BOARD OF EDUCATION
REGULAR MEETING MINUTES
JANUARY 28, 2025

A regular meeting of the Enfield Board of Education was held in Council Chambers on January 28, 2025.

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairwoman Riley.

2. INVOCATION OR MOMENT OF SILENCE: Dr. Gerald Calnen

3. PLEDGE OF ALLEGIANCE: Dr. Gerald Calnen

4. FIRE EVACUATION ANNOUNCEMENT:

5. ROLL CALL:

MEMBERS PRESENT: Dr. Gerald Calnen, Janet Cushman, Philip Kober, Tina LeBlanc, Amanda Pickett, Scott Ryder and Charlotte Riley

MEMBERS ABSENT: Jean Acree

ALSO PRESENT: Mr. Steven A. Moccio, Superintendent; Mr. Andrew B. Longey, Deputy Superintendent; Student Representatives Izzy Dinnald and Olivia Nuccio

6. BOARD GUEST(S)

a. Best Buddies:

Ms. Santanella and Mrs. Fitzgerald along with several JFK students provided the Board with a presentation about the JFK Best Buddies program. They reviewed who they are, the advisors, activities and events they held, school wide service projects, how inclusion matters and their why. They also spoke about their recognition as an Outstanding Chapter for the 2023-24 Academic Year. They also provided the Board with many pictures of the students and the events they held.

Board members thanked them for the presentation, the creation of this program and for receiving the Outstanding Chapter recognition. They asked them about the number of students participating, programs at EHS and Eli Whitney, other events, and program guidelines. They also recognized life skills that are being taught to the students and how this could be careers for some of our students.

Ms. Santanella stated we have 100 students involved at JFK and we also have programs at EHS and Eli Whitney. Our events for this year are continuing with our lunch bunch and breakfast buddies programs. They also have buddies that help in classrooms and at afterschool events. Students must adhere to program guidelines, complete an application form and be eligible to participate. The students must want to be part of this program and there is also an attendance requirement. It is a real commitment. They also need to be good role models.

The students distributed stickers to each Board member.

Chairwoman Riley thanked them for presenting and asked them to notify the Board with any upcoming fundraiser events. Board members thanked the students for speaking tonight. You all did a great job!

Ms. Santanella stated they will sell t-shirts online and will send them the information.

b. <u>Technology Replacement Plan</u>:

Director of Technology Dr. Wiley, Literacy Director Mr. Flynn, and JFK Principal Brown provided the Board and public with an in-depth technology replacement plan presentation. They reviewed our technology history, technology integration in PK-12 curriculum instruction while using 1:1 iPads. Efficient teaching and learning personalizes student learning, increases engagement and communication and provides instructional feedback. 1:1 technology increases student learning and is an essential PK-12 assessment tool. They reviewed next steps, funding and a 5-year replacement cycle.

Mr. Ryder asked about when the students would receive a case with a keyboard. Dr. Wiley stated students will receive keyboards starting in grade 2.

Mr. Kober asked about the costs associated with the technology. Will that be a town or Board expense? Dr. Wiley stated we partner with the Town for Wi-Fi costs and support our infrastructure for our network. Mr. Moccio added this information will be detailed in the budget Board members will receive.

Mr. Kober asked if we have thought about going away from 1:1 technology for the elementary grades. Dr. Wiley stated our technology enhances our curriculum and accelerates students learning in all grade levels. Not using technology would be less effective and would set student learning back.

Mr. Kober asked about students taking iPads home for elementary and secondary level students. Dr. Wiley stated students at the secondary level are taking their iPads home daily. At the elementary level it varies by building. The devices are going back and forth also but not as much as the secondary level. Last summer, we updated a lot of the iPads, so they didn't go home with the students. During the school year when it comes to testing, some will take them home and bring them back to school. She added by having iPads at Stowe helps to build a wonderful home to school connection.

Mr. Moccio added that as we continue to move the district forward, we will discuss the different grade level technology uses administratively and how we will roll this out.

Mr. Kober asked about iPad insurance funding and does this assist with costs. Mr. Moccio stated he completed a deep dive into our budget by looking at district activity accounts and student activity accounts. When we collect funds from the students, it will be deposited into student activity accounts. When iPad insurance funding is collected, it is deposited for technology repair. The amounts collected for iPad insurance is well below the market rate for school districts. There were funds in district accounts, but the likelihood is this came from selling back our iPads. He feels the district technology account is a perfect use for the replacement for our first set of iPads. We will also use a portion of this funding for specialty technology items for our Mac labs. He is keeping a close eye on this. Funds are being collected for a specific purpose.

Mr. Kober asked about screen time usage by each grade level. Dr. Wiley stated we can track this by each device. She will look into this further. Mr. Kober stated students might be using this at home for personal use. Dr. Wiley added that students are using the iPads for 45 minutes over the week.

Mrs. Pickett stated technology is here in our lives and in our workplaces. She sees the enhancements with our technology. This plan shows predictability and value with your rollout replacement plan.

Mr. Ryder stated our students do not have YouTube on their iPads. Videos are used for specific lessons and links are provided for them to view. Dr. Wiley stated students can have access to YouTube for related lessons. Families can also turn off this feature. We have security filters "Securely" in place so students are not accessing videos they should not be viewing. YouTube video access is for educational purposes only.

Mrs. Pickett stated State Assessment require our students to use technology regardless of whether a district has 1:1 technology or not. Ms. Brown added at JFK before we had 1:1 devices, with assessments we were borrowing devices from other schools. We needed to prolong the testing windows. With 1:1 devices now we cam test 1,000 students at the same time and our network can sustain this usage. Previously it would take weeks for students assessments. Now we can do this in two sessions. Dr. Wiley added this gives back instructional time.

Chairwoman Riley thanked them for their presentation and for the predictability and sustainability replacement plan for our 1:1 technology. She was not a big fan of our PK students using technology but has personally seen the way our youngest students at Stowe are using technology. When they are in grade 3, they will be taking State Assessments using iPads. They will be ahead of the game with familiarity for using the devices. The devices also help the students with reading. She has discussed this with Ms. Snow and how the staff can see how well the students are doing or areas they need assistance with.

Ms. Brown stated when students are taking State Assessments it helps them to navigate if they have had prior experience using an iPads.

Mr. Ryder asked about the fixed prices you discussed within your presentation, and will you enter into contracts that will hold these prices. Dr. Wiley stated the pricing is for this current cycle. She used those numbers to project estimates for future cycle costs with trade in costs. We cannot enter into a contract that far-out unfortunately. What was presented tonight is based on what we know now and how financing will work. We are getting the iPad at a better price than what they are selling them for now because we are using them for educational purposes. The pricing is more of a prediction.

Chairwoman Riley thanked Dr. Wiley for the clarification about the YouTube waiver as a parent. She was worried about this impacting lessons. Maybe this can be rewritten with additional clarification for parents.

Dr. Wiley added this is something we can definitely look into.

Mr. Mocco added this is a plan that we will revisit each year, and we will review associated costs. Having built in prices for the iPads is a testament to Dr. Wiley and her staff. We are trying to get our technology at a reasonable cost. There will be fluctuations. We will need to budget for 2,900 iPads.

7. <u>SUPERINTENDENT'S REPORT</u>

a. **Student Representative Update –** as presented
b. **EPS Update** –

Mr. Moccio stated Kindergarten Registration information will be coming out soon. There have been many questions and concerns with the president's executive orders regarding immigration and ICE. He shared information from legal regarding this with our administrators. The unknown is concerning. Connecticut and Federal law protect the rights of students. He stated that Enfield Public Schools are not open to the public. No one can just walk into our buildings without just cause. If ICE comes to our buildings, we will be discussing procedures with our administration and staff, and they will receive instructions about this.

Mr. Moccio added that with the extreme temperature changes, we have been dealing with several building related concerns. We all know that our PK-5 buildings are old and changes are needed. That is why we are in the pre-referendum stage. Due to the age of our facilities and when parts are needed, we cannot just go purchase that part and need to retro fit parts. Mr. Dague is very knowledgeable and is working with B&G staff. He has spoken to Mr. Nunes and Mr. Lumbert and B&G staff are grossly understaffed. This was noted in a report from 2018. This is concerning and we will continue to work on this. There is a new maintenance work order tracking system that has been implemented for repairs and building concerns.

c. <u>Superintendent's FY25-26 Proposed Budget Presentation</u>:

Mr. Moccio thanked the administrators for all of their hard work. He also thanked Dr. Berrios and Mrs. Cisneros for the level of detail they have provided. We started this process in October 2024. This is a draft, and we have been making changes daily. The Board has 2 meetings in February to discuss the budget before it must be approved and submitted to the Town Manager.

Mr. Moccio presented his FY25-26 Proposed Budget. He reviewed our Mission Equity Statement; many accomplishments during 2023-24 for Academics, Graduates, Special Education and Extracurricular activities in Athletics, Arts, Music and Buzz Robotics; Budget Priorities; Budget Assumptions; Budget Development; Overall Recommendation or a 5.33% budget increase - $81,966,762.33. He also reviewed several frequently asked questions; Budget Drivers; Student Enrollment; FY2024-25 FTE Report; Priority #1 Class Sizes, #2 Specialized Programs, #3 Student & Staff Support, #4 Extra-Curricular Activities; Grants & Revenue and key takeaways.

Mr. Moccio added he will increase clarity and transparency for every dollar in our budget. You will receive backup materials. We have anticipated expenses, and you can see our revenue streams. Mr. Longey distributed Budget Books to each Board member. This information will also be posted on our website for the public to view. Anytime information is updated, you will receive it. He explained the different sections in the budget book.

Mrs. Pickett knows we will be continuing to discuss benefits for health insurance, Behavior Technicians and collective bargaining incentives. She would also like to discuss our credit recovery program, career center program and high school supports along with the sustainability of our sports programs with a long term plan. She will never cut staff in order to save sports. She also has concerns about school security funds.

Mr. Moccio stated included in our budget is for 1 security monitor at the high school.

Mrs. Pickett added that we have no control over what is happening on the Federal level. It is scary thinking about what could happen with our Title funding. There are many unknowns at this time that may affect our community.

Mr. Ryder stated you will provide us with additional information that we will place in our budget books. He would also like to receive your presentation from tonight so that it can also be included in the budget book. Including this narrative along with the excel sheets will give us a more rounded out budget.

Mrs. LeBlanc thanked Mr. Moccio for including accomplishments with students scores. This was achieved because of the extra supports that were put in place. We need to keep an eye on large class sizes. Having a fresh set of eyes looking at our budget has been eye-opening. Grant funding is another area to keep in mind. She would like the Town Council to also look for finding efficiencies in their budget with a fresh set of eyes when they hire for the Town Manager position.

Chairwoman Riley thanked Mr. Moccio, Mr. Longey, Ms. Middleton, Mrs. Cisneros, Dr. Berrios and our administrators for all of their work with the budget.

<u>Motion Extend the Meeting:</u>

Mrs. Pickett moved, seconded by Mrs. LeBlanc that the Enfield Board of Education suspends the rules and extends the regular meeting past 10 PM.

A vote by **<u>show-of-hands 7-1-0</u>** passed with Mr. Kober in dissent.

8. AUDIENCES

Chairwoman Riley read a prepared statement for Audience member participation, and you will be allowed 4 minutes to address the Board.

<u>Zach Zannoni, Howard Street</u> – Mr. Zannoni spoke about deportations and how the State has sent out protocols around this. Parents need to understand this. Thank you for your budget presentation. The implications to our students with this current years budget is disheartening. What is the long term plan to rebuild and reinvest in our school system? We need to stop kicking the can down the road. Have we asked for enough with this budget?

<u>Angela Foss, Crescent Beach Drive</u> – Mrs. Foss thanked them for tonight's presentations. She is disappointed about the budget. Change is needed and we need to think about our kids. We need so many more teachers to reduce our class sizes. Keeping status quo is not the way. There is an error with the roof referendum plan. She is excited to see the roof at Parkman will be repaired.

<u>Greg Schoorens, Sam Street</u> – Mr. Schoorens is glad to see late buses return to JFK. Your budget presentation shows that you care about all our students. His is disheartened to see how the Town Council has terminated our DEI Committee. We need to continue equity in our schools. We need more teachers of color. We need to protect our trans students. All students need to feel safe. They are coming for our undocumented and trans students. We need to remember, we are all Enfield.

<u>Maureen Griffin, Abbe Road</u> – Mrs. Griffin enjoyed the special education presentation. We need to expand additional supports for our students. Understanding the process and assessments for special education is important. We need to reinstate our grade 5 music program. We need to attract diverse teachers to our district. We are Enfield and are better than what they are forcing us to take.

<u>Motion Move an Item up on the Agenda:</u>

Mr. Ryder moved, seconded by Mrs. Pickett that the Enfield Board of Education move Item #11a Approval of Education Specifications for the Edgar H. Parkman Roof Replacement Project up on the agenda before Item #9.

A vote by **<u>show-of-hands 8-0-0</u>** passed unanimously.

Item #11a. – **<u>Approval of Educational Specifications for the Edgar H. Parkman Roof Replacement Project</u>**

Mr. Dague reviewed the Edgar H. Parkman Roof Replacement Specifications with the Board. He will have Silver Petrucelli and Associates make a change to reflect Edgar H. Parkman instead of Ellsworth Avenue School within the document.

Mr. Moccio added the changes need to be made in #1 Rational, #2 Long – Range Plan and #8 Community uses sections.

Mrs. Pickett asked if this roof replacement will impact our plans for the pre-referendum committee. Mr. Dague stated there have been no site decisions have been made. Repairs will need to be made to our buildings in the meantime.

Chairwoman Riley added this building may be reused as a school which will affect repayment. Mr. Dague added the building can be reused as either a school or Town building. He also reviewed the timeline for the Parkman Roof Replacement project including roof plans and budget analysis, grant application, estimate of ineligible costs. The Core-CT portal opens up on February 1st-10th for non-priority grant applications. We should hear something within 90 days. The plan will then be reviewed with DAS. Once we receive the approval, we can then go out to bid for the project and finally start the construction phase.

Mr. Kober asked if the work could possibly start during the summer. Mr. Dague stated this depends on how fast the project gets approved. Ideally working during the summer months is best. We are still waiting for a response for the Alcorn Roof project.

Mr. Kober asked if the project does not start in the summer, would it be done in phases. Mr. Moccio stated that is what his previous district needed to do. The RFP will list the specific project requirements for the project. Working during the school year is not ideal, but it can be done in phases and not during the school day.

Chairwoman Riley added Barnard's roof was done in phases. Mr. Ryder stated Joint Facilities has also run into some issues when roofs are done in sections. When the project starts and stops, that will create a trouble area on the roof.

Dr. Callen moved, seconded by Mr. Ryder that the Enfield Board of Education approves the amended Educational Specifications for the Edgar H. Parkman Roof Replacement Project.

A vote by **roll-call 8-0-0** passed unanimously.

9. BOARD MEMBER COMMENTS

Chairwoman Riley welcomed our new Board member Dean Gousse.

Mrs. Pickett thanked audience members for their comments. She agrees that we need to reassure our families and staff that they are welcome. February is Black History month. She thanked Mr. Moccio for the information about immigration status and staff training. Communicating with families is important. She has concerns with the walkways not being shoveled at Enfield Street. She has continued concerns with the amount of student transports that occur. Behavioral supports are needed. We need to look at our MOU for our security guards. She is also concerned with the lack of school zone signs on Enfield Street. The Board asked for school zone signs with posted speed amounts. That is not what we received. Changes can be made at $2k per sign to add flashing lights. She is not happy with the Town Council ending our DEI Committee.

Mr. Kober welcomed Mr. Gousse to the Board. He thanked the Town Council for filling this position so quickly. He also congratulated Mrs. Cushman for being named our Vice Chairwoman. He added to Mr. Moccio's comments regarding facility updates by stating we need to keep in mind the pre-referendum committee, work orders. the lack of building maintenance, heating issues and joint facilities projects.

Mr. Kober asked via the Chair to the Superintendent about receiving regular Alliance District updates and support we may receive from the State. He thanked Mr. Moccio for his FY25-26 Budget presentation. This is a great leap towards transparency.

Mrs. LeBlanc thanked audience members for their comments. She also welcomed Mr. Gousse to the Board. She spoke about staffing cuts, our budget shortfall and the MOU with the Town and misinformation. Our buildings and grounds do not have enough staff to properly care for our buildings. This was identified in the 2018 Novak report. She will share this report with Board members.

Mrs. LeBlanc thanked Mr. Moccio for attending our Health Insurance meetings. Our claim fund balance needs to be fully funded. We also need to schedule another joint insurance meeting.

Chairwoman Riley will look into scheduling another insurance meeting.

Mrs. LeBlanc is also disappointed that the Town Council has ended the DEI Committee. This is something that is needed as mentioned by our student representatives and the black and brown student union. DEI is need to address systemic inequities.

Mrs. LeBlanc thanked Mrs. Cekala and Mr. Santanella for their comments at the last Town Council meeting. Untrue information is being spread. She urged community members to look at the insurance fund and look at the studies that have been done in the past and were not used. We are better than this.

Chairwoman Riley thanked the Republic Town Committee for recommending Mr. Gousse be placed on the Board of Education. She also thanked the Town Council for appointing him. She thanked Mrs. Pickett for sending both her and Mr. Moccio resources from the State. The Novak report that Mrs. LeBlanc spoke about is a great report. She agrees that Board members receive a lot of special updates, and we will discuss this further.

Chairwoman Riley added that Mr. Moccio forwarded to Board members several past audits. The most recent audit mentioned that the Board needed to review their policies and add language to comply to all Federal procurement procedures. The Board and Town need to verify vendors that have been suspended or de-barred. Those were the big findings from the previous audits. They did not look at internal controls. That is what the Town Council will be reviewing. Included in the audit report, it lists all the Town's and Board's Federally Funded programs. It is great to know now that our Head Start program may not be affected. Just so everyone is aware, these Federal programs equate to $17 million dollars that we receive in grants.

Chairwoman Riley added that as part of your budget presentation, we will repay the Town Council earlier than expected so it will reduce the amount that we owe the Town. Mr. Moccio added that we will make our first payment to the Town at the end of this fiscal year. Then the next 5 years of payments will be less.

Chairwoman Riley stated whether you are sitting on the Board, the Town Council or another commission, you should never be threatened. We are all volunteers and do not get paid for what we are doing. People will disagree with each other and at the end of the day, we should all just move forward. We can agree to disagree. We all need to some kindness in our community.

10. <u>UNFINISHED BUSINESS</u>: - None

a. <u>POLICY REVISION(S) – SECOND READINGS</u>

<u>Policy #3110 – Board Budget Procedures and Line Item Transfers</u>

Mrs. Cushman moved, seconded by Mr. Kober that the Enfield Board of Education approves the proposed new policy #3110 Board Budget Procedures and Line Item Transfers as a Second and Final Reading as presented.

A vote by **<u>roll-call 8-0-0</u>** passed unanimously.

Policy #4230 – Family and Medical Leave

Mrs. Cushman moved, seconded by Mr. Kober that the Enfield Board of Education approves Policy #4230 Family and Medical Leave as a Second and Final Reading as presented.

A vote by **roll-call 8-0-0** passed unanimously.

Policy #6146 – Graduation Requirements

Mrs. Cushman moved, seconded by Mr. Kober that the Enfield Board of Education approves Graduation Requirements as a Second and Final Reading as presented.

A vote by **roll-call 7-0-1** passed with Mr. Kober abstaining.

11. NEW BUSINESS

a. Approval of Educational Specifications for the Edgar H. Parkman Roof Replacement Project

This item was previously addressed on the agenda.

b. Approval of the 2025-26 School Calendar

Board members discussed proposed additional changes to be made to the 2025-26 school calendar. Mr. Moccio reviewed the process he used for establishing the proposed calendar. Board members unanimously agreed to table this item until the February 11th Board meeting.

Mr. Ryder moved, seconded by Mr. Kober to table this item until the February 11th meeting

A vote by **show-of-hands 7-0-1** to table this item was approved with Mrs. Pickett abstaining.

c. Rescinding Obsolete Policies

Mr. Kober moved, seconded by Mrs. Cushman that the Enfield Board of Education rescinds Policies #3120 preparation of Budget Documents, #3150 Adoption of Budget, #3160 Transfer of Funds, and #6148 FAFSA Completion Program as presented.

Discussion:

Mr. Kober stated these police are being rescinded because we previously approved several policies tonight as second readings. These policies have absorbed the content of the policies we will be rescinding. We are beginning to streamline of our policies by doing this.

A vote by **roll-call 7-0-1** passed with Mr. Gousse abstaining.

d. Appoint BOE Membership to the Pre-Referendum Committee

Board members unanimously agreed that Chairwoman Riley, Mrs. Cushman, Mrs. LeBlanc and Mrs. Pickett will be appointed as members to the Pre-Referendum Committee.

Mr. Moccio added that Kate Flanaghan and Lauren Andrews will be the administrators that will be appointed to this committee.

Chairwoman Riley will look into when this committee will start to meet.

12. BOARD COMMITTEE REPORTS:

Curriculum Committee: Mrs. Pickett reported the Curriculum Committee met on January 23rd. We reviewed the POS changes, Kindergarten Registration, and Band/Marching Band. Our next meeting will be held on February 20th.

Finance Committee: Mr. Kober reported on the Finance and Budget Committee will meet next on February 3rd.

Mr. Moccio will send Board members a form to submit any questions you may have related to the budget that he will address.

Policy Committee: Mrs. Cushman reported the Policy Committee will meet next on February 18th.

Leadership – Chairwoman Riley reported Board Leadership met on January 23rd. We reviewed Insurance, Audits, Pre-K, Pre-Referendum Committee and leadership will now meet once a month. Our next meet will be held on February 5th at EHS in the Principal's Conference Room.

13. LIAISON REPORTS

School Reports/Updates:

Mrs. LeBlanc congratulated EHS Wrestling members (Ethan & Jacob) for their 100th win and are now members of the Enfield Eagles 100 Wrestling Club. She also congratulated the boys grade 6 Enfield Travel Basketball team for their win against Ellington.

Dr. Calnen reviewed happenings/upcoming events for Kite. Kite is looking for community members that would like to participate in the upcoming Heritage Fair that will be held on March 29th, if interested please reach out to Hannah Song. Kite in conjunction with Stanford University is looking for families to share their experiences about early reading and creating family connections. If interested, please contact Brianna Beckstrand.

Mr. Kober gave a shout out to the families at Henry Barnard.

Mr. Ryder reviewed happenings/upcoming events for Eli Whitney. He congratulated wolfpack leaders, Ashton, Victor and Gwen. February lunch menus need to be posted on the website.

Chairwoman Riley reported Hazardville Memorial students will make valentines for Veteran's that are at the Rocky Hill Veteran's Hospital. Enfield students have been sending cards to our Veteran's for the past 25 years. She thanked Michelle Wilcox for spearheading this. She also attended Memorials Paws Times. It was featured in this months issue of Teach Magazine. She gave a shoutout to Memorial staff. They also have an early education initiative called "Heart Words at Home" where students are encouraged to practice a list of heart words with their families at home. International Read to me Day will be held on February 19th. If any Board member is interested, please contact Hazardville Memorial. They also held a PTO Bingo.

Joint Facility – Mr. Ryder reported the Joint Facilities Committee will meet on February 13th.

Joint Insurance Committee – Chairwoman Riley reported the Joint Insurance Committee needs to set their next date to meet.

Joint Security Committee – Mr. Ryder reported the Joint Security Committee will meet on February 14th.

Enfield Mental Health Committee – Chairwoman Riley reported the Enfield Mental Health Committee postponed their meeting. This meeting will be rescheduled.

Mr. Kober would like us to add the Pre-Referendum Committee to our list.

Chairwoman Riley reported the Program of Studies Night will be held at EHS on February 5th at 7 PM in the Auditorium.

Chairwoman Riley also reported that Buzz Robotics has started to build their next robot. They will hold a fundraiser event on February 15th at the Annex. You can find additional information on their Facebook page.

14. <u>APPROVAL OF MINUTES</u>

Dr. Calnen moved, seconded by Mr. Kober that the Regular Meeting Minutes of January 14, 2024, be approved. A vote by **<u>show-of-hands 8-0-0</u>** passed unanimously.

15. <u>APPROVAL OF ACCOUNTS AND PAYROLL</u> - None

16. <u>CORRESPONDENCE & COMMUNICATION</u> - None

17. <u>EXECUTIVE SESSION</u> - None

18. <u>ADJOURNMENT</u>

Mr. Kober moved, seconded by Mrs. Pickett to adjourn the Regular Meeting of January 28, 2025. Motion passed unanimously by a **<u>show-of-hands 8-0-0</u>**. Meeting stood adjourned at 11:03 PM.

Scott Ryder
Secretary
Board of Education

Respectfully Submitted,

Kathy Zalucki, Recording Secretary