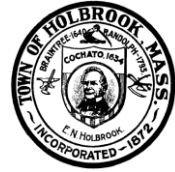


Holbrook Public Schools
245 South Franklin Street
Holbrook, MA 02343



MINUTES OF THE HOLBROOK SCHOOL COMMITTEE MEETING
Holbrook Middle-High School Media Center
August 9, 2023
6:00pm

In Attendance: Nancy Alterio, School Committee Chairperson
Barbara Davis, School Committee Vice Chairperson
Renee Malvesti, School Committee Secretary
Fred White, School Committee Member (Arrived at 6:13pm)
Julie Hamilton, Superintendent of Schools
Christine Suckow, School Business Administrator
Stefanie DeRosa, Curriculum Director
Mallory Stevens, Principal, John F. Kennedy Elementary School
Josh Tarsky, Holbrook Middle-High School Principal
Rob King, Director of Technology
Rob Compton, Special Education Director
Michael Bolger, Facilities Director
Bridget Baker, School Committee Recording Secretary

Attachments

- FY23 School Department Payroll Expenditure Report (07/01/2022-06/30/2023)
- FY23 School Department Operational Expenditure Report (07/01/2022-06/30/2023)
- FY23 School Department Other Funding Sources Summary (07/01/2022-06/30/2023)
- FY23 Schedule of Warrants Paid by the School Department
- Food Service Worker's Contract Ratification
- \$500 Donation from Kristen and Vincent Ventosi for middle school football uniforms
- \$1,600 Donation from Bonnie McKenna for middle school football uniforms
- \$1,000 Donation from Michael and Tracey Marcarelli for middle school football uniforms
- School Committee Goals
- 1st Reading Draft Open Meeting Law Policy
- 1st Reading Policy DGD – Credit Card Use Policy
- 1st Reading Policy DGD-E – Credit Card Issuance Agreement
- 1st Reading Policy EB – Safety Program
- 1st Reading Policy EBAB – Pest Management Policy
- 1st Reading Policy EBB – First Aid
- 1st Reading Policy EBC – Emergency Plans
- 1st Reading Policy EBCD – Emergency Closings
- 1st Reading Policy EC – Building and Grounds Management
- 1st Reading Policy ECA – Building and Grounds Security
- 1st Reading Policy ECAF – Security Cameras in Schools
- 1st Reading Policy EEA – Student Transportation Services
- 1st Reading Policy EEAA – Walkers and Riders
- 1st Reading Policy EEAE – School Bus Safety Program

- 1st Reading Policy EEAEA – Bus Driver Examination and Training
- 1st Reading Policy EEAEB – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 1st Reading Policy EEAEC (also JICC) – Student Conduct on School Bus
- 1st Reading Policy EEAG – Student Transportation in Private Vehicles
- 1st Reading Policy EFC – Free and Reduced-Price Food Services
- 1st Reading Policy FF – Naming District Schools, Facilities and Grounds
- 1st Reading Policy HA – Negotiations Goals
- 1st Reading Policy HB – Negotiations Legal Status
- 1st Reading Policy HF – School Committee Negotiating Agents
- 1st Reading Policy IHBG - Home Schooling
- 1st Reading Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education
- 1st Reading Policy IHBG-E-2 Home School Evaluation
- 1st Reading Policy JJF-E-1 – Student Activities Funds Management
- 1st Reading Policy JJF-E-2 – Holbrook Public Schools Student Activities Accounts Policies and Procedures
- 1st Reading Policy – KA – School/Community Relations Goals
- 1st Reading Policy – KBA – School/Parent Relations Goals
- 1st Reading Policy – KBE – Relations with Parent/Booster Organizations
- 1st Reading Policy KDB – Public’s Right to Know
- 1st Reading Policy KDD – News Media Relations/News Releases
- 1st Reading Policy KE – Public Complaints
- 1st Reading Policy LBC – Relations with Nonpublic Schools
- 3rd Reading Policy ACA –Nondiscrimination on the basis of sex
- 3rd Reading Policy AC-R – Nondiscrimination policy including harassment and retaliation
- 3rd Reading Policy ADC – Smoking on school premises
- 3rd Reading Policy BA – School Committee operational goals
- 3rd Reading Policy BB – School Committee legal status
- 3rd Reading Policy BBAA – School Committee member authority
- 3rd Reading Policy BBBA/BBBB – School Committee member qualification/oath of office
- 3rd Reading Policy BBBC – School Committee member resignation
- 3rd Reading Policy BBBE – Unexpired Term Fulfillment
- 3rd Reading Policy BDFA – School Councils
- 3rd Reading Policy BDFA-E School Improvement Plans
- 3rd Reading Policy BE – School Committee meetings
- 3rd Reading Policy BEDA – Notification of School Committee Meetings
- 3rd Reading Policy BEDF – Voting method
- 3rd Reading Policy BG – School Committee policy development
- 3rd Reading Policy BGC – Policy revision and review
- 3rd Reading Policy BGD – School Committee review of procedures
- 3rd Reading Policy BHE – Use of electronic messaging by school committee members
- 3rd Reading Policy BIBA – School Committee conferences, conventions and workshops
- 3rd Reading Policy BID – School Committee member compensation and expenses
- 3rd Reading Policy CA – Administration Goals
- 3rd Reading Policy CB – School Superintendent
- 3rd Reading Policy CBD - Superintendent’s contract
- 3rd Reading Policy CBI – Evaluation of the superintendent
- 3rd Reading Policy CCB – Staff relations

- 3rd Reading CH – Policy implementation
 - 3rd Reading CHA/CHC – Development and dissemination of procedures
 - 3rd Reading CHCA – Approval of handbooks and directives
 - Policies to be deleted:
 - Policy EB-E – Teacher’s Safety Rules and Responsibilities
 - Policy EBCC – Bomb Threats
 - Policy IHBG – Home Schooling
 - Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education
 - Policy IHBGA Home Schooling: Evaluation and Monitoring of Home Education
 - Policy IHBGB Home Schooling: Continuation of Home Education
 - Policy IHBGC - Home Schooling Co-Curricular Activities
 - Policy IKBA Homework Policy
 - Policy KA – School Committee Relations Goals
 - Policy KDE Holbrook Crisis Intervention Plan
 - Policy KJA Relations with Booster Organizations
 - Policy KLG-R – Memorandum of Understanding between the Holbrook Public Schools, Holbrook Police Department and the Norfolk County District Attorney’s Office regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within the HPS facility or at any school related activities.
 - June 14, 2023 School Committee Minutes
-

The meeting was called to order at 6:00 pm by Ms. Alterio.

The Pledge of Allegiance was recited.

Citizen’s Concerns

Julie Evans requested a residency exception for her son to remain enrolled at the Holbrook district even though they have notified the district that they have moved out of district.

Ron Mariano, Massachusetts State Representative, Mark Cusack, Massachusetts State Representative and Patrick O’Connor, Massachusetts State Senator all spoke in support of Ms. Evans request.

Joseph Evans, from Dorchester, Whitney Bova, from Holbrook and Roberta Mankus from Holbrook also spoke in support of Ms. Evans request.

Superintendent Report

The school is working hard to get the schools ready for the upcoming school year. Superintendent Hamilton reviewed events that took place over the summer which included the summer theater camp and the Junior Police Academy. The leadership team met for a leadership retreat with the focus of writing a year two action plan for the strategic plan. This work will be presented to the school committee in the fall.

The universal free lunch program will continue this year with the signing of the FY24 budget Massachusetts will continue to provide state support to extend universal free meals.

Grant writing with the early college consortium has expanded opportunities for the students at the high school level. This work is ongoing and we are excited to offer new courses for college credit this fall.

At the John F. Kennedy Elementary School classroom placement letters have been sent out. Kindergarten summer meet and greets start tomorrow from 2:00pm-3:00pm. Kindergarten bus orientation presentation is at 5:30 on August 22nd and kindergarten open house is that evening at 6:00pm.

At the Holbrook Middle-High School Back to School Night will take place on September 14th. New student orientation in August 22nd at 1:00pm. The 9th grade orientation will take place on August 22nd at 5:30pm and 6th grade orientation will take place on August 23 at 5:30pm.

Financial Update

Ms. Suckow reported on the financial status. Things are transitioning smoothly.

Personnel

New Hires

- Alexandria Brenon-Hodas, Computer Science Teacher, Holbrook Middle-High School, effective August 21, 2023
- Danielle Coots-Parker, Registered Behavior Tech, John F. Kennedy Elementary School, effective August 21, 2023
- Elobel Cornelio, Grade 5 Teacher, John F. Kennedy Elementary School, effective August 21, 2023
- Erin Hilow, High School Math Teacher, Holbrook Middle-High School, effective August 21, 2023
- Alexis Jackman, Grade 4 Teacher, John F. Kennedy Elementary School, effective August 21, 2023
- Kaitlin Judge, Middle School Science Teacher, Holbrook Middle-High School, effective August 21, 2023
- Jessica Monahan, Moderate Special Education Teacher, John F. Kennedy Elementary School, effective August 21, 2023
- Samantha Pellegrini, Moderate Special Education Teacher, John F. Kennedy Elementary School, effective August 21, 2023
- Michael Sheehan, Spanish Teacher, Holbrook Middle-High School, effective August 21, 2023
- Jillian Sousa, Grade 5 Teacher, John F. Kennedy Elementary School, effective August 21, 2023
- Katrina Tamvakologos, Middle School ELA Teacher, Holbrook Middle-High School, effective August 21, 2023

Discussion Items

Food Service Worker's Contract Ratification

The Food Service Worker's are requesting that their contract be ratified by the School Committee.

Food Service Worker's Sick Leave Non-Participation Form

These should be included with the Food Service Worker's Contract ratification.

\$500 Donation from Kristen and Vincent Ventosi for middle school football uniforms

Very appreciative of the generous donation.

\$1,600 Donation from Bonnie McKenna for middle school football uniforms

Very appreciative of the generous donation.

\$1,000 donation from Michael and Tracey Marcarelli for middle school football uniforms

Very appreciative of the generous donation.

School Committee Goals

Table until next meeting. Include the FY23 school committee goals on the next school committee agenda for discussion.

1st Readings

The policy subcommittee meet to review the below listed policies and highlight all updates/changes on the 1st reading.

- 1st Reading Draft Open Meeting Law Policy
- 1st Reading Policy DGD – Credit Card Use Policy
- 1st Reading Policy DGD-E – Credit Card Issuance Agreement
- 1st Reading Policy EB – Safety Program
- 1st Reading Policy EBAB – Pest Management Policy
- 1st Reading Policy EBB – First Aid
- 1st Reading Policy EBC – Emergency Plans
- 1st Reading Policy EBCD – Emergency Closings
- 1st Reading Policy EC – Building and Grounds Management
- 1st Reading Policy ECA – Building and Grounds Security
- 1st Reading Policy ECAF – Security Cameras in Schools
- 1st Reading Policy EEA – Student Transportation Services
- 1st Reading Policy EEAA – Walkers and Riders
- 1st Reading Policy EEAE – School Bus Safety Program
- 1st Reading Policy EEAEA – Bus Driver Examination and Training
- 1st Reading Policy EEAEB – Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 1st Reading Policy EEAEC (also JICC) – Student Conduct on School Buses
- 1st Reading Policy EEAG – Student Transportation in Private Vehicles
- 1st Reading Policy EFC – Free and Reduced-Price Food Services
- 1st Reading Policy FF – Naming District Schools, Facilities and Grounds
- 1st Reading Policy HA – Negotiations Goals
- 1st Reading Policy HB – Negotiations Legal Status
- 1st Reading Policy HF – School Committee Negotiating Agents
- 1st Reading Policy IHBG - Home Schooling
- 1st Reading Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education
- 1st Reading Policy IHBG-E-2 Home School Evaluation
- 1st Reading Policy JJF-E-1 – Student Activities Funds Management
- 1st Reading Policy JJF-E-2 – Holbrook Public Schools Student Activities Accounts Policies and Procedures
- 1st Reading Policy – KA – School/Community Relations Goals
- 1st Reading Policy – KBA – School/Parent Relations Goals
- 1st Reading Policy – KBE – Relations with Parent/Booster Organizations
- 1st Reading Policy KDB – Public’s Right to Know
- 1st Reading Policy KDD – News Media Relations/News Releases

- *1st Reading Policy KE – Public Complaints*
- *1st Reading Policy LBC – Relations with Nonpublic Schools*

3rd Readings

The policy subcommittee met and updated language and legal references as noted on each 3rd reading policies below.

- 3rd Reading Policy ACA – Nondiscrimination on the basis of sex
- 3rd Reading Policy AC-R Nondiscrimination policy including harassment and retaliation
- 3rd Reading Policy ADC – Smoking on school premises
- 3rd Reading Policy BA – School Committee operational goals
- 3rd Reading Policy BB – School Committee legal status
- 3rd Reading Policy BBAA – School Committee member authority
- 3rd Reading Policy BBBA/BBBB – School Committee member qualification/oath of office
- 3rd Reading Policy BBBC – School Committee member resignation
- 3rd Reading Policy BBBE – Unexpired Term Fulfillment
- 3rd Reading Policy BDFA – School Councils
- 3rd Reading Policy BDFA-E School Improvement Plans
- 3rd Reading Policy BE – School Committee meetings
- 3rd Reading Policy BEDA – Notification of School Committee Meetings
- 3rd Reading Policy BEDF – Voting method
- 3rd Reading Policy BG – School Committee policy development
- 3rd Reading Policy BGC – Policy revision and review
- 3rd Reading Policy BGD – School Committee review of procedures
- 3rd Reading Policy BHE – Use of electronic messaging by school committee members
- 3rd Reading Policy BIBA – School Committee conferences, conventions and workshops
- 3rd Reading Policy BID – School Committee member compensation and expenses
- 3rd Reading Policy CA – Administration Goals
- 3rd Reading Policy CB – School Superintendent
- 3rd Reading Policy CBD - Superintendent's contract
- 3rd Reading CBI – Evaluation of the superintendent
- 3rd Reading CCB – Staff relations
- 3rd Reading CH – Policy implementation
- 3rd Reading CHA/CHC – Development and dissemination of procedures
- 3rd Reading Policy CHCA – Approval of handbooks and directives

Policies to be deleted:

The policy subcommittee is recommending deleting the below redundant policies that address procedure over policy.

- Policy EB-E – Teacher's Safety Rules and Responsibilities
- Policy EBCC – Bomb Threats
- Policy IHBG – Home Schooling
- Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education
- Policy IHBGA Home Schooling: Evaluation and Monitoring of Home Education
- Policy IHBGB Home Schooling: Continuation of Home Education
- Policy IHBGC - Home Schooling Co-Curricular Activities

- Policy IKBA Homework Policy
- Policy KA – School Committee Relations Goals
- Policy KDE Holbrook Crisis Intervention Plan
- Policy KJA Relations with Booster Organizations
- Policy KLG-R – Memorandum of Understanding between the Holbrook Public Schools, Holbrook Police Department and the Norfolk County District Attorney’s Office regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within the HPS facility or at any school related activities

June 14, 2023 School Committee Minutes

No changes or comments.

School Committee subcommittee member reports

None.

School Committee member reports

Ms. Davis received an email yesterday from Allyson Pinkhover, the Board of Health Chair to set up the initial meeting of opioid settlement committee within the next couple of weeks.

Ms. Davis attended the MASC Summer Institute meeting and MASC learning lunch which was on goal setting and updated 70 on 70.

Action items

Food Service Worker’s Contract Ratification

Mr. White made a motion to ratify the food service worker’s contract

Voted:

(White/Davis) made a motion to food service worker’s contract.

4-0-0

\$500 Donation from Kristen and Vincent Ventosi for middle school football uniforms

Mr. White made a motion to approve the \$500 Donation from Kristen and Vincent Ventosi for middle school football uniforms.

Voted:

(White/Malvesti) made a motion to approve the \$500 Donation from Kristen and Vincent Ventosi for middle school football uniforms.

4-0-0

\$1,600 Donation from Bonnie McKenna for middle school football uniforms

Mr. White made a motion to approve the \$1,600 Donation from Bonnie McKenna for middle school football uniforms.

Voted:

(White/Malvesti) made a motion to approve the \$1,600 Donation from Bonnie McKenna for middle school football uniforms.

4-0-0

\$1,000 Donation from Michael and Tracey Marcarelli for middle school football uniforms

Mr. White made a motion to approve the \$1,000 Donation from Michael and Tracey Marcarelli for middle school football uniforms.

Voted:

(White/Malvesti) made a motion to approve the \$1,000 Donation from Michael and Tracey Marcarelli for middle school football uniforms.

4-0-0

School Committee Goals

Tabled until September 20, 2023 meeting.

3rd Reading Policy ACA – Nondiscrimination on the basis of sex, 3rd Reading Policy AC-R Nondiscrimination policy including harassment and retaliation, 3rd Reading Policy ADC – Smoking on school premises, 3rd Reading Policy BA – School Committee operational goals, 3rd Reading Policy BB – School Committee legal status, 3rd Reading Policy BBAA – School Committee member authority, 3rd Reading Policy BBBA/BBBB – School Committee member qualification/oath of office, 3rd Reading Policy BBBC – School Committee member resignation, 3rd Reading Policy BBBE – Unexpired Term Fulfillment, 3rd Reading Policy BDFA – School Councils, 3rd Reading Policy BDFA-E School Improvement Plans, 3rd Reading Policy BE – School Committee meetings, 3rd Reading Policy BEDA – Notification of School Committee Meetings, 3rd Reading Policy BEDF – Voting method, 3rd Reading Policy BG – School Committee policy development, 3rd Reading Policy BGC – Policy revision and review, 3rd Reading Policy BGD – School Committee review of procedures, 3rd Reading Policy BHE – Use of electronic messaging by school committee members, 3rd Reading Policy BIBA – School Committee conferences, conventions and workshops, 3rd Reading Policy BID – School Committee member compensation and expenses, 3rd Reading Policy CA – Administration Goals, 3rd Reading Policy CB – School Superintendent, 3rd Reading Policy CBD - Superintendent’s contract, 3rd Reading CBI – Evaluation of the superintendent, 3rd Reading CCB – Staff relations, 3rd Reading CH – Policy implementation, 3rd Reading CHA/CHC – Development and dissemination of procedures, 3rd Reading Policy CHCA – Approval of handbooks and directives

Mr. White made a motion to approve the 3rd Readings of Policy ACA – Nondiscrimination on the basis of sex, 3rd Reading Policy AC-R Nondiscrimination policy including harassment and retaliation, 3rd Reading Policy ADC – Smoking on school premises, 3rd Reading Policy BA – School Committee operational goals, 3rd Reading Policy BB – School Committee legal status, 3rd Reading Policy BBAA – School Committee member authority, 3rd Reading Policy BBBA/BBBB – School Committee member qualification/oath of office, 3rd Reading Policy BBBC – School Committee member resignation, 3rd Reading Policy BBBE – Unexpired Term Fulfillment, 3rd Reading Policy BDFA – School Councils, 3rd Reading Policy BDFA-E School Improvement Plans, 3rd Reading Policy BE – School Committee meetings, 3rd Reading Policy BEDA – Notification of School Committee Meetings, 3rd Reading Policy BEDF – Voting method, 3rd Reading Policy BG – School Committee policy development, 3rd Reading Policy BGC – Policy revision and review, 3rd Reading Policy BGD – School Committee review of procedures, 3rd Reading Policy BHE – Use of electronic messaging by school committee members, 3rd Reading Policy BIBA – School Committee conferences, conventions and workshops, 3rd Reading Policy BID – School Committee member compensation and expenses, 3rd Reading Policy CA – Administration Goals, 3rd Reading Policy CB – School Superintendent, 3rd Reading Policy CBD - Superintendent’s contract, 3rd Reading CBI – Evaluation of the superintendent, 3rd Reading CCB – Staff relations, 3rd Reading CH – Policy implementation, 3rd Reading CHA/CHC – Development and dissemination of

procedures and 3rd Reading Policy CHCA – Approval of handbooks and directives as presented.

Voted:

(White/Malvesti) made a motion to approve the 3rd Readings of Policy ACA – Nondiscrimination on the basis of sex, 3rd Reading Policy AC-R Nondiscrimination policy including harassment and retaliation, 3rd Reading Policy ADC – Smoking on school premises, 3rd Reading Policy BA – School Committee operational goals, 3rd Reading Policy BB – School Committee legal status, 3rd Reading Policy BBAA – School Committee member authority, 3rd Reading Policy BBBA/BBBB – School Committee member qualification/oath of office, 3rd Reading Policy BBBC – School Committee member resignation, 3rd Reading Policy BBBE – Unexpired Term Fulfillment, 3rd Reading Policy BDFA – School Councils, 3rd Reading Policy BDFA-E School Improvement Plans, 3rd Reading Policy BE – School Committee meetings, 3rd Reading Policy BEDA – Notification of School Committee Meetings, 3rd Reading Policy BEDF – Voting method, 3rd Reading Policy BG – School Committee policy development, 3rd Reading Policy BGC – Policy revision and review, 3rd Reading Policy BGD – School Committee review of procedures, 3rd Reading Policy BHE – Use of electronic messaging by school committee members, 3rd Reading Policy BIBA – School Committee conferences, conventions and workshops, 3rd Reading Policy BID – School Committee member compensation and expenses, 3rd Reading Policy CA – Administration Goals, 3rd Reading Policy CB – School Superintendent, 3rd Reading Policy CBD - Superintendent’s contract, 3rd Reading Policy CBI – Evaluation of the superintendent, 3rd Reading Policy CCB – Staff relations, 3rd Reading Policy CH – Policy implementation, 3rd Reading Policy CHA/CHC – Development and dissemination of procedures and 3rd Reading Policy CHCA – Approval of handbooks and directives as presented.

4-0-0

Policies to be deleted

Mr. White made a motion to approve deleting Policy EB-E – Teacher’s Safety Rules and Responsibilities, Policy EBCC – Bomb Threats, Policy IHBG – Home Schooling, Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education, Policy IHBGA Home Schooling: Evaluation and Monitoring of Home Education, Policy IHBGB Home Schooling: Continuation of Home Education, Policy IHBGC - Home Schooling Co-Curricular Activities, Policy IKBA Homework Policy, Policy KA – School Committee Relations Goals, Policy KDE Holbrook Crisis Intervention Plan, Policy KJA Relations with Booster Organizations and Policy KLG-R – Memorandum of Understanding between the Holbrook Public Schools, Holbrook Police Department and the Norfolk County District Attorney’s Office regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within the HPS facility or at any school related activities.

Voted:

(White/Malvesti) made a motion to approve deleting Policy EB-E – Teacher’s Safety Rules and Responsibilities, Policy EBCC – Bomb Threats, Policy IHBG – Home Schooling, Policy IHBG-E-1 Notice of Intent to Pursue a Program of Home Education, Policy IHBGA Home Schooling: Evaluation and Monitoring of Home Education, Policy IHBGB Home Schooling: Continuation of Home Education, Policy IHBGC - Home Schooling Co-Curricular Activities, Policy IKBA Homework Policy, Policy KA – School Committee Relations Goals, Policy KDE Holbrook Crisis Intervention Plan, Policy KJA Relations with Booster Organizations and Policy KLG-R – Memorandum of Understanding between the Holbrook Public Schools, Holbrook Police Department and the Norfolk County District Attorney’s Office regarding the establishment of a protocol for the reporting and coordination of response to incidents of violence or other illegal activity within the HPS facility or at any school related activities.

4-0-0

June 14, 2023 School Committee Minutes

Mr. White made a motion to approve the June 14, 2023 School Committee Minutes as presented.

Voted:

(White/Davis) made a motion to approve the June 14, 2023 School Committee Minutes as presented.
3-0-1 (Ms. Malvesti abstained)

Old Business

None.

New Business

None.

ADJOURN or VOTE TO CONTINUE

Voted: (Davis/Malvesti) The School Committee made a motion to adjourn regular School Committee Meeting of August 9, 2023 at 6:53pm and go into executive for the purposes of approving minutes and contract negotiations and other personnel issues and not to conduct any further business in open session.

Roll call:

Fred White – Yes

Renee Malvesti - Yes

Barbara Davis – Yes

Nancy Alterio - Yes

4-0-0

Respectfully submitted,

Bridget Baker

Recording Secretary