

Board of Education  
Nutley, New Jersey

March 28, 1994

The Regular Meeting of the Board of Education of the Township of Nutley, New Jersey was held in the Board Room, 375 Bloomfield Avenue, on Monday, March 28, 1994 at 8:00 p.m., with Mr. Sam P. Battaglia, President, presiding.

ANNOUNCEMENT OF MEETING:

Mr. Battaglia read the following:

"According to the provisions of the 'Open Public Meetings Act' (Chapter 231, P.L. 1975), proper notice of this Regular Meeting was provided in the Annual Notice of April 26, 1993. Said Notice was:

1. Posted at the entrance of the Board Office.
2. Mailed to The Nutley Sun, the Star Ledger, the North Jersey Herald & News and the Nutley Journal.
3. Mailed to the Nutley Township Clerk.

"Formal action will be taken."

FLAG SALUTE:

The meeting was opened with Mrs. Hresko leading the Board members and citizens in the Pledge of Allegiance to the American flag.

CALL OF ROLL:

The other members present at roll call were: Mrs. Sally Goodson, Mr. John G. Griwert, Mr. Frank V. Hermo, Mrs. Aileen Hresko, Mr. Charles W. Kucinski, Jr., Mr. Charles J. Piro, Mr. Robert J. Rusignuolo and Mrs. Rosalie C. Scheckel. Approximately 25 citizens were present.

PRESENTATION OF AWARDS:

Dr. Fadule indicated that it was a very distinct pleasure to start the meeting by honoring two very fine young students, one from Radcliffe School and one from Lincoln School, who have excelled in geographic skills. Dr. Fadule noted that the Board and administration were very pleased at their accomplishments, especially since educators throughout the country have been distressed at the decline of geographic knowledge and skills. He added that we will continue to try to improve skills in the area of geography.

Dr. Fadule mentioned that Peter H. LaFountain, Radcliffe School, and Eugene DePersio, Lincoln School, had distinguished themselves, their families and schools by their excellent achievement. Dr. Fadule then introduced Mrs. Kathleen Serafino, principal of Radcliffe School, and Mr. Alex Conrad, principal of Lincoln School.

Mrs. Serafino noted that in recent years Nutley has been emphasizing the study of geography. She explained that a committee of district teachers was formed which developed the Nutley geography achievement test which is administered each May to all sixth graders. Mrs. Serafino explained the district's participation in the National Geographic Society's Geography Bee and its various levels, adding that the winner of the national level receives a \$25,000 college scholarship.

Mrs. Serafino introduced Mrs. LaFountain, Mrs. Nancy Szura, sixth grade teacher, and Miss Ro Tangorra, Peter's former first grade teacher. She then presented Peter LaFountain with a certificate and extended her congratulations.

Mr. Conrad congratulated Peter. He then explained that the National Geographic Society developed the Geography Bee in response to a growing concern about the lack of geography knowledge. Mr. Conrad reviewed the workings of the test, and mentioned that the test also includes students in grades 7 and 8.

Mr. Conrad then introduced the DePersio's as well as Mr. Stephen Parigi and Mrs. Kathryn Comune, sixth grade teachers. He then presented Eugene DePersio with a certificate and congratulated him on his accomplishment.

Mr. Battaglia congratulated both students on behalf of the Board.

#### RECESS MEETING:

Mr. Battaglia declared a recess at 8:09 p.m.

#### RESUME MEETING:

The meeting resumed at 8:12 p.m.

#### APPROVAL OF MINUTES:

Copies of the minutes of the Regular Meeting held on February 28, 1994 at 8:00 p.m. being in the hands of each member, reading of same was dispensed. Mr. Griwert moved that the minutes be approved, seconded by Mr. Kucinski and unanimously approved by the Board.

Copies of the minutes of the Special Meeting held on March 21, 1994 at 7:00 p.m. being in the hands of each member, reading of same was dispensed. Mr. Griwert moved that the minutes be approved, seconded by Mr. Kucinski and unanimously approved by the Board.

COMMUNICATIONS:

Mr. Sincaglia presented and read the following communications:

1. A letter from Vincent United Methodist Church regarding activities around the high school, particularly flea markets, and expressing concerns about things that have been occurring.

Mr. Sincaglia noted that the letter has been referred to the Facilities Committee for discussion.

2. A letter from the Nutley Historical Society requesting permission to install a small sign in front of the Nutley Museum which would require a permit from the town.

Mr. Sincaglia noted that approval had been given by the Board to the Nutley Historical Society, adding that there was no financial obligation on the part of the Board.

3. A notice from the Essex County School Boards Association regarding a rescheduled Essex County/Passaic County School Boards legislative dinner to be held on April 6.
4. A notice from the Essex County Educational Services Commission that a meeting scheduled for March 24 was rescheduled for March 22.
5. A letter and resolution from the Green Brook Board of Education regarding a court ordered out-of-state special educational and residential placement for one student at an annual cost of \$190,000. The resolution is seeking legislation so that districts would pay no more than twice the district-wide cost per pupil for tuition and residential costs of a student's placement.

Dr. Fadule commented that he has no doubt that something will have to be done in this type of situation. He stated that there should be a point where the state helps a district; it is only fair. He noted that he felt districts should not be hit on the basis of sheer chance with these very burdensome situations.

8.

6. A letter from the Wayne Township Public Schools expressing concern regarding scheduling the administration of the Early Warning Test because of the inclement weather and requesting flexibility from the State Department of Education.
7. Two letters to Board members concerning personnel matters.  
Mr. Sincaglia noted that these will be reviewed.

SECRETARY'S REPORT:

Mr. Sincaglia presented the Report of the Board Secretary as of February 28, 1994. (See attached report.)

Mrs. Scheckel moved that the Board accept the Report of the Board Secretary, seconded by Mr. Kucinski. On a roll call vote the resolution was unanimously adopted.

TREASURER'S REPORT:

Mr. Sincaglia presented the Report of the Treasurer of School Moneys as of February 28, 1994. (See attached report.)

Mr. Griwert moved that the Board accept the Report of the Treasurer of School Moneys, seconded by Mr. Kucinski. On a roll call vote the resolution was unanimously adopted.

SUPERINTENDENT'S REPORT:

Dr. Fadule presented and read the following report:

"Chemistry Text Book Report - Mr. Kimberley"

Dr. Fadule introduced Mr. Dan Kimberley, Science Coordinator. Mr. Kimberley thanked the Board of Education for inviting him to discuss adoption of the proposed textbook for the honors sophomore course. Mr. Kimberley explained the process involved in arriving at the decision to select this textbook as well as the strengths of the new text. He noted that the textbook covers core proficiencies and is in use at many of the finer districts in the area.

Mrs. Scheckel commented that she had the opportunity to review the book over the weekend and was pleased and impressed with it. She noted that she liked the overview of each chapter which told students what they would learn in the chapters and the relating of chemistry to the real world and practical applications.

Mrs. Hresko indicated that she was pleased to see the district updating the textbook from the 1973 version currently in use.

Mr. Stephen Starrick, high school chemistry teacher, stated that he felt the proposed text is an excellent one.

"Attached is the student enrollment chart as of February 28, 1994.

"The district-wide Instrumental Music Program will be conducted in the high school auditorium on Tuesday, March 29, at 7:30 p.m.

"The Annual Winter Sports Awards Program will be conducted in the high school auditorium on Wednesday, March 30, at 7:30 p.m.

"Schools Closed - April 1 - Good Friday.

"Third quarter report cards will be distributed on Friday, April 8.

"Presentation of the 1994/1995 Budget will be made on:

Tuesday,	April 5	Washington School
Wednesday,	April 6	Yantacaw School
Thursday,	April 7	Lincoln School
Wednesday,	April 13	Spring Garden School
Thursday,	April 14	Radcliffe School

"OBC Air Dates:

Saturday	10:30 a.m.	April 9 - April 16
Sunday	12:00 noon	April 10 - April 17
Monday	9:00 a.m.	April 11 - April 18"

Mr. Hermo, Chairman of the Public Information Committee, explained that the district was approached by one of the producers of OBC regarding a documentary-type program they had been running for other communities that would present the school district to the public. He noted that considerable work and filming was done throughout the district, and the hope is to have something that can be referred to now and in the future which gives a graphic description of the district. He added that it is hoped this could be used by realty groups and civic organizations. Mr. Hermo stated that he is looking forward to seeing the finished product.

"School Board Election - April 19

"Comments pertaining to security in the school buildings"

Dr. Fadule noted that we have always been security conscious in this district and try to make sure the children go to schools that are secure. He explained that the district is trying some different ideas regarding security in the elementary schools.

Traditionally, one door was always open in a school at all times, and this is no longer the case. Dr. Fadule indicated that some time ago he formed a committee to meet under the aegis of Dr. Votto to examine different practices because many people had requested that this be done. He noted that different suggestions would be brought to the Facilities Committee, and in turn, to the entire Board. He added that this is not yet ready to be done.

#### "Costs per Pupil"

Dr. Fadule noted that the figures received from the New Jersey School Boards Association are very informative and put our district's expenditures in perspective.

Mr. Sincaglia discussed the costs per pupil and rankings in the county and explained how the figures are determined by independent audits done for each school district and also from enrollment reports. He noted that last year Nutley's total expenses were \$8,445 per pupil. He explained that the average New Jersey district is spending \$1150 or 13.6% more per child. Nutley ranked 19 out of 21 districts in the county in total expenditures, and the other districts in the county were spending 25% more per child.

Dr. Fadule noted that the district came in second in the county on the HSPT and was very low in spending but very high in achievement.

#### FIRE DRILL REPORT:

Fire drills held during the month of February were as follows:

Feb. 2	Washington School	9:43 a.m.	1 min. 25 secs.
Feb. 7	Franklin School	1:15 p.m.	2 min.
Feb. 7	Lincoln School	1:45 p.m.	1 min. 43 secs.
Feb. 7	Nutley High School	8:32 a.m.	2 min. 11 secs.
Feb. 7	Nutley High School	1:58 p.m.	2 min. 9 secs.
Feb. 7	Radcliffe School	11:08 a.m.	1 min. 25 secs.
Feb. 7	Radcliffe School	2:24 p.m.	1 min. 20 secs.
Feb. 7	Spring Garden School	12:40 p.m.	1 min. 40 secs.
Feb. 7	Washington School	2:15 p.m.	1 min. 20 secs.
Feb. 7	Yantacaw School	12:44 p.m.	1 min. 5 secs.
Feb. 15	Spring Garden School	2:00 p.m.	1 min. 45 secs.
Feb. 16	Yantacaw School	2:13 p.m.	1 min. 5 secs.
Feb. 17	Franklin School	1:20 p.m.	1 min. 58 secs.
Feb. 17	Lincoln School	2:05 p.m.	1 min. 10 secs.

#### CAFETERIA REPORT:

Mr. Hermo presented the cafeteria report as of February 28, 1994 showing a 1993/1994 budget of \$551,801.00, contractual orders to date of \$418,191.65, leaving funds available of \$133,609.35.

COMMITTEE REPORTS:

None

HEARING OF CITIZENS (Resolutions Only):

Mrs. Sera Shuster, 462 Chestnut Street, asked a question regarding payment for use of Franklin School by the Nutley Assembly of God as shown on Schedule B. Mr. Sincaglia responded that they were charged according to a schedule approved by the Board for nonprofit-making groups. He noted that a normal Sunday service, exclusive of custodians, costs them about \$600.

CERTIFICATION OF MAJOR ACCOUNT FUND STATUS:

Mr. Hermo presented and moved the adoption of the following resolution, seconded by Mrs. Goodson. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That, pursuant to NJAC 6:20-2.13(e), the Nutley Board of Education certifies that as of February 28, 1994, after review of the Secretary's monthly financial report (Appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been overexpended in violation of NJAC 6:20-2.13(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (Major accounts are Current Expense, Capital Outlay, Debt Service.)

BILLS AND MANDATORY PAYMENTS:

Mr. Hermo presented and moved the adoption of the following resolution, seconded by Mrs. Goodson. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the Board of Education authorizes the payment of bills and mandatory payments in the total amount of \$1,592,159.97 as per the attached Schedule A which have been audited by the Business Office.

REQUESTS FOR USE OF SCHOOL BUILDINGS AND GROUNDS:

Mr. Rusignuolo presented and moved the adoption of the following resolution, seconded by Mrs. Goodson and unanimously approved by the Board:

March 28, 1994

BE IT RESOLVED, That the Board of Education approves the requests for the use of school buildings and grounds (Schedule B), provided they conform to the rules and regulations set by the Board of Education.

RETIREMENT - Coordinator of  
Music Education:

Mr. Raymond Kohere

Mr. Rusignuolo presented and moved the adoption of the following resolution, seconded by Mrs. Goodson and unanimously approved by the Board:

BE IT RESOLVED, That the Board of Education accepts the retirement of Mr. Raymond Kohere, Coordinator of Music Education/Teacher, effective July 1, 1994.

Dr. Fadule stated that everyone is aware of the tremendous job Mr. Kohere has done and how much he will be missed. He added that he is a very fine professional who has meant much to the district and students over the years.

RETIREMENT - Teacher:

Mrs. Honor James

Mrs. Goodson presented and moved the adoption of the following resolution, seconded by Mrs. Scheckel and unanimously approved by the Board:

BE IT RESOLVED, That the Board of Education accepts the retirement of Mrs. Honor James, elementary school teacher, effective July 1, 1994.

Dr. Fadule noted that Mrs. James in an exceptional teacher and a splendid person who has given tremendous service to young people over the years. He added that she would be missed.

EXTENSION OF LEAVE OF  
ABSENCE - Secretary:

Mrs. Jennifer Leonte

Mrs. Goodson presented and moved the adoption of the following resolution, seconded by Mrs. Scheckel. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That Mrs. Jennifer Leonte, secretary, be granted an extension of her leave of absence from March 1 through March 25, 1994.



LEAVE OF ABSENCE - Teacher:Mr. Joseph Mulley

Mrs. Scheckel presented and moved the adoption of the following resolution, seconded by Mr. Kucinski. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the Board of Education approves a medical leave of absence without pay for Mr. Joseph Mulley, teacher, effective March 29, 1994.

APPOINTMENT - Permanent  
Unassigned Substitute:Miss Tracy Kempczynski

Mrs. Scheckel presented and moved the adoption of the following resolution, seconded by Mr. Griwert. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That Miss Tracy Kempczynski be appointed as a permanent unassigned substitute for the 1993/1994 school year, effective March 29, 1994, at the rate of \$65 per day and fringe benefits which include State Health Benefits and dental plans, and

BE IT FURTHER RESOLVED, That this candidate met the district's requirement for the permanent unassigned substitute position which is the possession of a County Substitute certificate.

APPOINTMENTS - Athletic:

Mr. Griwert presented and moved the adoption of the following resolution, seconded by Mrs. Goodson. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the Board of Education approves the following athletic appointments for the 1993/1994 school year in accordance with the 1993/1994 athletic salary guide:

<u>Baseball</u>	<u>Name</u>	<u>Step</u>	<u>Salary</u>
Assistant Coach	Darren Groh	2	\$3,381
<u>Softball</u>			
Assistant Coach	Christopher Chern	2	\$3,381
<u>Crew</u>			
Assistant Coach	Ernie Schmidig	1	\$3,208

March 28, 1994

APPOINTMENTS - Teacher Substitutes:

Mr. Griwert presented and moved the adoption of the following resolution, seconded by Mrs. Goodson. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the teacher substitutes listed on the attached Schedule C be approved for the 1993/1994 school year.

APPOINTMENTS - Substitutes:

Mr. Piro presented and moved the adoption of the following resolution, seconded by Mr. Kucinski. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the following substitutes be approved for the 1993/1994 school year:

Clerical

Mariann Graziano

Custodial

Giovanni D'Angelo

EXTRA COMPENSATION:

Mr. Piro presented and moved the adoption of the following resolution, seconded by Mr. Kucinski. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the following personnel be paid extra compensation in the amounts indicated for services rendered:

Curriculum Development Committee MeetingsEnglish I & II - February 5, 1994

Susan Ames	\$123.88
Justina Bruno	123.88
Dianne DeRosa	186.52
Linda Fisher	123.88
Denise Mastrangelo	123.88
Elizabeth Stolfi	<u>123.88</u>

Total \$805.92

Industrial Arts Technology - February 5, 1994

George Ackerman	\$123.88
Robert Ash	123.88
John Jacone	165.80
Joseph Mattiucci	186.52
Andrew Retz	<u>123.88</u>

Total \$723.96

K-8 Mathematics (NMAT) - IKE Grant -  
February 5, 1994

Lottie Alama	\$ 123.88
Jeannette Andreula	123.88
Anne Bevere	123.88
Denise Cleary	123.88
Alexander Conrad	165.80
Rachel Daly	123.88
Rosemarie DiGeronimo	165.80
Jainine Gambaro	123.88
Janice Gibson	123.88
Mary Haveron	123.88
Gail Kahn	123.88
Susan LaReau	123.88
Louis Lombardi	165.80
Beverly Masullo	161.08
Eileen Mattone	123.88
Joseph Mulley	123.88
Becky Pandolfi	123.88
Carol Perrone	123.88
Gail Reilly	123.88
Lorraine Restel	123.88
Bernadette Santoriello	123.88
Kathleen Serafino	165.80
Arleen Slott	123.88
Nance Szura	123.88
Niki Vlasakakis	123.88
Andrea Zak	<u>123.88</u>

Total \$3,425.76

Critical Thinking - February 5, 1994

Rita Alfaro	\$ 123.88
Lucy Anello	165.80
Mary Appel	123.88
Mary Austin	123.88
Arlene Baldino	123.88
Kathleen Bimbi	123.88
Diane Campanella	123.88
Mary Jo Chagnon	123.88
Toby D'Ambola	123.88

Critical Thinking - February 5, 1994 (contd.)

Patricia Fischer	\$ 123.88
Suzanne Hagert	123.88
Marilyn Hannon	123.88
Patrick Keating	123.88
Catherine Kinney	123.88
Joan Lightfoot	123.88
Laura Love	123.88
Dorothy Mutch	161.08
Becky Olivo	123.88
Rita O'Neill Wilson	123.88
Arlene Orenstein	123.88
Gertrude Reddington	123.88
Barbara Roth	123.88
Linda Scarola	123.88
Deborah Schop	123.88
Carol Shepherd	123.88
Patricia Sloan	123.88
Ellen Ziobro	<u>123.88</u>

Total \$3,423.88

Central Detention Coverage - February, 1994High School

Judith Hubert	\$ 67.16
Carol Shepherd	83.95

Franklin School

Salvatrice Lombardo	\$184.69
Ellen Ziobro	<u>16.79</u>

Total \$352.59

Saturday Morning Suspensions - February, 1994

Michael Fetherman	\$70.17
-------------------	---------

Athletic Physical Examinations - Spring Sports  
February 5 and March 5, 1994

Donald Baumann	\$ 61.94
Anne Marie Kowalski	61.94
Sharon Larcara	162.59
Patricia Scullen	61.94
Patricia Tarczynski	<u>123.88</u>

Total \$472.29

Math Counts Competition - N.J.I.T., Newark  
February 24, 1994

Evelyn McMullen \$232.28

SAT Review Classes - March 8, 9, 10, 15, 16,  
17, 1994

Ronald Bonadonna \$ 557.46  
John Suffren 557.46

Total \$1,114.92

PAC (Pupil Assistance Committee) - December 11, 1993

John Calicchio \$165.80  
Margaret Murray 123.88

Total \$289.68

LONGEVITY PAY:

Mr. Kucinski presented and moved the adoption of the following resolution, seconded by Mrs. Scheckel. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the following longevity payment be authorized:

John Yanuzzi \$270 Eff. April 1, 1994 (17 years)

PLACEMENT OF OUT-OF-DISTRICT SPECIAL EDUCATION STUDENT:

Mr. Kucinski presented and moved the adoption of the following resolution, seconded by Mrs. Scheckel. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the Board of Education approves the placement of an out-of-district special education student from the following district in the following classification for the 1993/1994 school year:

<u>District</u>	<u>No. of Students</u>	<u>Classification</u>	<u>School</u>	<u>Effective Date</u>
Secaucus	1	MRE	Lincoln	1/3/94

March 28, 1994

TRANSFER OF FUNDS:

Mrs. Hresko presented and moved the adoption of the following resolution, seconded by Mr. Kucinski. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That transfers in the 1993/1994 General Fund budget be confirmed as follows:

<u>From</u>		<u>To</u>	
Account 11-213-100-800	\$ 100	Account 11-120-100-101	\$25,000
Account 11-800-330-100	1,000	Account 11-130-100-101	35,000
Account 11-999-100-562	15,000	Account 11-201-100-101	300
Account 11-999-221-104	4,000	Account 11-204-100-101	600
Account 11-999-221-500	2,000	Account 11-204-100-106	300
Account 11-999-230-339	1,500	Account 11-205-100-101	800
Account 11-999-230-340	500	Account 11-213-100-101	700
Account 11-999-230-590	10,000	Account 11-213-100-610	100
Account 11-999-260-100	4,000	Account 11-220-100-610	200
Account 11-999-260-520	7,000	Account 11-999-218-600	4,000
Account 11-999-270-593	4,000	Account 11-999-230-890	3,000
Account 11-999-270-600	1,000	Account 11-999-240-104	3,000
Account 11-999-270-810	9,000	Account 12-999-400-450	<u>15,500</u>
Account 11-999-290-290	15,000		
Account 11-999-290-330	10,000		\$88,500
Account 11-999-290-340	<u>4,400</u>		
	\$88,500		

ESTABLISH DATE FOR REORGANIZATION MEETING OF THE BOARD OF EDUCATION:

Mrs. Hresko presented and moved the adoption of the following resolution, seconded by Mr. Kucinski. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the reorganization meeting of the Board of Education be held on Monday, May 2, 1994 at 7:30 p.m.

TEXTBOOK APPROVAL:

Mr. Hermo presented and moved the adoption of the following resolution, seconded by Mrs. Goodson. On a roll call vote the resolution was unanimously adopted:

BE IT RESOLVED, That the Board of Education approves the use of the following Chemistry textbook:

Chemistry - The Study of Matter  
 Publisher, Prentice Hall, 1992  
 Englewood Cliffs, New Jersey

HEARING OF CITIZENS:

Mrs. Shuster questioned who paid for the structure erected in the front of Franklin School. She also asked what it was and why it was built.

Mr. Sincaglia responded that it was paid for in part by a grant that Mr. Rusignuolo obtained from Hoffmann-LaRoche, and the remaining part was paid for by the PTA. He added that the district buildings and grounds staff assisted in erecting it.

Mr. Rusignuolo explained that for the last five years Hoffmann-LaRoche has given a grant of money to be distributed to various activity groups in the school system. Each grant was for an amount of \$1500. Mr. Rusignuolo further noted that last year he decided to donate the money to Franklin School for a science department program - a living science project in the form of the gardens in front of the school. He mentioned that one of the former students at Nutley High School donated the design work, and the grant money paid for the materials.

Mr. Rusignuolo also noted that Hoffmann-LaRoche donated a tulip bulb for each of the students in the Franklin School, and these were planted last year. He concluded by stating that this was an idea to get the students in Franklin School more involved in science and to beautify the front of the building.

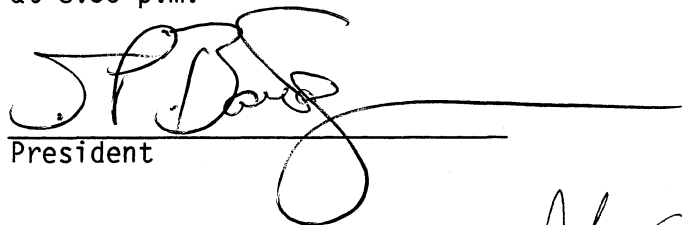
Mr. Sincaglia indicated that the project idea was presented to the Facilities Committee for approval, which was given, and then the town approved the permit.

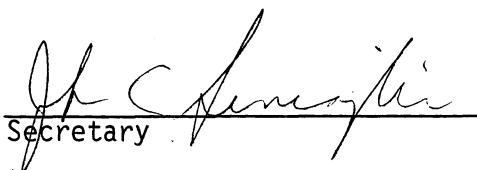
OLD BUSINESS: None

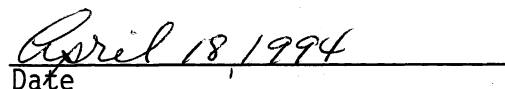
NEW BUSINESS: None

ADJOURNMENT:

There being no further business to come before the Board, on motion made by Mr. Griwert, seconded by Mr. Piro, the meeting adjourned at 8:50 p.m.

  
 \_\_\_\_\_  
 President

  
 \_\_\_\_\_  
 Secretary

  
 \_\_\_\_\_  
 Date