

BOARD OF EDUCATION
MINUTES OF THE **OPEN** SESSION
Regular MEETING
December 12, 2006

The Board of Education of Community Unit School District No. 60, Lake County, Illinois, convened in regular session in Room 120 at Lincoln Center, 1201 North Sheridan Road, Waukegan, IL at 7:00 p.m.

ROLL CALL

The President called the meeting to order. It was found that the following members were present:

Mrs. Patricia Jones
Mr. Jeff McBride arrived at 7:18 p.m.
Mr. Bill Anderson
Ms. Anita Hanna
Mrs. June Maguire
Mr. Marvin Reddick arrived at 7:18 p.m.
Mr. Fernando Shipley

CLOSED SESSION

It was moved by Mrs. Jones and seconded by Mrs. Maguire that the Board recess and reconvene in closed session pursuant to applicable Open Meetings Act exceptions for the purpose of discussing appointments, employment, discipline and compensation of specific employees, approval of minutes of the closed session meeting, collective bargaining negotiations, purchase or lease of real estate, status of pending or actual litigation, and other legal matters.

After due consideration thereof, the President called for a roll call vote and all members present voted aye. Whereupon the President declared the motion carried.

CLOSED SESSION DISCUSSION

Also present for the closed session were: Dr. Donaldo Batiste, Superintendent; Mr. Jules Gaudin, Deputy Superintendent/Chief Operations Officer; Dr. Mary Lamping, Chief Academic Officer; Messrs. Douglas Stiles and Torrie Newsome, hearing officers; and Mr. Thomas Morris, attorney for the Board of Education. Dr. Karen Carlson, Dr. Harlene Shipley, Mr. Bill Newby, and Mrs. Joan Brixey were present for discussion of student discipline actions as they pertained to Waukegan High School and Webster Middle School. Mr. Howard was present for discussion of personnel matters.

Dr. Karen Carlson, Mrs. Jeanne Kearby, Mr. Fred Howard, and Mr. Brian Luosa, were on call as needed for the closed session and were present for the open session of the meeting.

Minutes of the closed session are on file in the Superintendent's confidential file, pages 10489-10491.

BOARD RECONVENES IN OPEN SESSION

At 8:10 p.m. it was moved by Mrs. Jones and seconded by Mr. Reddick that the Board reconvene in open session in the Board Room.

After due consideration thereof, the President called for a roll call vote and all members present voted aye. Whereupon the President declared the motion carried.

Also present for open agenda items were Mr. Ryan Pagelow of the *News Sun*, and Mrs. Bonnie Kuss, recorder.

PLEDGE OF ALLEGIANCE

Mr. Edward Guerra led the Board and audience in the recitation of the Pledge of Allegiance.

SPECIAL RECOGNITION

PRESENTATION ON SMALLER LEARNING COMMUNITIES

Mrs. Kearby introduced Dr. Heather Patay and Dr. Sherman Beverly, representatives from the University Center of Lake County which partners with Waukegan Schools in the Smaller Learning Communities Grant.

Dr. Patay explained the philosophy behind the concept of smaller learning communities and reviewed the activities which have taken place subsequent to this federal grant award to District #60. She particularly noted the work undertaken in June, 2006 during the Smaller Learning Communities Symposium which was planned by Waukegan High School teachers and administrators with staff and faculty from member institutions of the University Center at a strategic planning session held in May. The goals of the symposium included: development of a common understanding of the concept of smaller learning communities through enhanced communication between stakeholders, team building, and adoption of best practice instructional models. The implementation of the plan will be undertaken through ongoing dialog.

Dr. Sherman summarized activities which culminated in the identification of work groups to formulate strategies to lead to implementation of the concept at Waukegan High School. These include: improvement of internal communication; restructuring of student support; improved content area literacy; enhanced communication with parents; support for teacher planning, teaming, and professional development; and increased financial support for new methods and initiatives.

Dr. Patay, Dr. Beverly, Dr. Lamping, and Mr. Guerra responded to questions from the Board concerning next steps to be taken: implementation of the project, increased communication with the Board about ongoing activities, organizational structures, teacher professional development, and vision of revitalization of the current high school instructional model. Dr. Beverly noted that the stakeholders are seeking affirmation of the concept from the Board.

Dr. Batiste thanked Dr. Patay and Dr. Sherman for reporting on this important initiative. Mr. McBride asked for a copy of the Needs Assessment which was administered during the symposium.

APPROVAL OF MINUTES

It was moved by Mrs. Jones and seconded by Mr. Reddick that the minutes of the regular meeting of November 28, 2006, be approved.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Hanna, Maguire, Reddick, Shipley. Pass: Anderson. Whereupon the President declared the motion carried.

PUBLIC COMMENT

Mr. Anderson requested that members of the public who want to address the Board refrain from speaking about specific students, teachers, or other employees in a manner which could be construed as openly critical.

Dr. Batiste commented that Board meetings are held to conduct the business of the District and while individuals come before the Board to address their areas of concerns, they should first seek all other avenues in order to resolve their issues. The administration is sensitive to the needs of students and parents and will make recommendations based upon the best available information and best practices.

Dr. Fred Bairstow, 800 Clayton, Waukegan, IL, commented that he is seeking employment in the District. He enumerated his qualifications.

Mrs. Martha Padilla-Ramos, 524 N. Lewis, Waukegan, IL, invited the Board and administration to attend the Holiday Social to be held at the Parent Welcome Center, on December 19, 2006, from 6:30 to 8:30 p.m. She asked that a can of food be brought to donate to the COOL Pantry. She also mentioned other support activities being held by community agencies: Rosalind Franklin University, osteoporosis screening; DCFS, Child Serve classes; and University of Illinois, Healthy Eating classes.

Ms. Kelly Below, 1026 Pacific Ave., Waukegan, IL, read a statement concerning the appointment of the spouse of a Board of Education member which had taken place at a prior meeting. She noted that Mrs. Maguire had asked that this item be considered separately and the Board had not acknowledged the request.

Mr. Robert B. Evans, Sr., 337 George Ave., Waukegan, IL, stated that it is his belief that the Board is being unfairly criticized for holding back information from the public. Under current administration, an abundance of information is regularly promulgated to the public.

CONSENT ITEMS (ACTION)

Under the current format for information provided for the Board and the public, each agenda action item is accompanied by a rationale and an administrative recommendation for Board action.

PURCHASES AND CONTRACTS

ADOPTION OF RESOLUTION TO SUPPORT TECHNOLOGY CAMPUS LIFE SAFETY NEEDS

It was moved by Mrs. Maguire and seconded by Mr. Anderson that the Board accept the recommendation of the administration to approve the Resolution authorizing amendment of the joint agreement to require the Waukegan Public Schools to pay its proportionate share of the total cost of the Life Safety Project at the Lake County High School Technology Campus at a cost of \$22,948 per year of a financed 10-year period with Waukegan's share totaling \$229,480.00. Funds to cover these costs will be budgeted annually in the Vocational Tuition account contained within the Education Fund.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Maguire, Reddick, Shipley.
No: Hanna. Whereupon the President declared the motion carried.

AUTHORIZATION TO AMEND AGREEMENT WITH COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY (CAPLC) HEADSTART TO PROVIDE PRESCHOOL FOR ALL SERVICES

It was moved by Mrs. Jones and seconded by Mr. McBride that the Board accept the recommendation of the administration to authorize the President of the Board to amend the existing agreement between Waukegan Community Unit School District #60 and the Community Action Partnership, as so noted in Section A of this document, and as reflected in the contract, Sub-section 4: PAYMENT. The amendment states that the District will pay CAPLC \$300 per student slot, per month, for up to 80 slots, from September 2006 through June 2007, for a total of \$24,000 per month. CAPLC officials will drop students who have exceeded the allowable unexcused absences and replace them with students identified as meeting District enrollment qualifications. CAPLC will notify the District in writing, as soon as practicable, identifying any student who has a serious medical condition which would result in extended absences.

Mrs. Maguire asked if the only changes involved the text which was lined out in the recommendation. She was assured that this was the case. Mrs. Hanna expressed her concern that the District receive ADA revenue for these slots.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

APPROVAL OF PERSONNEL ITEMS

It was moved by Mr. Anderson and seconded by Mr. McBride that the Board of Education approve the Appointments listed on Enclosure VII. B. 1 - Schedule F-644, the Resignations listed on Enclosure VII. B. 2 - Schedule L-617, and the Terminations listed on Enclosure VII. B. 4 - Schedule T-74.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

Mrs. Jones introduced Natasha Shaw, newly appointed head PomPoms coach, and Justin McKissick, newly appointed head Cheerleading coach. Ms. Shaw and Mr. McKissick expressed their enthusiasm for the assignment.

Copies of the personnel schedules are appended to these minutes.

HEARING ON REQUEST FOR WAIVER OF SCHOOL CODE

Mr. Anderson explained that the District has for some time been unable to fill all teacher vacancies with qualified certificated teachers and has, therefore, used substitute teachers to provide instruction in classes which would otherwise be canceled or over enrolled. Illinois School Code mandates that substitute teachers may teach for no more than 90 paid school days thus providing only a partial solution of the problem.

In order to provide continuity of instruction, the District has, in the past, requested a waiver of State Code to permit substitute teachers to remain in the District for the full school term.

At 9:07 p.m., Mr. Shipley declared open the Hearing on the proposed request for waiver of the Illinois School Code mandate for substitute teachers.

Mrs. Maguire asked Mr. Howard to explain why this year's number of permanent subs, 34, shows an increase over the past two years. He responded that previously, recruitment efforts had targeted math and science teachers. Currently, the shortage is in bilingual teachers. The intent of the District is to replace subs as readily as possible with fully certificated teachers.

At 9:12 p.m., Mr. Shipley called for comments or questions from the public. Hearing none, the President declared closed the Hearing on the proposed request for waiver of the Illinois School Code mandate for substitute teachers.

AUTHORIZATION TO SUBMIT REQUEST FOR WAIVER OF THE ILLINOIS SCHOOL CODE MANDATE FOR SUBSTITUTE TEACHERS

It was moved by Mr. Anderson and seconded by Ms. Hanna that the Board of Education authorize the Superintendent to submit a request for waiver of the Illinois School Code mandate for substitute teachers for the 2007-2008 school year.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

GRANTS AND DONATIONS

There were no grants or donations to consider.

ADOPTION OF POLICY #6180, INDEPENDENT RESEARCH IN WAUKEGAN SCHOOLS - SECOND READING

The Board had previously been asked to study the proposed Policy #6180 and related Implementation Plan which establishes procedures and a framework for determining suitability of the research as it pertains to Waukegan Schools.

It was moved by Mrs. Jones and seconded by Ms. Hanna that the Board accept the recommendation made by the administration to adopt Policy #6180, Independent Research in Waukegan Schools, with its attendant Implementation Plan.

Dr. Lamping commented that the administration is being pro-active in its request for adoption of this policy to address the requests received from individuals doing research on topics related to education. She explained that this research is usually undertaken to fulfill advanced degree requirements, however, the end result adds to the total knowledge base concerning education, and would be of benefit to Waukegan Schools.

Dr. Batiste assured the Board that appropriate action will be taken to maintain confidentiality of personal information and will be done with parental consent.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

CONFIRMATION OF APPOINTMENT TO THE WAUKEGAN SCHOOLS FOUNDATION BOARD

The Waukegan Schools Foundation was established to enrich District curricular programs. Currently, vacancies exist on the Board of Directors and Foundation by-laws require the the Board of Education to approve the recommendation of the Foundation Directors.

It was moved by Mrs. Jones and seconded by Mrs. Maguire that the Board of Education accept the recommendation of the Waukegan Schools Foundation and District #60 Administration to appoint Mrs. Michelle Obleton and Mrs. Jeanne Kearby as active Waukegan Public Schools Foundation Director/Members, each for a three-year term.

Mr. Howard commented that the Foundation raises funds to support educational activities which fall outside of the regular curriculum. Teachers may request small grants to support activities or equipment which is of special beneficial interest to students. Mrs. Judy Green commented that last year, Clark School received a grant which allowed the fifth grade teacher to purchase equipment to be used for instruction in robotics.

Mr. McBride asked that the Athletic Department receive funds in support of student athletes.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

ADOPTION OF RESOLUTION IN SUPPORT OF SCHOOL FUNDING REFORM

A request for support had been received from A+Illinois, a group organized to promote fair funding for Illinois public schools.

It was moved by Mrs. Jones and seconded by Mr. Anderson that the Board accept the recommendation of the administration to approve the Resolution in support of school funding reform and improvement of student achievement as proposed by A+ Illinois and, further, to permit that organization to circulate its petition within District #60.

Mrs. Maguire commented that she had attended a meeting of A+ Illinois during which inaccurate information was disseminated concerning State financial information. In view of the State debt and under funded pensions for teachers and other employees, she stated that she could not support the Resolution.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Shipley. Present: Maguire. Absent: Reddick. Whereupon the President declared the motion carried.

FINANCIAL REPORTSAPPROVAL OF THE ANNUAL FINANCIAL REPORT FOR FY 2006

The *Illinois School District Annual Financial Report* is a standardized document which is designed to comply with the requirements of the Single Audit Act of 1984, a requirement for school districts which receive federal financial assistance. Additionally, it is used to provide detailed financial information to local citizens, taxpayers, city and state government, and school district personnel.

It was moved by Ms. Hanna and seconded by Mrs. Jones that the Board accept the recommendation of the administration to adopt the Annual Financial Report which was prepared by the accounting firm of Evans, Marshall, and Pease.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

Mr. Jeff Rollefson of Evans, Marshall, and Pease was present to answer questions concerning the Report. He noted that the Report contains three sections: the federal program report, the management letter which contains concerns which may need improvement, and the Audit Report which follows the GASB 34 format. The audit was conducted in conformity with the *Illinois Program Accounting Manual* and in accordance with *Government Auditing Standards* to form opinions on the financial statements which collectively comprise the District's basic financial statements.

Mrs. Maguire commended the firm on the clarity of the written report. She noted that in the Notes to Financial Statements, the long term debt of the District amounts to approximately \$63 million and asked if it is possible to accelerate repayment. Mr. Luosa responded that the largest portion of the debt is due to the sale of bonds in 1996 and 1999. The District might incur a penalty for early repayment

AUTHORIZATION TO PAY DECEMBER, 2006 BILLS

It was moved by Ms. Hanna and seconded by Mrs. Jones that the Board authorize the Administration to process and mail the December, 2006 bills when funds become available to do so, and to furnish the detailed accounts payable reports to the Board at one of its January, 2007 meetings.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

AUTHORIZATION TO INTERVENE IN CASES INVOLVING TAX ASSESSMENT OBJECTIONS

State statute requires that District #60 be notified in writing of tax appeal reductions in excess of \$100,000. Mr. Morris explained that because these letters often arrive during the winter break when the District is closed, the Board has, in the past, authorized counsel to receive the letters and respond to the Lake County Assessors Office in a timely manner.

It was moved by Mrs. Jones and seconded by Ms. Hanna that the Board of Education authorize Hinshaw & Culbertson to intervene in cases involving tax assessment objections exceeding \$100,000.

Ms. Hanna commented that last year Midwest Generation was a part of the tax reduction listed under Commonwealth Edison. She asked that counsel be diligent in resolving these requests.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

AUTHORIZATION TO RENEW PROPERTY, LIABILITY, AND OTHER INSURANCES

It was moved by Mrs. Jones and seconded by Mrs. Maguire that the Board of Education accept the recommendation of the Administration to approve the the purchase of liability, property, casualty, auto, umbrella, and employment practices insurance through the Suburban School Cooperative Insurance Pool for calendar year 2007, at a cost of \$403,754 which is included in the Fiscal Year 2007 Budget.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

REQUEST FOR THE USE OF THE NINTH GRADE CENTER MAIN GYM - LAKE COUNTY LAKERS

It was moved by Ms. Hanna and seconded by Mr. McBride that the Board accept the recommendation of the administration to approve the use of the Ninth Grade Center main gym for use by the Lake County Lakers Professional Basketball Team at the appropriate fee schedule, per Board Policy #3270.

Mr. McBride asked that a representative of the Lakers appear before the Board to talk about the team and its relation to the wider community.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Reddick, Shipley. Whereupon the President declared the motion carried.

REPORTS

BOARD PRESIDENT

Mr. Shipley commented that he is greatly concerned about the cost over runs for work for which Legat Architects provided estimates. Projects at the Swank building and the Whittier parking lot have resulted in substantial payments which were not included in the original projections.

Mr. McBride asked about the specifics of the Whittier parking area. Mr. Luosa responded that the original projected cost approved by the Board was \$356,663 which included a 10% contingency amount. A Change Order for \$45,000 surpassed the available contingency by \$14,127.

Mr. Shipley asked the Administration to consider other options for architectural service.

BOARD COMMITTEES

Mr. Anderson commented on the Personnel/Finance Committee meeting. Discussion was held on: pre-approval of large disbursements, additional compensation for "hard to find" teachers, and procedure for appeal of tort settlements.

Mrs. Maguire noted her attendance at the Insurance Plan Board meeting. Participants received a booklet comparing expenses for the past two years. Auxiant presented proposals to the Plan Board on ways to have staff seek early identification/intervention for potential health problems. Mr. Gaudin will provide information and costs to the Board at a future meeting.

Mrs. Maguire also attended the WTA meeting. Discussion was held on professional development and on development of a web page which would provide information to staff on training, mentoring, and licensing.

Ms. Hanna noted her attendance at the Personnel/Finance Committee meeting. Discussion included the school calendar for 2007-2008 and 2008-2009, the substitute teacher waiver, restriction of availability of "junk food", registration fees, and the Whittier driveway.

Ms. Hanna also attended the WTA Committee and noted extension of mentoring to include professional development for support staff. She noted that the Student Achievement Committee will meeting on December 13, 2006.

SUPERINTENDENT

Dr. Batiste noted a FOIA request from Ms. Kelly Below for information on a specific employee appointment. Pertinent information was provided.

Dr. Batiste listed upcoming events: the ARAMARK holiday social on Wednesday, December 14, 2006; the Cooke School Winter Wonderland dinner and program on December 14, 2006; the Waukegan High School holiday concert on December 14, 2006; and Winter Break, December 23, 2006 through January 7, 2007. Twelve-month staff will return to work on January 2, 2007; schools will reopen on January 8, 2007.

INFORMATION ITEMS

There were no information items.

OLD BUSINESS

There was no old business to report.

LEGAL ADVISOR'S REPORT

EXPULSION OF STUDENT NO. 915326

The following resolution was read by Mrs. Jones:

WHEREAS, the Board of Education of Waukegan School District No. 60, did, through its hearing officer on December 5, 2006, hold a hearing concerning possible expulsion of Student #915326; and,

WHEREAS, the evidence taken at said hearing shows that Student #915326 has been found guilty of violation of a Discipline Conference Contract by possession on school property of certain gang graffiti in violation of the rules and regulations of this school district, the *School Code of Illinois* and the statutes of the State of Illinois.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT; Student #915326 is expelled, effective immediately, from attendance at said Community Unit School District No. 60 (Waukegan Public Schools) for the remainder of the 2006-2007 school year (until June 7, 2007); provided, the expulsion will be stayed to permit transfer to an alternative placement at the discretion of the administration for provision of educational services

It was moved by Mrs. Jones and seconded by Mrs. Maguire that the Resolution, as read, be adopted.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Shipley. Absent: Reddick. Whereupon the President declared the motion carried.

EXPULSION OF STUDENT NO. 893257

The following resolution was read by Mrs. Maguire:

WHEREAS, the Board of Education of Waukegan School District No. 60, did, through its hearing officer on December 6, 2006, hold a hearing concerning possible expulsion of Student #893257; and,

WHEREAS, the evidence taken at said hearing shows that Student #893257 has been found guilty of possession of a controlled substance which is in violation of the rules and regulations of this school district, the *School Code of Illinois* and the statutes of the State of Illinois.

NOW, THEREFORE, IT IS HEREBY RESOLVED THAT; Student #893257 is expelled, effective immediately, from attendance at said Community Unit School District No. 60 (Waukegan Public Schools) for the remainder of the 2006-2007 school year (until June 7, 2007); provided, the expulsion will be stayed to permit transfer to an alternative placement at the discretion of the administration for provision of educational services

It was moved by Mrs. Maguire and seconded by Mr. Anderson that the Resolution, as read, be adopted.

After due consideration thereof, the President called for a roll call vote; the following members present voted aye: Jones, McBride, Anderson, Hanna, Maguire, Shipley. Absent: Reddick. Whereupon the President declared the motion carried.

Mr. Morris had no further legal reports.

BOARD MEMBER TIME

Mr. McBride commented on the beauty of the Waukegan parks following the recent snow storm. He went on to comment on the generosity of 175 Wilmette families who donated toys, gift certificates and blankets to Carman-Buckner families.

Mr. McBride noted his attendance at a recent funeral held for a 16-year-old child; a large number of young people were among the mourners. He bemoaned the apparent lack of spirit and moral values which he believes to be lacking in today's youth. However, he commended the Boys and Girls Club for their support for youth and invited everyone to attend the December 19, 2006 event which begins at 6:00 p.m.

Mr. Anderson noted that the appointment schedules now contain information on pro rata as well as actual salaries.

In reference to the Smaller Learning Communities presentation, he expressed his perplexity that the Board had not been apprised of the ongoing activities and now is asked to support the project.

Mr. Anderson asked everyone to support the high school holiday concert to be held on December 14, 2006.

Mrs. Maguire commented on the fine performance of the Avanti Strings and Rendition Choir at the Lincoln Center holiday luncheon. She noted that the format of the audit report makes it more easily understood.

Mrs. Maguire wished all in attendance a Merry Christmas and Happy New Year.

Ms. Hanna wished everyone a Merry Christmas, Happy Chanukah, and Happy Kwanzaa. She noted the number of holiday activities and expressed her regret that it is not possible to attend all of them. She commended staff for their good work and thanked the Business Department for hosting the Lincoln Center holiday luncheon.

Mr. Reddick gave everyone Seasons Greetings.

Mr. Shipley spoke about the controversy which was raised by Ms. Below which has now been resolved. He commented that the current administration has been open about sharing more information than at any time previously, and assured the public that the District is not attempting to conceal its plans or activities.

Mr. Shipley wished everyone a happy holiday season.

ADJOURNMENT

At 10:10 p.m. it was moved by Mrs. Jones and seconded by Mr. Reddick that the meeting be adjourned.

After due consideration thereof, the President called for a voice vote and all members present voted aye. Whereupon the President declared the motion carried. The meeting was adjourned.

President

Secretary