1. OPENING ITEMS

A. Call to Order

Board President Hector Camacho, Jr. called the meeting to order at 7:02 p.m.

B. Approval of Agenda

After a motion by Ms. Gerard and a second by Mr. Ross, the Board approved, by a vote of five in favor (Alvaro, Camacho, Gerard, Hsiao, and Ross), none opposed, and two absent (Cannon, Lempert), the September 4, 2019, agenda as presented.

2. PUBLIC COMMENT

- Mr. Steven Davis spoke in response to information shared as part of a Special Education Local Plan Area (SELPA) presentation at the August 21, 2019, Board meeting.
3. **EMPLOYEE OF THE MONTH**

   A. September 2019 Employee of the Month Jose Giacoman, Paraeducator, Court and Community Schools, Student Services Division

Board President Camacho recognized the September 2019 Employee of the Month, Jose Giacoman, Paraeducator, Court and Community Schools, Student Services Division. Board President Camacho congratulated Mr. Giacoman on behalf of the Board and presented him with a check and commemorative clock.

4. **APPROVAL OF MINUTES**

   A. August 21, 2019, Regular Board Meeting

After a motion by Ms. Alvaro and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Gerard, Hsiao, and Ross), none opposed, and two absent (Cannon, Lempert), the Minutes of the August 21, 2019, Regular Meeting as presented.

5. **CONSENT AGENDA**

   B. Receive Staffing Reports
   C. Adopt Joint Resolution No. 19-36 Honoring Lisa Wooll on Her Retirement
   D. Adopt Joint Resolution No. 19-37 Endorsing September 15, 2019, - October 15, 2019, as National Hispanic Heritage Month
   E. Adopt Joint Resolution No. 19-38 Endorsing October 2, 2019, as International Walk to School Day
   F. Adopt Joint Resolution No. 19-39 Endorsing October 2019 as RESPECT! 24/7 Month in San Mateo County
   G. Adopt Joint Resolution No. 19-40 Endorsing October 13 through 19, 2019, as Week of the School Administrator
   H. Adopt Joint Resolution No. 19-41 Endorsing October 2019 as LGBTQ+ History Month

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

6. **INSTRUCTIONAL SERVICES**

   A. Ratify Submission of Project: Bridging Early Childhood Education, Health and Education Data Grant Proposal

Board President Camacho introduced Diana Harlick, Coordinator, Early Learning Quality Improvement Initiatives in the Early Learning Support Services (ELSS) department who provided
an overview of the Bridging Early Childhood Education, Health, and Education Data grant. Coordinator Harlick said the proposal was written in partnership with the Silicon Valley Regional Data Trust (SVRDT) to create a mechanism for sharing medical screening data across the early learning, pediatric, and K-12 sectors in order to better align services and supports for young children. Coordinator Harlick stated this innovative approach utilizes the California Immunization Registry as a place to link data through a Statewide Student Identifier (SSID), a unique identifier currently used in the K-12 public education system. She further explained that this approach builds upon the work done by the Big Lift, where SMCOE staff had been working on assigning unique identifiers to children prior to kindergarten.

She said additional project partners include Stanford University providing expert pediatric consultation, UC Santa Cruz conducting process evaluations, and the IJIS Institute, an arm of the SVRDT, performing technical and legal work. She also noted the State Surgeon General, Dr. Nadine Burke Harris, submitted a letter of support.

Board Member Alvaro said the project sounds like an exciting use of DataZone to begin to break down silos. She then asked about the budget summary line item for County Counsel. Coordinator Harlick explained when data is shared across systems, there are legal requirements around consent and sharing of data, and that Chief Deputy County Counsel Cunningham has extensive expertise in this area.

Mr. Ross commented that this sounds like a well-constructed initiative. He asked whether educational agencies will have access to student data, and because of the integration with health data in pediatric services centers, would see students flagged for medical conditions with implications for learning. Coordinator Harlick confirmed this was correct. She added that preschool programs in the county already screen all students using valid and reliable tools, and pediatric providers can leverage this data to inform health goals.

Mr. Ross followed up by asking if partners such as Stanford Children’s Hospital, Kaiser, Palo Alto Medical Foundation, and Sutter Health are involved in the project. Coordinator Harlick answered the project is in the preliminary stage, and the pilot is limited to a partnership with the county’s chief of pediatrics to work with one of their clinics. She also reiterated that a Stanford pediatrician is signed on as a partner.

Mr. Ross asked how to engage all clinics, as the program won’t work if clinics are not engaged. Coordinator Harlick said this is a preliminary pilot and would start with one clinic to test the model.

Mr. Hsiao thanked Coordinator Harlick for her presentation and said it sounds like an innovative way to serve the whole child and family in an aligned way. He asked about referrals and how far to allow clinics, specialists, and therapeutic providers to access information. Coordinator Harlick explained the proposal identifies not just health and educational sectors as possible partners, but also social workers and those in other county systems. She explained the protocol requires signed consent from parents and families, and the model is designed for multiple sectors to participate.
INSTRUCTIONAL SERVICES (continued)

Mr. Hsiao asked whether every provider serving a student would be required to have parental consent in order to access the data. Coordinator Harlick answered all providers would sign an enterprise memorandum of understanding (MOU). Superintendent Magee further explained that this program follows the model of the SVRDT which utilizes a secure data environment and requires agencies to identify designated personnel who can access or release the data only under certain conditions.

Mr. Hsiao asked about data security and why the California Immunization Registry was chosen. Coordinator Harlick clarified the secure data environment does not store data, but rather shares data across systems, allowing for further protection of student confidentiality. She explained the California Immunization Registry was chosen because it is a statewide registry that houses universal immunization data and offers the potential to scale beyond San Mateo County. Coordinator Harlick added it also offers the most potential to assign the unique SSID identifier number to as many children as possible before entering kindergarten.

Mr. Hsiao asked if the California Immunization Registry was compromised, would developmental screenings results, academic data, and other information in the SVRDT also be accessible. Coordinator Harlick confirmed education test data would not be compromised.

Board President Camacho whether ongoing costs are anticipated although funding is from one-time dollars. Coordinator Harlick stated there are anticipated costs after spending of the grant, potentially on additional start-up costs. However, given the nature of the project, the partners anticipate interest by funders, especially with the state’s desire for more local pilots. Board President Camacho asked if, given the Governor’s legislation signed to create this system, are any dollars attached to sustain programs involving longitudinal identifier systems. Coordinator Harlick said her understanding is that the Governor has not yet funded a system but has provided funding for a planning grant. She said the Santa Clara County Office of Education is engaging in some of the early planning and research about potential systems, and counties are being considered for piloting purposes.

Mr. Hsiao asked how many counties are being considered as part of this initial pilot. Coordinator Harlick stated currently it is just San Mateo County because it is uniquely positioned due to our data work through our partnership with the Silicon Valley Regional Data Trust (SVRDT), the Big Lift, and through our program of doing virtual screenings.

Mr. Steven Davis provided public comment regarding the parent point of view on an integrated system for coordinating data.

After a motion by Mr. Ross and a second by Ms. Alvaro, the Board approved, by a vote of five in favor (Alvaro, Camacho, Gerard, Hsiao, and Ross), none opposed, and two absent (Cannon, Lempert), Project: Bridging Early Childhood Education, Health and Education Data Grant Proposal.
7. STUDENT SERVICES

A. Receive Report on Opening of 2019-2020 School Year for SMCOE Student Programs

Board President Camacho introduced Deputy Superintendent Jeneé Littrell who discussed the successful launch of the 2019-2020 school year. She shared a flow chart of the Student Services Team and another outlining school site leadership and principal support. Deputy Superintendent Littrell described a new site leadership structure for the special education program called the P-22 model in which Principal Young and Principal Zigler are serving as Co-Principals.

Deputy Superintendent Littrell described the alignment of services in a continuum of care, along with new ways for staff to share their expertise and better support the needs of families. She described staff development that occurred earlier that day comprised of the entire Special Education staff including all Related Services, Anne Campbell Center, and K-12 program teachers. She also reported out about voluntary staff training over the summer in which staff received training in the Carnegie Math curriculum and English Learner (EL) strategies.

Deputy Superintendent Littrell outlined current staffing and student enrollment at the various school sites. She also described priorities to ensure student behaviors are supported through the evidence-based interventions, including the embedding of restorative practices into the school culture. She then discussed the role of paraeducators in supporting students with IEPs, students needing assistance obtaining access, and students who require English language support.

Deputy Superintendent Littrell outlined the Student Services program priorities, including:
- Supporting staff and students through trauma-informed approaches
- Adopting Restorative Justice Practices at all Court and Community school sites
- Developing and implementing effective policies and procedures
- Utilizing resources in a responsible manner
- Improving parent engagement and support

Lastly, Deputy Superintendent Littrell commented on how programs have shared goals and priorities, but individual program priorities include the following:
- Court and Community:
  - English Language Learner Program
  - Measures of Academic Progress Testing
  - Parent Engagement
- Special Education:
  - High Quality Program and Curriculum
  - Inclusive Activities
  - Workforce Development
- Early Childhood:
  - Adoption of DRDP (a developmental continuum scale)
  - Pilot Inclusion and Part Time Slots
STUDENT SERVICES (continued)

Mr. Hsiao asked about the number of students being served with behavioral issues. Deputy Superintendent Littrell answered the programs serve a number of students with behavioral issues, but since the Behavioral Specialist position has not been filled, the exact numbers are unknown. She elaborated that this specialist credential is a hard-to-fill position. However, she explained that program teachers have the broader scale skills, expertise, and capacity to support students with behavioral issues and could possibly serve as resources and/or consultants to district staff.

Mr. Hsiao asked for further details about the needs of students enrolled in the Canyon Oaks program. Deputy Superintendent Littrell explained Canyon Oaks is a residential program for students diagnosed with mental health issues. She explained students can be referred through probation or a school district.

Mr. Ross commended Ms. Littrell for the clear and helpful summary. He asked about supporting districts around absenteeism and truancy, whether a staff member is dedicated to working on that issue, and what progress was being made. Deputy Superintendent Littrell answered that with the California Dashboard, absences are being reflected in a new way. Every district is addressing its approach uniquely.

Deputy Superintendent Littrell then described work that’s been occurring over the past few years with the School Attendance Review Board (SARB) to clarify practices and strengthen system alignment across schools, districts, and partners. She reported that school districts staff have been trained in order to institute a Supervisor of Child Welfare and Attendance, a position the County Board is legally mandated to authorize as appropriate. She added she has been working with Mary McGrath, Director, Safe and Supportive Schools, to put together specialized training to help ensure at least one district-level expert is assigned in each district and tasked with addressing and supporting truancies, chronic absences, and interventions. Deputy Superintendent Littrell explained other agencies may need to get involved to help struggling families discover root causes of a student’s absenteeism, including previously undiscovered mental health issues.

Mr. Ross asked about the Board’s responsibilities. Deputy Superintendent Littrell shared that while this has been in code for some time, it was not put into widespread practice until the California Dashboard started highlighting attendance. Mr. Ross asked when the task might come before the Board, and Superintendent Magee confirmed it would be on the October 2, 2019, agenda.

Mr. Ross discussed the need for the Board to understand the position in order to vote to approve and assist with interagency or public communication. Superintendent Magee stated that since the October 2 Board meeting would be the first time the Board would be implementing this process, it would include a staff report about the duties.

Ms. Alvaro requested that Chief Deputy County Counsel Cunningham provide some background on the role of the Board in this situation. Superintendent Magee answered this was possible.
Mr. Ross requested to specifically have discussion regarding interagency collaboration, including the collaboration of health and law enforcement agencies.

Board President Camacho said he is engrossed in the work of identity development and asked about the intersectionality of being a student in one of the P-22 programs and an English Language Learner student. Deputy Superintendent Littrell said this varies by classroom and has been a focus area for the year, as many students are non-verbal.

Deputy Superintendent Littrell explained the team works with each family to understand family dynamics and best support students in a culturally and linguistically appropriate way. Board President Camacho expressed appreciation that the team is exploring language barriers of different types.

B. Public Hearing Concerning Sufficiency of Textbooks and/or Instructional Materials

Board President Camacho opened the public hearing concerning sufficiency of textbooks and/or instructional materials.

Mr. Steven Davis provided public comment related to accessibility and modification of instructional materials for special education students.

Receiving no further public comment, Board President declared the Public Hearing closed.

C. Adopt Board Resolution No. 19-42 Sufficiency of Textbooks and/or Instructional Materials

Board President Camacho introduced Deputy Superintendent Jeneé Littrell who assured the Board that in all classrooms and programs, students have access to standards-based textbooks and instructional materials. She highlighted the Carnegie Learning Math Solution, Edgenuity, and Unique Learning System curriculums which are included on the list.

After a motion by Ms. Gerard and a second by Mr. Hsiao, the Board approved, by a vote of five in favor (Alvaro, Camacho, Gerard, Hsiao, and Ross), none opposed, and two absent (Cannon, Lempert), Board Resolution No. 19-42 Sufficiency of Textbooks and/or Instructional Materials.

8. OFFICE OF THE SUPERINTENDENT

A. Receive Report on San Mateo County Office of Education’s 2019 Employee Survey Results

Board President Camacho introduced Patricia Love, Administrator, Strategy and Communications, who shared background and results of the second annual Employee Survey. She described the survey as part of the Strategic Plan’s focus on Culture and Climate goal to assess and act on information from employees regarding their work at the County Office. Administrator Love summarized that 256 surveys were completed, less than last year, and that it was provided online, on paper, and in three languages. She stated more paper copies were submitted this year from
OFFICE OF THE SUPERINTENDENT (continued)

school sites than the previous year, demonstrating impressive participation from the school sites. Administrator Love described the addition of a new question this year, by request from Deputy Superintendent Littrell, separating the data into responses from those at school sites and those at 101 Twin Dolphin Drive, while maintaining anonymity of responses. She also added the “Comments” section was condensed to one general response box instead of including a comment after each question.

Administrator Love said the results show a move in the right direction, with responses from all questions except one showing improvement in satisfaction. She described the survey as statements in which employees responded with “Strongly Agree, Agree, Neither Agree nor Disagree, Disagree, Strongly Disagree” and positive responses classified as those in the “Strongly Agree” or “Agree” categories. Administrator Love explained there has been a concerted effort to work on culture at SMCOE in order to help employees feel included and to promote equity and communication. She shared areas in need of improvement, or areas in which less than 70% of responders agreed with the statement:

- I value and enjoy celebrations (64.8%)
- There is a strong commitment to teamwork (59.8%)
- SMCOE encourages high performance and excellence (59%)
- SMCOE is committed to action on strategic plan (56.3%)
- Communication meets my needs (51.9%)
- There is a culture of equitable treatment (45.7%)

Lastly, Administrator Love discussed how SMCOE is using the results of the employee survey for Strategic Plan updates, planning priorities and staff training at school sites, planning and messaging by the Superintendent, decision making by Cabinet, setting committees work plans, and prioritizing goals for the Strategy and Communication team.

Mr. Ross thanked Administrator Love for the presentation and asked when the survey was conducted this year and the previous year, in order to provide context. Administrator Love answered it was conducted in March 2018 and April 2019. Mr. Ross commented he was pleased to see this type of data solicited from an organization, and he appreciated the sharing of both strengths and weaknesses. He said awareness of weaknesses and welcoming transparency allows organization leaders to commit to focusing on these areas, and he expressed hope that the Board will continue to see similar data in this way. Mr. Ross asked if employees feel their relationship with their supervisor, compared to last year, has improved and if the climate, compared to last year, has improved. He stated without year-to-year comparisons from employees surveyed over the course of two years, some information regarding potential improvement is missed.

Ms. Gerard asked about staff turnover and whether that affected survey results. Administrator Love stated she was unsure, but agreed there has been staff turnover in the last year. She speculated that new staff bring fresh energy and excitement, which may be reflected in the results. Administrator Love commented there were more positive responses than neutral responses this year compared to the previous year, indicating that many undecided employees adopted a more positive viewpoint.
Mr. Hsiao shared the survey succeeded in identifying areas to be explored, striking a good balance between probing for information but not being too intrusive. He asked about the decreased number of responses this year and if the percentage of employees responding also decreased. Administrator Love answered the number of employees and percentage of employees responding decreased over the past year. Mr. Hsiao asked about disparities between the answers of classified staff, credentialed staff, and managerial level employees. Administrator Love answered the data was not sorted by these categories and was only separated into responses from school sites and 101 Twin Dolphin Drive. She stated more trends will be explored after collecting three or four years of data. Administrator Love shared the responses of those at the school sites reflected more overall satisfaction than those at 101 Twin Dolphin Drive, perhaps because those at the school sites work directly with students.

Ms. Alvaro thanked Administrator Love for the presentation and data, and commented since her tenure on the Board, communication has always been discussed. She shared the statement “Communication within SMCOE meets my needs” may be interpreted and framed differently by different survey responders who feel the communication through newsletters is excellent, but they may not be aware what other employees do in the building or offsite. Ms. Alvaro suggested the question might be refined or broken down in future surveys, as she herself would answer differently in different contexts. Administrator Love agreed that the public communication seems to be going well, but communication among employees needs improvement. She explained measures are being taken to provide better onboarding and distribution of information to new, as well as current, employees.

Ms. Gerard asked if the survey was anonymous, which Administrator Love confirmed it was, but added there is no system to ensure employees do not answer multiple times. She shared hopes to develop a system to ensure a respondent can only answer the survey one time.

Board President Camacho asked if there were additional questions included in the survey. Administrator Love answered the Board was provided with shortened versions of all questions. Board President Camacho asked about the ratio of school site employees to those at 101 Twin Dolphin Drive, which Administrator Love described as an equal ratio. Board President Camacho asked about gathering additional data regarding how staff at school sites and at 101 Twin Dolphin Drive understand how their work impacts students. He shared concerns about surveys of employees who work in the service of students but are not asked about their work with students. Board President Camacho wondered if all types of staff believe they are providing equitable services to students, and if they believe SMCOE is committed to equitable practices and that all students are being served. He said if staff are unable to answer that question, additional culture building is necessary. Board President Camacho commented he is pleased SMCOE is being intentional about building culture. He asked if there is a culture gap between the school sites and 101 Twin Dolphin Drive, and whether each understands the other’s work. Administrator Love answered there has been a gap and a subsequent conscious effort with the One SMCOE movement to bring staff together. Board President Camacho expressed appreciation for all of Administrator Love’s efforts, shared he believes communication at SMCOE is excellent, and thanked Administrator Love for her presentation.
OFFICE OF THE SUPERINTENDENT (continued)

B. Superintendent's Comments

Superintendent Magee began by sharing about the KIPP Charter School process in the Sequoia Union High School District (SUHSD). She stated KIPP currently operates two K-8 schools, one in Redwood City and one in East Palo Alto. Superintendent Magee said on Wednesday September 11 the SUHSD Board would act to approve or deny the KIPP charter petition. She said she has spoken with representatives from KIPP who indicated they are prepared to bring the petition to the County Board on appeal if necessary.

Superintendent Magee thanked Administrator Love for the Employee Survey presentation and shared that Administrator Love put a great deal of time and effort into this high-quality process. She said SMCOE would continue to refine the survey, consider the Board’s ideas and suggestions.

Superintendent Magee explained how Administrator Love and her team have worked over the past year to relaunch the SMCOE website which went live the previous day. She described the new website as more graphically friendly and accessible for all readers. She also shared additional work is being done to launch pages and edit text. Superintendent Magee thanked Administrator Love and her team for their excellent work.

Superintendent Magee described her participation in the first session of the Ravenswood City School District Strategic Planning Steering Committee the previous week. She said it was a positive experience and that she is learning a lot. She shared there is a lot of optimism and passion in the Ravenswood community, and she feels honored to be part of that conversation.

Superintendent Magee explained two districts have parcel tax measures coming up on the November 2019 ballots – the Redwood City School District with Measure H and the Cabrillo Unified School District with Measure I, which is a renewal parcel tax. She said the measures are similar in scope with a roughly $150 cost per parcel.

Superintendent Magee shared she looks forward to learning together with those attending the California County Boards of Education (CCBE) Conference the following weekend, as well as the Board/Superintendent Retreat on September 18.

Lastly, she wished a happy birthday to Mr. Ross the previous weekend and a happy birthday to Ms. Alvaro the coming weekend.

9. BOARD MEMBERS

A. Discuss/Act on Legislation

Mr. Ross discussed adding legislation on the agenda for the upcoming Board meeting regarding Education Code 2578, excess property taxes. He requested the Legislative Committee meet prior to the Board/Superintendent Retreat on September 18 at 5:30 pm to discuss the strategy
for the legislative year regarding this provision which takes property tax dollars allocated for county offices of education and uses the funds to offset state costs of providing trial court services.

Board President Camacho asked Ms. Gerard if there was an active Legislative Committee through CCBE at this time. Ms. Gerard confirmed there are four members of CCBE serving on the CSBA Legislative Committee. Board President Camacho asked if there was any guidance provided to those four members in their participation, which Ms. Gerard confirmed there was not. Board President Camacho confirmed this item would be agendized at the Board/Superintendent Retreat and updates on discussions at the CCBE Conference could be discussed.

Ms. Gerard mentioned AB 1505, which CCBE, especially President Dean, has spent a lot of time lobbying for in Sacramento on behalf of county board interests. Ms. Gerard stated the bill is now ready to move forward. Mr. Ross added AB 1505 should be added to the Legislative Committee agenda, as well, to be discussed and reported on at the Board/Superintendent Retreat. Ms. Gerard shared a lot would likely be learned at the business meeting at the CCBE Conference regarding AB 1505 and confirmed the bill has not been signed. Board President Camacho added action is set to be taken on the bill on September 18. He suggested perhaps the item should be placed on the following agenda giving time for Chief Deputy County Counsel Cunningham to develop a presentation, as the bill will completely change the dynamics of county office authorization with the elimination of state Board appeals. Board President Camacho said this agenda item will be necessary if the Governor signs the bill.

B. Discuss/Act on Designation of the San Mateo County Board of Education's Voting Representative at the California County Boards of Education (CCBE) Meeting as part of the CSBA Conference December 6, 2019, in San Diego, CA

After a motion by Mr. Hsiao and a second by Ms. Alvaro, the Board approved, by a vote of five in favor (Alvaro, Camacho, Gerard, Hsiao, and Ross), none opposed, and two absent (Cannon, Lempert), Joe Ross as the San Mateo County Board of Education's Voting Representative at the California County Boards of Education (CCBE) Meeting as part of the CSBA Conference on December 6, 2019, in San Diego, CA.

C. Board Member Comments

Ms. Gerard
Ms. Gerard shared she is looking forward to seeing those coming to the CCBE Conference which is fast approaching, and wished happy birthdays to Ms. Alvaro and Mr. Ross.

Mr. Hsiao
Mr. Hsiao stated things are simmering with the upcoming Strategic Planning, charter legislation, and the Equity Network. He thanked Deputy Superintendent Littrell for her assistance understanding Multi-Tiered System of Support (MTSS) as a way to support students at all levels of need. He stated SMCOE has a strong team, and he appreciates the support received.
Ms. Alvaro
Ms. Alvaro wished Chief Deputy County Counsel Cunningham and Board President Camacho’s son happy birthdays. She said she would not be participating in the CCBE Conference as she will be travelling and out of communication for a week. Ms. Alvaro asked about the timeline for the Oxford Day Academy public hearing and decision. Senior Administrator Fairley and Superintendent Magee confirmed the public hearing would be October 16, and the Board would take action on November 6.

Ms. Alvaro asked about the KIPP charter petition process, and Superintendent Magee confirmed that if the KIPP charter petition came to the County Board on appeal, the public hearing would be scheduled on a separate date from the Oxford Day Academy deliberations.

Mr. Hsiao asked about AB 1505 and the probability of it being signed by these October and November dates. Superintendent Magee answered she believed all new legislation would go into effect after January 1, 2020. Board President Camacho added the date is often July 1 for education bills. Superintendent Magee added she did not think AB 1505 would impact the Board’s process in these potential charter school cases. Board President Camacho asked how many November Board meetings there are, which Superintendent Magee confirmed is two.

Mr. Ross
Mr. Ross thanked the presenters for all the informative and helpful reports that evening, and shared being excited to start the school year with such energy, optimism, and well-planned summer work. He wished happy birthdays to all celebrating. Mr. Ross thanked Superintendent Magee for putting the excess property tax item on the agenda for the next few meetings.

Board President Camacho
Board President Camacho had no comments to share.

9. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:44 p.m.

Nancy Magee, Secretary

Nancy Magee, Secretary