## REGULAR MEETING OF THE BOARD OF EDUCATION MINUTES OF BOARD OF EDUCATION WEST HARVEY-DIXMOOR SCHOOL DISTRICT 147 MONDAY, SEPTEMBER 9, 2024

The Board of Education of West Harvey-Dixmoor School District 147, Cook County, Illinois, was called to order by Board President Michael Smith, on MONDAY, SEPTEMBER 9, 2024 at 6:59:45 P.M.

## I. ROLL CALL - Present

**Board Members:** 

Micheal Smith
Mable Chapman
Hazel Bowman
Ronnie Lee
Pamela Cudjo
Bonnie Rateree
Terry Young

Administration:

Dr. Creg Williams, Interim Superintendent
Dr. Jerry Jordan, Interim Superintendent
Ms. Camille Robinson, Asst. Superintendent
Ms. Charles DiMortins, Interim CORO

Mr. Charles DiMartino, Interim CSBO Mrs. Cynthia Edwards-Jackson, CSBO

## APPROVAL OR MODIFICATIONS TO THE AGENDA

## **MOTION**

Member Cudjo moved to modify the agenda. Item #3 under New Business should be item #1 under Unfinished Business. Member Lee seconded the motion. ROLL CALL: AYE, 7 - Pamela Cudjo, Ronnie Lee, Mable Chapman, Hazel Bowman, Pamela Cudjo, Bonnie Rateree, Terry Young, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

## **APPROVAL OF MINUTES**

## MOTION

Member Chapman moved to approve the previous meeting's regular and finance minutes as presented. Member Bowman seconded the motion. ROLL CALL: AYE, 7 - Mable Chapman, Hazel Bowman, Ronnie Lee; Pamela Cudjp, Bonnie Rateree, Terry Young, Michael Smith. NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

ADJOURN TO CLOSED SESSION (ACTION) Member Smith asked for a motion to go into closed session for the purpose as permitted by provisions of the Open Meetings Act, 5 ILCS 120/2 et seq, it is expected that the Board will recess to closed session to consider information regarding: (1)the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; (2)collective negotiation matters of deliberation of salary schedules; (3)imminent or probable litigation; (4)evidence or testimony presented in a closed hearing; and (5) student disciplinary matters.

#### MOTION

Member Lee moved to go into closed session; Member Young seconded the motion. ROLL CALL: AYE, 7 - Ronnie Lee, Terry Young, Pamela Cudjo, Bonnie Rateree, Mable Chapman, Hazel Bowman, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0. (7:03 PM)

## **RETURN TO REGULAR MEETING**

#### MOTION

Member Cudjo moved to return to open session; Member Lee seconded the motion. ROLL CALL: AYE, 7 - Pamela Cudjo, Ronnie Lee, Mable Chapman, Bonnie Rateree, Hazel Bowman, Terry Young, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0. (7:42 PM)

#### CITIZEN INQUIRY

- 1. Cadre at Rosa Parks talked about challenges that educators were facing at the school that causes inconsistency and disruption in the students' learning, specifically, co-teaching in Physical Education.
- 2. Jerrilyn Parker inquired on behalf of parents and staff regarding the possibility of ticketing the railroad for stopped trains in the community as an emergency safety issue surrounding our schools. Secretary Chapman stated that there is not much that can be done regarding stopped trains but the community can start a concentrated letter campaign to send letters of complaint to the legislators.

## APPROVE AUGUST PAYABLES IN THE AMOUNT OF \$4,099,012.34.

#### MOTION

Member Chapman moved to approve the August payables; Member Young seconded the motion. ROLL CALL: AYE, 7 - Mable Chapman, Terry Young, Pamela Cudjo, Ronnie Lee, Hazel Bowman, Bonnie Rateree, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

## DISCUSSION

Dr. Williams, Interim Superintendent, wanted to state for the record that payables were extremely high due to payments for the air conditioning projects.

## APPROVE APRIL PAYROLL IN THE AMOUNT OF \$945,271.91.

## MOTION

Member Young moved to approve the August payroll; Member Chapman seconded the motion. ROLL CALL: AYE, 7 - Terry Young, Mable Chapman, Hazel Bowman, Pamela Cudjo, Bonnie Rateree, Ronnie Lee, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

## **BOARD COMMITTEE REPORTS**

 Secretary Chapman shared PressPlus update packages for issues 115 and 116 with the Board. PressPlus policy updates for issue 114 have been adopted. Second read for policy issue 115; and first read for policy issue 116.

## **SUPERINTENDENT REPORTS**

- 1. Dr. Jordan, Interim Superintendent, reported that we have 765 students enrolled in the district compared to over 800 last year. Student registration is on Tuesdays and Thursdays. Esser Funds have been expended to upgrade the facilities including air conditioning; tracks for staff and students usage at all the schools; and the pool is being put back out to bid for Rosa Parks Middle Schools.
- Secretary Chapman mentioned the new speed bumps and safety signs installed by the district to ensure the safety of our children and staff.
- Ms. Robinson, Assistant Superintendent, presented the Strategic Goals that the district will be working towards and will develop an action plan to meet these goals over the next three years.
  - Included in these goals is the Family Education Center where parents can get useful tools and information to help their students learn and achieve.
  - District is working toward bilingualism since the district has a 50/50 English/Spanish student demographic.

- Illinois State Board of Education Data Breach letter was sent home to parents and was shared with the Board, as well as, the Crisis Intervention Plan and other documents including a Board event calendar, upcoming conference information, and four handbooks.
- Member Cudjo inquired about the cadres request for additional paid holidays off presented at the previous Board meeting. Ms. Robinson, Assistant Superintendent, confirmed that seven days have been granted back.
- 5. Ms. Robinson stated there is also a Professional Development calendar being implemented for all cadres and certified staff to ensure that our staff is comfortable with new programs and curriculum.
  - Dr. Williams, Interim Superintendent, reiterated that all training is geared
    around improving instruction inside the classrooms. Building
    Administrators are also being trained. Every night prior to the Board
    meetings the Superintendents hold a Management meeting with the
    Principals and Assistant Principals to discuss attendance for students and
    staff, parent programs, and other areas to impact student achievement.
    The Superintendents also hold monthly Academic Achievement meetings
    with the Principals to discuss student growth measurement and how to
    provide the best instruction for students.

## **ACTION ITEMS** (Consent Agenda)

- Approve Inter-Pacific, Inc to provide and install IP video door station at Rosa Parks Middle School.
- 2. Approve to ratify Imperial Surveillance, Inc. for prior surveillance service at Washington and Lincoln Elementary Schools.
- 3. Approve Workers' Compensation Self-Insurance Trust, Illinois School District Agency to provide the annual renewal for workers compensation insurance plan for School District 147.
- 4. Approve Workers' Compensation Self-Insurance Trust, Illinois School District Agency to provide the annual renewal for liability insurance for School District 147 and District 147 Board of Education.
- 5. Approve Workers' Compensation Self- Insurance Trust, Illinois School District Agency to provide the annual renewal for property/casualty insurance for School District 147.
- 6. Approve Tames/Health Resource Services Management, INC. to provide Medicaid reimbursement consultant services for School District 147.
- 7. Approve Frontline Technologies Group LLC., to provide and conduct professional development for a new time and attendance system to be used by employees at all District locations.
- 8. Approve ITR Systems to provide repair services to the intercom system at Martin Luther King School.
- 9. Approve John Kasperek Co., Inc., CPAs to conduct the annual audit for the years

- ending June 30, 2024 and 2025 (2 years).
- 10. Approve to ratify National Catastrophe Solutions INC to provide tile and grout cleaning of restrooms at Rosa Parks Middle School.
- 11. Approve to ratify National Catastrophe Solutions INC to provide tile and grout cleaning of restrooms at Martin Luther King Elementary School.
- 12. Approve Signal 94 LLC, to replace chain link fence and install steel fence at Rosa Parks Middle School.
- 13. Approve to ratify RS Landscaping to install sod after emergency repair of sewer at Lincoln Elementary School.
- 14. Approve Edutek Solutions, LLC to provide annual subscription for technology ticketing system to be used for service requests at all District 147 locations.
- 15. Approve to ratify National Catastrophe Solutions INC. to remove and install a new mini-split air conditioning system in the AV closet at Lincoln Elementary School.
- 16. Approve to ratify Dunlap Construction, INC. to paint curbs yellow at Rosa Parks, King, and Lincoln Schools.
- 17. Approve Edwin Anderson to provide one new interior door replacement at Lincoln Elementary School.
- 18. Approve 95 Percent Group to provide coaching professional development for teachers at Lincoln, Rosa Parks, and King Schools.
- 19. Approve BlueStreak Math to provide math student licenses for students at Rosa Parks Middle School.
- 20. Approve to ratify The Lucky Hot Dog to provide snacks for the Open House program at Lincoln Elementary School.
- 21. Approve three-year District 147 E-Learning program to be submitted to the Regional Office of Education.
- 22. Approve Quill LLC to provide various supplies for Zero-to-Three Program for School District 147.
- 23. Approve Dependable & Reliable Transportation INC., to provide transportation services for students and parents as needed per student IEPs, special events, or field trips.
- 24. Approve Academic Mastery Academy to provide alternative education for student DW per ISBE nonpublic placement contact beginning August 12, 2024 and ending May 30, 2025.
- 25. Approve AAA Academy to provide alternative education for student KA per ISBE nonpublic placement contract beginning August 5, 2024 and ending May 22, 2025.
- 26. Approve Sight and Sound for Kids to perform hearing and vision screening for students within School District 147.
- 27. Approve South Cook Intermediate Service Center (ISC4) to provide at no cost professional development for security personnel in School District 147.
- 28. Approve South Cook Intermediate Service Center (ISC4) to provide at no cost professional development for crisis training of all staff in School District 147.
- 29. Approve Writing by Design to provide charts and supplies for students in third-eighth grades for English/Spanish at Martin Luther King and Rosa Parks Schools.

- 30. Approve 95 Percent Group to provide teacher's guide for staff in kindergarten-third grades at Martin Luther King School for the 24/25 school year.
- 31. Approve 95 Percent Group to provide program license for phonics students in first-eighth grades at Martin Luther King and Rosa Parks Schools for the 24/25 School Year.
- 32. Approve RS Landscaping to remove rock and install new sod at Martin Luther King Elementary School after the installation of the running track.
- Approve D. Anderson Contracting, Inc. to install new track at Rosa Parks Middle School.
- 34. Approve to ratify BIW Property Management and Construction to demo and remove cabinets, countertops, and concrete at Lincoln and Rosa Parks Schools.
- 35. Approve Traffic Safety Store to provide "School State Law Yield to Pedestrians" for walkways at Lincoln, Martin Luther King and Rosa Parks Schools.
- 36. Approve Andrews Printing LLC to provide printing of student/parent handbooks for parents at Lincoln, Martin Luther King and Rosa Parks Schools.
- 37. Approve Andrews Printing LLC to provide printing of bi-lingual student/parent handbooks for parents at Lincoln, Martin Luther King, and Rosa Parks Schools.
- 38. Approve Trinity ECO Solutions to provide classroom trash can for Lincoln, Martin Luther King, and Rosa Parks Schools.
- 39. Approve Amber Mechanical Contractors, Inc. to do emergency fire alarm panel repair at Rosa Parks Middle School.
- 40. Approve Edward Palmisano to perform consultant professional development sessions for Special Education teachers at Lincoln, Martin Luther King and Rosa Parks Schools.
- 41. Approve Webstaurant Store to provide a five-pan open well steam table for student cafeteria at Rosa Parks Middle School.
- 42. Approve Webstaurant Store to provide a stainless refrigerated salad bar for student cafeteria at Rosa Parks Middle School.
- 43. Approve G-Force Chicago North to provide painted walkways at Rosa Parks Middle School.

## MOTION

Member Cudjo moved to approve action items 1-43; Member Chapman seconded the motion. ROLL CALL: AYE, 7 - Pamela Cudjo, Mable Chapman, Bonnie Rateree, Hazel Bowman, Ronnie Lee, Terry Young, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

# APPROVE PERSONNEL REPORT TO INCLUDE EMPLOYMENT, RESIGNATION, RETIREMENT, AND LEAVE OF ABSENCE OF ADMINISTRATIVE, CERTIFIED, CLASSIFIED, AND NON-UNION STAFF (Consent Agenda)

- 1. Approve consultant contract of Jewel Turner, Security Guard, Rosa L. Parks Middle School, effective August 14, 2024.
- 2. Approve the employment of Joshua Gaskew, Paraprofessional, Lincoln Early Learning Center; effective August 12, 2024.

- 3. Approve the employment of Hoda Atlam, Kindergarten Cadre Teacher, Lincoln Early Learning Center; effective August 15, 2024.
- 4. Approve the employment of Anthony Hinchey, 5th Grade Social Science Teacher, Rosa L Parks Middle School; effective August 26, 2024.
- Approve the employment of Patricia Jackson, Day-to-Day Substitute, District-Wide; effective August 23, 2024.
- 6. Approve the employment of Allyson Rush, District-Wide Cadre Teacher, District-Wide; effective September 4, 2024.
- 7. Approve the employment of Jonathan Jordan, 6th Grade Math Cadre Teacher, Rosa L Parks Middle School; effective August 26, 2024.
- 8. Approve the employment of Damita Rodriquez, Food Service Line Server, Rosa L Parks Middle School; effective September 16, 2024.
- Approve the employment of Theresa Antuna, ELA Cadre Teacher, Rosa L Parks Middle School; effective September 16, 2024.
- 10. Approve the employment of Lamond Brock Sr, Food Service Line Server, Rosa L Parks Middle School; effective September 16, 2024.
- 11. Approve the employment of Khaila Milon, Paraprofessional, Lincoln Early Learning Center; effective August 12, 2024.
- 12. Approve the employment of Rose Harris, 3rd Grade Cadre Teacher, Martin Luther King Elementary School; effective August 12, 2024.
- 13. Approve the employment of Anahi Botello, Bilingual Paraprofessional, Martin Luther King Elementary School; effective August 12, 2024.
- 14. Approve the employment of Dulce Rosales, Bilingual Paraprofessional, Martin Luther King Elementary School; effective September 16, 2024.
- 15. Approve the employment of Tyisha M. Johnson, Art Cadre Teacher Position, Rosa L. Parks Middle School; effective September 9, 2024.
- 16. Approve the student teaching of Daisy Marquez, 4th Grade Cadre Teacher, Martin Luther King Elementary School; effective August 12, 2024.
- 17. Approve the reassignment of Kayla Hylton from Paraprofessional to 7th Grade Science Cadre Teacher; Rosa L Parks Middle School; effective August 15, 2024.
- 18. Approve the reassignment of Rosmery Preciado from Paraprofessional to 2nd Cadre Teacher; Martin Luther King; effective September 3, 2024.
- 19. Approve the reassignment of Carmelita Davis-White from 7th Grade ELA; Rosa L. Parks Middle School to K-2 Self-Contained Special Education Teacher; Martin Luther King; effective September 18, 2024.
- 20. Approve the reassignment of Eneth Pineda from Paraprofessional to 1st Teacher; Martin Luther King Elementary School; effective September 3, 2024.
- 21. Approve the resignation of Annelle Esponiza, Bilingual Paraprofessional, Lincoln Early Learning Center; effective August 5, 2024.
- 22. Approve the resignation of LaShae Lee, Dean of Students, Rosa L. Parks Middle School; effective August 8, 2024.
- 23. Approve the resignation of Joshua Gaskew, Paraprofessional, Lincoln Early Learning Center; effective August 22, 2024.
- 24. Approve the resignation of Kiya Cox-Bey, Cadre Teacher, Rosa L. Parks

- Middle School; effective August 12, 2024.
- 25. Approve the resignation of Sarah Osborne, 7th Grade ELA, Rosa L. Parks Middle School; effective August 27, 2024. 08/27/2024
- 26. Approve the resignation of Jessica Moore, Kindergarten Cadre Teacher, Lincoln Early Learning Center; effective August 15, 2024.
- 27. Rescind offer to Joyce Garrett, Special Education Self-Contained Teacher position for 7th and 8th, Rosa L Parks Middle School; effective August 14, 2024.
- 28. Rescind offer to Saul Castaneda, Specialized Services Resource Teacher, Martin Luther King Elementary School; effective August 26, 2024.
- 29. Rescind offer to Derrick Dunn, Science Cadre Teacher, Rosa L. Parks Middle School; effective August 6, 2024.
- 30. Approve tuition reimbursement for Misty Kurcharek, Math Coach, District, effective August 27, 2024.
- 31. Approve tuition reimbursement for Camille Robinson, Assistant Superintendent, District, effective August 27, 2024.
- 32. Approve tuition reimbursement for Mario Booker, Assistant Principal, Rosa L. Parks Middle School, effective August 27, 2024.
- 33. Approve tuition reimbursement for Cicely Calhoun, Director of Human Resources, District, effective August 27, 2024.
- 34. Approve tuition reimbursement for Iliana El-Khailani, Director of Special Education, District, effective August 27, 2024.
- 35. Approve Christine Norkaitis for Student Council Sponsor, Rosa L. Parks Middle School, effective 24/25 school year.
- 36. Approve Brian Barrera for 7th and 8th Grade Boys Soccer Coach, Rosa L. Parks Middle School, effective 24/25 school year.
- 37. Approve Jonathan Jordan for 7th and 8th Grade Track Coach, Rosa L. Parks Middle School, effective 24/25 school year.
- 38. Approve Keancia Brown for 8th Grade Volleyball Coach, Rosa L. Parks Middle School, effective 24/25 school year.
- 39. Approve Emmanuel Iradukanda for 8th Grade Boys Basketball Coach, Rosa L. Parks Middle School, effective 24/25 school year.
- 40. Approve Karla Sudduth for 7th and 8th Grade Girls Basketball Coach, Rosa L. Parks Middle School, effective 24/25 school year.
- 41. Approve Jewel Turner for Athletic Director and 7th Grade Boys Basketball Coach, Rosa L. Parks Middle School, effective 24/25 school year.
- 42. Approve Allison Mascolino for 7th and 8th Grade Girls Soccer Coach, Rosa L. Parks Middle School, effective 24/25 school year.
- 43. Approve Ana Marie Varquez for 7th Grade Girls Volleyball Coach, Rosa L. Parks Middle School, effective 24/25 school year.
- 44. Approve Natalie Mack for 7th and 8th Grade Cheerleading Coach, Rosa L. Parks Middle School, effective 24/25 school year.
- 45. Approve Sylvia Burnley for Ooey Gooey Club Sponsor, Martin Luther King Elementary School, effective 24/25 school year.
- 46. Approve Alison Smith for Marvelous Markers Club Sponsor, Martin Luther King Elementary School, effective 24/25 school year.

- 47. Approve Yarithza Mendoza and Sylvia Burnley for 3rd and 4th Grade Student Council Sponsors, Martin Luther King Elementary School, effective 24/25 school year.
- 48. Approve Yarithza Mendoza for Science Experiments Club Sponsor "The Science Lab", Martin Luther King Elementary School, effective 24/25 school year.

## **DISCUSSION**

Member Chapman asked all new hires in attendance to stand up and introduce themselves.

## **MOTION**

Member Chapman moved to approve the action items 1-48; Member Cudjo seconded the motion. ROLL CALL: AYE, 7 - Mable Chapman, Pamela Cudjo, Bonnie Rateree, Ronnie Lee, Hazel Bowman, Terry Young, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

## **UNFINISHED BUSINESS**

1. Press Policy 115 second read and adoption.

#### MOTION

Member Cudjo moved to approve unfinished business item 1; Member Lee seconded the motion. ROLL CALL: AYE, 7 - Pamela Cudjo, Ronnie Lee, Mable Chapman, Bonnie Rateree, Hazel Bowman, Terry Young, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

## **NEW BUSINESS**

- Approve the adoption of West Harvey School District 147 budget for Fiscal Year 2024-2025.
- 2. Approve Interim Superintendent, Dr. Creg E Williams, to serve on the Thornton Township Treasurer Board.
- 3. Press Policy 116 first read. Available in email from IASB dated August 9, 2024.

## **MOTION**

- Member Cudjo moved to approve the New Business item 1; Member Chapman seconded the motion. ROLL CALL: AYE, 7 - Pamela Cudjo, Mable Chapman, Ronnie Lee, Hazel Bowman, Bonnie Rateree, Terry Young, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.
- Member Lee moved to approve the New Business item 2 with no compensation;
   Member Bowman seconded the motion. ROLL CALL: AYE, 7 Ronnie Lee,
   Hazel Bowman, Pamela Cudjo, Mable Chapman, Bonnie Rateree, Terry Young,
   Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

3. Member Chapman moved to approve the New Business item 3; Member Cudjo seconded the motion. ROLL CALL: AYE, 7 - Mable Chapman, Pamela Cudjo, Hazel Bowman, Bonnie Rateree, Ronnie Lee, Terry Young, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

## **CONFERENCE REQUEST APPROVALS**

- 1. Approve Misty Kucharek, District Math Coach, to attend the Eurkea Pilot Math Professional Development at Blaine Elementary School in Chicago, IL on September 27, 2024.
- 2. Approve Karla Sudduth, 7th Grade Math Teacher at Rosa Parks Middle School, to attend the Eurkea Pilot Math Professional Development at Blaine Elementary School in Chicago, IL on September 27, 2024.
- 3. Approve Alexis Trevino, District Literacy Coach, to attend the South Cook Coaching Collaboration at the ISC4 offices on September 20, 2024.
- Approve Dr. Ayana Hartzol, Principal at Martin Luther King Elementary School, to attend the Evaluator Training for Principals at R.I.S.E. Chicago Heights, IL on September 4, 2024.
- 5. Approve Misty Kucharek, District Math Coach, to attend the South Cook Coaching Collaboration at ISC4 offices on September 20, 2024.
- Approve Dr. Jacquani Gipson. Principal at Rosa Parks Middle School, to attend the IEASA AD Workshop at DoubleTree Hotel in Bloomington, IL on September 6, 2024.
- 7. Approve Alexis Trevino, District Literacy Coach, to attend LETRS Training at Hoover Schrum Memorial on September 25. 2024, December 4, 2024, Match 5, 2025, and May 7, 2025 in Calumet City, IL.
- 8. Approve Dr. Sarah Midlock, Principal at Lincoln Elementary School, to attend LETRS Training at Hoover Schrum Memorial on September 25, 2024, December 4, 2024, March 5, 20205, and May 7, 2025 in Calumet City, IL.

## **MOTION**

Member Cudjo moved to approve the conference request items 1-8; Member Young seconded the motion. ROLL CALL: AYE, 7 - Pamela Cudjo, Terry Young, Ronnie Lee, Bonnie Rateree, Mable Chapman, Hazel Bowman, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

## FYI

Secretary Chapman read a letter announcing the resignation of Member Ronnie Lee from the School District 147 Board of Education. There will be a vacancy on the Board effective October 1, 2024. Any resident and non-employee of District 147 are invited to send a letter of interest addressed to the Board President.

#### <u>ADJOURNMENT</u>

## **MOTION**

There being no further business to come before the Board in open session, Member Chapman moved to adjourn the regular board meeting of West Harvey-Dixmoor District 147; Member Young seconded the motion. ROLL CALL: AYE, 7 - Mable Chapman, Terry Young, Bonnie Rateree, Hazel Bowman, Ronnie Lee, Pamela Cudjo, Michael Smith; NAY, 0; ABSTAIN, 0; ABSENT, 0. The motion carried 7-0.

The meeting was adjourned at 8:27 PM.

Michael Smith, President

Mable Chapman, Secretary