

School District U-46
Elgin, Illinois

August 6, 2018

The video of the August 6, 2018 meeting can be found here: [August 6, 2018, BOE Mtg](#)

The Regular Meeting of the Board of Education was called to order at 6:30 p.m. at the Educational Services Center, 355 East Chicago Street, Elgin, Illinois. The following Board members answered roll call: Phil Costello, John Devereux, Sue Kerr, Veronica Noland, Melissa Owens, Jeanette Ward, and Donna Smith.

President Smith requested a motion to move into closed session to discuss individual student disciplinary matters; pending, probable or imminent litigation; the appointment, employment, compensation, discipline, performance or dismissal of specific employees; the purchase or lease of real property for the use of the School Board; the setting of a price for the sale or lease of real property owned by the School Board; collective negotiating matters between the School Board and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees; review of closed session minutes; and individual student matters. The motion was made at 6:31 p.m. by Ms. Noland, second by Ms. Owens. Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, Mrs. Ward, and Mrs. Smith. No votes: 0. The motion carried by a vote of 7-0.

A motion was made at 7:12 p.m. by Mrs. Ward, second by Mr. Costello to reconvene into open session. Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, Mrs. Ward, and Mrs. Smith. No votes: 0. The motion carried by a vote of 7-0.

The business session began at 7:15 p.m. Present for the business session of the meeting were the same Board members listed above, Student Board Member Jackson Teetor, Chief Executive Officer Tony Sanders, and Chief Legal Officer Miguel Rodriguez. The following administrators were also present: Steve Burger, Dr. Josh Carpenter, Dr. Suzanne Johnson, Dr. Jeff King, Melanie Meidel, Ron Raglin, Dr. Ushma Shah, Dr. Elisa Biancalana, Dale Burnidge, Dr. Marybeth Whitney-DeLaMar, Mary Fergus, John Heiderscheidt, Tracey Jakaitis, Jackie Johnson, Amy Kendryna, Bruce Phelps, Luis Rodriguez, and Dr. Leatrice Satterwhite. Also present were: media representatives Rafael Guerrero of the Courier and Seth Hancock of the Examiner, as well as other administrators, guests, and visitors. Mr. Teetor led the recitation of the Pledge of Allegiance.

A moment of silence was held in honor of Lindsey Stoeften, a student at Bartlett High School, and Consuelo Pina, a recent graduate of South Elgin High School.

1. NOTICE OF PUBLIC HEARING - SCHOOL DISTRICT U-46 WAIVERS - Administration will present the following information regarding Waivers
 - A. Courses in Physical Education

The requested waiver will expand academic programming options at the secondary level to include classes that fall outside of the permitted exceptions in the statute to be excused from the physical education requirement.

2. PUBLIC HEARING PROCESS

A. Presentation of Waiver

The Hearing is opened by a single declaration by the Board President. Dr. Johnson, Deputy Superintendent of Instruction, Dr. Carpenter, Assistant Superintendent for Teaching & Learning, Mr. Luis Rodriguez, Assistant Attorney, and Mrs. Jakaitis, Coordinator of Student Wellness & PE, presented the Waiver. For the 2019-2020 academic year, the District seeks to expand academic programming options at the high school level to include classes that fall outside of the three permitted exceptions in the statute to be excused from the physical education requirement. The District seeks to make physical education an elective for 11th and 12th grade students to allow these students the opportunity to enroll in these expanded class options, which will greatly enhance student's readiness for post-high school careers and/or college. The District will track college acceptance rates and job placement rates to determine the success of the new options for students who elect to participate versus student data from years past for students in the 11th and 12th grades. At the middle school level (7th and 8th grades), starting in the 2019-2020 school year, the District would like to make fine arts course options available to these students. Currently, the statutory language would not allow for a student to participate in these courses because fine arts options are not one of the enumerated exceptions that allow for a student to be excused from the daily PE requirement. A waiver of the statutory language would allow for students to take advantage of this option should the student choose. A waiver would increase course options for students at an earlier age, allowing students/parents additional academic programming options.

B. Comments from the Public

Shannon Pennington spoke about her concerns with the Physical Education Waiver. Ms. Pennington presented research and statistics regarding the importance of physical activity and students.

Nicole Maciorowski spoke about her concerns with the Physical Education Waiver. Ms. Maciorowski stated that physical education is more than just sports. It provides students with the opportunity to get out of their desks and move.

Paul Pennington spoke about his concerns with the Physical Education Waiver. Mr. Pennington wanted to make sure the Board considered all the health and physical implications of this decision.

Donna Streit spoke about her concerns with the Physical Education Waiver. Ms. Streit stated that through physical education students are taught valuable lessons that stay with them their entire lives.

Gary Lorber spoke in support of the Physical Education Waiver. Mr. Lorber stated that this opportunity will allow the District to give students as much flexibility as they possibly can.

Seanna Fitzpatrick spoke about her concerns with the Physical Education Waiver. Ms. Fitzpatrick feels that keeping physical education in student's schedules is vital.

Mary Brooks spoke about her concerns with the Physical Education Waiver. Ms. Brooks discussed the importance of physical education to her students.

Lori Linnert spoke about her concerns with the Physical Education Waiver. Ms. Linnert stated that children do not get the kind of physical activity they used to get.

C. Close of Public Hearing

D. Vote to Approve Waiver

Motion by Mrs. Ward, second by Ms. Noland to approve the request for a waiver of the Physical Education requirements of the Illinois School Code 105 ILCS 5/27-6B, as presented.

Mrs. Owens asked why the Board needed to vote on this item now.

Mr. Sanders stated that the only way for this to go the fall General Assembly would be for the Board to vote on it now. Otherwise, it would go to the spring General Assembly and may not be ready for registration for the 2019-2020 school year.

Ms. Kerr stated that she would like to make sure that the District is very strict about the use of the waiver granted. Ms. Kerr indicated that she would probably be voting in favor of the waiver.

Mr. Sanders stated that administration would provide the Board with guidelines before fully implementing the waiver.

Mrs. Smith agreed with Ms. Kerr's concerns.

Mrs. Ward stated that physical activity is very important to her but she feels that students should have the option to choose it for themselves. Mrs. Ward indicated she was in support of this waiver.

Mr. Teetor agreed that the District should be strict with this waiver but he feels it is important to allow students to have this option.

Ms. Owens stated that she also has concerns and will be looking for guidelines to come forward. Ms. Owens indicated that she would support this waiver but with reservations.

Mr. Sanders stated that another benefit will hopefully be additional exposure to physical education in earlier grades that do not get physical education every day with a certified teacher.

Mr. Devereux stated that physical activity is also very important to him. Mr. Devereux stated that while he agrees that physical education is extremely important he feels that

music and art education provide the same benefits and students should not have to opt out of music and art for physical education.

Mr. Costello stated that he will be looking for a very structured approach to giving waivers. Mr. Costello would like to see administration return to the Board in a year with statistics about how this plays out. Mr. Costello indicated he would be voting yes.

Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, Mrs. Ward, and Mrs. Smith. No votes: 0. The motion carried by a vote of 7-0.

3. Strategic Plan Report

A. 2018-2019 School Readiness Report

Mr. Sanders, Chief Executive Officer, Dr. King, Deputy Superintendent of Operation/Chief School Business Official, Ms. Meidel, Assistant Superintendent of Human Resources, and Dr. Carpenter, Assistant Superintendent for Teaching & Learning, provided a report regarding school readiness for the 2018-2019 school year. Mr. Sanders reported that the District held a welcome back kick-off for all administrators. Dr. Carpenter reported that the District hosted New Teacher Orientation for over 150 new staff members. The Health Service Department continues to seek innovative ways to ensure all students are first day ready. All elementary teachers will attend District Collaborative Days (DCD) at Elgin Community College on August 9 and 10. All secondary teachers will have sessions also at Elgin Community College on August 13 and 14. Mrs. Meidel reported that there are currently 42 open teacher positions. The District is still looking for bus drivers and paraeducators. Dr. King reported that transportation has assigned routes and the call center has been expanded. Information Services' wireless access project is ahead of schedule, the conversion from AT&T to Comcast is on target, and the Chromebooks for high schools and middle schools have started shipping out. Food Services has completed their move to a new facility and will start receiving food this week. The Finance Department is preparing the budget, the audit, and the 2018 financial report. Purchasing and Distribution have entered everything into the new asset management system and are ready to go. They have delivered 145 new lunch tables and over 5,000 new desks to schools. Plant Operations' construction projects are substantially complete. Exterior landscaping is about 85% complete and interior school cleaning is substantially complete.

4. Comments from the Audience

James Fedash, a representative from Groot Industries, raised concerns about the waste bid for District U-46. Mr. Fedash asked the Board to take into consideration the fact that when Groot received the letter of intent from the District they purchased \$287,000 worth of equipment.

Sarah Fuchs asked the Board to allow her sons to attend Sycamore Trails Elementary School. Ms. Fuchs stated that her son was repeatedly abused at Wayne Elementary School and she does not feel it was handled in accordance with Board policy

Neal Fuchs also asked the Board to allow his sons to attend Sycamore Trails Elementary School. Mr. Fuchs stated that after several attempts to stop the abuse he removed his son from

the school and placed him in a private school and now his son has been denied the transfer from Wayne to Sycamore Trails because he was not enrolled in U-46 last year.

Ron Skrabacz asked the Board to allow his grandchildren to transfer from Wayne Elementary School to Sycamore Trails Elementary School. Mr. Skrabacz hopes this situation can be handled with integrity, accountability, respect, and empathy.

5. Other Business – Board Member and CEO Update

A. Additional Information

Mrs. Ward asked administration to reconnect with the Fuchs family regarding placement of their children. Ward also asked if Board members were able to do school visits.

Mr. Sanders replied that a connection would be made and asked the Board to discuss its policy on school visits.

Mr. Rodriguez stated that there is a policy in place that mentions Board members visiting schools but he would recommend the Board set some parameters.

Ms. Kerr stated that she has visited schools and she would recommend that they should at least alert the schools before going to visit.

Mrs. Ward agreed that she would set up appointments before visiting.

Mr. Sanders suggested that Board Members go through his office to make appointments with Principals.

Ms. Kerr reported that she was at the all administrator meeting and there was a great speaker. Ms. Kerr stated that it was wonderful seeing all the new and current principals.

Mrs. Ward wanted to make sure that the travel policy for people that are neither employees nor elected officials was going to be reviewed. Mrs. Ward also asked if, on the consent agenda, the presentations from the previous meeting could be attached to the item for reference.

Mr. Sanders explained that to add the presentations would take extra time but it could be done.

Ms. Kerr agreed that she would also like to see the attachments for the original presentations on the consent agenda.

Mrs. Smith reported that she attended the New Teacher Orientation and it was wonderful to see all the new faces.

Mr. Teetor reported that he and his friends were excited for their senior year to start.

B. FOIA Request - 6

Mr. Sanders, Chief Executive Officer, reported on the requests for information under the Freedom of Information Act.

6. Consent Agenda

- A. Personnel Report and Workers' Compensation Cases
- B. Termination of Durr E. Shehwar Khalil, Food & Nutrition Services
- C. Termination of Patrick O'Neill, Transportation Mechanic
- D. Assessment - Assessment of Performance towards Proficiency in Languages (AAPPL) Proposal
- E. Assessment - Cognitive Abilities Test (CogAT)
- F. Assessment - College Board - PSAT
- G. Assessment - Free First Advanced Placement (AP) Exam Proposal
- H. Assessment - Northwest Evaluation Association (NWEA)
- I. Bid - Specialized Student Services - Behavior Consultant
- J. Contract Renewal - Human Resources - Life Insurance and Long Term Disability Insurance Policy Renewal
- K. Contract Renewal - Human Resources - Risk Management Policies
- L. Contract Renewal - Human Resources - Workers Compensation and Liability Claims Administration Services
- M. Contract Renewal - Teaching and Learning - Hanover Research Council
- N. Contract Renewal - Secondary Literacy - TurnItIn
- O. Proposal - Curriculum and Instruction - District-Wide Star 360 Licenses and Professional Development Star 360
- P. Proposal - Curriculum and Instruction - Secondary Professional Development
- Q. Proposal - Secondary Literacy - District-Wide Professional Development (Reading Coaching-Houghton Mifflin Harcourt)
- R. Proposal - Secondary Literacy – District-Wide Professional Development (Reading Coaching-TaJu)

Mrs. Ward requested Item P. Proposal - Curriculum and Instruction - Secondary Professional Development be removed from the Consent Agenda for further discussion.

Motion by Ms. Owens, second by Ms. Kerr, to approve the Consent Agenda of August 6, 2018, items A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, Q, and R, as presented.

Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, Mrs. Ward, and Mrs. Smith. No votes: 0. The motion carried by a vote of 7-0.

7. Discussion/Action

- A. Proposal - Curriculum and Instruction - Secondary Professional Development

Motion by Ms. Owens, second by Ms. Kerr, to approve the proposal for Curriculum and Instruction - Secondary Professional Development.

Mrs. Ward stated that since she did not vote yes on the Discovery Math TechBook resource because she cannot vote yes on professional development to implement it. She feels that it is too much like Eureka Math, and it teaches anthropogenic global warming. Mrs. Ward

also asked for the materials that would be presented to the teachers but only received a sample agenda. Mrs. Ward indicated she would be voting no.

Mr. Sanders stated that administration did not have the specific presentations. They only had the agendas.

Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, and Mrs. Smith. No votes: Mrs. Ward. The motion carried by a vote of 6-1.

B. Itemized Bills - August 6, 2018

Mr. Burnidge, Director of Financial Operations, presented the list of itemized bills. Administration recommended the Board of Education approve the List of Bills in the amount of \$8,636,106.31.

Motion by Ms. Kerr, second by Mr. Costello to approve the list of itemized bills of August 6, 2018, in the amount of \$8,636,106.31 as presented. Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, Mrs. Ward, and Mrs. Smith. No votes: 0. The motion carried by a vote of 7-0.

C. Bid - Plant Operations - Waste and Refuse Services

Dr. King, Deputy Superintendent of Operations/Chief School Business Official, and Mr. Phelps, Senior Business Official of Business Services, reviewed information relating to the bid. Administration recommended approval of the five-year contract with Advanced Disposal Services in the amount of \$233,644.70 yearly for a total of \$1,168,223.50 and requested authorization for District administration to execute related documents. This expenditure will be charged to the Operations and Maintenance Fund. The cost is included in the budget for the 2018-2019 through 2022-2023 school years.

Motion by Mrs. Ward, second by Ms. Kerr to approve the five-year contract with Advanced Disposal Services and authorize the District administration to execute related documents.

Mrs. Ward asked what, if anything, was going to happen with the approximate \$300,000.00 that Groot spent on dumpsters.

Mr. Sanders replied that first, on behalf of administration, he would like to apologize for the scoring that resulted in what was brought forward at the last meeting. In regards to what the Groot official brought forward, he would need to review that with legal counsel. The letter of intent stated that the District would reimburse for what was reasonable and customary and they do not believe that number of dumpsters was reasonable or customary for this contract.

Ms. Kerr asked if the District's expectations would be worked into the contract with Advanced Disposal Services.

Mr. King responded that the expectations would be.

Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, Mrs. Ward, and Mrs. Smith. No votes: 0. The motion carried by a vote of 7-0.

D. Resolution Adopting Northern Kane County Regional Vocational System (NKCRVS) Budget for 2018-2019

Dr. King, Deputy Superintendent of Operations/Chief School Business Official, and Mr. Burnidge, Director of Financial Operations, reviewed information relating to the Resolution for the adoption of the NKCRVS Budget. Administration recommended the Board of Education adopt the Resolution.

Motion by Ms. Owens, second by Ms. Kerr to approve the Resolution Adopting Northern Kane County Regional Vocational System (NKCRVS) Budget for 2018-2019, as presented. Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, Mrs. Ward, and Mrs. Smith. No votes: 0. The motion carried by a vote of 7-0.

E. Resolution Approving Surety Bond of Treasurer

Dr. King, Deputy Superintendent of Operations/Chief School Business Official, and Mr. Burnidge, Director of Financial Operations, presented the Resolution Approving Surety Bond of Treasurer. Administration recommended the Board of Education adopt the Resolution.

Motion by Ms. Kerr, second by Ms. Owens to approve the Resolution approving Surety Bond of Treasurer as presented.

Mrs. Ward asked what this resolution was and why the District was requesting it.

Dr. King responded that by state law the District has to bond the Treasurer and it is done so every year. This year, for the first time, DuPage County is requiring a Resolution for it.

Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, Mrs. Ward, and Mrs. Smith. No votes: 0. The motion carried by a vote of 7-0.

8. Other Business – CAC Update

Mr. Larry Bury and Ms. Lisa Hopp presented an update on the CAC. The first CAC general meeting will be Thursday, September 13, 2018 and will be held at Elgin High School. Mr. Bury and Ms. Hopp made a statement regarding their attendance at the 2017 Align Nashville Conference.

9. Other Business

A. Administrator and Teacher Salary and Benefits Report - School Year 2018

Mrs. Meidel, Assistant Superintendent of Human Resources, and Dr. King, Deputy Superintendent of Operations/Chief School Business Official, presented the report. Public Act 097-256 amending Sections 105 ILCS 5/10-20.47 and 5/34-18.38 requires school districts to report to ISBE (Illinois State Board of Education), on or before October 1 of each year, the base salary and benefits of all administrators and teachers employed by the school district; present the report at a school board meeting; submit it to the district's

regional superintendent of schools; and post the report on the district's internet website. For consistency across school districts, once the information is entered into IWAS (ISBE Web Application Security), the state's reporting system, a report is generated and sent back to the school district to be posted on their website.

B. Secondary Schools Financial Report for the Fourth Quarter

Mr. Burnidge, Director of Financial Operations, reviewed the Secondary Schools Quarterly Financial Report. The fourth quarter is April 1 to June 30. The balances have decreased for most of the schools due to schools remitting fees back to the District. The total balance is \$3,490,024.00 and that is a decrease of \$768,117.00.

10. Work Session - Change Orders

A. Change Order - Plant Operations - Elgin High School Accredited Welding Shop Renovations Project #232

Mr. Phelps, Senior Business Official of Business Services, presented the change order. Administration recommended the Board of Education approve the change order with Happ Builders, Inc. in the amount of minus \$15,729.00.

11. Work Session - Contracts Over \$25,000.00

A. Contract Renewal - Specialized Student Services - Hearing Services - Geneva Hearing Services

Mr. Phelps, Senior Business Official of Business Services, Dr. Carpenter, Assistant Superintendent for Teaching & Learning, and Dr. Satterwhite, Director, Specialized Student Services, presented the proposal. Administration recommended approval of the contract renewal with Geneva Hearing Services in the amount of \$195,000.00 and requested authorization for District administration to execute related documents. This expenditure will be charged to the Federal IDEA Grant Fund. The cost is included in the budget for the 2018-2019 school year.

B. Contract Renewal - Specialized Student Services – Behavioral Consulting - Gorbold Behavioral Consulting, Inc.

Mr. Phelps, Senior Business Official of Business Services, Dr. Carpenter, Assistant Superintendent for Teaching & Learning, and Dr. Satterwhite, Director, Specialized Student Services, presented the proposal. Administration recommended approval of the contract renewal with Gorbold Behavioral Consulting, Inc. in the amount of \$75,000.00 and requested authorization for District administration to execute related documents. This expenditure will be charged to the Federal IDEA Grant Fund. The cost is included in the budget for the 2018-2019 school year.

C. Contract Renewal - Specialized Student Services – Read 180 Resource

Mr. Phelps, Senior Business Official of Business Services, Dr. Carpenter, Assistant Superintendent for Teaching & Learning, and Dr. Satterwhite, Director, Specialized Student Services, presented the proposal. Administration recommended approval of the contract renewal with Houghton Mifflin Harcourt in the amount of \$86,248.76 and requested authorization for District administration to execute related documents. This

expenditure will be charged to the Federal IDEA Grant Fund. The cost is included in the budget for the 2018-2019 school year.

D. Contract Renewal - Specialized Student Services - Hearing/Vision Supervision - Northwestern Illinois Association (NIA)

Mr. Phelps, Senior Business Official of Business Services, Dr. Carpenter, Assistant Superintendent for Teaching & Learning, and Dr. Satterwhite, Director, Specialized Student Services, presented the proposal. Administration recommended approval of the contract renewal with Northwestern Illinois Association (NIA) in the amount of \$123,434.92 and requested authorization for District administration to execute related documents. This expenditure will be charged to the Federal IDEA Grant funds. The cost is included in the budget for the 2018-2019 fiscal year.

E. Contract Renewal - Specialized Student Services - News-2-You Unique Learning System

Mr. Phelps, Senior Business Official of Business Services, Dr. Carpenter, Assistant Superintendent for Teaching & Learning, and Dr. Satterwhite, Director, Specialized Student Services, presented the proposal. Administration recommended approval of the contract renewal with News-2-You Unique Learning System in the amount of \$61,075.20 and requested authorization for District administration to execute related documents. This expenditure will be charged to the Federal IDEA Grant funds. The cost is included in the budget for the 2018-2019 school year.

F. Contract Renewal - Specialized Student Services - Occupational Therapy Services

Mr. Phelps, Senior Business Official of Business Services, Dr. Carpenter, Assistant Superintendent for Teaching & Learning, and Dr. Satterwhite, Director, Specialized Student Services, presented the proposal. Administration recommended approval of the one-year contract renewal in the amount of \$533,967.50 and requested authorization for District administration to execute related documents for the listed vendors: Community Therapy, Cumberland Therapy, EBS Healthcare, IEP Therapy – The Speech Tree, Top Echelon. This expenditure will be charged to the Federal IDEA Grant Fund. The cost is included in the budget for the 2018-2019 school year.

G. Contract Renewal - Specialized Student Services - Speech Language Therapists

Mr. Phelps, Senior Business Official of Business Services, Dr. Carpenter, Assistant Superintendent for Teaching & Learning, and Dr. Satterwhite, Director, Specialized Student Services, presented the proposal. Administration recommended approval of the one-year contract with the following vendors in the total amount of \$1,912,822.00 and requested authorization for District administration to execute related documents: Advanced Medical, Bilingual Speech Services, Bilingual Therapies LLC, Career Staff, Cheryl Hoika, Community Therapy, Comprehensive/Lingua, EBS Healthcare, Horizons Rehabilitation Services, KB Bilingual, Maria T. Rodriguez, Rockstar Recruiting LLC DBA Staff Rehab, Staffing Options & Solutions, Sunbelt Staffing, TanaMaria Bilingual Therapies, Therapy Care. This expenditure will be charged to the Federal IDEA Grant Fund. The cost is included in the budget for the 2018-2019 school year.

12. Work Session - Bids/Proposals

A. Proposal - Specialized Student Services - Fiber Optic Tunnel

Mr. Phelps, Senior Business Official of Business Services, Dr. Carpenter, Assistant Superintendent for Teaching & Learning, and Dr. Satterwhite, Director of Specialized Student Services, presented the proposal. Administration recommended approval of the proposal in the amount of \$31,210.31 as submitted by Southpaw, and requested authorization for District administration to execute related documents. This expenditure will be charged to the IDEA Part B Flow-Through Grant Fund. The cost is included in the budget for the 2018-2019 school year.


13. Adjournment

Motion by Mrs. Ward second by Ms. Noland, to adjourn the Regular Board Meeting of August 6, 2018, at 9:56 p.m. Upon roll call, yes votes: Mr. Costello, Mr. Devereux, Ms. Kerr, Ms. Noland, Ms. Owens, Mrs. Ward, and Mrs. Smith. No votes: 0. The motion carried by a vote of 7-0.

Approved this 10th day of September, 2018.



President



Secretary