

The Regular Meeting of the Board of School Directors of the Williamsport Area School District of which all members were duly notified and of which due public notice was given as required by Act 84 of 1986, was held on Tuesday evening, May 23, 2017, beginning at 6:03 PM in the Board Room of the District Service Center, 2780 West Fourth Street, Williamsport, Pennsylvania.

The President, Lori A. Baer, called the meeting to order with the following members:

PRESENT: Lori A. Baer, Patrick A. Dixon, Jerene A. Milliken, Jane L. Penman, Spencer E. Sweeting,

ABSENT: Robin J. Knauth, Jennifer Lake, Nancy Story Somers, Scott R. Williams.

OPENING EXERCISES were provided by Mr. Patrick A. Dixon

APPROVAL OF MINUTES: Regular Meeting – May 2, 2017

Student Representatives' Report – Alisha Chen and Jack Holmes reported on the news at the High School.

BOARD PRESIDENT'S REPORT – Ms. Lori A. Baer

A. Outstanding Student Recognition

- Abigail Laver, a 12th grade student from Williamsport Area High School – Presented by Brandon Pardoe, Principal.
- Danielle Wesneski, a 12th grade student from Williamsport Area High School – Presented by Brandon Pardoe, Principal.

B. Foreign Exchange Student Recognition

- Ana Avram (Romania) – Host parent is Dana Jacques

C. Congratulations to the following students for being selected as 2017 Junior Rotarians:

- Marcella Fisher – Curtin Intermediate School
- Jackson Fink – Curtin Intermediate School
- Elizabeth Ryder – Lycoming Valley Intermediate School
- Benjamin Manetta – Lycoming Valley Intermediate School
- Tyler Fausnaught – Williamsport Area Middle School
- Emma Dickey – Williamsport Area Middle School

BOARD PRESIDENT’S REPORT CONT’D: – Ms. Lori A. Baer

- D. Congratulations to Williamsport Area Middle School nurse, Donna Callahan, on being selected as a recipient of the 2017 Advancing Excellence in School Nursing award from the Highmark Foundation. Donna was presented with the award along with \$1500 towards professional development in nursing for our schools. The award recognizes individuals who strive to advance wellness priorities in their schools, and who create a culture of health and wellness.

Gene Howard, representing Inflection Energy, LLC was present to provide information regarding the proposed lease and to answer questions. He stated that there is already a natural gas well pad on the Hensler property on Factory Road and drilling will commence soon. The proposed lease does not permit drilling, a right-of-way, or equipment on our property. Currently there are no plans to drill under our property. He said that DEP requires his company to test well water before and after drilling on properties within 2,500 feet of a gas well. He reported that the majority of landowners in the area of the Hepburn-Lycoming Primary School are already on board and that, if we do not lease our property, we will not participate in the royalties.

- 11.1 Motion made by Mr. Dixon, seconded by Mr. Sweeting to approve a five year oil and gas lease with a “No Surface Activity” clause of the Hepburn-Lycoming Primary School site to Inflection Energy (PA) LLC. The Lessee may extend the primary term for an additional five year period.

The motion carried by a unanimous roll call.

Committee Reports by Board Members

Finance and Facilities Planning Committee – Dr. Penman reported that the committee met prior to tonight’s board meeting and they are continuing to work on next year’s budget.

A motion was made by Mr. Sweeting and seconded by Dr. Penman to approve the minutes, balance of the agenda with the change to Agenda Item 8.1A, and the addendum. Agenda Item 8.1A was changed to a retirement date of June 8, 2017 with no paid or unpaid leave applicable.

The motion carried by a unanimous roll call.

FINANCE REPORT

- 5.1 Approve the following financial reports:

- A. Treasurer’s Report for the month of April 2017

FINANCE REPORT CONT'D:

5.2* Authorize payment of invoices and services rendered by the list submitted and direct the officers of the Board of School Directors to execute the same:

Order Number	Amount	Order Number	Amount
05/23/17	\$565,372.24	05/23/17A	130,147.87
05/23/17B	28,754.88	05/23/17C	5,556.47
05/23/17D	520.00	05/23/17E	89.00
05/23/17F	4,766.00	05/23/17G	1,713,324.19
05/23/17H	254,058.94	05/23/17I	600.00
05/23/17J	62.93	05/23/17K	7,906.30
05/23/17L	833.33		

5.3* Authorize the following action relative to Fiscal Year 2017-2018:

A. A public official bond in the amount of \$500,000 for the following, for the faithful performance of duties for the period beginning July 1, 2017 and the premium paid in accordance with Sections 431, 436 and 658 of the Public School Code of 1949, as amended:

1. Jeffrey L. Richards, Board Secretary/Business Administrator (as Board Secretary)
2. Michael W. Reeder, Director of Finance and Accounting/Treasurer (as Treasurer)
3. Jeanette Y. Bower, Tax Office Manager (as Tax Officer)

B. The Treasurer to invest funds temporarily to surplus the needs of the Williamsport Area School District during fiscal year ending June 30, 2018 in accordance with the provisions of the School Laws of Pennsylvania, 1949 as amended, Section 440.1.

C. The Purchasing Agent to purchase material and supplies, contracted services, furniture, equipment, textbooks and other goods and services for which appropriations are made in the budget for the fiscal year ending June 30, 2018, in accordance with the School Laws of Pennsylvania, 1949 as amended, and School Board Policy.

D. The payment of salaries for instructional and non-instructional employees as these salaries become due and payable on the following dates:

07/07/17	07/21/17	08/04/17	08/18/17
09/01/17	09/15/17	09/29/17	10/13/17
10/27/17	11/10/17	11/24/17	12/08/17
12/22/17	01/05/18	01/19/18	02/02/18
02/16/18	03/02/18	03/16/18	03/30/18
04/13/18	04/27/18	05/11/18	05/25/18
06/08/18	06/22/18		

FINANCE REPORT CONT'D:

5.3* Authorize the following action relative to Fiscal Year 2017-2018 cont'd:

E. The following signatories for all depositories of the funds of the Williamsport Area School District for the fiscal year ending June 30, 2018:

Lori A. Baer	-	Board President
Jeffrey L. Richards	-	Business Administrator/Board Secretary
Michael W. Reeder	-	Treasurer

F. The following depositories of the funds of the Williamsport Area School District be authorized for the fiscal year ending June 30, 2018:

BB&T	Fidelity Investments
First National Bank	FNB Bank
JP Morgan Chase Bank	M & T Bank
Multi-Bank Securities, Inc.	PNC Bank
Sovereign Bank	TD Bank
US Bank	Wells Fargo Bank
The Bank of New York Mellon	
Pennsylvania Local Government Investment Trust (PLGIT)	
Pennsylvania School District Liquid Asset Funds (PSDLAF)	

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve the adoption of the textbook *Basic Technical Mathematics* for the high school Penn College Now Course MTH124 and MTH125. This text is chosen by the faculty at Penn College and is required for Williamsport students enrolled in the course. The cost is \$183.45 per book and 30 students are scheduled to take the placement test to gain entry to the course. If all students are approved to take the course, the cost would be approximately \$5,900.
- 7.2 Approve of the Lock Haven University course *HLTH 105, Introduction to Health*. This request includes offering 1.0 Williamsport Area High School credit, and including the course on the student's transcript at a 1.4 weight, commensurate with dual enrollment courses. The course will factor into the grade point average and class rank if it meets the requirements of the student credit limit. The course description has been reviewed and approved by the high school principal. Cost for the course is the responsibility of the family. The final grade must be reported to the school by August 25, 2017 on an official Lock Haven University transcript to be included in GPA and class rank.
- 7.3 Approve 90 Williamsport Area High School teachers to attend two (2) days of "Social and Emotional Learning" training from the University of Pennsylvania, through the Penn Literacy Network at the Williamsport Area High School during 2017-18. The cost of the training is \$3,200 per day and is funded through Title II.

CURRICULUM REPORT

- 7.4 Approve the upgrade of core reading materials from Treasures (retired) to Wonders (Macmillan McGraw Hill) in grades 4-6 for the 2017-2018 school year in the amount of approximately \$218,000. All student and teacher materials and professional development to be paid by a combination of Title I and KTO funds.

PERSONNEL REPORT

8.1 RESIGNATIONS

Accept the following resignation(s), effective on the dates and for the purposes indicated:

- A. Constance L. Boland, full-time Guidance Counselor at Lycoming Valley Intermediate School, for the purpose of retirement, effective ~~after applying all available paid leave and an unpaid leave beginning September 13, 2017, until her retirement on October 3, 2017.~~ June 8, 2017, no paid or unpaid leave applicable.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Constance L. Boland from service in the Williamsport Area Schools and expresses its sincere appreciation for her 13 years of dedicated service to our school system as a guidance counselor. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Pamela Sue Bartholomew, part-time Instructional Support Aide at Jackson Primary School, for other employment, effective June 7, 2017.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Jordan N. Frantz, full-time Tax Examiner in the Tax Office at the DSC, for an unpaid leave, effective May 11, 2017, through June 30, 2017.
- B. Vickie M. Overdorff*, full-time Instructional Support Aide at the high school, for an unpaid leave on an intermittent basis (as needed), effective May 5, 2017, through June 7, 2017.
- C. Jennifer A. Pick, part-time Instructional Support Aide at the middle school, for an unpaid leave, effective May 30, 2017, through June 8, 2017.
- D. Megan J. Pryor*, full-time Physical Education teacher at Hepburn-Lycoming Primary and Lycoming Valley Intermediate Schools, for an unpaid leave, effective May 17, 2017, through June 8, 2017.

8.3* ELECTION OF STAFF

Elect the following staff, for the purpose and on the date indicated:

- A. The following persons to teach online high school summer school, effective June 12, 2017, through August 4, 2017, as needed, at the rate of \$180 per student enrolled [course taught to be determined based on number of student enrollment] (*pending receipt of all necessary paperwork for newly hired temporary staff):

Michael A. Murafka	English
Amy R. Mahon	English
Jessica A. Keeler	English
Patricia A. Miller	Mathematics
Amy M. Weaver	Mathematics
Nicholas E. Yevics	Mathematics
Diane E. Welch	WAMS Enrichment - Mathematics
Andrew L. Paulhamus	Science
Thomas W. Rinker	Social Studies
Elizabeth J. Segraves	Social Studies
Vikki L. Cipriani	Social Studies

- B. The following persons to teach online special education high school summer school, effective June 12, 2017, through August 4, 2017, as needed, at the rate of \$180 per student enrolled [course taught to be determined based on number of student enrollment] (*pending receipt of all necessary paperwork for newly hired temporary staff):

Elizabeth Anne Dincher	Special Ed. /Mathematics
Nichole R. Burns	Special Ed. /Mathematics
Paula E. Bower	Special Ed. /English
Carol W. Porter	Special Ed. /English

- C. The following persons to teach high school summer school, effective dates as indicated below, at the rate established in the Agreement by and between the Board of School Directors and the Williamsport Education Association (\$31.20 per hour or contract rate):

Physical Education (effective June 12, 2017, through June 30, 2017)

Jordan C. Yohn

Health 01 (effective July 10, 2017, through July 28, 2017)

Kristin M. Burkholder

Career Pathways & Financial Literacy (eff. June 12, 2017, through June 30, 2017)

Marianne J. Wimer

8.3* ELECTION OF STAFF CONT'D:

- D. The following Career and Technical Education teachers at the high school as production printers, effective June 9, 2017, at the rate established in the Agreement by and between the Board of Directors of the Williamsport Area School District and the Williamsport Education Association (\$26.21 per hour or contract rate):

Timothy A. Miller
David E. Gephart

- E. The following as part-time printer's helpers, at the salary rates indicated, for the actual number of hours worked, effective June 9, 2017 (*pending receipt of all necessary paperwork):

Mark Carter* \$7.25 per hour

- F. The following substitute teacher(s), subject to assignment by the Superintendent of Schools, at the salary and/or daily rates as established by Board policy (\$90 per day for first 45 days; \$110 per day for days beyond the 45th day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked:

Tabatha P. Almond (effective 05/18/17)
Morgan B. Bittner (effective 05/15/17)

- G. Jeffrey L. Richards as Board Secretary/Business Administrator of the Williamsport Area School District for a term of four years, effective July 1, 2017.

Section 404 of the Public School Code of 1949, as amended, established a four-year term of office, for the Board Secretary. Since Board Policy 005 specifies that the Secretary shall also be the Business Administrator of the School District, the term of office of the Business Administrator coincides with that of the position of Secretary.

- H. Michael W. Reeder as Treasurer of the Williamsport Area School District for a term of one year, effective July 1, 2017.

Section 404 of the Public School Code of 1949, as amended, established a one-year term of office for the Treasurer.

- I. Jacob D. Turner, as a full-time Groundskeeper/Custodian, Class 2 (1st shift; 250 days, 8 hours per day) at the high school, with a base wage rate of \$34,660 (\$17.33 per hour), prorated, effective May 24, 2017 (replacing Robert Zarzyczny, transferred).

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Molly P. Forney, from a full-time 3rd Grade teacher at Jackson Primary School to be currently assigned to full-time 3rd Grade teacher at Stevens Primary School, at the 2017-2018 school year contract salary rate, effective at the beginning of the 2017-2018 school year - tentative date of August 24, 2017 (replacing Julie Bittner, retired).
- B. Kirsten S. Grove, from a full-time 5th Grade teacher at Curtin Intermediate School to be currently assigned to full-time 1st Grade teacher at Stevens Primary School, at the 2017-2018 school year contract salary rate, effective at the beginning of the 2017-2018 school year - tentative date of August 24, 2017 (replacing Catherine Hanner, retired).
- C. Stephanie J. Wolfanger, from a full-time Title I Reading Specialist & Elementary Instructional Coach at Lycoming Valley Intermediate School to be currently assigned to full-time Title I Reading Specialist at Curtin Intermediate School, at the 2017-2018 school year contract salary rate, effective at the beginning of the 2017-2018 school year - tentative date of August 24, 2017 (replacing Sarah Lenig, resigned).
- D. Martha A. Miller has agreed to a voluntary transfer from a full-time Library Aide at Stevens to a full-time Library Aide at Lycoming Valley Intermediate School, with a base wage rate at the current 2017-2018 school year contract rate, effective the beginning of the 2017-2018 school year - tentative start date of August 25, 2017 (replacing Gail Greninger, retired).
- E. Elizabeth A. Dincher, from a part-time Food Service Worker at the high school to be currently assigned to full-time Food Service Production Manager at the high school (180 day, 7 ¾ hours per day; 6:00 a.m. – 2:15 p.m.), at the base wage rate of \$25,640 (\$18.38 per hour), prorated, effective May 24, 2017 (replacing Athena Leathers, transferred).
- F. Anthony L. Caputo III, from substitute custodian to part-time security at the high school (2nd shift, weekends and holidays), with a base wage rate of \$13.20 per hour or contract rate, effective May 24, 2017 (replacing Zachary Clark transferred).

8.5 OTHER

- A. Authorize payment for supervision of the high school fitness center for 2 hours each day (2:30 p.m. to 4:30 p.m.) at the rate of \$16.34 per hour (or contract rate), from June 12, 2017 through August 23, 2017.

8.5 OTHER CONT'D:

B. Approve 2017-18 Substitute Rates for Substitute Professional Employees as follows:

Category I: Casual substitutes for multiple assignments of a short duration, less than forty-five (45) total days in any one (1) school year, shall be paid at the rate of \$90.00 per diem. Substitute teachers in Category I will be paid for the full day when the substitute teacher is assigned for the full day and workday is shortened by weather emergencies, delayed starts or early dismissals. Substitute teachers who are originally assigned for less than a full day, such as half-day kindergarten or half-day inservice, will receive payment for the portion of the day worked.

Category II: Category II: Casual substituting for multiple assignments exceeding forty-five (45) total days in any one (1) school year shall be paid at the rate of \$110.00 per diem for days beyond the 45th day. Substitute teachers in Category II will be paid for the full day when the substitute teacher is assigned for a full day and the workday is shortened by weather emergencies, delayed starts or early dismissals. Substitute teachers who are originally assigned for less than a full day, such as half-day kindergarten or half-day inservice, will receive payment for the portion of the day worked.

Category III: Casual substituting in one (1) continuous assignment exceeding thirty (30) days in duration shall be paid beginning on the 31st day of this specific assignment at the rate of Step 1 Bachelor's per diem for days beyond the 31st day in continuous assignment. In addition, said substitute will receive the difference between Step 1 Bachelor's per diem and the substitute per diem rate of \$90.00 for the first thirty (30) days service when provided in continuous assignment.

Bonus Payment

Substitute teachers who provide daily substitute services to *the* district in Category I, II or III will be eligible for a bonus payment of \$300.00 following the 30th, 60th, 90th, 120th, and 150th day of substitute service in any of the classifications. Daily substitutes would be eligible for a total bonus for the year up to \$1,500.00 (for 150 days substitute service to the district). Substitute days do not have to be provided in consecutive days to be eligible for bonus payments.

C. Approve 2017-18 Substitute Rates for Substitute Support Staff Employees as follows:

1. Administrative Support, \$9.00 per hour
2. Instructional/Clerk Aide, \$9.00 per hour
3. Custodian/Stock Clerk, \$9.00 per hour
4. Weekend Security, \$10.00 per hour
5. Food Service, \$9.00 per hour

8.5 OTHER CONT'D:

C. Approve 2017-18 Substitute Rates for Substitute Support Staff Employees cont'd:

6. Health Technical – LPN, \$20 per hour
7. Health Technical – RN, \$32.00 per hour
8. Technical Support, \$11.00 per hour

Substitutes employed in the same assignment more than ten (10) consecutive days shall be paid in accordance with the new hire rate as determined by the appropriate collective bargaining agreement. If the substitute rate is higher than the new hire rate, the substitute shall continue to be paid at the higher substitute rate.

Day-to-day substitutes who have provided five (5) years of services to the District as a substitute will be eligible for an increase of \$1.00 in the hourly substitute rate, but will not exceed the starting rate for full time positions (reflected on the contract wage schedule).

D. Authorize Kimberly A. Whittington, full-time Instructional Support Aide – Water Safety Aide at the high school, to be paid at her regular contract rate for one hour a day for one week to assist Jordan Yohn who is teaching swimming in summer school physical education, effective June 12 through June 16, 2017.

PROFESSIONAL DEVELOPMENT

9.1 RELEASED TIME/TRAINING PROGRAMS

Approve released time for staff members to participate in professional development activities in accordance with the Professional Development Plan of the Williamsport Area School District and consider approving training programs. All expenditures proposed are within local, state and federal budget categories approved as noted.

STUDENT/COMMUNITY ACTIVITIES

10.1* Approve the following student trips:

All students must be in compliance with the school's field trip disciplinary requirements in order to participate.

A. Approximately 200 fourth grade students from Curtin Intermediate School, accompanied by their teachers and paraprofessionals, to travel to Brandon Park during June 2017 for team building activities. There will be no cost to the district. The students will walk to and from the park.

10.1* Approve the following student trips cont'd:

- B. Three (3) Williamsport Area High School students, accompanied by two teachers, to travel to Carlisle, PA during May 2017 to compete in the state computer fair. Transportation will be provided in the school van. Two substitutes will be required for the day.
- C. Seven (7) Williamsport Area High School Odyssey of the Mind team members, accompanied by their coach and parents, to travel to Michigan State University for five days during May 2017 to compete in the world competition. Transportation will be provided by the coach and parents. One substitute will be required for three days.
- D. Thirty-five (35) members of the Williamsport Area High School's Big Band, accompanied by their teacher, to travel to the Montgomery Area High School during May 2017 to participate in the Lycoming County Jazz Festival. District transportation is requested.
- E. Eight (8) members of the Williamsport Area High School's Student Aerospace Agency club, accompanied by their teacher and parents, to travel to New York State during May 2017 to participate in a large scale rocket launch. The students will be transported by their teacher and parents. Club funds will pay for the equipment.
- F. Approximately 20 Curtin Intermediate Students, accompanied by a teacher and a principal, to travel to Hoss's Steak House on two dates during May 2017 as a SWPB reward. Transportation will be provided in the district van.
- G. Approximately 200 fifth grade students from Curtin Intermediate School, accompanied by their teachers and aides, to travel to Brandon Park during May 2017 as a reward. There will be no cost to the district. The students will walk to and from the park.
- H. Twelve (12) members of the Williamsport Area Middle School's Builders Club, accompanied by their advisor, to travel to the West End Community Center during May 2017 for community service. There will be no cost to the district. The students will walk to and from the community center.
- I. Twelve (12) Williamsport Area High School horticulture students, accompanied by their teacher, to travel to Cochran Primary School during May 2017 to work with kindergarten students on plant science. District transportation is requested and will be paid by CTE. One substitute will be required for the day.
- J. Thirty-five (35) members of the Williamsport Area High School's Big Band, accompanied by their teacher, to travel to Knoebel's Grove during May 2017 to perform at PMEA Day. District transportation is requested and will be paid through the music budget.

10.1* Approve the following student trips cont'd:

- K. Approximately 15 members of the Williamsport Area Middle School's running club, accompanied by their advisor, to travel to the Williamsport Area Water Authority on a date to be determined in May or June 2017. Transportation will be provided in the district van and by the advisor and/or parents.
- L. Ten (10) Williamsport Area Middle School students, accompanied by a staff member, to travel to the James V. Brown Library, Otto's Bookstore, and Hoss's. Transportation will be provided by River Valley Transit. All costs will be paid by the Williamsport Area Middle School PTO.
- M. Approximately eight (8) engineering students from the Williamsport Area High School, accompanied by their teacher, to travel to Lycoming Valley Intermediate School during May 2017 to demonstrate engineering and robotics projects. Transportation will be provided in the district van.
- N. Approximately 115 third grade students from Cochran Primary School, accompanied by their teachers and other staff, to travel to Lycoming College during May 2017 to visit the planetarium. The students will walk to and from the college.

10.2 Approve the following request for facility use:

- A. Aids Resource Alliance (Williamsport and State College offices) to use Curtin Intermediate School on Wednesday, June 21, 2017 from 8:30 a.m. to 3:30 p.m. to have their staff learn ALICE Training. Aids Resource Alliance is requesting relief of the occupancy fee estimated at \$350.00. Certificate of Insurance to be received.
- B. American Red Cross to use the commons (15 tables and 50-60 chairs) at the high school on November 1, 2017; February 13, 2018 and April 26, 2018, from 8:00 am until 4:00 pm, to hold blood drives for students and faculty. American Red Cross is requesting relief of the occupancy fee estimated at \$300.00. Certificate of Insurance to be received.

BIDS/CONTRACTS

11.1 Approved earlier in agenda.

11.2 Approve the contract with Andrus Hospitality (Pajama Factory) to hold the 2018 WAHS prom at a cost of \$1,200.

11.3 Authorize the purchase of a robotic arm training package for the career and technology department at the high school in accordance with our specifications and the following award. All recommended awards are based on the lowest bid meeting our specifications. Four bids were sent to various vendors only two (2) bids were received.

The bid was received by 1:30 p.m. and opened publicly in the District Service Center at 2:00 p.m., on Tuesday, May 2, 2017.

11.3 Authorize the purchase of a robotic arm training package cont'd:

This purchase is being made with FY17 Perkins Grant Monies.

RECOMMENDED AWARD:

Allegheny Educational
320 East 3rd Avenue
Tarentum, PA 15084-1840

\$43,680.00

TAX ITEMS – None

SUPERINTENDENT'S REPORT – Timothy S. Bowers, Ed.D.

Traveled to Harrisburg today with members of the Chamber of Commerce and other local superintendents to meet with DCED, Senators Yaw and Eichelberger, and Secretary of Education Pedro Rivera. They discussed current issues affecting school districts.

Working on setting up monthly meetings with superintendents and legislators.

Academic regalia will be available for board members on June 6th.

Continuing to work on next year's budget.

ITEMS FROM BOARD MEMBERS

Ms. Baer reported that Mrs. Milliken, Dr. Story Somers, and she attended the PSBA Town Hall Meeting in Hughesville on May 17th.

Dr. Penman reported that she attended the National Honor Society induction at the Williamsport Area Middle School last night. She is proud of the district for taking this on and impressed with the caliber of our students and the amount of student service hours.

ITEMS FROM PUBLIC – None

President Baer announced that an Executive Session for personnel and attorney advisement would be held after the board meeting.

Upon motion made by Mr. Sweeting, seconded by Dr. Penman and carried, the meeting adjourned at 6:59 PM.

Jeffrey L. Richards, Board Secretary