

The Steelton-Highspire School Board met on the above date with the following members present: Ms. Mary J. Carricato, President; Mr. Robert Spizzirri, Vice President; Ms. Natalie Bowman; Ms. Janice Elliott; Mr. Samuel Petrovich; Mr. John Salov; and Ms. Natasha Woods. Absent were Mr. Derek Lewis and Ms. Rachel Slade. Also present were Mr. Travis Waters, Interim Active Superintendent; Mr. Vincent Champion, School Solicitor; Ms. Cynthia Craig, Business Manager; Ms. Rachel Gonzalez-Montiel, Elementary Principal and Debora Kagarise, Board Secretary. Attached is a copy of a list of names of the members of the public who were present.

Ms. Carricato called the meeting to order at 6:30 P.M.

The meeting opened with the “Pledge of Allegiance to the Flag”.

ANNOUNCEMENT OF EXECUTIVE SESSION

Ms. Carricato announced an Executive Session was held prior to tonight’s meeting to discuss a legal issue and personnel.

PRESENTATION

Ms. Cindy Mortzfeldt, Capital Area Intermediate Unit gave a presentation on the services the CAIU provides to 24 school districts and 2 technical schools, as well as non-public, cyber charter and charter schools located in four counties. Ms. Mortzfeldt highlighted the district services Curriculum Services, Technology Services and Blended Learning. She spoke on student services Capital Area On-line Learning Association, Math 24 Tournament, STEM Competition, regional Computer Fair and TeleRobot. CAIU also provided educational service to Loysville Youth Development Center last year for 23 out of 190 students the opportunity to graduate with a state diploma or for some to earn their GED.

Ms. Mortzfeldt recounted last year through the Early Intervention program for ages 3-5, the IU served 1900 children, 700 children entered kindergarten and districts were able to save money because 14% did not need special education services. Additional K-12 services provide emotional support through Hilltop Academy and multi-disability district based classrooms, one in the Steelton-Highspire district, include occupational, physical, speech and language therapy and evaluations.

Ms. Mortzfeldt proudly announced new services this year. Project Search, a collaboration with Office of Vocational Rehabilitation Hershey Medical Center for high school student interns to receive employment training through different departments of the medical center; three interns have been offered employment. Also this year, CAIU partnered with Variety, The Children’s Charity in Pittsburgh with the grant funded My Bike program that works with area children with disabilities in need of adaptive bikes.

Ms. Mortzfeldt reported it is a pleasure working with Mr. Salov on their board and Mr. Waters with the superintendents. Mr. Salov asked for clarification on budgeted grants and federal funds amounts. Mr. Petrovich questioned fee for services provided to school districts are at the same rate as charter schools are to pay. He said it seems unfair since school districts have to pay millions to charter schools and both pay the same fees for service. IU services are prepared through the IU, not legislation. Fees for services are calculated through the IU, depending on the needs of service. Some services are not offered to non-public schools. Mr. Spizzirri questioned the calculation of Administrative salaries. Ms. Mortzfeldt reported Act 1 Index and surveying surrounding districts go into the calculations.

PUBLIC COMMENT (Agenda Items)

There was no Public Comment.

FOLLOW UP

Mr. Waters reported the Aquaponics classroom module is completed. A slight “fishy” smell has been noticed, but is expected to dissipate with the plants.

APPROVAL OF MINUTES

Mr. Petrovich made a motion to approve the February 8, 2016 Planning Meeting minutes. Second by Mr. Spizzirri. All members present voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Mr. Salov made a motion to approve the February 18, 2016 Legislative Board Meeting minutes. Second by Mr. Spizzirri. All members present voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

FINANCE REPORT

Mr. Salov made a motion to approve the following financial reports for 2016. Second by Ms. Woods. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

GENERAL FUND

February 2016	
Balance 2/01/16	\$3,308,261.09
Receipts	\$250,155.24
Disbursements	\$1,445,328.33
Balance 2/29/16	\$2,113,088.00

Accounts Payable/Estimated Expenditures Reports

February vendor payments in the amount of \$937,216.64 which include vendor checks #39373-39473 and wire payments 160W-165W.

CAFETERIA FUND

February 2016	
Balance 2/1/16	\$446,512.94
Receipts	\$97,458.17
Disbursements	\$62,431.24
Balance 2/29/16	\$481,539.87

ATHLETIC FUND

February 2016	
Balance 2/1/16	\$6,029.58
Receipts	\$3,304.98
Disbursements	\$3,958.57
Balance 2/29/16	\$5,375.99

STUDENT ACTIVITIES ACCOUNT

February 2016	
Balance 2/1/16	\$48,159.34
Receipts	\$12,374.24
Disbursements	\$3,932.08
Balance 2/29/16	\$56,601.50

RESOLUTION - 2016-2017 CAPITAL AREA INTERMEDIATE UNIT GENERAL OPERATING BUDGET

Mr. Salov made a motion to adoption of the Resolution Regarding the Capital Area Intermediate Unit General Operating Budget for the 2016-17 Fiscal Year. Second by Ms. Elliott. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

PERSONNEL REPORT

SUPPLEMENTAL CONTRACT

Mr. Petrovich made a motion to approve the student activities supplemental contract for Ms. Lisa Carricato, Yearbook Advisor for the 2015-16 school year at \$1,204.00, in adherence to status quo. Second by Ms. Elliott. Ms. Woods questioned if all advisors are paid, Ms. Carricato confirmed. Mr. Salov requested guidance on last year's rate, Ms. Carricato stated the current contract. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

UNCOMPENSATED LEAVE

Mr. Petrovich made a motion to approve two (2) days uncompensated leave for Ms. Samantha Roedts, effective Thursday, April 21 and Friday, April 22, 2016. Second by Mr. Spizzirri. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

F.M.L.A.

Mr. Petrovich made a motion to approve the request from Ms. Debra Roller, Paraprofessional, for F.M.L.A. effective March 29, 2016 to April 15, 2016. Ms. Roller will be using sick time during this leave. Second by Mr. Salov. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

RESIGNATION

Mr. Petrovich made a motion to accept the resignation from Ms. Jodi Foster, part time Elementary Secretary, effective January 16, 2016. Second by Mr. Spizzirri. Mr. Petrovich questioned the time gap between resignation and board motion. Mr. Waters reported Ms. Foster was hired in a temporary position and the district was planning for her to return for another anticipated temporary assignment, unfortunately, Ms. Foster accepted employment elsewhere in the interim. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

TENURE

Mr. Petrovich made a motion to grant tenure to Mr. Brian Woodfill, Junior High Math Teacher. Second by Mr. Spizzirri. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

RESOLUTION OF NONRENEWAL

Mr. Petrovich made a motion to approve the attached Board Resolution notifying Dr. Ellen Castagneto and the Steelton-Highspire School District Community that the Board will not retain Dr. Castagneto for another three (3) to five (5) year term and instead will consider other candidates to fill the Office of Superintendent. Second by Mr. Spizzirri. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

APPOINTMENT

Mr. Petrovich made a motion to approve the appointment of Ms. Victoria Montijo, temporary Elementary Secretary, effective March 18, 2016 at a rate of \$10.00 an hour. Ms. Montijo will work Monday through Friday, no benefits will be provided for this position. Second by Ms. Bowman. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

PROPERTY AND SUPPLIES REPORT

REAL ESTATE SALES AGREEMENT

Mr. Spizzirri made a motion to approve the Real Estate Sales Agreement and authorizing District Administration to Execute the Agreement on behalf of the District. Second by Mr. Petrovich. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

FACILITIES USAGE REPORT MARCH 2016

Mr. Petrovich made a motion from this time forward the Board vote individually for requests for the use of facilities. New items for voting on the agenda will be printed in bold and items that have not occurred be printed under "Information Only" for no action. Also the people who are requesting usage of facilities come before the board to introduce themselves and explain their intentions of the facilities. Second by Ms. Woods. Ms. Carricato would also like to have the paperwork and proof of insurance (naming our district as an additional insured and not just a certificate holder) to be submitted to board for approval. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Mr. Spizzirri made a motion to approve the request by Mr. Brian Proctor to use the baseball and softball fields for the community egg hunt on Saturday March 26th from 10 a.m. to noon. He requests use of the electricity for DJ. Second by Ms. Elliott. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Mr. Spizzirri made a motion to approve the request by Ms. Shannon Bellamy, Harrisburg Sharks (Semi-pro football team) to cancel March 19, 2016 game. June 11, 2016 will be tentative date for play-off game. Second by Ms. Elliott.

Ms. Woods questioned if someone from the team come before the board at the next meeting to discuss their request of facilities. Ms. Carricato stated this team has been given prior permission. Ms. Carricato questioned if the district has received the requested information on their security for games. Mr. Waters reported Mr. Slade addressed this issue with them and they are bringing their own security. Ms. Bowman questioned if this has been given in writing. Mr. Waters will check with Mr. Slade. Mr. Petrovich questioned if male or female football team, because when the board gave prior approval they were under the impression it was a female team; since that time, they have come to speculate this may be the male team they had trouble with in the past. Ms. Carricato reported it has come to light this is the same male football team that brought firearms onto the property. Mr. Petrovich questioned Attorney Champion on the matter of the approval given under the assumption it was a female team and how to go forward. Attorney Champion gave a few suggestions on how to handle this matter. The first being, a female team has been given approval, or the second, to revoke the approval for a football team to use the facilities. Then require the male football team to furnish more information to the board. Ms. Bowman questioned the time line until the start of the football games that were approved; the April dates were confirmed through the team's website. Attorney Champion explained if the board were to opt to revoke their approval, someone in Administration could contact the football team. Ms. Woods expressed concern with first knowing their intentions of security.

Mr. Petrovich made a motion to amended the current motion to hold off voting on this request until further due diligence is done on the team to make sure the board and administration are satisfied this is not the same team that the district had problems when playing here previously. Second by Ms. Bowman. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent) Mr. Champion explained a second is needed to table the motion. Second by Ms. Bowman. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Mr. Spizzirri made a motion to approve the request by St. Lawrence Club to hold a basketball tournament in both Elem & HS gyms, April 1, 2 & 3 beginning at 4:00 pm on Friday and concluding approximately 10:00 pm Sunday at a cost of \$5850.00. Second by Mr. Petrovich. Mr. Salov questioned the original amount was approximately \$7000.00, with multiple teams. Mr. Waters stated the club has now revised their request not to use the Auxiliary Gym and the cost is correct. Ms. Carricato questioned if we are listed as an additional insured and not just a certificate holder. Ms. Craig confirmed. Ms. Carricato also questioned if this cost includes facilities workers. Ms. Craig confirmed. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

TRANSPORTATION

FIELD TRIPS

Mr. Salov made a motion for all transportation field trips to be put to a vote for approval on an individual basis, regardless of distance. Second by Mr. Petrovich. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Ms. Bowman presented the following list of approved field trips. Mr. Petrovich questioned prior approval of trips and the mileage, he isn't sure when the 50 mile rule was changed and what was the rationale. Ms. Carricato stated the change was made without any explanation. All members present voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

<u>Date Of Trip</u>	<u>Group</u>	<u>Destination</u>	<u>Advisor/ Chaperones</u>
3/10/16	Select High School students	Leadership Summit, Penn State Harrisburg	Ms. Greenwalt
3/15/2016	Select 7 th & 8 th Grade students	Doc's Family Fun Center, Middletown	Ms. Schwenk
3/19/16	Marching Band	Capital Complex, St. Patrick's Day Parade	Mr. Roach
3/22/16	Select High School students	Red Crown Bowling, Harrisburg	Ms. Schwenk Mr. Watson
3/23/16	K-6 Emotional Support	Monkey Joes, Camp Hill	Ms. Trapp
4/4/16 (rain date 4/5/16)	7 Special Ed students	Special Olympics, Harrisburg High School	Ms. Cross
4/14/16 (rain date 4/19/16)	23 Special Ed students	Special Olympics, Messiah College	Ms. Cross Ms. Tursunovic (3 others)
4/18/16	Gifted & Autistic Support	Hershey Museum	Ms. Kane
4/21/16	Selected 9 th & 12 Grade Art students	Harrisburg Historic Assoc, State Museum & various others, Harrisburg	Ms. Steinhauer

STUDENT ACTIVITIES REPORT

FUNDRAISERS

Ms. Elliott made a motion to approve the following fundraisers. Second by Mr. Petrovich. Ms. Bowman questioned a smencil, Ms. Montiel described the pencils have a smell, one of the most successful of the fundraisers. Mr. Spizzirri suggested these items be brought to the meetings for purchasing. Ms. Woods questioned if there is a way to promote/advertise the fundraisers outside the district. Ms. Woods requested the fundraisers be put on the district sign. Mr. Petrovich questioned how to purchase fundraiser items. Ms. Montiel explained tables are set up in the hallways for students to purchase prior to start of class. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

<u>Club/Group</u>	<u>Date</u>	<u>Type of Funding</u>
4 th Grade	March 2016	Smencil Sales
Autism Support Grades 7-9	March 7 through May 27, 2016	Bake Sale
4 th Grade	April 5, 2016	Panera Bread Family Night
4 th Grade	April 2016	SHSD Sweatshirt sales
Senior Class 2016	April 2016	Popcorn Sale
Art Club	April 29 – May 1, 2016	Art Exhibition/Silent Auction

Ms. Elliott made a motion to approve the fundraiser for Student Council, March 29 & 30, 2016 to sell Easter Eggs to buy flowers to plant around school. Second by Mr. Spizzirri. Ms. Woods questioned what level of student council, Ms. Montiel answered elementary. Ms. Bowman questioned the cost of eggs, Ms. Montiel reported the plastic eggs with candy and prizes inside are 50 cents. Ms. Bowman commented she wondered where the flowers would be purchased. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

PUPIL SERVICES REPORT

ANTI-VIOLENCE YOUTH TOWN HALL FORUM

Ms. Woods made a motion to approve an Anti-Violence Youth Town Hall Forum to be held in the High School Auditorium, the date is to be determined. Second by Ms. Elliott. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

SUPERINTENDENT’S REPORT

Mr. Waters announced the Anti-Violence Youth Town Hall Forum will be on Thursday, April 21 at 6:00 p.m., there will be two moderators, students will be speaking, like the ones in Harrisburg and Susquehanna Township. Mr. Waters also reported this year’s Math Night will be held on April 7 6-7:30 p.m.

2016-2017 SCHOOL YEAR CALENDARS

Mr. Petrovich made a motion to adopt the attached 2016-2017 school year District Calendar. Second by Mr. Spizzirri. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

Mr. Petrovich made a motion to adopt the attached 2016-2017 school year 12-Month Employee Calendar. Second by Mr. Spizzirri. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

CONFERENCE REQUESTS

Mr. Spizzirri made a motion to approve the following conference requests. Second by Ms. Elliott. Mr. Petrovich questioned Title II funds for both admission and the substitute. Ms. Craig confirmed. Mr. Waters reported the district will not be approving any conference requests unless Title II funded, due to budget impasse. Ms. Carricato, Mr. Spizzirri, Ms. Bowman, Ms. Elliott, Mr. Petrovich, Mr. Salov, and Ms. Woods voted aye. (7 ayes, 0 nays, 0 abstentions, 2 absent)

<u>Conference</u>	<u>Name</u>	<u>Date</u>	<u>Amount</u>
LETRS Module 7, Teaching Phonics, Word Study & Alpha Principal, CAIU	Michelle Stewart	3/2/16	Title II \$25.00 & sub
PBIS planning workshop, CAIU	Ryan House Robyn St. Hilaire Scott Harvey	3/3/16	Subs for the day

LETRS Module 8, Assessment for Prevent & Early Intervention, CAIU	Michelle Stewart Elayne Thomas	3/30/16	Title II \$25.00 ea. & subs
Autism Summit Professional Ed, Harrisburg	Tracy Hipple	4/8/16	Title II \$199.00 & sub
PESI, Oppositional Defiant & Disruptive Children, Harrisburg	Jamee Davis Joe Spogli	4/8/16	Title II \$155.00 & subs
PBIS Implementers Forum, PDE, Hershey	Andrew Erby Allison Moyer Scott Harvey Robyn St. Hilaire Pat Bircher	5/5/16	Title II \$75.00 ea. & subs
LETRS, Module 9, Teaching Beginning Spelling & Writing, CAIU	Elayne Thomas Michelle Stewart	5/10/16	Title II \$25.00 ea. & subs
LETRS Module 10, Reading Big Words Syllabication & Advanced Reading, CAIU	Michelle Stewart	5/25/16	Title II \$25.00 & sub

SPECIAL REPORTS

ATHLETIC ASSOCIATION

There was nothing to be reported.

PSBA REPRESENTATIVE

There was nothing to be reported.

HACC

Mr. Spizzirri reported he and Mr. Waters attended the first of the budget meetings. HACC has an approved budget of \$51.7 million for the fiscal year 2015-2016, consisted of a projected deficit of \$1.9 million, enrollments were budgeted to be down 2.8% as compared from the prior year. As of the January 31, 2016 financial statements the campus is projecting a deficit of \$1.29 million. The campus has experienced a decline in enrollments of approximately 5% compared to prior year, decreasing tuition revenue of approximately \$1million. The campus has taken action in controlled spending through consolidation and cancellation of classes and various cost containment activities; the campus will continue to analyze the impact of decline of enrollments and adjust projections throughout the fiscal year. Mr. Spizzirri conveyed a lot of people aren't aware there are scholarships available at HACC until April 1. He also reported the tuition payments to sponsoring school districts will probably be raised \$10 - \$14 per credit hour, in order to try to make up the \$1million.

CAIU

Mr. Salov thanked Ms. Mortzfeldt for attending and giving an outstanding presentation.

STRATEGIC PLANNING

There was nothing to be reported.

BUILDINGS AND GROUNDS

There was nothing to be reported.

DISCIPLINE COMMITTEE

There was nothing to be reported.

BUDGET COMMITTEE

Mr. Salov reported the senate signed a budget bill this afternoon and it's on the way to the Governor's desk to either sign or veto. Mr. Spizzirri commented the time lapse of this year's budget vs next year's budget.

BOARD ROUND TABLE

There was nothing to be reported.

PUBLIC COMMENT

Ms. Tamira Cooper, 32 North Second Street, Steelton informed the board of her concerns, after numerous correspondences requesting a meeting regarding her son's failing grades, a meeting was held with Mr. Waters, Mr. Iskrac, Ms. Woodall, Special Ed department and all of the seventh grade teachers. Her son's IEP has been changed three times this year, and his IEP was not being followed. She believes the problem is with the teacher, not the students, when there are more than 75% of the seventh grade students failing. Ms. Cooper also stated she was surprised to discover only the bottom 4% of the 75% would be held back from eighth grade. She shared her recent experience in shadowing her son in class. She was given little notice she was permitted to shadow for only an hour, not the full day as previously granted; she witnessed no structure in the classroom, the classroom was loud and out of control with disruptive students walking in and out of class without permission and her son's IEP states he is to sit in front of classroom in order for him to hear, her son was seated in back of this classroom. Ms. Cooper was surprised to witness as the principal walked into classroom, the student behind the teacher's desk was acknowledged by the principal stating an acquaintance sent greetings to them. Ms. Cooper reported the

principals and Mr. Waters told her, in another meeting, they are aware there is no structure in the classroom, but they feel by next year, this will improve; Ms. Cooper stated this is unacceptable and not good enough to help her son this year. Ms. Cooper ended by stating she will continue to attend board meetings until she feels something is changing with her son's situation.

Ms. Woods stated her son is in the same situation, she has met with Mr. Waters and agreed something needs to be done.

Ms. Denae House, 619 Bridge Street, Steelton, expressed her concern, saying she has heard this before and asked if her group could assist teachers with anything.

ADJOURNMENT

The meeting adjourned at 7:50 p.m. on a motion by Mr. Petrovich. Second by Mr. Salov.
All members voted aye.

Debra Kagarise
Debra Kagarise, Board Secretary