching for candidates and scouring their information to ensure quality in our schools, and we appreciate all that you do.

Last, but definitely not least, we have our stellar Business Department. I hope our community is aware of the almost unheard-of audit performance of this group, not just in the latest audit cycle but in successive cycles. This is not a fluke. Every member of this team checks and rechecks every dollar and number in every transaction — and we're talking about thousands of transactions each month! Not only does this department ensure taxpayers that their taxes are being spent appropriately, but they bring widespread recognition to PUSD for their performance. We would like to recognize and salute you as well.

Finally, I would like to recognize the terrific effort of this board. The past couple of years have been challenging, but this board has maintained a professional and caring attitude regardless of the challenges they have faced. At all times, they have been focused on the best interests of PUSD students, and I want to thank them for all that they have done.

In addition, I'd like to recognize the new board members who will take these seats in January. Congratulations on your election and thank you for your willingness to serve the needs of our community and its children. I know Andy and Kara will provide terrific leadership and help you get up to speed as you move forward together.

6.B. Deb Dillon and Sarah Vincent Recognition

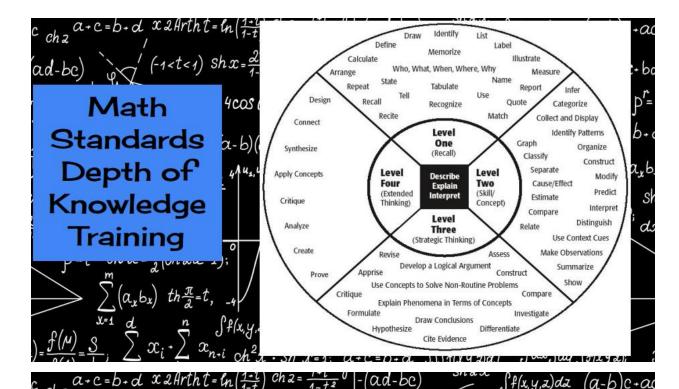
Presenter: Andy Fraher, Governing Board Vice President presented Sarah Vincent and Deb Dillon with framed photos of the PUSD District Office signed by staff and thanked both for their service on the Prescott Unified School District Governing Board. This presentation can be found at 00:25:00 of the livestream link.

Sarah Vincent shared a speech which can be found at 00:28:45 of the livestream link.

6.C. Instructional Minute

Presenters: Kelsey Secor, Director of Instructional Support shared the following presentation as her Instructional Minute. This presentation can be found at 00:31:40 of the livestream link.

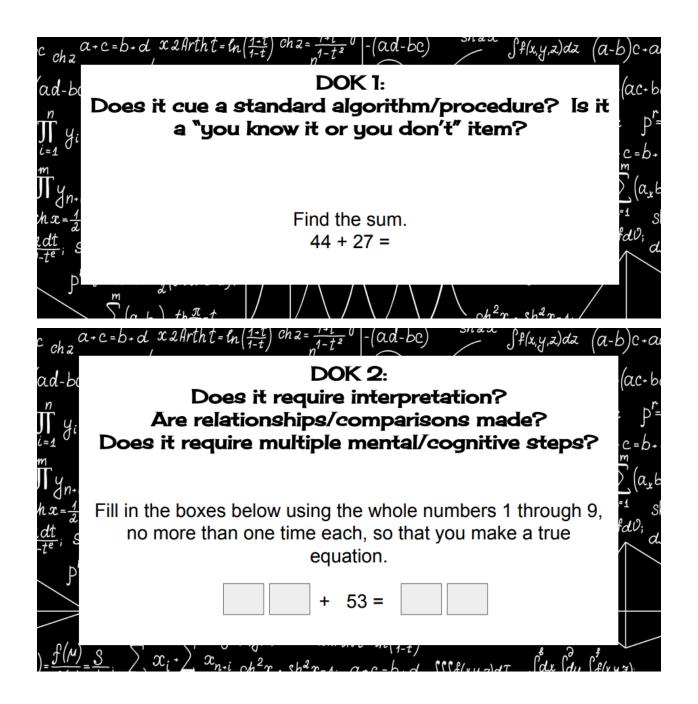


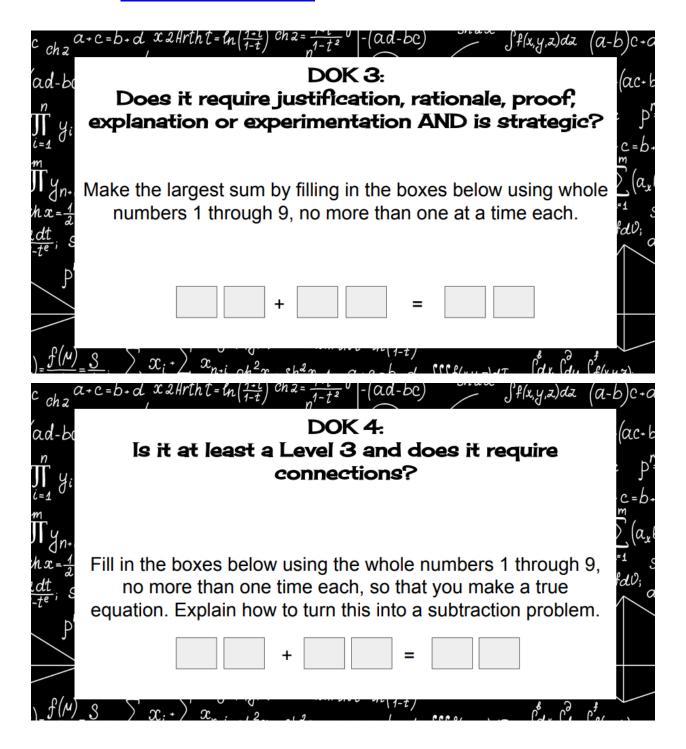


2.NBT.5 Fluently add and subtract within 100 using strategies based on place value, properties of operations and/or the relationship between addition and subtraction.

Students who demonstrate understanding can...

- Apply different strategies to add and subtract within 100.
- Use place value to add and subtract.
- Create concrete models, or drawings and the following strategies to add within 100; place value, properties of operations and the relationship between adding and subtracting.
- Utilize number lines, blocks, or items to find unknown numbers.





7. INFORMATION ONLY ITEMS

- 7.A. Summary of Current Events. This presentation can be found at 00:39:40
- 7.A.1. Superintendent www.prescottschools.com/calendars
- 7.A.2. Governing Board Members
- 7.A.3. Governing Board Student Representatives

Superintendent Howard shared the following during current events. This presentation can be found at 00:39:40 of the livestream link.

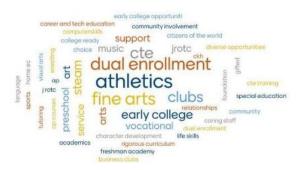




ABIA JUDD
ELEMENTARY
SCHOOL
PARTICIPATED IN
THE 40TH ANNUAL
CITY OF PRESCOTT
CHRISTMAS
PARADE!

What programs, resources, and educational experiences does PUSD currently offer to develop the Profile of a Graduate?







Team Adapted Sports



Prescott Unified School District was awarded the highest award for the Farm Fresh Challenge!

8. ACTION ITEMS

8.A. **CONSENT AGENDA** - All those items listed below may be enacted by one motion and approved as Consent Agenda items with or without discussion. However, any item may be removed from the Consent Agenda and considered separately if a Governing Board member so requests.

The resolutions included in the Consent Agenda have been posted in order to waive the reading of the body of the resolutions.

Consider approving the Consent Agenda, as presented.

Kara Woods moved that the Governing Board approve the consent agenda, as presented. Andy Fraher seconded the motion.

Deb Dillon voted Aye, Andy Fraher voted Aye, Sarah Vincent voted Aye, Kara Woods voted Aye and Stan Goligoski voted Aye. The motion passed 5-0.

8.A.1. Consider approving the certified and classified personnel actions as presented.

RELEVANT INFORMATION:

A copy of the personnel report is attached for review.

Presenter: Clark Tenney, Assistant Superintendent/HR Director

		ENT AGENDA ITEMS	
December			
	PRESCOTT UNIFIE	D SCHOOL DISTRICT	
	CERTIFI	ED STAFF	
	PERSONN	EL REPORT	
	CERTIFIED E	MPLOYMENT	
Name	Position	Location	Status
Wood, Brenton	Teacher/LTS	PMH	Replacement
Maciekowich, Karen	Teacher	PHS	Replacement
Lobosco, Jaclyn	Teacher	LN	New
Klopstein, Derek	Teacher/Designated Site Sub	Abia	Replacement
Corrales, Sonya	Teacher	GMS	Replacement
	CENTIFIED D	TO LONG	
		ESIGNATIONS	Charles .
	Position	Location	Status
Fry, Anita	Teacher	GMS	Resigned
	61.46615		
		IED STAFF	
	PERSONN	EL REPORT	
	CLASSIFIED E	EMPLOYMENT	
Name	Position	Location	Status
Castro-Saravia, Joshua	Assistant Boys soccer coach	PHS	Replacement
Bowman, Kristie	ParaPro II	Taylor Hicks	New position
Garcia, KariaAnn	ParaPro II	DG	New position
Sandoval, Angie	ParaPro II	DG	New position
Frascone, Denise	Wrestling Coach	PMH	Replacement
Jiacalone, Paul	Bus Driver -in-training	Trans	Replacement
Van Arsdale, Mikel	ParaPro III	GMS	Replacement/rehire
Durre, Karine	ParaPro III	GMS	Replacement
	CLASSIFIED S	SEPARATIONS	
Name	Position	Location	
	Library Specialist/ParaPro I	Taylor Hicks	
Allen, Toni		Facilities	
	Maintenance Tech		
Allen, Toni Kohler, Scott	Maintenance Tech	demoes	
		WORKERS	

Name	Position	Location	
	CHANGE	IN POSITION	
Name	Change	Location	
White, Kathleen	From: Bus Driver	Transportation	
	To: Bus Driver-releif	Transportation	
	EXTRA DI	JTY STIPENDS	
Name	Description	Location	
Clewett, Leslie	4 additional days	ESS	
Havey, Greta	Athletice Event Worker	PHS	
Jeffries, Valerie	Athletice Event Worker	PHS	
Barrett, Lorraine Gail	CKH Meeting	Abia Judd	
Barron, Dushka C	CKH Meeting	Abia Judd	
Block, Gwendolyn L	CKH Meeting	Abia Judd	
Boan, Stephanie R	CKH Meeting	Abia Judd	
Crawford, Lauren M	CKH Meeting	Abia Judd	
Davis, Emily	CKH Meeting	Abia Judd	
DeMarino, Sadira K	CKH Meeting	Abia Judd	
Farley, Gracie	CKH Meeting	Abia Judd	
Fox, Deborah J	CKH Meeting	Abia Judd	
Kellerman, Misty M	CKH Meeting	Abia Judd	
Lord, Sue	CKH Meeting	Abia Judd	
McKee, Sheryl L	CKH Meeting	Abia Judd	
Mecham, Patricia A	CKH Meeting	Abia Judd	
Mordhorst, Karen	CKH Meeting	Abia Judd	
Vanesian, Donna L	CKH Meeting	Abia Judd	
Weber, Susan R	CKH Meeting	Abia Judd	
Wilkinson, Kimber	CKH Meeting	Abia Judd	
Anderson, Bonnie Louise	CKH Meeting	Business Office	
Beltz, Amy B	CKH Meeting	Business Office	
Wallner, Kathy	CKH Meeting	Business Office	
Sedan, Amelia	CKH Meeting	Discovery Gardens @ WA	
Adams, Tammy L	CKH Meeting	Discovery Gardens @ WA	
Bourque, Theresa G	CKH Meeting	Discovery Gardens @ WA	
De Kemper, Sandra Louise	CKH Meeting	Discovery Gardens @ WA	
Dimeck, Nicole L	CKH Meeting	Discovery Gardens @ WA	
Freeman, Ashlee J	CKH Meeting	Discovery Gardens @ WA	
Ganska, Lilli	CKH Meeting	Discovery Gardens @ WA	
Kasney, Sierra	CKH Meeting	Discovery Gardens @ WA	
Luckenbill, Monica	CKH Meeting	Discovery Gardens @ WA	

Mahlstedt, Molly E	CKH Meeting	Discovery Gardens @ WA
McCarty, Melinda	CKH Meeting	Discovery Gardens @ WA
McShane, Lauren	CKH Meeting	Discovery Gardens @ WA
Ouderkirk, Amie	CKH Meeting	Discovery Gardens @ WA
Schilling, Melissa	CKH Meeting	Discovery Gardens @ WA
Sedan, Amelia	CKH Meeting	Discovery Gardens @ WA
Slavens, Brooke Marie	CKH Meeting	Discovery Gardens @ WA
Adams, Whitney	CKH Meeting	District Office
Chartier, Gerald Jr	CKH Meeting	District Office
Miller-Joyce, Patsy	CKH Meeting	District Office
Segal, Kathy	CKH Meeting	District Office
Van Winkle, Amy E	CKH Meeting	District Office
Finley, Debra Sue	CKH Meeting	Exceptional Student Services
Klinefelter, Alma	CKH Meeting	Exceptional Student Services
Knoy, Tia M	CKH Meeting	Exceptional Student Services
Merriken, Jennifer B	CKH Meeting	Exceptional Student Services
Ahrendt, William J	CKH Meeting	Facilities/Construction
Houtz, Thomas Douglas	CKH Meeting	Facilities/Construction
Lemmer, Charles Allen	CKH Meeting	Facilities/Construction
Lindberg, Samuel P	CKH Meeting	Facilities/Construction
Smith, Charles I	CKH Meeting	Facilities/Construction
Tetzlaff, Robert D	CKH Meeting	Facilities/Construction
Villanueva, Alayna C	CKH Meeting	Facilities/Construction
Wyngaarden, David M	CKH Meeting	Facilities/Construction
Cunningham, Debra A	CKH Meeting	Food Service
Des Pres, Shelley	CKH Meeting	Food Service
Russell, Lesley Ann	CKH Meeting	GMS
Daniels, Serena	CKH Meeting	GMS
Hall, Rebecca L	CKH Meeting	GMS
McNabb, Elizabeth A	CKH Meeting	GMS
Mellott, Chelsea R	CKH Meeting	GMS
Ouderkirk, Barbara	CKH Meeting	GMS
Pepe, Charlene F	CKH Meeting	GMS
Pierce, Audrey A	CKH Meeting	GMS
Reimann, Kathleen Marie	CKH Meeting	GMS
Root, Sherri L	CKH Meeting	GMS
Russell, Lesley Ann	CKH Meeting	GMS
Stumpf, Melissa M	CKH Meeting	GMS
Trohkimoinen, John G	CKH Meeting	GMS
Bashor, Ellen	CKH Meeting	Grants D.O.
Buller, Rhette Blakey	CKH Meeting	Grants D.O.
Mattox, Kelly	CKH Meeting	Grants D.O.
Reveile, Sara E	CKH Meeting	Grants D.O.
Buller, Rhette Blakey	CKH Meeting	Grants D.O.
Mattox, Kelly	CKH Meeting	Grants D.O.

Stone, Lacey E	CKH Meeting	Grants D.O.
Thompson, Jennifer J	CKH Meeting	Grants D.O.
Gershman, Ellen	CKH Meeting	Human Resources
Prieto, Debra L	CKH Meeting	Human Resources
Stevens, Denise E	CKH Meeting	Human Resources
Blosel, Sheryl	CKH Meeting	Information Technology
Franklin, Dustin Anthony	CKH Meeting	Information Technology
Garcia, Jonah L	CKH Meeting	Information Technology
Lewis, Luke A	CKH Meeting	Information Technology
Powell, Steven J	CKH Meeting	Information Technology
Armer, Alisha C	CKH Meeting	Lincoln
Bell, Alison Jan	CKH Meeting	Lincoln
Brown, Cheryl	CKH Meeting	Lincoln
Brush, Dondra A	CKH Meeting	Lincoln
Dunn, Sommer	CKH Meeting	Lincoln
Hall, Micaela A	CKH Meeting	Lincoln
Jolly, Edlina	CKH Meeting	Lincoln
Medley-Penrod, Sandra M	CKH Meeting	Lincoln
Penrod, Skylynn	CKH Meeting	Lincoln
Root, Melanie	CKH Meeting	Lincoln
Steele, Rhiannon K	CKH Meeting	Lincoln
Tanoai, Reed L	CKH Meeting	Lincoln
Watson, Mary F	CKH Meeting	Lincoln
Wright, Kerrie	CKH Meeting	Lincoln
Anderson, Maria L	CKH Meeting	PHS
Dutra, Aranda E	CKH Meeting	PHS
Frate, Marisa	CKH Meeting	PHS
Jeffries, Valerye R	CKH Meeting	PHS
Peuse, Delwyn K	CKH Meeting	PHS
Santos, Josephine	CKH Meeting	PHS
Yoder, Roberta	CKH Meeting	PHS
Adams, Kayla	CKH Meeting	PHS
Allen, Darryl	CKH Meeting	PHS
Emmons, Cheryl A	CKH Meeting	PHS
Espinoza, Damian A	CKH Meeting	PHS
Frank, Laurie A	CKH Meeting	PHS
Havey, Greta	CKH Meeting	PHS
Kimmerle, Leah P	CKH Meeting	PHS
Landino, Sheri	CKH Meeting	PHS
Landry, Nancy	CKH Meeting	PHS
Lewis, Lisa	CKH Meeting	PHS
Lufkin, Lawrence G	CKH Meeting	PHS
May, Valerie J	CKH Meeting	PHS
Mosser, Shelby M	CKH Meeting	PHS
Nugent, Shannon L	CKH Meeting	PHS

Peugh, Robin	CKH Meeting	PHS	
Peuse, Delwyn K	CKH Meeting	PHS	
Santos, Josephine	CKH Meeting	PHS	
Sheppard, Leslie A.	CKH Meeting	PHS	
Smith, Teresa P	CKH Meeting	PHS	
Woods, Elaine Camille	CKH Meeting	PHS	
DeBoer, Carol	CKH Meeting	PMH	
Eppele, Rhonda	CKH Meeting	PMH	
Mullen, Christine M	CKH Meeting	PMH	
Salt, Mildred	CKH Meeting	PMH	
Secor, Steven A	CKH Meeting	PMH	
Turrentine, Suzanna J	CKH Meeting	РМН	
Wagner, Stephen A	CKH Meeting	PMH	
Lampasi, Natalia M	CKH Meeting	Taylor Hicks	
Allen, Toni	CKH Meeting	Taylor Hicks	
Clarida, Claudia A	CKH Meeting	Taylor Hicks	
Gonzalez, Audrey	CKH Meeting	Taylor Hicks	
Johnson, Cindy S	CKH Meeting	Taylor Hicks	
Lampasi, Natalia M	CKH Meeting	Taylor Hicks	
Lauber, Jessica S	CKH Meeting	Taylor Hicks	
Martinez, Dawn	CKH Meeting	Taylor Hicks	
Naylor, Collette	CKH Meeting	Taylor Hicks	
Stepp, Jennifer	CKH Meeting	Taylor Hicks	
Stewart, Kali Nichole	CKH Meeting	Taylor Hicks	
Teuscher, Lisa M	CKH Meeting	Taylor Hicks	
Brown, Dawn	CKH Meeting	Transportation	
Chiechi, David M	CKH Meeting	Transportation	
Freethy, Nancy J	CKH Meeting	Transportation	
Laven, Kip Anthony	CKH Meeting	Transportation	
Vallaire, William	CKH Meeting	Transportation	
Akers, Bonnie	CKH Meeting	Transportation	
Ashforth, Gregory B	CKH Meeting	Transportation	
Carter, Alexis	CKH Meeting	Transportation	
Covey, Katherine M	CKH Meeting	Transportation	
Currey, Julie A	CKH Meeting	Transportation	
Deland, Joann R	CKH Meeting	Transportation	
Gorman, David E	CKH Meeting	Transportation	
Juarez-Tweten, Jeanette P	CKH Meeting	Transportation	
Junker, Sheila B	CKH Meeting	Transportation	
Legler, Patricia	CKH Meeting	Transportation	
Montano, Norman O	CKH Meeting	Transportation	
Nelson, Debra	CKH Meeting	Transportation	
O'Neal, Carol	CKH Meeting	Transportation	
Read, Frank B	CKH Meeting	Transportation	
Rice, Diana L	CKH Meeting	Transportation	

Schmidt, Sondra T	CKH Meeting	Transportation
Simpson, Cheryl Jean	CKH Meeting	Transportation
Terry, Paul J	CKH Meeting	Transportation
Thompson, Aronda C	CKH Meeting	Transportation
Vahe, Carolynn D	CKH Meeting	Transportation
Wallner, Todd M	CKH Meeting	Transportation
Warhurst, Tanner	CKH Meeting	Transportation
White, Kathleen F	CKH Meeting	Transportation
Wright, Kenneth J	CKH Meeting	Transportation
Stalker, Katie	Club Leader	Abia Judd
Davis, Emily	Club Leader	Abia Judd
Kile, Haylee	Club Leader	Abia Judd
Van Arsdale, Mikel	Club Leader	GMS
Puls, Sebastian	Club Leader	GMS
Hummel, Patricia	Club Leader	GMS
Gates, Catherine	Extra Paperwork for SPED students	PHS
Hein, Ann	Hours over Contract	PHS
Magat, Elyse	Hours over Contract	PHS
Luna, Gilberto	Hours over Contract	PHS
Bunnell, Paul	Hours over Contract	PHS
Swanson, Daniel	Hours over Contract	PHS
Hammer, Katherine	Hours over Contract	PHS
Miller, Scott	Hours over Contract	PHS
Fitzgerald, Deb	Hours over Contract	PHS
Chartier, Amanda	Hours over Contract	PHS
Bevers, Kristen	Hours over Contract	PHS
Brittain, Teresa	Hours over Contract	PHS
Howell, Ashley	Hours over Contract	РМН
Kohnle-Indeni, Shelly	Hours over Contract	РМН
Howell, Ashley	Hours over Contract	PMH
Rice, Diana	Signing Bonus	Transportation
Potts, Danae	Stipend; 6 additional days	ESS
Bullara, Daniel	Stipend; Extra behavior specialist cov	ESS
Mecham,. Patricia	Tutor; ESSR funded	Abia Judd
Shipowick, Tara	Tutor; ESSR funded	District Wide
Gold, Eric	Tutor; ESSR funded	Grants
Jauregui, Nancy	Tutor; ESSR funded	Grants
Bender, Heather	Tutor; ESSR funded	Grants
Wagner, Steven	Tutor; ESSR funded	Grants
Thompson, Jennifer	Tutor; ESSR funded	Grants
Maciekowich, Karen	Tutor; ESSR funded	PHS
Kohnle-Indeni, Shelly	Tutor; ESSR funded	РМН
Al-Rijab, Haitham	Hours over Contract	PHS
Hannan, Sara E	Hours over contract	РМН
Holdsworth, Ashley	Hours over contract	PMH

James, Ryan Charles	Hours over contract	PMH
Karlin, Zachary R	Hours over contract	PMH
Kiehl-Phillips, Jessica D	Hours over contract	PMH
Ott, Danielle	Hours over contract	PMH
Van Demark, Kathryn B	Hours over contract	PMH
Lucas, Zachary	Hours over contract	GMS
Gullikson, Michelle	Hours over contract	GMS
Helmken, Paul	Hours over contract	GMS
Wellman, Kaylee	Hours over contract	GMS
Kloos, Kim	Hours over contract	GMS
Givens, Amanda	Hours over contract	GMS
Beres, Lisa	Hours over contract	GMS
Suggs, Kelli	Hours over contract	GMS
Habeck, Cassandra	Hours over contract	GMS
Smith, Sarah	Hours over contract	GMS
LisaPetrauschke, Sarah	Hours over contract	GMS
Lampasi, Natalia M	Club Leader	тн
Corrales, Sonya	Self-contained stipend	GMS
Steward, John	Athletic Event Worker	PMH
Chiclock, Harrison	Hours over contract	PHS

8.A.2. Consider approving the donations as presented.

RELEVANT INFORMATION:

Board policy requires acceptance by the Governing Board of all donations.

Presenter: Brian Moore, Chief Financial Officer

Board Meeting December 6, 2022

DONATIONS:

11-01-2022 TO 11-30-2022

A donation from, The Ironworker Inc, in the amount of \$2,000.00, towards the steel handrail for the baseball seat stands at Prescott High School.

A donation from, Ohiopyle Prints, a check in the amount of \$141.93, for Prescott High School's Athletic Program

A donation from, Thunderbirds Foundation, a check in the amount of \$1,000.00, for Prescott High School's Boy's Golf Program.

A donation from, American Youth Soccer Organization, a check in the amount of \$500.00, for Prescott High School's Art Department Gifts & Donations, as a thank you for their AYSO Game Day Face Painting Booth.

A donation from, Richard Avila, a check in the amount of \$500.00, for Wrestling Equipment for Prescott Mile High Middle School's Wrestling Program.

A donation from, The Estate of Curtis Allen Porter, a check in the amount of \$35,000.00, for Prescott High Schools Athletic Department, in remembrance of Curtis Allen Porter.

A donation from, The Natural History Institute, \$50 Gift cards from Acorn Naturalists in the total amount of \$250.00, for Prescott Unified School District's Outdoor Learning Program.

A donation from, Slow Food Prescott, a check in the amount of \$267.50, for Prescott Unified School District's Garden Club & Farm to School Program.

A donation from, Russell Evans, a professionally matted & framed Abraham Lincoln "Perseverance" Motivational Print, valued at \$199.99, for Lincoln Elementary School, in remembrance of Brent Evans, a retired educator of over 40 years.

8.A.3. Consider ratifying the vouchers as presented.

RELEVANT INFORMATION:

Arizona Revised Statutes require approval/ratification of all vouchers.

Presenter: Brian Moore, Chief Financial Officer

	Voucher #	Amount	
AP:			
	AP # 2321	\$316,843.33	
	AP#2322	\$176,731.95	
	AP#2323	\$0.01	
	AP#2324	\$348,374.28	
	AP#2325	\$14,605.00	
	AP#2326	\$104,185.41	
	AP#2328	\$180.50	
	AP#2327	\$266,770.95	
PR:			
	PR10 Voucher	\$1,156,957.61	
	PR11 Voucher	\$1,132,450.62	
	to in available for increasi	on from Ducinosa Comissa	laasta
		on from business Services	, iocated
	PR:	AP: AP # 2321 AP#2322 AP#2323 AP#2324 AP#2325 AP#2326 AP#2328 AP#2327 PR: PR10 Voucher PR11 Voucher	AP: AP # 2321 \$316,843.33 AP#2322 \$176,731.95 AP#2323 \$0.01 AP#2324 \$348,374.28 AP#2325 \$14,605.00 AP#2326 \$104,185.41 AP#2328 \$180.50 AP#2327 \$266,770.95 PR: PR10 Voucher \$1,156,957.61 PR11 Voucher \$1,132,450.62

8.A.4. Consider approving the Student Activities Fund Statement of Receipts and Disbursements for November 2022, as presented.

RELEVANT INFORMATION:

Please see the attached reports.

Presenter: Brian Moore, Chief Financial Officer

LINCOLN STUDENT AC			
Range Dates: 11-1-2022 THRU 11-30-2			
Fund Account	November Transactions	Encumbered	Balance
1 LN SA STUDENT COUNCIL - 8120 Sub Total:	\$0.00	\$0.00	\$6,471.68
1 LN SA YEARBOOK CLUB - 8310 Sub Total:	\$0.00	\$0.00	\$0.00

TAYLOR HICKS STUDENT ACTIVITIES				
Range Dates 11-1-2022 THRU 11-30-2022				
November Fund Account Transactions Encumbered				
1 TH SA STUDENT COUNCIL - 8120 Sub Total:		\$0.00	Balance \$347.13	

GRANITE MOUNTAIN STUDENT ACTIVITIES					
Range Dates: 11-1-2022 THRU 11-30-	2022				
	November				
Fund Account	Transactions	Encumbered	Balance		
1 GM SA BAND CLUB - 7130 Sub Total:	\$0.00	\$0.00	\$101.29		
1 GM SA STUDENT COUNCIL - 8120 Sub Total:	\$0.00	\$215.00	\$4,827.61		

PRESCOTT MILE HIGH STUDENT ACTIVITIES

Range Dates: 11-1-2022 THRU 11-30-	2022		
Fund Account	November Transactions	Encumbered	Balance
1 PMH SA DANCE - CAMPUS - 7360 Sub Total:	\$0.00	\$0.00	\$0.00
1 PMH SA NATIONAL JR HONOR SOC 7790 S	\$0.00	\$0.00	\$9,930.11
1 PMH SA STUDENT COUNCIL - 8120 Sub Tota	\$1,545.00	\$0.00	\$10,182.51
1 PMH SA TECHNOLOGY STUDENT CLUB - 81	\$0.00	\$0.00	\$144.65
1 PMH SA YEARBOOK CLUB - 8310 Sub Total:	\$0.00	\$0.00	\$286.47

PRESCOTT HIGH STUDENT ACTIVITIES

Range Dates: 11-1-2022 THRU 11-30-2022

	November		
Fund Account	Transactions	Encumbered	Balance
1 PHS SA ACADEMIC DECATHLON CLUB - 7010	\$0.00	\$0.00	\$1,681.60
1 PHS SA ADVOCATES FOR A DIFFERENCE CLU	\$0.00	\$0.00	\$91.37
1 PHS SA ANIME CLUB - 7050 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA ART CLUB - 7070 Sub Total:	\$0.00	\$0.00	\$52.82
1 PHS SA AUTOMOTIVE CLUB - 7090 Sub Total:	\$0.00	\$0.00	\$2,298.88
1 PHS SA BADMINTON CLUB - 6010 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA BAND CLUB - 7130 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA BOOK CLUB- 7140 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA BROADCAST MEDIA- 7161 Sub Total:	\$0.00	\$0.00	\$618.05
1 PHS SA CATHOLIC CHRISTIAN CLUB - 7305 St	\$0.00	\$0.00	\$0.00
1 PHS SA CHALLENGE CLUB - 7225 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA CHORAL CLUB - 7290 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA CLASS OF 2018 - 8518 Sub Total:	\$0.00	\$0.00	\$15.74
1 PHS SA CLASS OF 2022 - 8522 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA CLASS OF 2023 - 8523 Sub Total:	\$0.00	\$2,018.06	\$7,686.18
1 PHS SA CLASS OF 2024 - 8524 Sub Total:	\$206.00	\$0.00	\$3,349.04
1 PHS SA CLASS OF 2025 - 8525 Sub Total:	\$191.00	\$0.00	\$6,842.99
1 PHS SA CLASS OF 2026 - 8526 Sub Total:	\$0.00	\$0.00	\$708.77
1 PHS SA COLLECTABLE CARD CLUB - 7321 Sub	\$0.00	\$0.00	\$0.00
1 PHS SA FBLA CLUB - 7430 Sub Total:	\$0.00	\$0.00	\$417.84
1 PHS SA FCA CHRISTIAN ATHLETES CLUB - 74	\$0.00	\$0.00	\$103.56
1 PHS SA GERMAN CLUB - 7494 Sub Total:	\$0.00	\$0.00	\$871.43
1 PHS SA GSA CLUB - 7492 Sub Total:	\$0.00	\$0.00	\$94.00
1 PHS SA HOSA CLUB - 7545 Sub Total:	\$0.00	\$0.00	\$33.54
1 PHS SA INTERACT CLUB - 7570 Sub Total:	\$50.00	\$0.00	\$800.38
1 PHS SA JAPANESE CLUB - 7580 Sub Total:	\$0.00	\$0.00	\$274.58
1 PHS SA JOURNALISM CLUB - 7585 Sub Total:	\$0.00	\$458.12	\$1,967.07
1 PHS SA JROTC CLUB - 7590 Sub Total:	\$0.00	\$0.00	\$7,410.03

1 PHS SA KEY CLUB - 7600 Sub Total:	\$36.00	\$0.00	\$1,241.02
1 PHS SA LEO CLUB - 7632 Sub Total:	\$0.00	\$0.00	\$508.05
1 PHS SA LIBRARY CLUB- 7640 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA MATH CLUB - 7690 Sub Total:	\$0.00	\$0.00	\$28.73
1 PHS SA MOCK TRIAL CLUB - 7720 Sub Total:	\$30.00	\$0.00	\$1,187.87
1 PHS SA MODEL U.N. CLUB - 7730 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA MU ALPHA THETA MATH CLUB - 7691	\$0.00	\$822.65	\$2,387.06
1 PHS SA NATIONAL HONOR SOCIETY CLUB - :	\$15.00	\$196.38	\$7,545.75
1 PHS SA PHOTOGRAPHY CLUB - 7850 Sub Total	\$0.00	\$0.00	\$15.75
1 PHS SA PING PONG CLUB - 7865 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA RECYCLE CLUB - 7910 Sub Total:	\$0.00	\$0.00	\$817.67
1 PHS SA RENAISSANCE CLUB - 7920 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA RESTORATIVE JUSTICE CLUB - 7925 S	\$0.00	\$0.00	\$914.58
1 PHS SA ROBOTICS CLUB - 7927 Sub Total:	\$0.00	\$0.00	\$283.42
1 PHS SA RUTH ST. PLAYERS CLUB - 7941 Sub To	-\$2,258.58	\$8.92	\$3,069.52
1 PHS SA RUTH ST. TECHIES CLUB - 7942 Sub T	\$0.00	\$0.00	\$1,341.43
1 PHS SA S-CLUB (SOROPTIMISTS) - 7950 Sub T	-\$279.33	\$338.51	\$2,172.14
1 PHS SA SCIENCE NATIONAL HONOR SOCIET	\$0.00	\$0.00	\$31.48
1 PHS SA SCIENCE-PH CLUB - 8001 Sub Total	\$0.00	\$0.00	\$117.18
1 PHS SA SCIENCE -ENGINEERING CLUB -800;	\$0.00	\$0.00	\$0.00
1 PHS SA SKILLS USA CLUB - 8040 Sub Total:	\$0.00	\$0.00	\$843.68
1 PHS SA SOCCER CLUB - 6040 Sub Total:	\$0.00	\$0.00	\$0.00
1 PHS SA SPIRIT LINE CLUB - 8090 Sub Total:	\$0.00	\$0.00	\$889.65
1 PHS SA SPORTS MEDICINE CLUB - 8101 Sub T	\$0.00	\$0.00	\$0.00
1 PHS SA STUDENT COUNCIL - 8120 Sub Total:	-\$3,690.28	\$8,342.13	\$17,677.71
1 PHS SA VOLLEYBALL CLUB - 6080 Sub Total:	\$0.00	\$0.00	\$17,229.85
1 PHS SA YOUTH ALIVE - 8330 Sub Total:	\$0.00	\$0.00	\$10.49

8.A.5. Consider approving the Chief Financial Officer and Purchasing Director as Governing Board approved designees for disposal of district stewardship or capital asset property, as presented.

RELEVANT INFORMATION:

Per Arizona's USFR (Uniform System of Financial Records), school districts must maintain a stewardship list for equipment costing between \$1000 and \$4999.99. School districts must also account for capital assets, which include land improvements, buildings, building improvements, and equipment costing \$5000 or more. Upon disposal of stewardship items or capital assets, an Authorization to Dispose of District Property form must be filled out and approved by the governing board or authorized designee.

Presenter: Mr. Brian Moore, Chief Financial Officer

8.A.6. Consider approving the following Amendments extending three (3) Intergovernmental Agreements, between Prescott Unified School District, No. 1, and Skull

Valley School District, No. 15, for a three-year term each, as presented

Amendment to Intergovernmental Agreement for IT Services Amendment to Intergovernmental Agreement for Vehicle Maintenance & Repair Amendment to Intergovernmental Agreement for Bus Driver Training

RELEVANT INFORMATION:

Prescott Unified School District has helped our neighboring districts with facilities, maintenance, and IT services. The attached IGAs list the services PUSD will provide, dollar amounts, and details. The original IGAs have been attached for reference.

Presenter: Brian Moore, Chief Financial Officer

8.B. <u>STUDY AND VOTING SESSION -</u> If a member of the public wishes to speak to one of the following voting items, please complete and return exhibit (BEDH-E) to Sarah Torres, Administrative Assistant to the Governing Board prior to the study and voting session of the agenda.

There were two requests to speak. Each speaker was given two minutes to speak to item 8.B.2.

8.B.1. Consider approving Tuesday, January 10, 2023, as the PUSD Governing Board's first Regular Study & Voting Session meeting for the year 2023, as presented.

RELEVANT INFORMATION:

The Governing Board should annually approve a schedule for meetings for the following calendar year. The Governing Board will be asked to approve the remaining 2023 meeting schedule dates at the January 2023 Governing Board meeting.

Pursuant to Governing Board Policy BEDA a statement shall be conspicuously posted on the District's website specifying where all notices of the Governing Board meetings are posted, including the physical and electronic locations, and give additional public notice as is reasonable and practicable as to all meetings.

Presenter: Mr. Joseph W. Howard, Superintendent

Kara Woods moved that the Governing Board approve Tuesday, January 10, 2023, as the PUSD Governing Board's first Regular Study & Voting Session meeting for the year 2023, as presented. Andy Fraher seconded the motion.

Deb Dillon voted Aye, Andy Fraher voted Aye, Sarah Vincent voted Aye, Kara Woods voted Aye and Stan Goligoski voted Aye. The motion passed 5-0.

8.B.2. Consider recommendations for a superintendent succession process that will provide stability and continuity to allow the future elected governing board time to get established in order to provide an informed hiring process that follows best-practice and logical timelines for possible succession options. The governing board will present the details of such a recommendation as a motion for this voting item.

RELEVANT INFORMATION:

On Friday, October 28, 2022, the current governing board held a discussion on the topic of superintendent succession to address the recent announcement that Joseph W. Howard will be retiring on October 31, 2023. The current board felt that a recommendation for continuity is the right position to leave the new board an opportunity to become oriented and established in PUSD, and have a fair timeline for making leadership decisions as they move forward.

Presenter: Deb Dillon, Governing Board President

Deb Dillon moved that the Governing Board forward a recommendation for a superintendent's succession plan to the 2023 Prescott Unified School District governing board, as presented. Andy Fraher seconded the motion.

Discussion on this item can be found at 00:55:28 of the livestream link.

Deb Dillon noted, I would like to withdraw my original motion and substitute a new motion with the changes.

Deb Dillon moved that the Governing Board forward a recommendation for a superintendent's succession plan to the 2023 Prescott Unified School District governing board as follows:

December 2022, board meeting to consider approval of a succession recommendation

January 2023 interim superintendent gradually assumes superintendent's duties

Spring 2023 board determines process/timeline for filling permanent superintendent position and gathers community and staff input

Spring 2023 board negotiates contract with interim or new superintendent

Summer 2023 interim or new superintendent starts contract. Joe Howard remains to support transition

October 31, 2023 Joe Howard's last contract day

Kara Woods seconded the motion.

Deb Dillon voted Aye, Andy Fraher voted Aye, Sarah Vincent voted Aye, Kara Woods voted Aye and Stan Goligoski voted Aye. The motion passed 5-0.

Kara Woods left the boardroom at 6:31 pm and returned at 6:33 pm, and prior to item 8.B.3. going to vote.

8.B.3. Consider approving an out-of-state travel request from Mr. Andy Binder, principal at Prescott Mile High Middle School, for students and chaperones to travel

to Washington DC from June 12 - June 16, 2023, as presented.

RELEVANT INFORMATION:

Thirty-eight Prescott Mile High Middle School students have signed up for this trip to participate in a dynamic, hands-on, civic education program in Washington, DC. This trip will provide extra opportunities and challenges to enhance student's educational experiences. Three Prescott Mile High Middle School teachers, Kat Van Demark, Ryan James, and Ian Owens have been asked to chaperone. These teachers have already helped to lead several information meetings with parents and students and are helping to finalize the itinerary.

This trip has been planned using WorldStrides, an educational travel company. WorldStrides has been creating educational travel experiences for over 50 years and has offered services and experiences to PUSD students in the past.

Please see the attached letter for additional information about this trip.

Presenter: Andy Binder, Prescott Mile High Middle School Principal

Sarah Vincent moved that the Governing Board approve an out-of-state travel request from Mr. Andy Binder, principal at Prescott Mile High Middle School, for students and chaperones to travel to Washington DC from June 12 – June 16, 2023, as presented. Stan Goligoski Seconded the motion.

Deb Dillon voted Aye, Andy Fraher voted Aye, Sarah Vincent voted Aye, Kara Woods voted Aye and Stan Goligoski voted Aye. The motion passed 5-0.

8.B.4. Consider adopting the proposed changes in Policy Services Advisory Volume 34, Number 3, No. 737 & 738, from September 2022, as presented.

RELEVANT INFORMATION:

Governing Board BGB requires first and second readings of all proposed policy adoptions and approval by the Governing Board. This is the second reading of the proposed policy changes and the Board will be asked to adopt the policies after the second reading. Any Regulations and/or Exhibits have been attached for review and do not require Governing Board approval.

Presenter: Mardi Read, Assistant Superintendent

Sarah Vincent moved that the Governing Board adopt the proposed changes in Policy Services Advisory Volume 34, Number 3, no. 737 & 738, from September, 2022, as presented. Andy Fraher seconded the motion.

Deb Dillon voted Aye, Andy Fraher voted Aye, Sarah Vincent voted Aye, Kara Woods abstained, and Stan Goligoski voted Aye. The motion passed 4-0.

8.B.5. Consider approving the 2021-2022 Annual Financial Report (AFR), as presented.

RELEVANT INFORMATION:

Due to an input error, change to fund number for Emergency Connectivity Fund reimbursement, and change of fund number for long-term land lease (cell tower/bandwidth wave) revenue, PUSD's AFR needed to be resubmitted to ADE.

Any AFR changes post-Governing Board approval deems it necessary for a Governing Board to vote on the AFR again.

Presenter: Mr. Brian Moore, Chief Financial Officer

Andy Fraher moved that the Governing Board approve the 2021-2022 Annual Financial Report (AFR), as presented. Kara Woods seconded the motion.

Deb Dillon voted Aye, Andy Fraher voted Aye, Sarah Vincent voted Aye, Kara Woods voted Aye and Stan Goligoski voted Aye. The motion passed 5-0.

8.C. INFORMATION AND DISCUSSION ITEMS

8.C.1. Brian Moore, Chief Financial Officer, has prepared the School Board Summary Budget Report for your review.

Mr. Brian Moore noted, as presented.

Governing Board - December FY23 Fund Report

General Fund	Budget	Yearly Expenditures	Encumbrance	Balance
Fund 001: Maintenance & Operation	\$30,607,052	\$10,642,317	\$17,096,171	\$2,868,564
Classroom Site Fund				
Fund 010: Classroom Site Fund	\$3,650,365	\$10,292	\$602,678	\$3,037,396
Federal Grants				Balance
Fund 110: TITLE I - FY 22	\$738,041	\$250,374	\$440,877	\$46,790
Fund 111: Targeted Support & Improvement	\$20,000	\$5,240	\$0	\$14,760
Fund 113: School Improvement Sustainability	\$19,730	\$3,402	\$0	\$16,328
Fund 140: TITLE II IMP TEACHER QUALITY - FY 22	\$177,334	\$35,271	\$49,769	\$92,294
Fund 161: Title IV-A FY 22	\$54,252	\$6,386	\$9,888	\$37,977
Fund 162: LN 22 CCLC Yr. 1 - FY 22	\$103,200	\$54,617	\$23,527	\$25,056
Fund 190: Title III LEP - FY 22	\$16,250	\$2,532	\$8,664	\$5,055
Fund 200: TITLE VI INDIAN. ED - FY 22	\$14,301	\$4,355	\$6,358	\$3,588
Fund 220: IDEA BASIC - FY 22	\$988,666	\$253,932	\$456,818	\$277,916
Fund 221: IDEA PRESCHOOL - FY 22	\$17,299	\$3,689	\$6,051	\$7,560
Fund 227: ARP IDEA PRESCHOOL - FY 22	\$9,138	\$2,908	\$4,840	\$1,390
Fund 228: ARP IDEA BASIC - FY 22	\$139,104	\$21,661	\$44,017	\$73,426
Fund 231: Johnson O'Malley - FY 22	\$26,712	\$7,342	\$7,095	\$12,275
Fund 261: Federal CTE Perkins - FY 23	\$60,133	\$17,419	\$28,019	\$14,695
Fund 280: Homeless Children and Youth Grant - FY22	\$13,429	\$5,198	\$7,785	\$445
Fund 322: Childcare COVID Grant	\$275,000	\$140,085	\$86,247	\$48,668
Fund 323: DES Preschool Grant	\$400,000	\$42,755	\$170,494	\$186,751
Fund 329: ARP Homeless Children and Youth Grant - FY	\$24,644	\$4,576	\$13,568	\$6,500
Fund 330: ARP Homeless Children and Youth Grant II - F	\$24,976	\$0	\$0	\$24,976
Fund 336: ESSER II (Cares Act)	\$528,624	\$242,178	\$0	\$286,446
Fund 346: ESSER III (Cares Act)	\$3,242,413	\$805,087	\$1,165,184	\$1,272,141
State Grants				
Fund 400: CTE PRIORITY PROG FY 22	\$28,400	\$2,375	\$3,736	\$22,289
Fund 450: Gifted Education - FY22	\$2,500	\$0	\$0	\$2,500
Fund 456: Credit by Exam Funds	\$42,767	\$3,111	\$3,445	\$36,212
Fund 457: Result Based Funding	\$201,028	\$31,355	\$55,605	\$114,068
Fund 468: School Safety FY 21	\$144,547	\$53,305	\$91,201	\$41
Fund 470: First Things First	\$453,813	\$103,945	\$205,650	\$144,219
Fund 499: Rural Assistance	\$29,566	\$0	\$0	\$29,566
Sale of Property				
Fund 501: Sale of Property	\$72,810	\$0	\$0	\$72,810
Fund 502: Sale of Building/Land	\$2,330,063	\$176,607	\$183,822	\$1,969,634
Revenue Accounts				
Fund 020: Instructional Improvement	\$530,692	\$39,516	\$74,021	\$417,155
Fund 071: Structured English Immersion (SEI) FY22	\$13,763	\$4,481	\$8,567	\$715
Fund 290: Medicaid Reimbursements	\$443,065	\$48,619	\$50,701	\$343,745
Fund 349: National Forest Fees	\$670,000	\$306,703	\$443,604	-\$80,308
Fund 374: E-Rate	\$14,166	\$0	\$0	\$14,166
Fund 510: Food Service	\$2,258,700	\$402,791	\$1,312,901	\$543,008
Fund 515: Civic Center	\$574,851	\$145,257	\$168,189	\$261,404
Fund 525: Auxiliary Operations	\$1,254,595	\$416,534	\$488,534	\$349,526
Fund 526: Extracurricular FeesTax Credit	\$1,382,306	\$84,550	\$67,997	\$1,229,759

Fund 530: Gifts and Donations	\$1,102,476	\$56,986	\$34,085	\$1,011,405
Fund 850: Student Activities	\$159,809	\$16,342	\$12,480	\$130,986
Capital Accounts				
Fund 610: Unrestricted Capital Outlay	\$2,626,870	\$171,157	\$205,552	\$2,250,161
Fund 630: Bond Building	\$1,111,524	\$645,960	\$465,564	\$0
Fund 691: Building Renewal Grant	\$539,568	\$29,661	\$509,907	\$0
Miscellaneous Funds				
Fund 471: AACD Eco-Schools	\$3,000	\$0	\$0	\$3,000
Fund 570: Indirect Costs	\$450,000	\$40,411	\$96,525	\$313,064
Fund 596: Joint Tech Ed	\$630,468	\$57,452	\$96,025	\$476,991
Fund 665: Energy and Water Savings (EWS)	\$17,171	\$0	\$0	\$17,171
Fund 050: County, City and Town Grants	\$6,000	\$0	\$0	\$6,000
Fund 550: Insurance Proceeds	\$131,974	\$0	\$0	\$131,974
Fund 855: Employee Insurance Program Withholdings	\$18,470	\$0	\$0	\$18,470

8.C.2. Community Comments shared with the Governing Board (what comments/concerns are Board Members hearing from the public in general).

Presenter: Joseph W. Howard, Superintendent

Kara Woods noted, I had a lot of people saying that they were going to go see the history curriculum. I'm not sure if they'd been here or not so I don't know if they've come down to look at it but I think they're looking forward to the opportunity.

I've heard some comments about it but will share those at the appropriate time.

8.C.3. Future Agenda Items – Superintendent Succession.

8.C.4. **Meeting Dates:**

Regular Study and Voting Session: January 10, 2023, at 5:00 pm in the PUSD District Office Boardroom.

Other Dates:

ASBA Annual Conference - JW Marriott Desert Ridge, Phoenix, AZ - December 14 - 16, 2022

PUSD Governing Board member swearing-in ceremony - December 16, 2022, at 4:00 pm in the District Office Boardroom.

Winter Break - December 22, 2022 - January 4, 2023.

tions Deb Dillon adjourned the meeting at 6:5
t

Sarah A. Torres, Governing Board Secretary