# WICHITA FALLS INDEPENDENT SCHOOL DISTRICT BOARD OF TRUSTEES WFISD ADMINISTRATION BUILDING – BOARD ROOM WORK SESSION MEETING AUGUST 12, 2025

#### CALL TO ORDER AND OPENING STATEMENT:

The Board of Trustees of the Wichita Falls Independent School District met in a work session meeting on the above date. The meeting was called to order at 12:00 p.m. by Mr. Mark Lukert, board president.

Board members present: Mr. Mark Lukert, Ms Katherine McGregor, Mr. Jim Johnson, Ms. Susan Grisel, Ms. Sandy Camp, Mr. John Barnard and Ms. Dianne Scroggins. Mr. Lukert noted that a quorum was present and the meeting had been duly called and notice of the meeting had been posted for the time and manner required by law.

Staff members present: Dr. Donny Lee, Superintendent of Schools, Ms. Denise Williams, Director of Human Resources, Ms. Leah Horton, Chief Financial Officer, Ms. Keli Sims, Administrative Assistant to the Director of HR, Ms. Vanessa Dishman, Executive Assistant to the Superintendent, Ms. Debbie Dipprey, Executive Director of School Administration, Ms. Ashley Thomas, Communications Officer, Ms. Marchuetta Matthews, Administrative Assistant to the Assistant Superintendent, Mr. Shannon Troester, Risk & Contract Manager, Ms Lauren Zotz, Director of Purchasing, Mr. Scot Hafley Assistant Superintendent of Operations, Mr. James Carr, Director of Student Assignment, Dr. Cody Blair, Director of Secondary Schools, Chief Anthony Smith, WFISD PD, Ms. Laurie Kinne, Memorial Principal, Dr. Peter Braveboy, Legacy Principal, Ms. Jennifer Spurgers, CEC Principal, Ms. Alex Martin, Rider Principal, Mr. Kyle Davenport, Barwise Principal and Mr. Larry Menefee, Director of Student Services.

Others present: Mr. Taz Ellett, Ms. Maggie Brumley, Ms BethAnn Oswald and Maria Maloney; Bishop Realty and the media

#### **INVOCATION:**

Ms. Sandy Camp gave the invocation.

# **PUBLIC COMMENT:**

None

## FINANCIAL SERVICES:

#### 25-26 SALARY SCHEDULES

Ms. Susan Grisel, seconded by Ms Katherine McGregor, motioned that the Wichita Falls Independent School District Board of Trustees approve the 2025-2026 Hiring Salary Schedules as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 7-0

#### JUNE 2025 BUDGET ADMENDMENTS-SOF RECONCILIATION

Ms Diann Scroggins, seconded by Mr. John Barnard, motioned that the Wichita Falls Independent School District Board of Trustees approve the budget amendments to the 2024-2025 budgets as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. Budgeted funds that are transferred between functions, as well as increases/decreases to the district's legally adopted budgets, require Board approval in the form of a budget amendment. General Operating revenues reflect an increase of \$3,537,790 and expenditures reflect an increase of \$2,435,000 resulting in a balanced budget. Food Service revenues and expenditures reflect no change resulting in a deficit budget of \$4,428,000. There are no proposed amendments to the Debt Service budget.

Carried unanimously by a vote of 7-0

## **JULY 2025 BUDGET ADMENDMENTS**

Ms Sandy Camp, seconded by Ms. Diann Scroggins, motioned that the Wichita Falls Independent School District Board of Trustees approve the budget amendments to the 2024-2025 budgets as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. Budgeted funds that are

transferred between functions, as well as increases/decreases to the district's legally adopted budgets, require Board approval in the form of a budget amendment. General Operating revenues and expenditures reflect no change resulting in a balanced budget. Food Service revenues and expenditures reflect no change resulting in a deficit budget of \$3,603,156. Debt Service revenues reflect no change and expenditures increased by \$8,000 resulting in an excess budget of \$827,032.

Carried unanimously by a vote of 7-0

#### RFP FOR JOB ORDER CONTRACT SERVICES

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees award the RFPs as listed below, to the vendors listed on the RFP as outlined, effective September 1, 2025, through August 31, 2027, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

RFP	Title	Period 2	024-2025 Spend
2526-08-C-27	Local Retail Prepared Food	9/1/2025-8/31/2027	\$33,225
2526-09-C-27	Fundraising Services	9/1/2025-8/31/2027	\$84,854
2526-11-C-27	Marching Arts Related Goods and Services	9/1/2025-8/31/2027	\$30,250
2526-12-C-27	Local Retail Goods and Supplies	9/1/2025-8/31/2027	\$923,726
2526-13-C-27	Professional Development or Training	9/1/2025-8/31/2026	\$260,030
2526-14-C-27	Comprehensive Tree Services	9/1/2025-8/31/2027	\$59,505

This item will be placed on the consent agenda for the regular meeting on August 18, 2025

## PURCHASE OF 3-YEAR CAD SYSTEM LICENSES FOR CTE

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees award the purchase of Purchase of CAD System 3-year Licenses for CTE to Lab Resources for \$5,885.00 for three years of access for SOLIDWORKS®, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. Quotes from Lab Resources were obtained for the renewal of software historically utilized by all high school campuses and upper level Engineering students at the Career Education Center. This software is the industry standard for software for both colleges and manufacturers. SOLIDWORKS® single year renewal rates were compared to three-year renewal pricing.

Lab Resources	Number of Seats	Contract Length	One-time Cost	Cost/Seat/School Year
SOLIDWORKS® S-Pack	60	3 Years	\$5,885.00	\$32.69
SOLIDWORKS® S-Pack	60	1 Year	\$2,493.00	\$41.55
SOLIDWORKS® Bundle	100	1 Year	\$4,701.00	\$47.01

This item will be placed on the consent agenda for the regular meeting on August 18, 2025

## APPRAISAL DISTRICT AGREEMENT

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees accept the recommendation to enter into a renewed agreement with the County of Wichita for the collection of Wichita Falls ISD property taxes, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. The County of Wichita collects ad valorem taxes for Wichita Falls ISD and has collected those taxes at a rate of \$1.93 per parcel (set in 2016). The proposed collection rate is an increase to \$2.70 per parcel (a 39% increase). Fees to Wichita County for property tax collection paid in the prior years totaled just under \$85,000 per year. The proposed increase in the tax collection fee will require an annual budget of \$117,500 (an increase of \$32,500).

This item will be placed on the consent agenda for the regular meeting on August 18, 2025

#### PURCHASE OF PURE STORAGE 3-YEAR AGREEMENT

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees award Red River Technologies, LLC, the purchase of Pure Storage Flash Array TM 63TB (terabyte) flash array storage units with thirty-six (36) months of product support (for each) for a total amount of \$162,037.60 as submitted by Leah Horton, Chief Financial Officer and as recommended by Dr. Donny Lee, Superintendent of

Schools. The Pure Storage FlashArrayTM is a storage area network needed to replace the district's current end-of-life data storage equipment. One of the units will provide storage for the production server environment, with the second unit providing storage for our Disaster Recovery Center that will store all backups. Three vendor quotes were obtained for this purchase, with Red River Technology submitting the lowest price utilizing the State of Texas Department of Information Resources ("DIR") Contract DIR-CPO-5400. Single-year pricing of services does not include replacement equipment.

Vendor		Purchase	Price
Red River Technology, LLC	36-month Support	New Equipment	\$162,037.60
	12-month Support	Keep 4-year old Equipment	\$53,250.00

This item will be placed on the consent agenda for the regular meeting on August 18, 2025

## PURCHASE OF MAINTENANCE VANS

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees approve the purchase of five (5) maintenance vans, totaling \$207,125 from Caldwell Chevrolet, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. The Maintenance service vehicles have not been replaced on a regular schedule which has resulted in a very old Maintenance fleet of vehicles. The purchase of five (5) Maintenance vans will allow some of the oldest vehicles (some as old as 2004) to be retired and sent for surplus.

Year	Make	Model	Quantity	y Price per Van	Buyboard Fee	Line Total
2025	Chevrolet	2500 Express Cargo Van	3	\$41,145	\$400	\$123,835
		Without windows in cargo	)			
2025	Chevrolet	2500 Express Cargo Van	2	\$41,445	\$400	\$83,290
		With windows in cargo				
				\$207,125	<b>Grand Total</b>	

The purchase will be made utilizing Buyboard RFP award #724-23, which was advertised twice in eleven newspapers across Texas. The compliance of the quote has been verified with the cooperative to be within the parameters of the award.

This item will be placed on the consent agenda for the regular meeting on August 18, 2025

# PURCHASE OF WEB FILTERING TECHNOLOGY-3-YEAR AGREEMENT

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees approve the purchase of Web Filter Hardware and Subscription to ContentKeeper c/o BorderLAN for \$112,822.10 (paid \$29,734.22 annually for three years) as submitted Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. Three quotes pertaining to the purchase of the Web Filter hardware subscription were received from two (2) vendors for three service options. ContentKeeper and Secured Tech. The recommended quote utilizes TIPS Contract 210101 Technology Solutions, Products and Services.

Vendor	City	Annual Payment	Total Contract
BorderLan ContentKeeper (3 ye	ear) Anaheim, CA	\$29,734.22	\$89,202.65 3-year commitment
BorderLan Linewize	Anaheim, CA	\$43,500.00	\$130,500.00
Secured Tech	Fortville, IN	\$36,270.00	\$108,810.00

Purchase price three years ago for BorderLan (ContentKeeper) was \$37,607.36/year, three year totaling \$112,822.10. Updated pricing provides annual savings of \$7,873.15. This purchase will be made from budgeted Technology funds.

This item will be placed on the consent agenda for the regular meeting on August 18, 2025

#### **CATALOG BIDS**

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees award the RFPs as listed below, to the vendors listed on the RFP attachments as outlined, effective September 1, 2025, through August 31, 2027, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

RFP	Title	Period	24-25 Spend
2526-08-C-27	Local Retail Prepared Food	9/1/2025-8/31/2027	\$33,225
2526-09-C-27	Fundraising Services	9/1/2025-8/31/2027	\$84,854
2526-11-C-27	Marching Arts Related Goods and Services	9/1/2025-8/31/2027	\$30,250
2526-12-C-27	Local Retail Goods and Supplies	9/1/2025-8/31/2027	\$923,726
2526-13-C-27	Professional Development or Training	9/1/2025-8/31/2026	\$260,030
2526-14-C-27	Comprehensive Tree Services	9/1/2025-8/31/2027	\$59,505

The RFPs listed were each advertised twice in the Times Record News and issued on WFISD's electronic bidding platform based on matching commodity code(s). Responses were reviewed for responsiveness by Lauren Zotz, Director of Purchasing. All responsive bidders are included in the bid awards. Purchase of goods and services on all listed bids is on an as-needed basis. Expenditures are from budgeted campus/department funds

This item will be placed on the consent agenda for the regular meeting on August 18, 2025

#### PURCHASE OF CHROMEBOOKS

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees approve the purchase of (582) Chromebooks, cases, licenses, and install, to Delcom Group for the amount of \$239,807.28 as submitted by Leah Horton, Chief Financial Officer and as recommended by Dr. Donny Lee,

Superintendent of Schools.

	City, State	Chromebooks (582)	Cases (582)	Licenses (582)	IT Install	Total Quote (Qty 582)
Delcom Group	Lewisville, TX	(\$344.09 ea)	(\$23.00 ea)	(\$29.95 ea)	(\$15.00 ea)	(\$412.04 ea)
LP		\$200,260.38	\$13,386.00	\$17,430.90	\$8,730.00	\$239,807.28
Summus	Sugar Land, TX	(\$329.50 ea)	(\$32.50 ea)	(\$31.78 ea)	(\$19.86 ea)	(\$413.64 ea)
Industries		\$191,769.00	\$18,915.00	\$18,495.96	\$11,558.52	\$240,738.48
CDW	Chicago,	(\$443.00 ea)	(\$29.00 ea)	(\$32.00 ea)	(\$8.50 ea)	(\$512.50 ea)
Government	IL	\$257,826.00	\$16,878.00	\$18,624.00	\$4,947.00	\$298,275.00

The Delcom Quote #58233 provides for (582) devices, each paired with a rugged case, Google license, and complete IT setup, for a per device bundle total of \$412.04 each, for a total purchase of \$239,807.28. The total devices (582) will be split between Zundy, Franklin, and Southern Hills. The goods were quoted with "White Glove Services" which provides vendor staffing and labor to unpack devices and cases, install each case and configure each device. The quoted pricing utilizes Department of Information Resources (DIR) Contact# DIR-CPO-5792, and two (2) additional quotes were obtained to meet DIR and EDGAR procurement requirements. This expenditure will be paid with Title 1 (Federal) funds

This item will be placed on the consent agenda for the regular meeting on August 18, 2025

## PURCHASE OF GOOGLE WORKSPACE 3-YEAR AGREEMENT

Ms. Leah Horton, Chief Financial Officer, requested that the Wichita Falls Independent School District Board of Trustees award the purchase of Google Workspace 3-year Licenses to CDW Education for \$47,750 (per year) for three years, as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools. Quotes were obtained for the renewal of Google Workspace for the purpose of continuing the program utilized by students and staff. The price per student is \$4.25 each, with staff licenses included at no charge, and a multi-year discount to bring overall price per user to \$3.05. Pricing increases for next year have already been established, therefore the recommendation is to lock the current price for three years. See attached Quote Summary for vendor pricing comparisons. The purchase is made per the TIPS purchasing cooperative award 230105.

Comparison Year to Year v. 3-year Agreement	Contract Length	Annual Cost	Discount	3-year Total Cost
CDW Education	25-26, 26-27, 27-28	\$53,125.00	(\$5,375)	\$143,250
CDW Education	2026-2027	\$53,125.00	Plus 20% Increase \$10,625	2026-2027 Cost \$63,750
CDW Education	2027-2028	\$63,750.00	Standard 5% CPI Inc \$3,187	2027-2028 Cost \$66,937
Total 3-year Savings from Locking in Price				Cost \$183,812 3-year Savings \$40,562

This purchase will be made from general budgeted Technology funds.

This item will be placed on the consent agenda for the regular meeting on August 18, 2025

#### **BID OFFERS FOR SURPLUS PROPERTIES**

Ms Sandy Camp, seconded by Ms. Diann Scroggins, moved that the Wichita Falls Independent School District Board of Trustees accept the highest acceptable bid offer of \$400,000.00 for the Lamar Elementary property located at 2206 Lucas Ave, Wichita Falls, TX 76302 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 7-0

Mr. Jon Johnson, seconded by Ms. Susan Grisel, moved that the Wichita Falls Independent School District Board of Trustees accept the highest acceptable bid offer of \$1,225,000.00 for the Kirby Middle School property located at 1715 Loop 11, Wichita Falls, TX 76306 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 7-0

Ms. Susan Grisel, seconded by Ms. Katherine McGregor, moved that the Wichita Falls Independent School District Board of Trustees reject the bid offer of \$11,100.00 for the Sam Houston Elementary property located at 2500 Grant Street, Wichita Falls, TX 76309 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 7-0

Ms Sandy Camp, seconded by Ms. Katherine McGregor, moved that the Wichita Falls Independent School District Board of Trustees accept the highest acceptable bid offer of \$8,000.00 for the property located at 1707 & 1709 Monroe, Wichita Falls, TX 76309 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 7-0

Ms Susan Grisel, seconded by Mr. Jim Johnson, moved that the Wichita Falls Independent School District Board of Trustees accept the highest acceptable bid offer of \$8,500.00 for the property located at 1008 Van Buren, Wichita Falls, TX 76309 as submitted by Leah Horton, Chief Financial Officer, and as recommended by Dr. Donny Lee, Superintendent of Schools.

Carried unanimously by a vote of 7-0

#### DISTRICT SAFETY AND SECURITY

## **HOUSE BILL 3**

Ms. Katherine McGregor, seconded by Ms. Diann Scroggins, moved that the Wichita Falls Independent School District Board of Trustees approve the Resolution to Declare a Good Cause Exception for House Bill 3-Armed Security Officer requirement as submitted by Anthony Smith, Chief of Police, and recommended by Dr. Donny Lee, Superintendent.

Section 37.0814 of the Texas Education Code requires the board of trustees of each school district shall determine the appropriate number of armed security officers for each district campus; Section 37.0814(a) of the Texas Education Code requires the board to ensure that at least one armed security officer is present during regular school hours at each district campus; Section 37.0814(b) of the Texas Education Code requires that at least one armed

security officer at each campus be a commissioned peace officer, namely a school district peace officer; a school resource officer; or a commissioned peace officer employed as security personnel under Section 37.081 of the Texas Education Code; Section 37.0814(c) of the Texas Education Code provides that if the board of trustees of a school district is unable to comply with this section, the board may claim a good cause exception if the district's noncompliance is due to the availability of funding or qualified personnel;

Carried unanimously by a vote of 7-0

#### SCHOOL ADMINISTRATION

#### REVIEW AND DISCUSSION OF WFISD POLICY REGARDING CELL PHONE USAGE IN SCHOOLS

Dr. Cody Blair, Director of Secondary Schools, requested that the Wichita Falls Independent School District Board of Trustees review and discuss the current WFISD policy regarding cell phone usage in schools as presented by WFISD Secondary Principals and as recommended by Dr. Lee, WFISD Superintendent of Schools.

#### **DISTRICT OPERATIONS**

#### ADOPTION OF 25-26 STUDENT CODE OF CONDUCT

Ms Susan Grisel, seconded by Ms. Diann Scroggins, moved that the Wichita Falls Independent School District Board of Trustees adopt the 2025-2026 Student Code of Conduct as submitted by Scot Hafley, Assistant Superintendent and as recommended by Dr. Donny Lee, Superintendent of Schools. Annual update of the Student Code of Conduct as approved by the District Advisory Committee.

Carried unanimously by a vote of 7-0

# TASB RECOMMENDED LEGISLATIVE CHANGES AND POLICIES-1ST READING

Mr. Scot Hafley, Assistant Superintendent of Operations, requested that the Wichita Falls Independent School District Board of Trustees review the (LOCAL) policies that were recommended by TASB Policy Services for consideration and according to the Legislative Changes of Policies: 2025-26 School Year submitted by Scot Hafley, Assistant Superintendent of Operations, and as recommended by Dr. Donny Lee, Superintendent of Schools. Changes in law, districts practice, staffing or other factors can require changes in district policy. The Legislative Changes of Policies: 2025-26 School Year resulted in recommendations to (LOCAL) policies. These policies are for review currently.LOCAL policies recommended from TASB Legislative Changes of Policies: 2025-26 School Year to be revised are:CFB (LOCAL), EFB (LOCAL) and FNCE (LOCAL)

# TASB RECOMMENDED POLICY UPDATE 125-1ST READING

Mr. Scot Hafley, Assistant Superintendent of Operations, requested that the Wichita Falls Independent School District Board of Trustees add, revise or delete (LOCAL) policies as offered by TASB Policy Service for consideration and according to the Instruction Sheet for TASB Localized Policy Manual Update 125 and policies revised as a result of Update 125 with the following changes as submitted by Scot Hafley, Assistant Superintendent of Operations, and as recommended by Dr. Donny Lee, Superintendent of Schools. Update 125 includes revisions to legal policies based on legislative, regulatory and special session changes. Update 125 includes changes to local policy to address several remaining laws or changes to the Administrative Code. All referenced bills have already gone into effect unless otherwise noted.

## **HUMAN RESOURCES:**

#### PERSONNEL REPORT

Ms. Denise Williams, Director of Human Resources, reported to the Wichita Falls Independent School District Board of Trustees a review of employee resignations/retirements that have been submitted since the last Work Session board meeting. The resignations/retirements have been accepted by Dr. Donny Lee, Superintendent of Schools, in accordance with the requirements of Policy DFE (LOCAL).

## TEACHER APPLICANT POOL

Ms. Susan Grisel, seconded by Ms. Katherine McGregor, moved that the Wichita Falls Independent School District Board of Trustees approve the proposed teacher applicant pool and addendum.

Carried unanimously by a vote of 7–0

#### **BOARD MATTERS:**

#### **BOARD MINUTES:**

Minutes of a work session on July 8, 2025 and regular meeting all held on July 14, 2025.

These items will be placed on the consent agenda for the regular meeting on August 18, 2025

## **UPCOMING EVENTS:**

Ms. Ashley Thomas, Communications Officer, informed the Board of Trustees on the events happening around the district; 25/26 Teacher Draft Day and New PEOple Orientation was on August 1st, Project Back to School, August 2nd, First Day for Hirschi Middle School, August 4th, Bull School, Memorial High School new students, August 7th, 25/26 Convocation was held at First Baptist Church on August 10th, Legacy High School Mom's Football Clinic was on August 8th, First Day of School, High School Volleyball Tournaments; Legacy @ Denton Ryan, August 14-16, Memorial @ Burkburnett, August 15-16, High School Football games Memorial varsity scrimmage vs Decatur, home August 21 and Legacy Varsity vs Coronado home August 29, Labor Day, September 1; WFISD closed and September 5 is Texoma Gives.

#### RECESS:

Mr. Mark Lukert, board president, recessed the work session to go into closed session at 1:55 pm.

#### **CLOSED SESSION:**

- 1. Personnel Matters Including the Appointment, Evaluation, Reassignment, Duties, Discipline, Dismissal and/or Compensation of Individual District Employees (Pursuant to Texas Government Code 551.074)
- 2. Discussions Regarding Student Intra-District Petitions Under Board Policy FDB (Pursuant to Texas Government Code 551.082)
- 3. Discussions of Purchase, Exchange, Lease or Value of Real Property (Pursuant to Texas Government Code 551.072)
- 4. Discussions Regarding the Deployment, or Specific Occasions for Implementation, of Security Personnel or Devices, or a Security Audit, to Include Districtwide Intruder Detection Audit (Pursuant to Texas Government Code Section 551.076)

#### **OPEN SESSION:**

Mr. Mark Lukert, board president, called the meeting back into open session at 3:16 pm.

#### ACTION CONCERNING STUDENT INTRA-DISTRICT TRANSFER PETITION

Ms. Sandy Camp, seconded by Ms. Katherine, motioned that the Wichita Falls Independent School District Board of Trustees deny the student transfer requests as presented in closed session.

ADJOURNED:

Mr. Mark Lukert, board president, adjourned the meeting from closed session at 3:17 pm.

President, Board of Trustees

Secretary, Board of Trustees