#### **DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT**

Approved minutes of the meeting of the Dudley-Charlton Regional School Committee, held Wednesday, March 27, 2019 at Charlton Middle School, 2 Oxford Road, Charlton, MA 01507, 6:30 p.m.

In attendance were members of the School Committee:

Mary N. Antocci, Vice Chair Pauline J. Aucoin, Chair Cathleen Carmignani Catherine M. Kabala Elaine M. Rabbitt Stephanie A. Reed at 7:11 Jamie L. Terry

Also in attendance were Kristine E. Nash, Ed.D., Interim Superintendent of Schools, Richard J. Mathieu, Director of Finance and Operations; district administrators Lorinda Allen, Karen Ares, William F. Chaplin, Barbara Marderosian, Lori A. Pacheco, Dean W. Packard, Kathleen E. Pastore, Diane Seibold, Christopher E. Starczewski; district employees Kevin Foley, David Deremian, Wayne Tower; MARS Representatives Dr. Paul Gagliarducci, Dr. Stephen Hemman; Chris Nunnally; district retirees Doris Dono, Nick Leacu, Cheryl Bielik, Virginia Carmignani; Kenneth Laferriere; media representatives Rich Earle, audio visual coordinator, Sandra Sullivan, recording secretary.

The chair called the public hearing on the District's FY 2020 Budget to order at 6:32 p.m. Dr. Nash said the budget information as presented on March 5 has not changed significantly. The budget does not include any personnel except those which are required for safety mandates. When the budget process began, Dr. Nash said the school committee gave her the charge of building a level services budget. Among the discussions was a plan to reorganize the special education department with a job coach, two special education instructional assistants, and one high school special education teacher. That plan has not changed, except there is now a need to add one more staff, a 1:1 special education instructional assistant. This was not reflected in the budget.

Dr. Nash opened the floor to the public for questions. No one from the public spoke.

Dr. Nash noted that the school committee voted to pass on the additional assessment of \$149380 to the towns. The committee can change its mind, and vote to take the amount from its own Excess and Deficiency fund, as well as special education circuit breaker funds.

Mrs. Kabala noted that one of the instructional assistant positions lost to the special education reorganization is able to move to the new instructional assistant position for a cost of \$16,000.

The vote on the final budget figure will occur during the regular meeting.

The chair closed the public hearing at 6:37 p.m.

Mrs. Aucoin opened the public hearing on the state-sponsored school choice program at 6:37 p.m.

Minutes of the School Committee Meeting of Wednesday, March 27, 2019

Dr. Nash said the committee's dependency of this budget line item is extremely high. The district must maintain a school choice enrollment of 180 students for 2019-20, to raise just under \$900,000 as it is necessary to balance the budget.

There are currently 15 school choice students in the middle schools, and 133 at the high school. Dr. Nash recommended the committee's approval.

Adding 60 seats for the 2019-2020 school year as follows:

Shepherd Hill: 30 in grade 9

Dudley Middle School: 15 at grade 7

Charlton Middle School: 7 in grade 7, 8 students in grade 8

The floor was opened to the public for comments. No one from the public spoke at this time.

If approved, the results of the vote will be posted on the district website Thursday, with an application. A period of time will be allotted to collect the applications, and if the numbers warrant, lottery will be held to fill the seats.

The district receives a per pupil fee of \$5,000 for each school choice students from the sending community. Special education students are funded at up by \$15,000. Mr. Mathieu said the district has received \$70,000-\$90,000 for special education students enrolled under the school choice program.

Mrs. Antocci expressed concern for class sizes at the middle schools, and was assured that the highest ratio is 21.4 in grade 7 at Dudley Middle School.

The committee will vote during the regular meeting.

The hearing closed at 6:43 p.m.

#### I. Call to Order

The chair called the regular meeting to order at 6:43 p.m.

- II. Pledge of Allegiance
- III. Approval of Minutes

Minutes of Regular Meeting of Wednesday, March 13, 2019

Motion to approve the minutes of the meeting of Wednesday, March 13, 2019. 1<sup>st</sup> M. Antocci, 2<sup>nd</sup> C. Kabala. Approved by a vote of 5-0. Mrs. Rabbitt abstained.

Minutes of Executive Session of Wednesday, March 13, 2019

Motion to approve the minutes of the executive session of Wednesday, March 13, 2019.  $1^{st}$  M. Antocci,  $2^{nd}$  J. Terry. Approved by a vote of 5-0. Mrs. Rabbitt abstained.

Minutes of Superintendent Interview Session of Tuesday, February 11, 2019

Motion to approve the minutes of the Superintendent Interview Session of Tuesday, February 11, 2019.

1st C. Kabala, 2nd M. Antocci. Approved by unanimous vote.

Minutes of Superintendent Interview Session, Tuesday, February 26, 2019

Motion to approve the minutes of the Superintendent Interview Session of Tuesday, February 26, 2019.

1st C. Kabala, 2<sup>nd</sup> M. Antocci. Approved by unanimous vote.

#### IV. Approval of Warrants

The following warrants were distributed and signed by a majority of members without further comment or questions;

Payroll Warrant		Subcommittee Warrant		Accounts Payable Warrant	
Warrant #	Amount	Warrant #	Amount	Warrant #	Amount
1278 P Reiss	\$1,005.00	99	\$0.00	105	\$30.00
1283D	\$466,580.67	100	\$39,925.84	106	\$349,501.39
1283P	\$1,234,665.95	101	\$30.00		
		102	\$551,099.43		
		103	\$592,670.83		
			\$6,030.50		
Total	\$1,702,251.62	Total	\$1,189,756.60	Total	\$349,531.39

## V. Citizens' Forum

No one spoke at this time.

#### VI. Communications

 Dr. Nash reminded the committee and public that Student Showcases are scheduled at Shepherd Hill and the middle schools this week. Dudley Middle School Principal Christopher E. Starczewski reported the event was a success.

The showcases are an alternative to the spring parent-teacher conferences that, in the past, have had low attendance.

- 2. The district has received designation for DESE's Innovation Pathways program. The district is one of five in Massachusetts to be notified of the selection. The district is hopeful that it will be considered for funding under this program, as this will allow more opportunities for students to explore career opportunities.
  - Dr. Nash thanked Mr. Chaplin and Mrs. Ares for leading this effort.
- 3. Mrs. Aucoin and Mrs. Kabala said they have received communications from retirees and current employees regarding the district's proposal to join a Joint Purchasing Group to provide health insurance.
- 4. Mrs. Rabbitt reported that Shepherd Hill graduates have contacted her regarding the Promise Act, Senate Bill 238, which proposes to provide rightful opportunities and meaningful investment for successful and equitable education. Mrs. Rabbitt said it is reflective of the district that our graduates continue to care. Mrs. Rabbitt said education hearings will be held Friday on Beacon Hill. Letters and commentary are still being accepted.

**5.** As Ceilidgh O'Brien is absent from this evening' meeting, Mr. Chaplin reported on several recent events:

For the second year in a row, Shepherd Hill art students displayed their work at the Art Education Conference representing Massachusetts.

Shepherd Hill Show three show choirs and two concert choirs competed in the Heart of America Competition at Disney World, Florida. This is one of the largest competitions in the country. The concert Choir won Grand Champions Best Choral Sound; the Women's Choir was first runner up for Best Choral Repertoire; Illusion won 2<sup>nd</sup> runner up, Fantasy captured 4<sup>th</sup> runner up; Anya Grondalski and Gavin Tarnowski won best female and male soloists of the day.

#### VII. Superintendent's Report

Dr. Nash does not have a special topic report this evening.

# VIII. Student Representative Report – Ceilidgh O'Brien

This item was tabled in the absence of Miss O'Brien.

#### IX. New Business

A. 7 p.m. - District Office Reorganization Final Report – Dr. Stephen Hemman / Dr. Paul Gagliarducci, MARS representatives

Dr. Gagliarducci said this report will provide some information to the new superintendent. The scope was to look at job descriptions relative to the central office staff, and to look at how we can recommend to the school committee adopt a clear organizational chart.

Dr. Gagliarducci spoke about the importance of defining job descriptions. He said the goal was to provide the scope and allow the administrator to decide the tasks to include. In some areas, the team looked at job titles and suggested changes in some positions. Mr. Hemman said the information in the report will allow the incoming superintendent to have a discussion with central office staff, and know what each person does.

Dr. Gagliarducci said once the school committee approves the job descriptions, they will become a part of the policy manual. He suggested the district's legal counsel review them, as some included the physical requirements of the job. These limits should be constructed by a person with a background in human resources, and need to include OSHA regulations.

Dr. Gagliarducci and Dr. Hemman constructed two organizational charts to show the structure with and without an assistant superintendent. This position is second in command and in in charge in the absence of the superintendent.

MARS recommended the Director of Curriculum position become the Assistant Superintendent position, and that the Benefits Coordinator becomes the Human Resources Coordinator. MARS also recommended the Shepherd Hill head custodian become Coordinator of Buildings and Grounds/ Head Custodian at Shepherd Hill, and the data specialist/registrar be split and a part time registrar be hired.

B. 8 p.m. - Capital Plan Study Presentation – DRA (*Vote May be Required*)
The Budget and Finance Subcommittee has met with the firm Drummey Rosanne Anderson, Inc., DRA a month ago. They have been invited in to provide an overview of the services they offer to assist schools in developing a district Master Facilities Educational Plan.

In attendance this evening are Gregory J. Smolley, John Tindall Gibson, James A. Barrette.

The firm has worked with communities like Dudley and Charlton, but few regional school districts. As part of the process, the firm conducts a demographic study, and looks at the value of the housing market.

The firm said today's facilities must meet the needs created by such 21<sup>st</sup> century skills as communications, collaboration, critical thinking, and creativity. A facilities and educational planning study helps school district understand what is possible.

The firm's representatives agree there is no more important time to consider this study despite fiscal constraints. Mr. Tindall said it is important for a community to understand that these facilities are well cared for, and working to avoid issues downstream before they become an emergency.

Costs of the feasibility and capital improvement studies range from \$70,000-\$100,000.

The committee took the information under advisement, and will discuss at the next meeting.

#### C. Director of Finance and Operations Report (Vote Required)

Mr. Mathieu presented donations totaling \$386.89 for the committee's acceptance:

To Mason Road School from Squad Locker	\$16.39
To Heritage School from anonymous parent for school lunch deficits	\$50.00
To Charlton Middle School from Mary Jane Pevay	\$200 .00
To Charlton Elementary School from Planet Aid	\$120.50

Motion to accept the donations as presented: 1<sup>st</sup> M. Antocci, 2<sup>nd</sup> S. Reed. Unanimously approved.

#### D. Budget and Finance Subcommittee Report (Vote May be Required)

Mrs. Rabbitt reported on the meeting of Tuesday, March 26, 2019. Some of the topics discussed are on this evening's agenda. The main topic of the meeting was the debt incurred in food service accounts. Mrs. Rabbitt said Food Services Director Matthew Greenberg provided the subcommittee with data showing a negative balance of just this year of \$29,892 – half of which is at Shepherd Hill Regional High School. Uncollected balances since 2015 were revealed as 2015: \$6,624.33; 2016: \$14,244.65; 2017: \$13,138.72; 2018: \$20,599. Data shows 48% of the district's students have negative balances. The cafeteria mailed 900 letters representing \$488 in postage, and sent 1,600 emails just to Shepherd Hill account holders.

The subcommittee discussed the labor costs to recover debt, which is estimated at \$2,800 per month. The district's policy does allow the food services director authority to collect the balances through a small claims court or collection agency. The subcommittee agreed with Mr. Greenberg that the debt collection should proceed in tiers.

Mrs. Aucoin said it is her goal to give everyone a free lunch, and noted she voted against the policy as it spoke about collecting debts.

Mr. Greenberg's research showed that some of the accounts in arrears are held by families who have the ability to pay.

Mr. Greenberg will report to the full committee at its April 10 meeting.

The Budget and Finance Subcommittee recommends sending Policy JQ to the Policy Review Subcommittee for review.

#### E. Vote Final FY 2020 Budget (Vote Required)

At its February 27, 2019 meeting, the Dudley-Charlton Regional School Committee were presented with two budget scenarios. The committee adopted recommendation 1, which provide for an additional expense to be passed on the Dudley and Charlton through their assessments. The total additional assessment is \$149,380, which translates into an additional \$115,384 for Charlton, and an additional \$33,996 for Dudley. Two options: we went with option 1 for the preliminary budget.

Mrs. Terry asked for a brief summary of the March 20 Joint Financial Planning Meeting with members of the Dudley and Charlton town officials as well as state legislators. The district presented information about its need for a 3% budget increase annually to stay level. This was indicated in Mark Abrahms report that was co-funded by the town of Charlton. The district received a two-year override and the towns are under the impression that it is a three-year override. This was not discussed at the joint meeting.

Dr. Nash urged the committee to set up some meetings with town officials to have this discussion about what will happen in the district without budget increases. Dr. Nash said the override has helped for a period of time but this is not a permanent solution. Even three years will not solve the long term problems of this district.

Mrs. Aucoin said both town administrators indicated to her that they will not pay the additional \$149,000.

Mrs. Rabbitt expressed disappointment that despite two years of conversation, and the district paying for the Abrahms study to supplement Charlton's study, that this information was not used to discuss the fiscal cliff. She said there was no conversation about the future at that meeting. Beyond this year, there is no consideration by the towns on how to address this issue. Mrs. Rabbitt said the capital needs of the school district are not in the towns' pipeline of consideration. Charlton is moving forward with a debt exclusion for a public safety building project, and the town of Dudley was successful in its debt exclusion vote for a new fire station. She said the meeting was ended by BOS vice Chair Debora Noble before there was a discussion on action steps.

Mr. Mathieu said he indicated to the town officials that the district will try to live within its means. He said recommendation #2 is the appropriate way to go. There are still unknowns that can affect the budget. Mr. Mathieu noted that last year, the budget was not settled until July. Legislators say they recognize our issues but can't give us a guarantee.

Mr. Mathieu said the additional \$149,380 be taken from the Circuit Breaker and the Excess and Deficiency account.

The final FY 2020 budget was proposed as \$50,006,069, with assessments to Charlton of \$13,489,957, and to Dudley of \$8,780,840, for a total of \$2,227,079.

A motion to approve recommendation #2 for a final FY 2020 Budget of \$50,006,069, with assessments to Charlton of \$13,489,957, and to Dudley of \$8,780,840, for a total of \$2,227,079: 1st C. Kabala, 2nd C. Carmignani, resulted in a vote of 4-3. Voting in favor were P. Aucoin, C. Carmignani, C. Kabala, J. Terry.

Minutes of the School Committee Meeting of Wednesday, March 27, 2019

Opposed were M. Antocci, E. Rabbitt, S. Reed. The motion did not pass, as the budget must be approved by a 2/3 vote.

Mrs. Kabala said she did not vote for Recommendation 1, as the committee promised it would not seek additional monies.

Mrs. Terry disagreed that the committee went back on its word, and said this is not a lot of money.

Mrs. Rabbitt said the \$149,000 is needed to fund three positions that we need for legal compliance. She said the committee did not go back on our word, it is fiscally irresponsible to not fund these positions. Mrs. Rabbitt said she would still like some flexibility to shift that amount as the district's reimbursements can increase as the state budget moved through the House and Senate. She expressed concern, as listening to the finance committee and the board of selectmen, she sees that Charlton is in a more healthy financial state than Dudley. The district is putting itself in a dangerous position, lowering our E and D with our aging buildings.

Mrs. Kabala said the committee indicated for two years it could level fund. Mrs. Kabala said the committee is asking for the same amount. As for the mandated positions, the towns would tell the committee to cut three others.

Mrs. Rabbitt said she is trying to leave some flexibility for us. She said the committee talked about replacing the debt when the middle schools projects came off the books, and has held off on fixing the roofs in consideration to tax payers.

Mrs. Kabala said the committee never voted to replace the debt.

Mrs. Carmignani asked to reconsider the previous motion.

Motion made to reconsider the previous vote and approve recommendation 2, setting a final budget as \$50,006,069, with assessments to Charlton of \$13,489,957, and to Dudley of \$8,780,840, for a total of \$2,227,079: 1<sup>st</sup> C. Kabala, 2<sup>nd</sup> C. Carmignani, approved by a vote of 5-2. Voting in favor were P. Aucoin, C. Carmignani, C. Kabala, S. Reed, J. Terry. Opposed were M. Antocci, E. Rabbitt.

F. Consideration of Proposal to Join Joint Purchasing Agreement (*Vote Required*)
The district is looking to join a Joint Purchasing Group to provide health insurance to current staff and retirees. Mr. Mathieu said the Insurance Advisory Committee has been studying this possibility through the spring, summer and fall of 2018. Chris Nunnally, Kate Sharry of Gallagher Benefits were asked to provide information, and ask questions.

Mr. Mathieu said the district has done very well the last several years with its self-insurance. Going to one insurance carrier has helped. Mr. Mathieu said the health trust fund was in debt by \$250,000 in 2015. Mr. Mathieu said small plan design changes and other efforts have resulted in a \$1.8 million balance today.

The winning bid was Harvard Pilgrim Health Care. Blue Cross / Blue Shield did not bid to participate in the joint purchasing agreement. Currently, the group is comprised of Dudley-Charlton, Webster and Douglas. Harvard Pilgrim has guaranteed for two years the same plan design for employees and retirees, even though their carrier has not been selected yet.

Minutes of the School Committee Meeting of Wednesday, March 27, 2019

Mrs. Kabala shared questions she has received from retirees. After two years, the district can choose to either remain or withdraw from the purchasing agreement to look at premium plans or go back to being self-insured, or join another JPA.

The larger the pool, the lesser effect of larger claims. The district will be based on our own claims if we leave the group. The JPA features lower administrative costs.

Employees and retirees expressed concern for a lack of communication about this plan. There will be two additional information sessions, April 3 for active employees, at Dudley Middle School, 3:30, and April 8 for retired employees, at Shepherd Hill 3:30 p.m.

The committee postponed a vote on this issue pending these additional informational sessions.

Mr. Mathieu said the district had previously looked at joining a JPA, but no one would accept the district as it was not running well. He said the fact that the health trust fund has rebounded is good news, and makes the district more attractive to joint purchasing groups, which can help the district maintain the type of health insurance employees want.

The district's dental plan is separate and is not part of the JPA, and will remain with Blue Cross / Blue Shield.

The existing health trust will be used to pay the upfront deposit. It will come back to the district if we decide to leave the group.

G. Vote to Participate in State Sponsored School Choice Program, 2019-2020 school year (Vote Required)

In accordance with MGL Ch. 76 Sec. 12B, "each city, town or regional school district shall enroll non-resident students at the school of the non-resident's choice; provided, however, that such receiving district has seats available ...; provided, however, that this obligation to enroll nonresident students shall not apply to a district for a school year in which its school committee prior to June 1st, after a public hearing, adopts a resolution withdrawing from said obligation for the school year beginning the following September."

Currently, there are 148 school choice students in the district. Of these students, 28 seniors will graduate this June. The school choice revenue offset for the FY20 budget is \$890,000. To ensure the district reaches this figure, we would need to add 60 seats. After discussion with the principals, Dr. Nash recommends the school committee vote to approve school choice for the 2019-2020 school year for the grades, buildings, and number of seats as follows:

- Shepherd Hill RHS 30 seats at grade 9
- Dudley Middle School 15 seats at grade 7
- Charlton Middle School 7 seats at grade 7; 8 seats at grade 8

Motion to approve the district's participation in the state sponsored School Choice program. 1<sup>st</sup> C. Kabala, 2<sup>nd</sup>, J. Terry, approved by unanimous vote.

Mrs. Reed said it is important for the public to know that we are adding seats at middle schools because the seats are not being filled at the high school. We are dependent upon school choice monies for our budget.

Mrs. Antocci said while she is not a big proponent of school choice the district is reliant on it for our budget. She said this is dangerous. Mrs. Antocci said her support was lent only after she was assured that class size is not affected.

# H. Report of the Policy Review Subcommittee (Vote Required)

Mrs. Antocci presented the policies recommended for amendment, deletion and adoption.

A motion was made to waive the reading of each policy.  $1^{st}$ , C. Kabala,  $2^{nd}$  S. Reed, approved by unanimous vote.

<b>Proposed for Amendment</b>	Proposed for Deletion	Proposed for Adoption
Policy A – no changes except	Policy GCCBA – additional sick	Policy ACE - non-
for references to legal	leave. Should be a negotiated	discrimination. District does not
references and MGL references.	benefit, could be	currently have this policy.
	discriminatory.	
Motion by C. Kabala, seconded	Motion by C. Kabala, seconded	Motion by S. Reed, seconded
by S. Reed to accept, approved	by S. Reed to delete, approved	by M. Antocci to adopt this
by unanimous vote.	by unanimous vote.	policy, approved by unanimous
		vote.
Policy ACAB – eliminated the	Policy JLCC-A – Life Threatening	Policy JLCEA — R — Life
table as this is on the website.	Food Allergies. District needs to	Threatening Allergies.
	adopt a more comprehensive	
Motion by C. Kabala, seconded	policy, JLCEA –R.	This policy follows the MASC-
by S. Reed to accept the		recommended model.
amendments, approved by	Motion by S. Reed, seconded	
unanimous vote.	by C. Kabala to delete this	A motion by S. Reed, seconded
	policy, approved by unanimous	by M. Antocci to adopt this
	vote.	policy, approved by unanimous
		vote.
Policy ADC – replacing current		
policy with MASC policy. This is		
simple, more concise.		
A motion By S. Reed, seconded		
by C. Kabala to accept this		
policy was withdrawn.		
• •		
Mrs. Terry said this may not be		
consistent with Board of Health		
language. Action on this policy		
is tabled.		
Policy JEB – entrance		
requirements. Eliminate early		
kindergarten admittance. There		
are no exceptions.		

A motion by C. Kabala,	
seconded by E. Rabbitt to	
accept the amendments,	
effective July 1, 2019,	
approved by unanimous vote.	

I. Consideration of Request for Non-Resident Enrollment, Policy JF (Vote Required)
Dr. Nash presented the request of Mr. & Mrs. Kunkel requesting that their daughter be allowed to remain enrolled at SHRHS as a senior for the 2019-2020 school year. The Kunkels will no longer be residents of Dudley after this summer. In accordance with Policy JF, Section V. Exceptions, 1. approval from the superintendent and the school committee is required, and Dr. Nash recommended approval.

A motion to approve this request. 1st C. Kabala, 2nd S. Reed, approved by unanimous vote.

J. Set Date for Negotiations, Wage and Benefits for Support Personnel
The committee will need to set some dates for negotiations for support personnel. Mrs. Kabala, and
Mrs. Aucoin serve on this subcommittee.

## X. Next Meeting Dates

#### **School Committee Meetings:**

- Wednesday, April 10, 2019, Shepherd Hill Regional High School, 7 p.m.
- Wednesday, April 24, 2019, Charlton Middle School, 7 p.m.

**Budget and Finance Subcommittee**: Tuesday, April 9, 2019, 9 a.m. Shepherd Hill Regional High School,

**Policy Review Subcommittee**: Monday, April 8, 2019, Shepherd Hill Regional High School, 9 a.m.

**Negotiation Subcommittee for Wage and Benefit Schedule for Support Personnel:** 

- XI. Future Agenda Items April 10 Update on Teaching and Learning Policy Review Subcommittee, FY 20 Budget, Request for one year unpaid leave of absence, Food Service Director report; vaping detectors, Facilities study, MARS
- XII. Executive Session: to discuss strategy with respect to collective bargaining or litigation with union personnel, if any open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares," and "to conduct strategy sessions in preparation for negotiations with non-union personnel..."

Dudley-Charlton Teachers Association Superintendent- Elect Contract

The chair entertained a motion to enter executive Session and this was approved by unanimous roll call vote at 10:04 p.m.

The committee returned to open session at 11:20 p.m.

A motion was made by C. Carmignani, seconded by J. Terry to approve the contract as drafted for Superintendent-elect Steven Lamarche, and this was approved by unanimous vote.

#### XIII. Adjourn

A motion by S. Reed, seconded by C. Kabala, to adjourn the meeting was approved by unanimous vote at 11:20 p.m.

# Items used for this meeting include:

Agenda for 3/27/19	Regular Meeting	Executive session	Supt. Finalist Interview
	Minutes of 3/13/19	Minutes 3/13/19	Minutes 2/11/19
Superintendent Finalist	Superintendent's	Superintendent's New	Policies A, ACAB,
Interview Minutes	Special Topics Report	Business Items Report	ACE, ADC, GDDBA,
F 2/26/29			JEB, JLCC-A, JLCEa-
			R
MARS Report	MARS Power Point	School Committee	
	Presentation	Budget Presentation	

Respectfully submitted by Sandra Sullivan, recording secretary.