

## APPROVED

### MINUTES OF THE SAN MATEO COUNTY BOARD OF EDUCATION

Meeting Date: June 21, 2017

Meeting Location: California Suite  
101 Twin Dolphin Drive  
Redwood City, California

Board Members Present: Susan Alvaro, Hector Camacho, Jr.,  
Beverly Gerard (Arrived 7:14 p.m.),  
Rod Hsiao, Ted Lempert,  
Joe Ross (Arrived 7:02 p.m.)

Board Member Absent: Jim Cannon

Staff Officials Present: Anne E. Campbell, Secretary  
Claire Cunningham, Lead Deputy County  
Counsel  
Marcia Serpa-Garcia, Executive Assistant

Other Staff Present: Marco Chávez, Mefula Fairley,  
Franklin Felizardo, Nancy Magee,  
Denise Porterfield, Sue Wieser

#### 1. CALL TO ORDER

Board Vice President Susan Alvaro called the meeting to order at 7:01 p.m.

#### 2. APPROVAL OF AGENDA

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board approved by a vote of four in favor (Alvaro, Camacho, Hsiao and Lempert) none opposed and three absent (Cannon, Gerard, Ross) the agenda as presented.

#### 3. EMPLOYEE OF THE MONTH

- a. June 2017 Employee of the Month, Sonia Aguilar, Paraeducator, Special Education Early Childhood Education, Student Services Division

Board President Ross recognized the June 2017 Employee of the Month, Sonia Aguilar, Paraeducator, Special Education Early Childhood Education, Student Services Division. Mr. Ross congratulated Ms. Aguilar on behalf of the Board and presented her with a clock and a check.

#### 4. CHARTER SCHOOL AUTHORIZATION UPDATE

##### a. Oxford Day Academy Charter School Presentation

Educational Support Services Administrator Mefula Fairley said she was pleased to introduce Dr. Mallory Dwinal, Co-founder and Chief Operating Officer of the Oxford Day Academy Charter School. Ms. Fairley reported, since the Board approved the Oxford Day Academy Charter Petition, Dr. Dwinal has worked to put in place the required academic, fiscal and organizational components necessary to start a new school. She said Dr. Dwinal would report to the Board on the accomplishments regarding preparing the curriculum, identifying staff, enrolling students and securing a facility for the school, which will open in August 2017. Ms. Fairley then invited Dr. Dwinal to provide more information to the Board.

Dr. Dwinal said it had been 10 months since the Board approved the Oxford Day Academy (ODA) Charter School and thanked the Board for approving the charter petition. She thanked Ms. Fairley for being an incredible liaison with the San Mateo County Office of Education (SMCOE). Dr. Dwinal also acknowledged and thanked Special Education Local Plan Area (SELPA) Senior Administrator Anjanette Pelletier, Deputy Superintendent Denise Porterfield, Compliance and Categorical Programs Coordinator Jesus Contreras, Licensed Children's Institutions (LCI) Placement Specialist Dr. Ben Loewy, Lead Deputy County Counsel Claire Cunningham and many other SMCOE staff.

Dr. Dwinal reported on June 21, 2017, ODA completed its third day of a summer school academy and commented it has been a gratifying experience. She said the pilot programs over the past year have shown the ideas they focused on worked in small clips, rolled together and put in the context of the local community. Dr. Dwinal explained a semester-long pilot program began in September 2016 at a school in Oakland where the staff was hired and began working in the program. She said at the semester mark the full curriculum was complete for year one of operations. The program then returned to East Palo Alto where three Saturday sessions were held in March, April and May with ODA's enrolled students. Dr. Dwinal noted each session rolled out one piece of the model:

- March rolled out the English Language Arts (ELA) instructional model
- April allowed students to explore the STEM model
- May allowed students to explore the field work model

Dr. Dwinal explained the two-week summer academy gives students a chance to experience what will be expected in the fall. She said high school is a choice and ODA is a new school. This session also allows the school to have a dry run to ensure all of the logistical pieces work. Dr. Dwinal then explained the students' day during the summer session:

- The day begins with Harambee – a community circle time – during the school year this will take place two days each week and electives will take place the other three days of the week
- Core Studio – Independent Learning
- Harkness Table – group of students meeting with their subject teachers
- Academic Leadership Sessions – a chance for teachers to meet with one to four students in order to get to know them better relating to the subject they teach

**CHARTER SCHOOL AUTHORIZATION UPDATE** (continued)

- Field Work – around a specific topic (such as building a community garden to offer the community healthy food). This work includes three different groups”
  - Business and Science
  - Marketing and Media
  - Applied Art

Dr. Dwinal said the summer academy has allowed the staff to plan their ninth-grade curriculum, build out their community field work partners as well as arrange for all transportation and logistics. She said every Friday ODA students will be at Cañada College beginning in the fall, receiving college credit and beginning their experience of learning through lectures.

Dr. Dwinal said all staff positions have been filled, noting seven of the eleven have been teaching with the ODA Program since September 2016 and the other four will join August 1, 2017. Dr. Dwinal said the counselor position will be more involved than what was originally planned for in the charter and will now be a dedicated counselor. This counselor will provide individual and group therapy outside of the learning studio.

Dr. Dwinal reviewed the demographics of the school that includes:

- Fully enrolled at 75 students
  - 50% Male – 50% Female
  - 60% Hispanic/Latino, 25% African American, 15% Pacific Islander
  - 90% East Palo Alto residents
  - 98% Unduplicated

Dr. Dwinal reported ODA has secured a facility and is now able to occupy the building. She said the building is in the heart of the community and was built and designed for children to use.

Dr. Dwinal then answered questions from the Board.

- b. Discuss/Act First Amended Memorandum of Understanding Between San Mateo County Office of Education and Oxford Day Academy Charter School

Lead Deputy County Counsel Claire Cunningham drew the Board’s attention to the First Amended Memorandum of Understanding (MOU) and said the primary reason revisions were made to the MOU was due to the need for different language relating to service to students with disabilities. She reminded the Board when the charter petition was originally granted it was done with the understanding that Sequoia Union High School District would provide special education services. Counsel Cunningham said additional language needed to be added now that Oxford Day Academy has become a member of the El Dorado SELPA. Counsel Cunningham reported Deputy Superintendent Porterfield invited the Fiscal Crisis and Management Assistance Team (FCMAT) to provide an in-depth training to SMCOE staff regarding different issues that might come up, and to enhance SMCOE’s ability to provide

**CHARTER SCHOOL AUTHORIZATION UPDATE** (continued)

appropriate oversight of a charter school. Additional revisions were made to the MOU in light of information received from FCMAT. Counsel Cunningham noted other than these two changes, a couple of minor clerical edits were made to the MOU.

Counsel Cunningham and Dr. Dwinal then answered questions from the Board.

After a motion by Mr. Camacho and a second by Ms. Alvaro, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross) none opposed and one absent (Cannon) the First Amended Memorandum of Understanding (MOU) Between San Mateo County Board of Education, San Mateo County Superintendent of Schools and Oxford Day Academy Charter School as amended.

**5. PERSONS WISHING TO ADDRESS THE BOARD, DELEGATIONS AND PETITIONS**

There were no persons wishing to address the Board.

**6. APPROVAL OF MINUTES OF JUNE 7, 2017, REGULAR MEETING**

After a motion by Ms. Alvaro and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross) none opposed and one absent (Cannon), the Minutes of the June 7, 2017, Regular Meeting as presented.

**7. CONSENT AGENDA**

- a. Receive Staffing Reports
- b. Authorization of Duties and Responsibilities for Five (5) New Classified Positions

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross) none opposed and one absent (Cannon), the Consent Agenda.

**8. LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)**

- a. Discuss/Adopt the San Mateo County Office of Education's 2017-2018 Proposed Local Control Accountability Plan (LCAP)

Associate Superintendent Nancy Magee said the Board received a revised Local Control Accountability Plan (LCAP) with one major change regarding Goal One metrics on page 55 of the LCAP document. She said an internal LCAP review showed the California Dashboard

**LOCAL CONTROL ACCOUNTABILITY PLAN (LCAP)** (continued)

metrics were not listed, noting most of the county office programs metrics reflect zero in the California Dashboard. Ms. Magee said on page 55 for Goal One, metrics have now been added for percentage of pupils who have completed A-G Requirements in the SMCOE program as well as middle school and high school dropout rates, the high school graduation rate and the expulsion rate. This addition to the SMCOE Proposed LCAP should now meet requirements for the State.

After a motion by Mr. Hsiao and a second by Mr. Lempert, the Board approved, by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), the 2017-2018 San Mateo County Office of Education's Local Control Accountability Plan (LCAP).

**9. BUSINESS SERVICES**

a. Discuss/Adopt the San Mateo County Office of Education's 2017-2018 Proposed Budget

Deputy Superintendent Denise Porterfield said there were no changes to the proposed budget presented to the Board at the June 7, 2017, meeting. Ms. Porterfield then requested the Board adopt the 2017-2018 Proposed Budget as presented.

After a motion by Ms. Gerard and a second by Mr. Lempert, the Board approved, by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), the 2017-2018 San Mateo County Office of Education's Proposed Budget.

b. Receive Update on Governor's Final State Budget for 2017-2018

Deputy Superintendent Porterfield said she requested this item to be placed on the agenda in anticipation of the Governor signing the Compromise Budget Bill. She said since that had not yet taken place the update would be short.

Deputy Superintendent Porterfield reviewed details of the proposed 2017-2018 Final State Budget include:

- Compromise Budget Bill total \$125.9 billion
- K-14 Proposition 98 is for \$74.5 billion, which is the same as May Revise
- Local Control Funding Formula (LCFF) Gap Funding is \$25 million below the May Revision
- One-Time Funding has been reduced from \$1.1 billion to \$876.5 million, so instead of \$170 per Average Daily Attendance (ADA) and delayed until 2019, the payment will be distributed in 2017-2018 at approximately \$147 per ADA
- Preschool and Child Care remain the same as listed in the May Revise
- Programs added based on Legislative Priorities
- Career Technical Education Pathways \$15.36 million (ongoing funding)
- \$25 million for Teacher Credentialing (one-time funding)

**BUSINESS SERVICES** (continued)

- \$7 million for LCAP oversight for the 24 County Offices of Education (COEs) at target (ongoing funding)
- Bilingual Teacher Professional Development \$5 million (one-time funding)
- Refugee student support \$10 million (one-time funding)

Ms. Porterfield commented Trailer Bill language has been released and is being reviewed for program changes and requirements. She said the District of Choice Program, which allows students attending under-performing schools to choose a different district of their choice, has been in effect for a while and has been reauthorized prior to the sunset date in statute. Ms. Porterfield said this program was dated to sunset on July 1, 2017, which authorized the funds for 2017-2018 at the current level. The language being proposed would reauthorize this program until July 1, 2023. Deputy Superintendent Porterfield said San Mateo County does not have any District of Choice districts, however this bill has a provision that will impact Basic Aid districts that are District of Choice. Historically the Basic Aid districts participating in the District of Choice Program would receive 70% of the funding from the student's district of residence to ensure Basic Aid districts were not financially impacted by taking additional students. She said the new language has the apportionment reduced to 25%. Ms. Porterfield said this is another reduction experienced by Basic Aid districts if they continue to participate in the program and essentially these changes will reduce opportunities for students to choose an educational alternative.

Deputy Superintendent Porterfield said she understands the Governor is in support of reauthorizing the program at the 70% funding level and that the change is coming from legislators. She is concerned the continued reduction to Basic Aid district funding is a means of equalizing the funding for all, rather than increasing funding for education to an adequate level. Ms. Porterfield said she will continue to monitor changes like this, as the next change may affect San Mateo County districts.

Deputy Superintendent Porterfield then answered questions from the Board.

**10. STUDENT SERVICES**

a. Approve Consolidated Application for Funding (ConApp)

Associate Superintendent Nancy Magee said the Consolidated Application (Con App) is used by the California Department of Education (CDE) to distribute categorical funds from various state and federal programs to county offices, school districts and direct-funded charter schools throughout California. She said each year in May, Local Education Agencies (LEAs) receive data from the State, which identifies the categories for which each LEA receives funding. Ms. Magee said the Board is required to approve the Con App.

## **STUDENT SERVICES** (continued)

Associate Superintendent Magee said two items for the Board's information include:

- Title I Part D Outcomes – SMCOE Court and Community Programs are unable to provide information for students, 90-days after exit, regarding:
  - The number of students who earned high school course credits
  - Enrollment in a General Educational Development (GED) or a *HiSET* Program in their local school district, earned a GED or obtained a high school diploma, accepted or enrolled in a post-secondary education, enrolled in job training or obtained employment
- Part A Planned School Allocation – next year's plans
  - Oxford Day Academy data is now listed in the ConApp for SMCOE since they are now under SMCOE's auspices, and their data will be included in this report

Associate Superintendent Magee then answered questions from the Board.

After a motion by Mr. Camacho and a second by Mr. Hsiao, the Board approved, by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), the Consolidated Application for Funding (ConApp).

## **11. OFFICE OF THE SUPERINTENDENT**

### **a. Superintendent's Comments**

Superintendent Campbell said SMCOE is in the middle of LCAP season and reported about one-third of San Mateo County's districts have already approved their LCAPs and Budgets, which will be submitted by the end of the month. She said the remaining two-thirds are rapidly working through theirs. Ms. Campbell said this has been an interesting year for the LCAP with the change in the template that has caused challenges as far as the use of the template as well as gathering all of the required data. She said if the template doesn't change, next year's process should be much easier. Ms. Campbell acknowledged and thanked the SMCOE LCAP Support Team, which includes Deputy Superintendent Porterfield's staff and Deputy Superintendent Waddell's staff. She said these groups have put in an incredible amount of time getting feedback to the districts so district staff are able to provide information to their district boards.

Ms. Campbell said Accountability and District Support Director Liz Wolfe, has led the LCAP Support Team and has done a phenomenal job of keeping track of so many data points in so many different LCAPs.

Superintendent Campbell reported SMCOE has been most involved with San Bruno Park School District's LCAP. She said San Bruno Park is currently one of two districts in the state that is in negative budget status. Ms. Campbell attended the public hearing for their LCAP and Budget, along with District Business Services Administrator Priscilla Aquino-Dichoso. She said the meeting was bitter sweet because they also said farewell to San Bruno Park District Superintendent Cheryl Olson.

**OFFICE OF THE SUPERINTENDENT** (continued)

Superintendent Campbell reported the San Bruno Park District Board had a robust conversation about its LCAP, with one board member requesting more clarity about unduplicated students. Ms. Campbell reported Ms. Fairley is working with San Bruno Park's Director of Curriculum and Instruction Cheryl Garrett, providing writing assistance for their LCAP to ensure clarity on how the funds are being spent.

Superintendent Campbell reported Wendy Richard, SMCOE Manager District Business Services, is working in San Bruno Park School District as its Acting Chief Business Official, and provided the San Bruno Park Board with an excellent Budget report that was clear and identified where the weaknesses are. Ms. Richard reminded the Board of the necessity to continue to stand firm in making the tough budget choices that will get them back into a positive status.

Superintendent Campbell said San Bruno Park School District's search for a new Superintendent is in process now and the district hopes to interview candidates in July. Deputy Superintendent Porterfield will participate in the interviews to ensure the candidates understand school budgeting.

Superintendent Campbell said she has been able to attend End-of-Year Retirement Celebrations:

- Roast and Toast for Dr. Maurice Ghysels – very nice event to fete Dr. Ghysels' time in Menlo Park Elementary School District. Dr. Ghysels will now work in the Ravenswood City School District as its Chief Innovation Officer
- Retirement Celebration for Dr. James Lianides – held at the Sequoia Union High School District Japanese Tea Garden. At the next Sequoia Union High School District Board Meeting Ms. Campbell will present the San Mateo County Board's Resolution to Dr. Lianides

Superintendent Campbell reported she chaired the California County Superintendents Educational Services Association (CCSESA) Research Committee and shared the Committee just finished a project on attracting and retaining teachers. She said the Committee just launched a new project regarding Early Childhood Education (ECE). Merced and Stanislaus County Offices of Education have a great deal of expertise in ECE and have been selected to work on this project. They will research the types of ECE programs county offices are offering, compile examples of best practices, find out which county offices are longitudinally tracking students who are enrolled in a quality preschool program, as well as the impact on students with IEPs and whether earlier intervention pays off later.

Superintendent Campbell announced both she and Deputy Superintendent Porterfield will attend the CCSESA General Membership Meeting June 24-27, 2017. She said this will be an interesting meeting because thinking about the LCAP moving forward County Offices will provide Technical Assistance to school districts who aren't meeting their LCAP targets. Ms. Campbell wonders what the relationship will be with the California Collaborative for Educational Excellence (CCEE), which is the organization commissioned to provide in-depth technical assistance.

## 12. BOARD MEMBERS

### a. Discuss/Act on Legislation

There was no legislation to report.

### b. Discuss/Act on a Revision to the 2016-2017 Board Meeting Calendar

Superintendent Campbell said the Board had scheduled a third meeting in June in case it needed additional time to approve the LCAP and Budget. Since the LCAP and Budget were both approved at this meeting there wasn't a need for the June 28, 2017, Board Meeting.

After a motion by Ms. Gerard and a second by Ms. Alvaro, the Board approved, by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), to revise the 2016-2017 Board Meeting Calendar and cancel the June 28, 2017, Regular Board Meeting.

### c. Board Policy Review

Board President Ross said the following new and revised Board policies were brought forward for a first reading at the June 7, 2017, Board Meeting and were now brought forward for a second reading and action.

#### 1. New and Revised Board Policies – Second and Action Reading

##### 1. Revised Board Policy: BP 9321 (Meeting Agendas and Materials) (Rename BP 9322)

After a motion by Ms. Alvaro, and a second by Ms. Gerard, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), Revised Board Policy: BP 9321 (Meetings Agendas and Materials) and Renamed this policy to BP 9322.

##### 2. Revised Board Policy: BP 5030 (Student Wellness)

After a motion by Ms. Gerard, and a second by Ms. Alvaro, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), Revised Board Policy: BP 5030 (Student Wellness).

##### 3. New Board Policy: BP 5141.52 (Suicide Prevention)

After a motion by Ms. Gerard, and a second by Mr. Hsiao, the Board approved by a vote of six in favor (Alvaro, Camacho, Gerard, Hsiao, Lempert and Ross), none opposed and one absent (Cannon), New Board Policy: BP 5141.52 (Suicide Prevention).

**BOARD MEMBERS** (continued)

d. Board Member Comments

**Mr. Camacho**

Mr. Camacho thanked Associate Superintendent Magee and Deputy Superintendent Porterfield and their staffs for their tremendous work on this year's LCAP and Budget.

Mr. Camacho thanked the Ad Hoc Board Policy Subcommittee for their work and asked that the following policies be added to the July 19, 2017, agenda:

- New Board Policy: BP 9323.2 (Actions by the Board)
- Revised Board Policy: BP 9322 (Conduct of Board Meetings) (Rename BP 9323)
- Revised Board Policy BP 9324 (Minutes and Recordings)

Mr. Camacho said the committee wants to bring some outstanding Board Policy issues for discussion before the whole Board including:

- New Board Policy BP 9400 (Board Self-Evaluation)
- BP 5110 (Interdistrict Attendance Appeals)

Mr. Camacho said he received notice from Superintendent Campbell regarding a superintendent vacancy at Jefferson Union High School District and he began thinking about how so many of the San Mateo County superintendents used to be local residents and now wonders if they are still natives of San Mateo County. Mr. Camacho would like to support rising leaders to leadership roles within San Mateo County.

Mr. Camacho announced on Saturday, June 24, 2017, the San Mateo County School Boards Association (SMCSBA) would hold its retreat. He said Board Member Hsiao provided information that will be taken to the retreat for discussion. Mr. Camacho said SMCSBA will also discuss having another retreat in the fall to discuss a common definition of equity in San Mateo County. He noted SMCOE has worked to define "Equity and Excellence" and wants to understand if all equity conversations are discussing the same thing.

**Ms. Alvaro**

Ms. Alvaro asked when changes are made to the LCAP and Budget documents if it is possible to just get the pages with revisions rather than the entire document reprinted.

Superintendent Campbell responded that it must be published for the public, exactly as it appears with the new revisions.

Ms. Alvaro reported she attended the Early Childhood Education (ECE) Graduation on Friday, June 9, 2017, and enjoyed the children's singing and enthusiasm. She acknowledged and thanked the staff for the amazing work they do with these young students.

**BOARD MEMBERS** (continued)

**Ms. Gerard**

Ms. Gerard provided the Board with an update on the California County Boards of Education (CCBE) Conference in September:

- Workshops have all been decided
- Looking for liaisons to assist conference presenters

Ms. Gerard commented the request for nominations for CCBE Officers was recently sent to County Board Members and said she looks forward to getting many great candidates.

**Mr. Lempert**

Mr. Lempert said it was bittersweet to see the public announcement in the newspaper about Superintendent Campbell's upcoming retirement.

**Mr. Hsiao**

Mr. Hsiao echoed Mr. Lempert's comments regarding Superintendent Campbell's retirement.

Mr. Hsiao explained Mr. Camacho was referring to an email he sent to Marc Freidman, Board Member, San Mateo Union High School District, regarding the work SMCOE has done over the past two years such as: Personalized Learning in the Court and Community Schools; and Robert Pronovost, SMCOE's Maker Education Coordinator, and Bruce Duncan, SMCOE's Instructional Technology Coordinator, who are working on Maker Spaces around the County. He said while great charter schools are being approved he wondered if there is a way to promote new innovative teaching models and best practices into comprehensive schools by discussing this and profiling examples at a future San Mateo County Boards of Education Dinner Meeting.

Mr. Hsiao said he appreciates all of the staff who pulled together data for the important work of the LCAP, Budget and the ConApp.

Mr. Hsiao reminded the Board at its last meeting he shared his concern regarding pension contributions that is beginning to affect district budgets. He believes pensions will make budgets harder to balance for districts and county offices in the future and requested the Board hold a study session around future pension contributions for the California State Teachers Retirement System (CalSTRS) and the California Public Employees Retirement System (CalPERS).

Superintendent Campbell asked for clarification of what Mr. Hsiao would like to discuss at the study session such as: how can funds be invested and what would options and restrictions look like, or is he wanting to understand the implications of CalSTRS and CalPERS rate increases?

Mr. Hsiao responded it would be nice to have the big picture regarding how the contributions ratchet up, when it hits 28%, how will that impact SMCOE's operations and are there creative ways to manage this without handicapping the ability of delivering quality services.

**BOARD MEMBERS** (continued)

Mr. Camacho requested checking into what some of the local districts are doing to mitigate this at their level.

Mr. Hsiao requested an Ad Hoc Outdoor Education Subcommittee Meeting be scheduled and requested that Ms. Serpa-Garcia coordinate that meeting.

**Mr. Ross**

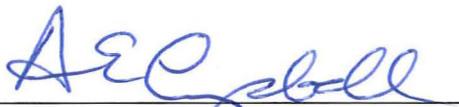
Mr. Ross thanked his colleagues and the SMCOE staff for a successful fiscal school year and said he looks forward to a successful year in 2017-2018.

Mr. Ross asked his colleagues to let him know if there were other topics they would like to have agendaized for discussion at future meetings.

Mr. Ross said he was excited to hear mention of the Reach Institute for School Leadership when Dr. Dwinal presented about her job and teacher training program. He acknowledged the amazing job SMCOE does in teacher pathways, but said now that this cost-effective program is in San Mateo County with Oxford Day Academy he thinks this is an opportunity to learn about this program and consider inviting them in to learn more about their program.

**13. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 8:31 p.m.



Anne E. Campbell, Secretary  
msg