MINUTES OF
THE WILSON COUNTY BOARD OF EDUCATION MEETING
April 20, 2020

The Wilson County Board of Education held its regular meeting on Monday, April 20, 2020, at 4:00 p.m. in the Administrative Offices, 113 N. Tarboro Street. The meeting was conducted virtually using the Zoom video conferencing platform. Chairman Christine L. Fitch called the meeting to order with the following members present:

Dr. Christine L. Fitch, Chairman
Henry E. Mercer, Vice Chairman
Velma Barnes
Beverly Boyette
Rhyan Breen
Gary Farmer
Debora Powell
Dr. Lane B. Mills, Secretary

Dr. Fitch and Mr. Mercer participated in the meeting at the Administrative Offices. The other Board members participated offsite.

Others participating were Associate Superintendent Dr. Cheryl Wilson, Assistant Superintendent for Human Resources Dr. Norris Parker, Director of Public Relations Amber Lynch and Administrative Assistant to the Superintendent and Board Clerk Linda Horrison, as well as Board Attorney Brandon McPherson. Also present was *The Wilson Times* Reporter Drew Wilson.

I. After calling the meeting to order, Chairman Fitch revised the agenda by inserting as Roman Numeral III, Adoption of Revised Regular Board Meeting Schedule and changing Roman Numeral VII, Discussion/Information/Action Items, to Roman Numeral VIII and adding action item GG, New Wilson Academy of Applied Technology (WAAT) Building – Selection of Building Methods. Ms. Powell made the motion, seconded by Ms. Barnes, that the Board approve the revised agenda. The motion passed unanimously.

II. At Dr. Fitch's request, Mr. Farmer led the Pledge of Allegiance that was followed by a moment of silence.

III. Under Adoption of Revised Regular Board Meeting Schedule, Policy 1310, *Regular Meetings*, states that the regular meetings of the Board shall begin at 7:30 p.m. The Board may change the place or time of regular meetings. If it becomes necessary to change the usual date, place, or time of a regular meeting of the Board, notice of such change shall be posted in the Administrative Offices and notice shall be given to members of the Board and to the media and others as may be provided by law. The Administration recommended revising the Regular Board Meeting Schedule by changing the start time to 4:00 p.m. for the April 20, May 18 and June 8, 2020, Board of Education meetings. The Board will need to take formal action to adopt the revised regular Board meeting schedule. Mr. Mercer made the motion that the Board move the beginning time of the May and June School Board meetings to 4:00 p.m. Mr. Mercer amended the motion,

seconded by Mr. Farmer, that the Board adjust their calendars and revise their regular Board meetings scheduled for today, May and June to 4:00 p.m. The motion passed unanimously.

IV. Dr. Fitch presented for approval the minutes of the February 17, 2020, Regular Board Meeting; March 9, 2020, Special Board Meeting; and April 6, 2020, Special Board Meeting. Ms. Barnes made the motion, seconded by Ms. Boyette, that the Board approve the minutes of the February 17, 2020, Regular Board Meeting; March 9, 2020, Special Board Meeting; and April 6, Special Board Meeting. The motion passed unanimously.

V. Under Chairman's Report, Dr. Fitch thanked Dr. Mills, Senior Staff, teachers, custodians, secretaries, Food Service, bus drivers, Maintenance and other personnel for the work that they have done during the school closure. She also stated that Spring Break was scheduled last week and hopefully everyone was able to rest. Dr. Fitch also advised that the Governor has closed schools until May 15 and changes to that date will be shared with the public.

VI. Under Superintendent's Report, Dr. Mills shared the following:

- The traditional schools had Spring Break last week, and it was definitely different than in years past. A lot of students were disappointed about travel plans being cancelled, but hopefully everyone was still able to have a safe and relaxing break staying close to home. Dr. Mills thanked the SPOT and other community organizations for offering meals to families during that time. He also recognized the early college students and staff who were still in session and focused on their learning.
- Dr. Mills congratulated the NC Pre-K Program at Jones Elementary for earning a Five Star Child Care License from the North Carolina Department of Health and Human Services Division of Child Development and Early Education effective March 4, 2020. The program opened in September 2019, and the Administration is proud of all of the students and staff.
- Dr. Mills recognized Lucama Elementary Principal Zach Marks for completing the Distinguished Leadership Program, which is a year-long leadership development program for principals designed by the NC Principals and Assistant Principal's Association. It is a very rigorous and respected program. Dr. Mills is proud of Mr. Marks for completing it and thankful to have him as one of our principals.
- Dr. Mills thanked members of the School Nutrition, Transportation and Maintenance Departments for all they did to make food sites possible after schools were closed in mid-March. At one point, there were 67 sites throughout the county. EdNC magazine ran a story focusing on Wilson County Schools (WCS) efforts to feed all children in the community ages 1-18. The Administration is thankful for the hard work and selfless service of everyone in these departments, and the way they were all focused on the well-being and nutrition of the students.
- Dr. Mills thanked members of the Instructional Services and Technology Departments for all of the hours they put in and the incredible brain power used to figure out how to transition from traditional classroom learning to

remote learning in just two weeks' time. He thanked all staff members who provided professional development in the interim - especially the Instructional Technology Facilitators – and also the principals and teachers who played a huge role in this process. The teachers have really done an outstanding job engaging with students and keeping connections. WCS rolled out new instructional materials this week, and teachers will also be calling the homes of all students again soon to check in on them.

- Dr. Mills also thanked our 25 assistant principals for all they are doing and recognized that April 6-10 was National Assistant Principals Week. He appreciates all that they do for students and staff in our schools.
- Lastly, Dr. Mills thanked the Finance Department, Human Resources Department, classified staff in our schools, Exceptional Children's Department, custodians, counselors, teacher assistants and social workers for going above and beyond for students. There are also so many local organizations stepping up to partner with WCS, such as the city, county, emergency management, law enforcement, Greenlight and of course Senior Staff and the Board of Education. The support has been paramount, and our teamwork through it all has been a testament to how our community always puts students first.

VII. Under Public Input, no one submitted information to address the Board during this section of the meeting.

VIII. Under Discussion/Information/Action Items, the following was shared with the Board as information only:

A. Administrative Regulation 3461-R, *Honorary High School Diploma*, WCS Board Policy 3461, *Honorary High School Diploma*, stipulates that honorary high school diplomas may be awarded by the Wilson County Board of Education in recognition of individuals who were unable, for reasons beyond their control, to complete the requirements for graduation from high school. Administrative Regulation 3561-R, provides the process under which a student may be nominated for an honorary high school diploma and receive that award. This regulation was drafted by the Law Offices of Schwartz & Shaw, PLLC, to comply with North Carolina General Statutes and to align with North Carolina School Board Association (NCSBA) policies.

B. Administrative Regulation 3320-R, *School Trips*, WCS Board Policy 3320, *School Trips*, recognizes that it is desirable to stimulate student interest and inquiry may be appropriate classroom extensions and may enhance learning in the classroom. School trips may help meet educational goals and objectives by connecting learning with experiences outside of the classroom environment. Administrative Regulation 3320-R, provides the process and criteria under which school trips may be approved and executed. This regulation was drafted by the Law Offices of Schwartz & Shaw, PLLC, to comply with general statutes and to align with NCSBA policies.

C. Draft Policy 6125, *Administering Medicines to Students* – First Reading, recognizes that students may need to take medication during school hours. School personnel may administer medication prescribed by a licensed health care provider upon the written request of a student's parent/guardian and

upon completion of the medical authorization form by the parent/guardian(s) and provider. In limited circumstances, a student may be authorized to self-administer medications. This policy is being drafted by the Law Offices of Schwartz & Shaw, PLLC, to comply with general statutes and align with the NCSBA policies. Upon adoption of this policy, WCS Policies 3260, *Administration of Medication*; and 4210, *Administration of Medication*, will be removed from the current policy manual. This policy will be discussed as a second reading at the next regular Board meeting.

D. Administration Regulation 6125-R, *Administering Medicines to Students*, provides the process under which medications may be administered to a student. This regulation was drafted by the Law Offices of Schwartz & Shaw, PLLC, to comply with general statutes and to align with NCSBA policies.

E. Contracts for Board Notification, Board Policy 2500, *Contract Administration*, states that the Superintendent is authorized to enter into contracts involving amounts up to $90,000, and the Superintendent shall report such contracts exceeding $20,000 to the Board at its next regularly scheduled meeting.
The Board received information regarding two contracts. NC Sound will install a new camera system at Forest Hills Middle for $59,532.24. This contract is pending legal review. Skinner Farlow Kirwan Architecture will provide bidding and contract administration services for the re-roofing project at Hearne Elementary not to exceed $15,000.00. This contract has been reviewed by the Law Offices of Schwartz & Shaw, PLLC. The contracts, which are less than $90,000, have been approved by the Superintendent.

Under action items, the Administration presented the following:

A. Draft Policy 2000, *Operational Goals of the Board* – Second Reading
B. Draft Policy 2010, *Board and Superintendent Relations and Duties* – Second Reading
C. Draft Policy 2100, *Board Member Legal Status* – Second Reading
D. Draft Policy 2110, *Board Member Elections* – Second Reading
E. Draft Policy 2115, *Unexpired Term Fulfillment* – Second Reading
F. Draft Policy 2116, *Removal from Office* – Second Reading
G. Draft Policy 2120, *Code of Ethics for School Board Members* – Second Reading
H. Draft Policy 2121, *Board Member Conflict of Interest*– Second Reading
I. Draft Policy 2122, *Role of Board Members in Handling Complaints* – Second Reading
J. Draft Policy 2123, *Board Member Opportunities for Development* – Second Reading
K. Draft Policy 2125/7315, *Confidential Information* – Second Reading
L. Draft Policy 2200, *Election of Officers/Organization of Board* – Second Reading
M. Draft Policy 2210, *Duties of Officers* – Second Reading
N. Draft Policy 2230, *Board Committees* – Second Reading
O. Draft Policy 2300, *Board Meetings* – Second Reading
P. Draft Policy 2330, *Board Meeting Agenda and Materials* – Second Reading
Q. Draft Policy 2340, *Parliamentary Procedures* – Second Reading
R. Draft Policy 2400, *Board Policies* – Second Reading

S. Draft Policy 2430, *Dissemination and Preservation of Policies* – Second Reading
T. Draft Policy 2440, *Policy Review and Evaluation* – Second Reading
U. Draft Policy 2475, *School Rules* – Second Reading
V. Draft Policy 2600, *Consultants to the Board* – Second Reading
W. Draft Policy 2610, *Board Attorney* – Second Reading
X. Draft Policy 2650, *Liaison with School Boards Associations* – Second Reading
Y. Draft Policy 3461, *Honorary High School Diploma* – Second Reading
Z. Draft Policy 6420, *Contracts with the Board* – Second Reading
AA. Draft Policy 7730, *Employee Conflict of Interest* – Second Reading
BB. Revised Academically and Intellectually Gifted (AIG) Plans
CC. Student Fees for 2020-2021 School Year
DD. Sale of the Broadcast Trailer
EE. 2019-2020 Budget Amendments
FF. 2020-2021 Local Current Expenses and Capital Outlay Budgets
GG. New Wilson Academy of Applied Technology (WAAT) Building – Selection of Building Methods

Under Draft Policies, the Board is in the process of reviewing all of its policies to align with general statutes and NCSBA policies. Draft policies were reviewed and discussed at a Special Meeting on March 9. The draft policies are being presented to the Board as a second reading. Mr. Mercer made the motion, seconded by Ms. Boyette, that the Board approve policies A-AA on today's agenda, and at the same time remove any necessary policies that these revisions replace. The motion passed unanimously.

The following current policies will be removed from the Policy Manual:

- Policy 1009, *Code of Ethics for School Board Members*
- Policy 1010, *School Board Authority*
- Policy 1020, *Duties and Responsibilities of a Board Member*
- Policy 1021, *Board Member Training*
- Policy 1030, *Board-Superintendent Relations*
- Policy 1200, *Designated Officers*
- Policy 1210, *Chairman*
- Policy 1211, *Vice Chairman*
- Policy 1212, *Secretary*
- Policy 1220, *Oath of Office*
- Policy 1300, *Board Meetings*
- Policy 1310, *Regular Meetings*
- Policy 1311, *Special Meetings*
- Policy 1312, *Emergency Meetings*
- Policy 1313, *Organizational Meeting*
- Policy 1315, *Public Hearings*
- Policy 1321, *Agendas*
- Policy 1322, *Rules of Order*
- Policy 1323, *Minutes*
- Policy 1510, *Policy Development and Administrative Regulations*
- Policy 1512, *Policy Drafting*

- Policy 1513, *Attorney Involvement in Policy Development*
- Policy 1515, *Policy Dissemination*
- Policy 1516, *Policy Review*
- Policy 1600, *Board Member Orientation*
- Policy 1610, *Convention Attendance by Board Members*
- Policy 1611, *School Board Memberships*
- Policy 1900, *Board Attorney*
- Policy 2315, *Conflict of Interest – Purchasing*
- Policy 2500, *Contract Administration*
- Policy 3240, *Tutoring for Pay*
- Policy 3242/4201, *Unethical Influence*
- Policy 3260, *Administration of Medication*
- Policy 3530/4120, *Non-School Employment*
- Policy 3531/4121, *Consulting*
- Policy 4210, *Administration of Medication*
- Policy 8263, *Non-School Employment*
- Policy 8900, *Consultants to the Board*

Under Revised Academically and Intellectually Gifted (AIG) Plan, the WCS AIG plan will extend from the 2019-2020 school year to the 2021-2022 school year. The AIG plan was approved at the May 20, 2019 Board meeting and is now being updated and revised by the AIG Advisory Board based on feedback and support from the NC Department of Public Instruction. It was their recommendation that WCS resubmit the plan to include information on parent grievances and specify how K-2 and 9-12 identification is being handled. Ms. Barnes made the motion, seconded by Ms. Powell, that the Board approve the revised Academically and Intellectually Gifted (AIG) Plan. The motion passed unanimously.

Under Student Fees for 2020-2021 School Year, per WCS Board Policy 4600, the Board is provided a list of the proposed fees, which include parking fees for high school students ($100 a year); senior fees for high school students ($60 a year); technology fees for middle and high school students ($30 a year) and yearbook fees for all students – which vary from school to school. Some of the Board members voiced their concerns on the price list and are hoping to see a decrease in costs. Mr. McPherson advised the Board that a Request for Proposals (RFP) for yearbook providers can be issued to minimize cost. The Board suggested indicating in the Student Handbooks that prices are subject to change and the price listed will be the maximum. Ms. Boyette made the motion, seconded by Ms. Barnes, that the Board approve the student fees for the 2020-2021 school year as recommended. Dr. Fitch asked if the maker of the motion was inclusive of mitigation costs that were made. The maker of the motion and the Board member that seconded the motion agreed. During the voting by roll call, Mr. Breen requested to hear the motion again. Dr. Fitch stated, "that it has been moved and properly seconded that we approve the recommended Student Fees for the 2020-2021 school year with mitigation cost to be explored so that these fees listed would be the maximum as they work towards a lower cost." The vote passed 6:1, with Mr. Breen casting the dissenting vote.

Under Sale of the Broadcast Trailer, WCS acquired a Broadcast Trailer in 2017

through grant funding received by the City of Wilson. The trailer was previously used for on-site broadcasting and recording of Board meetings and graduation ceremonies. Since new cameras have been installed in the Boardroom, the Broadcast Trailer is no longer used on a regular basis. At the February meeting, the Board tabled the discussion on the sale of the Broadcast Trailer based on legal guidance. The Law Offices of Schwartz and Shaw, PLLC have prepared documents for the Board's review. The Administration would like to proceed with the sale of the Broadcast Trailer to the City of Wilson. Ms. Powell made the motion, seconded by Ms. Barnes, that the Administration move forward with the sale of the Broadcast Trailer. The motion passed unanimously.

Under 2019-2020 Budget Amendments, General Statute 115C-434 authorizes the Board of Education to make appropriations for the budget year. The Administration presented budget amendments 103-State Public School Fund, 202-Current Expense Fund, 303-Federal Fund and 803-Local Special Revenue Fund ending June 30, 2020. Ms. Boyette made the motion, seconded by Mr. Breen, that the Board approve Budget Amendments 103, 202, 303 and 803. The motion passed unanimously.

Under 2020-2021 Local Current Expense and Capital Outlay Budgets, General Statute 115C-432 requires the Board of Education to adopt a budget for the fiscal year. The 2020-2021 Local Current Expense Budget request is for $24,415,746, and the Capital Outlay Budget request is for $1,000,000. The Local Current Expense Budget reflects an anticipated increase of 4% in teacher salaries and 2% for classified staff; changes due to charter school enrollment; and adjustments for Maintenance to provide additional funds that have been allocated throughout the year for needs that were addressed. The Capital Outlay Budget request reflects current prioritized needs that includes replacing a chiller at Lee Woodard Elementary; replacing the sewer pumps at Rock Ridge Elementary; purchasing two new activity buses; purchasing a new backhoe for Maintenance; and upgrading the HVAC controls at Fike High, Gardners Elementary and Barnes Elementary. The Board will need to formally adopt the 2020-2021 Local Current Expense Budget and the Capital Outlay Budget. The budgets will be presented to the Wilson County Commissioners on May 5. Mr. Mercer made the motion, seconded by Ms. Boyette, that the Board approve the 2020-2021 Local Current Expense and Capital Outlay Budgets as presented by the Administration. The motion passed unanimously.

Under New Wilson Academy of Applied Technology (WAAT) Building – Selection of Building Methods, Mr. McPherson reviewed the School Construction Process and specifically, reviewed the building method options available to the Board for the new WAAT building. Dr. Mills had discussed a construction management approach for the WAAT project. The law requires the Board to go through the bidding process if the cost of the facility is greater than $500,000. Large building bidding and construction delivery methods include Traditional Methods - Request for Proposals (RFP) and Alternative Methods - Request for Qualifications (RFQ).

Traditional methods include Single-prime, Multiple-prime and Dual-bidding.

- Single-prime – The Board solicits bids via RFP for a single-prime contractor to perform all the work and selects the lowest responsive responsible bidder to perform the work. Then the single-prime contractor solicits and contracts with subcontractors for HVAC, Plumbing, Electrical, etc.
- Multiple-prime – The Board solicits bids via RFP for the four categories of building (HVAC, Plumbing, Electrical, and General) and contracts with the lowest responsive responsible bidder separately.
- Dual-bidding – The Board solicits bids via RFP for both single-prime and multiple-prime, then the Board selects the lowest responsive responsible bidder for either single prime or multiple prime after bids are opened.

Alternative methods include Construction Manager At-Risk (CMAR), Design-Build and Public-private partnerships.

- Construction Manager At-Risk (CMAR) – the Board must use an RFQ to select the CMAR. CMAR guarantees the Board that it will construct the building to the architect's specifications for a guaranteed maximum price (GMP). However, the GMP is normally not set until subcontractor bids are opened and in hand. This method is favored by many County governments.
- Design-Build – The Board would issue an RFQ for an architect and a contractor (design-build team) to submit qualifications for the project together. (This is not practical for the WAAT project).
- Public-private partnerships – The Board would issue an RFQ and a private developer would build the facility. The private developer must provide at least 50% of the financing for the total cost of the project. (This is not a realistic option for the WAAT project).

The Board will need to select a building method to use for the WAAT project. It was the Board's consensus to discuss this in closed session. Mr. Mercer made the motion, seconded by Ms. Barnes, that the Board table this item until they return from closed session. The motion passed unanimously.

IX. At 5:28 p.m., Mr. Farmer made the motion, seconded by Ms. Barnes, that the Wilson County Board of Education go into closed session to consider confidential personnel matters as provided in N.C.G.S. 143-318.11(a)(1) and (6) and 115C-319 through 321; to consider confidential student matters as provided in N.C.G.S. 143-318.11(a)(1) and N.C.G.S. 115C-402 and the Family Educational Rights and Privacy Act, 20 U.S.C. 1232g; to consult with the Board of Education attorney and preserve the attorney-client privilege as provided in N.C.G.S. 143-318.11(a)(3). The motion passed unanimously.

At 6:18 p.m., Mr. Farmer made the motion to reconvene to open session. The motion, seconded by Ms. Barnes, passed unanimously.

X. Reporting from closed session, Ms. Barnes made the motion, seconded by Ms. Boyette, to approve the Inter-District Reassignment Requests and do not release because of student confidentiality. The motion passed unanimously.

Mr. Farmer made the motion, seconded by Ms. Barnes, to approve the closed session minutes of the February 17, 2020, Regular Board Meeting, and do not release the minutes for public inspection because of confidential personnel matters. The motion passed unanimously.

Mr. Farmer made the motion, seconded by Mr. Mercer, to approve the personnel recommendations as presented by the Administration. The motion passed unanimously.

ACTION ITEMS

The Board approved the following certified and classified positions, as well as substitute teachers and coaches.

E = Emergency License – One-year non-renewable license. Not an option for those who have already completed a college education program. Has 18 hours of related coursework. Experience and graduate pay.

I = Interim – Temporary or provisional (certified) hire.

P = Permit to Teach – Replaces emergency license. One-year non-renewable license. Has less than 18 hours of related coursework. Paid on A-00 scale.

R = Residency License – Replaces lateral entry. One year with option to renew twice. Three-year max. Enrolled in a college education program. Has 24 semester hours of related coursework. Experience and graduate pay.

V = Volunteer – Offers to undertake a position without monetary compensation.

Certified

Bynum, Saleta (P)-EC Teacher
Castillo, Jadelyn (I)-Temporary School Psychologist
Edwards, Frances-School Counselor
Huneycutt, Olivia (R)-STEM Lab Facilitator
Jenkins, Bonita-Behavior Interventionist
Kornegay, Tammi-Instructional Coach
Torres, Erica-Kindergarten Teacher

Classified

Bland, Shannon-Interim EC Teacher Assistant
Dixon, Dorothy-Teacher Assistant
Hines, Mary-Teacher Assistant
Massingill, Pamela-Teacher Assistant
Soska-Harris, Debora-Child Nutrition Bookkeeper

Spell, Carolyn-Interim EC Teacher Assistant
Staton, Lynetta-Interim EC Teacher Assistant
Webb, Crystal-Teacher Assistant

Substitute Teachers

Covington, Lakiesha-Non-Certified Substitute
Glover, Evelyn-Certified Substitute
Harper, Anthony-Non-Certified Substitute
Hinnant, Jessie-Non-Certified Substitute
Pegram, Sylvia-Non-Certified Substitute

Coaches

Blower, Steve (V)-Softball
Edwards, Will (V)-Track & Field
Ellis, Ben-Head Girls Track
Farris, Joanna (V)-Softball
Martins, Jose (V)-Cross Country
Mastman, Rick (V)-Tennis
Page, Dana (V)-Softball
Reich, Ryan-Cross Country
Strickland, Whitney (V)-Cross Country
Tinnell, Ben (V)-Baseball
Tucker, Ernest (V)-Softball

INFORMATION ITEMS

The Board received the following personnel list as information.

Administrative

Evans, Rene-Retirement
Jackson, Dr. Delilah-Retirement
Malloy, Donna-Retirement

Certified

Anderson, Michelle-Retirement
Atkins, Chanda-Resignation
Bergland, Ellen-Retirement
Bridgers, Angelica-Resignation
Brown, Ann-Marie-Retirement
Cherry, Chevon-Resignation
Fulghum, Crystal-Resignation
Galloway, Michelle-Retirement

Holmes, Yolonda-Resignation
Jones, Arika-Resignation
Leary, Lora-Resignation
Lee, Dana-Resignation
Moore, Craige-Retirement
Varnell, Jamie-Resignation
Williams, Geraldine-Retirement

Classified

Bennett, Kellie-Resignation
Bunn, Betty-Retirement
Horne, Shirley-Retirement
Locus, Joyce-Resignation
Ruffin, Chris-Resignation
Smith, Sara-Resignation
Winstead, Roy-Resignation

Ms. Powell made the motion, seconded by Ms. Boyette, that the Board approve the CMAR building method for the new WAAT construction building. The motion passed unanimously.

Ms. Barnes made the motion, seconded by Mr. Breen, that the Board approve a revision of the agenda to include a request from QualDerm Partners. The motion passed unanimously.

The Board received a request from QualDerm Partners of NC for deferral and forbearance of the lease for the premises located at 2874 Ward Boulevard. If the Board agrees to the terms, rent will be deferred for 90 days. QualDerm Partners agrees to amortize the deferred rent into equal monthly installments over a 12-month period beginning January 2021. Ms. Boyette made the motion, seconded by Mr. Breen, that the Board approve the deferral and forbearance request from QualDerm Partners. The motion passed unanimously.

XI. There being no further business at 6:30 p.m., Mr. Farmer made the motion, seconded by Mr. Mercer, to adjourn the meeting. The motion passed unanimously.

Christine L. Fitch
Dr. Christine L. Fitch, Chairman

Dr. Lane B. Mills, Secretary