

**Union County Educational Services Commission**  
**REORGANIZATION MEETING**  
**of the Representative Assembly**  
**June 7, 2023**  
**MINUTES**

The Reorganization Meeting of the Representative Assembly of the Union County Educational Services Commission was held on Wednesday, June 7, 2023. The meeting was called to order at 7:55 p.m. The Business Administrator read the following statement:

This meeting was posted in accordance with the Open Public Meetings act PL 1975 Chapter 231. The meeting was called to order at 7:55 p.m.

**1. ROLL CALL**

Roll call by sign in sheet. There were present:

Berkeley Heights	
Clark	Ms. Lorraine j. Aklonis
Cranford	Mr. Brett Dryer
Elizabeth	
Garwood	Ms. Linda Koenig
Hillside	Ms. Laquana Best
Kenilworth	
Linden	
Mountainside	
New Providence	Ms. Stacey Gunderman
Plainfield	
Rahway	Ms. Jennifer Moteiro
Roselle	
Roselle Park	Mr. Chris Monroe
Scotch Plains/Fanwood	Ms. Debora Brody
Springfield	
Summit	
Union	Ms. Chastity Santana
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Ms. Leila Morrelli
Winfield	
Superintendent	Ms. Carrie Dattilo
Board Secretary	Mr. Eric Larson

**2. SALUTE TO THE FLAG**

**3. APPOINTMENT OF CHAIRMAN PRO TEM**

It was moved by Ms. Aklonis, seconded by Ms. Brody, and carried by unanimous voice vote, to approve the following:

Motion to appoint Eric Larson, School Business Administrator/Board Secretary as Chairman pro tem

**4. OATH OF OFFICE**

The Board Secretary administered the Oath of Office to all members of the Representative Assembly.

**5. SET NUMBER OF MEMBERS, BOARD OF DIRECTORS**

The Board Secretary entertained a motion to set the number of members of the Board of Directors. It was moved by Ms. Motiero, seconded by Ms. Aklonis and carried by voice vote, to set the number of Board of Directors at 15, for the period June 7, 2023 until the next Reorganization Meeting.

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

6. It was moved by Ms. Koenig, seconded by Ms. Ryan and carried by voice vote, to elect the following districts and their representatives to the Board of Directors until the next Reorganization Meeting:

(Att. 1)

Clark	Ms. Lorraine j. Aklonis
Cranford	Mr. Brett Dreyer
Garwood	Ms. Linda Koenig
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi
Mountainside	Dr. Dana Guidici Pietro
New Providence	Ms. Stacey Gunderman
Plainfield	Ms. Carmencita Pile
Rahway	Ms. Jennifer Moteiro
Roselle	Dr. Courtney Washington
Scotch Plains/Fanwood	Ms. Debora Brody
Springfield	Mr. Hector Munoz
Union	Ms. Chastity Santana
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Mr. Leila Morrelli

Motion to set the number of members of Board of Directors at fifteen (15) members

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

## **7. NOMINATION OF PRESIDENT AND VICE PRESIDENT**

It was moved by Ms. Ryan to nominate Ms. Lorraine j. Aklonis as President.

Ms. Aklonis was elected President

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

*Meeting was turned over to Board President.*

It was moved by Ms. Gunderman to nominate Ms. Gwen Ryan for Vice President.

Ms. Ryan was elected Vice President.

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

## **EXECUTIVE COMMITTEE MEMBER**

It was moved by Ms. Best to nominate Dr. Michelle Panichi as a member of the Executive Committee. The Executive Committee member along with the President and Vice President shall serve as an Executive Committee to administer the affairs of the Board of Directors between regularly convened meetings.

Dr. Michelle Panichi was elected Executive Committee Member.

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

## **ALTERNATE EXECUTIVE COMMITTEE MEMBER**

It was moved by Ms. Motiero to nominate Ms. Best as a member of the Board of Directors who, alongwith the President and Vice President, shall serve as an Alternate Executive Committee Member to administer the affairs of the Board of Directors between regularly convened meetings.

Ms. Laquana Best was elected Alternate Executive Committee Member.

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

**8. RECOGNIZE THE PUBLIC**

Ms. Aklonis recognized the public and ask for comments on agenda items only – None

**FINANCE AND ORGANIZATION**

It was moved by Ms. Gunderman, seconded by Ms. Morrelli, and carried by roll call vote, to approve items 9-39:

9. Motion to designate the following official depositories for Commission funds and Special Banking Accounts:

Columbia Bank, NA  
The Bank of New York  
The Provident Bank

N.J. Cash Management Fund  
Capital One Public Funding, LLC

10. Motion to designate the following as signatories for Commission funds:

President, Vice President, and Board Secretary

11. Motion to designate the following Special Banking Account and authorized signatures:

Account  
Schools' Activity Account

Approved Signatures  
President, Vice President, and Board Secretary

12. Motion to designate the following as official newspapers for publications of the Commission:

STAR LEDGER, Newark  
THE WESTFIELD LEADER, Westfield

13. Motion to approve the schedule of meetings for the Board of Directors as presented in Att. 2.

(Att. 2)

14. Motion to approve the following amounts for the Commission programs petty cash account for the purchase of supplies that are urgently needed, the amount of which is too small to warrant a purchase order for the 2023-2024 school year:

School Business Administrator	\$3,000.
Superintendent's Office	\$ 250.
Westlake School	\$ 500.
Crossroads School	\$ 350.
Lamberts Mill Academy	\$ 250.
Hillcrest Academy/North Campus	\$ 250.
Hillcrest Academy/South Campus	\$ 250.
Transition	\$ 250.

**FINANCE AND ORGANIZATION CONT.**

15. Motion to approve the following curriculum guides for the 2023-2024 school year:

<b>Art:</b> Drawing and Painting 1, 2	<b>Business Education:</b> Business Organization and Management Success Seminar 1, 2, 3, 4 Introduction to Computer Applications Career Education and Technology 1, 2 Personal Finance
<b>English:</b> English Language Arts 1, 2, 3, 4 Creative Writing Edmark Reading Program Edmark Functional Word Series Reading Milestones Program SRA Reading Mastery The Verbal Behavior Milestones Assessment Assessment of Language & Learning Skills	<b>Health &amp; Physical Education:</b> Health and Physical Education 1, 2, 3, 4 Strength and Fitness
<b>Mathematics:</b> Algebra 1, 2 Geometry Trigonometry Probability and Statistics Consumer Math Math Strategies Touch Math Touch Money Menu Math	<b>Social Skills:</b>  Social Boundaries: The Circles Curriculum Second Step Social Emotional Curriculum Assessment of Functional Living Skills
<b>Social Studies:</b> World History United States History 1, 2 Economics Sociology 20th Century History 20th Century Civil Liberties Echoes and Reflections: Teaching the Holocaust and Inspiring the Classroom Social Studies Leveled Daily Curriculum Attainment Explore Social Studies Curriculum Art History	<b>Science:</b> Earth Science Environmental Science Biology Chemistry Forensics Marine Biology Attainment Explore Science Curriculum Full Option Science System Criminal Justice
<b>World Language:</b> Spanish 1, 2, 3	

**FINANCE AND ORGANIZATION CONT.**

16. Motion to approve the job descriptions for the following positions:

Assistant Superintendent	School Custodian (FT & PT)
Accounts Payable Clerk	School Guidance Counselor
Accounts Receivable Coordinator	School Nurse
Adm Ass't./Ass't. Bd. Sec.	School Physical Therapist
Adm Ass't for Nonpublic	School Psychologist NP
Bedside Tutor	School Occupational Therapist
Behavior Specialist	School Safety/Security Monitor
Board Certified Behavior Analyst	School Secretary
Buildings & Grounds Supervisor	School Social Worker
Child Study Team Consultant NP	Secretary/Data Entry Clerk (FT & PT)
Compensatory Ed/Supplemental Instructor	Secretary/Data Entry Clerk/NP Svs
Database Manager	Speech Language Specialist
Director of Curriculum & Instruction	Student Assistance Coordinator/Social Worker
Director of Pupil Personnel Services	Superintendent
Director of Special Projects	Supervisor of Instruction (Spec Ed & Alt Schs)
Director of Nonpublic Services	Supervisor of Instruction
Supervisor of Planning/Research & Evaluation	Supervisor of Nonpublic Services
Executive Secretary/Personnel/Policy	Supervisor of Planning, Research & Evaluation
Executive Secretary to Superintendent	Teacher/Alternative High School
Executive Secretary to Asst. Superintendent	Teacher of Art
Head School Bus Driver	Teacher of Chemistry
Inpatient Teacher- Trinitas	Teacher of English
Inpatient Teacher- CSH	Teacher of the Handicapped
Learning Disabilities Teacher Consultant PT	Teacher of Hand. for IDEA-B NP
Mail Courier/Delivery Driver (PT)	Teacher of Mathematics
Network Admin/Webmaster	Teacher of Science
Nonpublic School Nurse	Teacher of Social Studies
Paraprofessional (FT & PT)	Teacher of Spanish
Secretary to Business Administrator	Teacher of Students w/Disabilities
Payroll/Data Entry Clerk	Teacher of Health/Physical Education
Principal	Technology Manager (PT)
Registered Behavior Technician	Technology Support (PT)
Safety Care Coordinator	Title I Teacher/Nonpublic Schools
School Bus Aide	Transportation Coordinator
School Bus Driver	Transportation Specialist I & II

17. Motion to authorize those permitted student records enumerated in Policy & Regulation (File Code 8330) which are not mandated student records as those permitted pupil records to be collected and maintained in order to promote the educational welfare of pupils in Commission schools

18. Motion to affirm the Commission's present policies, regulations, and bylaws for the period June 7, 2023 until the next reorganization meeting

**FINANCE AND ORGANIZATION CONT.**

19. Motion to appoint Eric Larson as Board Secretary for the period commencing June 7, 2023 until the next reorganization meeting
20. Motion to designate Suplee, Clooney and Company, 308 East Broad Street, Westfield, NJ, 07090, as the Official Auditor for the Commission for the period beginning June 7, 2023 until the next reorganization meeting not to exceed \$37,000
21. Motion to designate Eric Harrison of the firm Methfessel & Werbel, Lincoln Highway, Suite 200, Edison, NJ 08818 as Board Attorney for the period June 7, 2023 until the next reorganization meeting not to exceed \$50,000
22. Motion to appoint Brown & Brown Benefit Advisors as our health benefits broker-of-record effective July 1, 2023 through June 30, 2024.
23. Motion to approve Dr. Ronald M. Frank to provide school physician services directed by the NJDOE Administrative Code Title 6A Chapter 16, at an annual fee of \$3,000 for Commission schools and \$1,500 annually to provide Standing Nursing Orders for Nonpublic School Nurses for the period of June 7, 2023 until the next reorganization meeting
24. Motion to approve the following for the provision of therapy and nursing services for the June 7, 2023 until the next reorganization meeting:

Name

Trinitas Therapy Services  
Interim Healthcare of Northwest NJ  
Therapy Sources Staffing Solutions  
United Therapy Solutions

Therapy & Nursing Services

Occupational Therapy, Physical Therapy, Counseling  
Nursing Services  
Physical Therapy  
Speech

25. Motion to appoint Willis Towers Watson of New Jersey, Inc., 150 John F. Kennedy Pkwy, Suite 520, Short Hills, NJ 07078, as the Commission's Insurance Risk Manager for the period June 7, 2023 until the next reorganization meeting
26. Motion to appoint Solutions Architecture, 96 Pompton Avenue, Second Floor, Verona, NJ 07044 as the Architect of Record to perform needed services throughout the school year beginning June 7, 2023 until the next reorganization meeting not to exceed \$75,000
27. Motion to appoint Eric Larson as the District Qualified Purchasing Agent for matters relating to awarding of contracts as prescribed by the local public contracts law with a bid threshold of \$44,000 and a quotation threshold of \$6,600 at no additional salary for the period beginning June 7, 2023 until the next reorganization meeting
28. Motion to appoint Eric Larson as the District Public Agency Compliance Officer at no additional salary for the period beginning June 7, 2023 until the next reorganization meeting
29. Motion to appoint Eric Larson as the District Right to Know Officer, Integrated Pest Management Coordinator and Indoor Air Quality Officer at no additional salary for the period beginning June 7, 2023 until the next reorganization meeting



**FINANCE AND ORGANIZATION CONT.**

30. Motion to appoint Eric Larson as Custodian of Public Records at no additional salary for the period beginning June 7, 2023 until the next reorganization meeting
31. Motion to appoint John Marquet as the District Affirmative Action Officer, District Affirmative Action Officer for Contracts. Appoint William Graulich as the District Anti-Bullying Coordinator and 504 Officer at no additional salary for the period June 7, 2023 until the next reorganization meeting
32. Motion to authorize the Superintendent and the School Business Administrator/Board Secretary, jointly, to provide approval of demands to be paid prior to presentation to the Board of Directors, subject to ratification at the next meeting, in accordance with 18A:19-4.1
33. Motion that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line-item budget transfers as are necessary between Board of Director Meetings, and such transfers shall be reported to the Board of Directors, ratified and duly recorded in the minutes of next regular meeting.
34. Motion that emergency procedures described in the official Union County Educational Services Commission Emergency Management Plan be approved as recommended by the Superintendent of Schools.
35. Motion that the Representative Assembly authorize the Superintendent and Business Administrator to implement the 2023-2024 budget, once authorized and finalized, pursuant to local and state policies and regulations.
36. Motion to approve the use of Educational Services Commission of New Jersey's Cooperative Pricing System – MCESCCPS for cooperative pricing for school supplies, equipment, and services for the 2023-2024 school year
37. Motion to approve the use of Hunterdon County Educational Services Commission's Cooperative Pricing System – HCESCCPS for cooperative pricing for school supplies, equipment, and services for the 2023-2024 school year
38. Motion to approve the following service vendors for the 2023-2024 school year:

AES Fire  
Allied Universal  
All County Sewer & Drain Service  
American Water Co.  
AM School Associates  
Atlantic Business Systems  
Comcast Business  
Comcast Cablevision  
Confires Fire Protection  
Diploma Joint Insurance Fund  
DLL Document Solutions  
East Coast Combustion  
Edumet  
Entel Systems

Maschio's Food Services, Inc  
McIntyre's Lawnmowers Inc.  
NEC Financial  
Partner Engineering & Science Inc.  
Power School  
PSE&G  
Republic Services  
Ridge Secure Technology  
Saunders Roofing  
Staples Advantage  
Stonegate Associates  
Strauss Esmay  
Survivor Fire & Safety  
T-Mobile



**FINANCE AND ORGANIZATION CONT.**

Elizabethtown Gas  
ESS (Substitute Staffing)  
Frontline Technologies  
Home Depot  
Hydra Neumatic  
Jay Hill Repairs  
Light Path

Trane  
Tompkin Company  
Township of Clark  
U.S. Bancorp  
Verizon Wireless  
Waste Management of New Jersey  
Westfield Lumber

39. Motion to approve the continuation of the .25 per resident pupil membership fee in support of Commission expenses for 2023-2024 school year

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

40. It was moved by Ms. Ryan and seconded by Ms. Brody and carried by roll call vote, to approve items 40-52:

Motion to authorize entering into transportation jointures with the following school districts for the 2023-2024 school year:

Barneget Township	Jefferson Twp.	Rahway Roselle
Bergenfield	Jersey City	Roselle
Berkeley Heights	Kenilworth	Roselle Park
Bernards Twp.	Linden	Sayreville
Black Horse Pike Regional	Livingston	Scotch Plains/Fanwood
Bradley Beach	Logan Twp.	Somerset Hills
Bridgewater-Raritan	Long Hill	South Amboy
Caldwell-West Caldwell	Manasquan	South Bound Brook
Clark	Millburn	South Orange-Maplewood
Clifton	Monroe Township	South Plainfield
Cranford	Montgomery	Springfield
Dunellen	Mountainside	State of New Jersey
East Brunswick	Neptune	Summit
East Hanover	Newark	Sussex County Regional Co-op
East Newark	New Providence	Teaneck
East Orange	Northern Burlington County Regional	Toms River Regional
Edison	North Plainfield	Trenton
Elizabeth	Old Bridge Township	Union Township
Franklin Township	Orange	Warren Township
Garwood	Parsippany-Troy Hills	Watchung
Gateway Regional	Passaic	Watchung Hills

Green Brook  
Hamilton Township  
Hanover Township  
Highland Park  
Hillside  
Hillsborough  
Irvington

Paterson  
Penn's Grove  
Perth Amboy  
Pinelands Regional  
Piscataway  
Plainfield  
Plumsted Township

West Essex Regional  
West Morris Regional  
West Orange  
Westfield  
Winfield  
Woodbridge

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

41. It was moved by Ms. Ryan and seconded by Ms. Brody and carried by roll call vote, to  
approve the following:

Motion to authorize entering into transportation contracts with the following school bus companies in order to provide transportation services for all public, nonpublic, special education and vocational school students serviced by the Commission on behalf of the above listed school districts for the 2023-2024 school year:

8 Transportation	Durham School Services	K&D Bus Service LLC
A&M Transportation	EZ Bell Transit	K&S Transportation
Amaker & Porterfield Transportation	Euphrates Transportation, LLC	Kensington Bus Company
Angel Transit	F.S. Transportation, Inc.	Madison Coach
BRCK Transport, LLC	First Care Medical Transportation	Nelvi Transit, Inc.
Barker Bus Company, Inc.	First Student	OTD2 Inc.
Belair Transport	George Dapper, Inc.	On The Dot Transportation
Best Trans Group, Inc.	Golden Arrow Transportation	Prestige Bus Services Corp.
Bright Start Transport	H&A Transportation	Road to Success LLC
Busy Bee Transportation	J&J Transportation/Lun & Run	Shore Vans
By Faith Transportation	Jaris Transportation Co.	Student Transportation of America, Inc.
Cerebral Palsy League Transportation	Jawa Invalid Coach, Inc.	Villani Bus Company
Cross Transportation		

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

**FINANCE AND ORGANIZATION CONT.**

42. It was moved by Ms. Ryan and seconded by Ms. Brody and carried by roll call vote, to approve items 42-52:

Authorization to enter into contracts with the following school districts in order for the Commission to provide services under Chapters 192/193 for the 2023-2024 school year

- |                |                   |                          |
|----------------|-------------------|--------------------------|
| a. Belleville  | f. Hillside       | k. Plainfield            |
| b. Cedar Grove | g. Kenilworth     | l. Roselle               |
| c. Clark       | h. Linden         | m. Scotch Plains/Fanwood |
| d. Cranford    | i. New Providence | n. Union                 |
| e. Elizabeth   | j. Nutley         | o. Westfield             |

43. Authorization to enter into contracts with the following school districts in order for the Commission to provide nonpublic school services under Title I for the 2023-2024 school year:

- |              |               |
|--------------|---------------|
| a. Elizabeth | d. Plainfield |
| b. Hillside  | e. Roselle    |
| c. Linden    | f. Union      |

44. Authorization to enter into contracts with the following school districts/Charter Schools in order that they may participate in the Commission's Environmental Safety Program for the 2023-2024 school year:

- |              |                                |                         |
|--------------|--------------------------------|-------------------------|
| a. Cranford  | d. Kenilworth                  | g. Roselle              |
| b. Elizabeth | e. Morris Union Jointure Comm. | h. Union County Vo-Tech |
| c. Hillside  | f. Queen City Academy          | i. Winfield             |

45. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school textbook program for the 2023-2024 school year:

- |               |                   |
|---------------|-------------------|
| a. Cranford   | e. Linden         |
| b. Elizabeth  | f. New Providence |
| c. Hillside   | g. Plainfield     |
| d. Kenilworth | h. Union          |

46. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school technology program for the 2023-2024 school year:

- |              |                   |                          |
|--------------|-------------------|--------------------------|
| a. Clark     | e. New Providence | i. Scotch Plains/Fanwood |
| b. Cranford  | f. Plainfield     | j. Union                 |
| c. Elizabeth | g. Rahway         | k. Westfield             |
| d. Hillside  | h. Roselle        |                          |

**FINANCE AND ORGANIZATION CONT.**

47. Authorization to enter into contracts with the following districts in order that the Commission may provide nursing services to nonpublic schools within their boundaries for the 2023-2024 school year:

- |                |                   |                          |
|----------------|-------------------|--------------------------|
| a. Belleville  | e. Hillside       | i. Scotch Plains/Fanwood |
| b. Cedar Grove | f. Kenilworth     | j. Union                 |
| c. Clark       | g. New Providence | k. Westfield             |
| d. Cranford    | h. Roselle        |                          |

48. Authorization to enter into contracts with the following school districts/Charter Schools in order for the Commission to provide child study team evaluations for public school students during the 2023-2024 school year:

- |                     |                   |                          |
|---------------------|-------------------|--------------------------|
| a. Berkeley Heights | g. Kenilworth     | l. Roselle               |
| b. Cedar Grove      | h. Linden         | m. Scotch Plains/Fanwood |
| c. Clark            | i. New Providence | n. Union                 |
| d. Cranford         | j. Plainfield     | o. Union County Vo-Tech  |
| e. Elizabeth        | k. Rahway         | p. Westfield             |
| f. Hillside         |                   |                          |

49. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under IDEA Part B Basic for the 2023-2024 school year:

- |                |                   |                          |
|----------------|-------------------|--------------------------|
| a. Belleville  | f. Hillside       | l. Roselle               |
| b. Cedar Grove | g. Kenilworth     | m. Scotch Plains/Fanwood |
| c. Clark       | h. Linden         | n. Union                 |
| d. Cranford    | i. New Providence | o. Westfield             |
| e. Elizabeth   | j. Plainfield     |                          |
|                | k. Rahway         |                          |

50. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school Security Aid program for the 2023-2024 school year:

- |                   |                          |
|-------------------|--------------------------|
| a. Cranford       | e. Plainfield            |
| b. Elizabeth      | f. Roselle               |
| c. Hillside       | g. Scotch Plains/Fanwood |
| d. New Providence | h. Union                 |

51. Motion to authorize the provision of home instruction to all New Jersey public-school pupils upon receipt of requests from their authorized representatives for the 2023-2024 school year.

**FINANCE AND ORGANIZATION CONT.**

52. Motion to make the effective date of Board approvals of Executive Committee Actions align with the effective date as stated in the Executive Committee Action.

Ayes: Aklonis, Dreyer, Koenig, Best, Gunderman, Moteiro, Monroe, Brody, Santana, Ryan & Morrelli

Nays: None

Abstain: None

OLD BUSINESS: None

NEW BUSINESS: None

RECOGNIZE THE PUBLIC: None

**ADJOURNMENT:**

On motion of Ms. Gunderman, seconded by Ms. Monteiro and carried, the meeting was adjourned at 8:05 p.m.

  
Eric Larson, Board Secretary