

MONTGOMERY COUNTY BOARD OF EDUCATION MINUTES

January 9, 2023

The Montgomery County Board of Education convened in a regular monthly meeting on Monday, January 9, 2023, at 6:30 pm in the Montgomery County Schools Boardroom. Board members present were Steve W. DeBerry – Chair, Tommy Blake - Vice Chair, Angela Smith, Lynn Epps, Anne Evans, Bryan Dozier and Cindy Taylor.

Chairman Steve DeBerry called the meeting to order. Mr. DeBerry moved to adopt the agenda as submitted. Bryan Dozier made the motion with Lynn Epps seconding. The agenda was accepted with unanimous approval from the board.

Chairman Steve DeBerry shared an opening devotional with a reading from “Psalms 25:21”. May integrity & uprightness preserve me while I wait for thee. Ends and means are not meant to exist in conflict. Good means to good ends are what God challenges us to find and to do regardless of the personal costs the effort requires or the resulting public acclaim. The best pursuit of the best ideas, that is what it means to have integrity.

Chairman DeBerry led the Pledge of Allegiance to the Flag of the United States of America.

No one signed up to speak during the public comments section.

Chairman DeBerry called upon Dr. Ellis and Marvin Smith for Certified and Classified Employees of the Month for East Middle School. Dale Simmerman, Cafeteria Manager was the classified winner. Jackie Baldwin, 7th & 8th grade Social Studies was the certified winner.

Dr. Ellis at this time recognized the MCS Christmas Card 2022 winner. Dr. Ellis asked Eliana Faith Cruz from West Middle School to come forward. She was presented with a certificate and \$50 gift.

Dr. Ellis then recognized the 2021-2022 NC Exceeded Academic Growth Awards. Dr. Ellis asked for Dr. Erin West-Green Ridge Elementary, Marvin Smith-East Middle, Janet Deaton-Star Elementary, Sloan Bourgeois-Mt. Gilead Elementary, and Heather Seawell-Montgomery County Early College to please come forward to accept the award for their schools. Dr. Ellis noted that it is important to meet academic growth but that it is essential that you exceed it. The fact that roughly half of our schools exceeded shows a lot of work and it is thanks to the wonderful job our teachers do.

Dr. Ellis at this time recognized the 2021-2022 NC Academic Growth Awards. Dr. Ellis asked for Adam Matthews-West Middle and Enoc Robledo-Candor Elementary to please come forward to accept the award for their schools.

Dr. Ellis then recognized the 2021-2022 Certificate of Achievement for Outstanding Graduation rate of 100%. Dr. Ellis asked for Heather Seawell-Montgomery County Early College to please come forward to accept the award for the school.

Dr. Ellis then recognized the 2021-2022 Top Ten School District Outstanding Graduation Rate of 95.1%. Dr. Ellis asked for Steve DeBerry-Chairman for the Board of Education to please come forward to accept the award for the school district.

Dr. Ellis then recognized the 2021-2022 Silver Bell Award presented to the Montgomery County Schools Board of Education Members for completion of whole board training.

Dr. Ellis then recognized the 2021-2022 NCSBA Certificate of Merit. Dr. Ellis asked board member Anne Evans to please come forward to accept her award for her training achievements through NCSBA.

Dr. Ellis at this time recognized that this is School Board appreciation month. Each board member was presented with a gift of appreciation. Dr. Ellis acknowledged that this is often a thankless job but that all the hard work you do for this school district is truly appreciated.

Chairman DeBerry requested to approve the consent agenda. Bryan Dozier made the motion, with Tommy Blake seconding. The board approved unanimously.

Chairman DeBerry called upon Marvin Smith, principal for East Middle School. Mr. Smith stated that although middle school offers sports afterschool he is pleased that at East they have a program that offers extra support to some of the students in need. Mr. Smith then called upon Kristy Kissell, for the presentation “Heart & Sole” which is sponsored by Ms. Kissell and Ms. Jennah King, Assistant Principal at East Middle. The Heart and Sole curriculum is a 10-week program that gives girls the opportunity to build relationships with their coaches and also with one another. It was developed by Girls on the Run to meet the unique needs of middle school girls. The program teaches life skills and places emphasis on the whole girl. The program centers on different things physically but there is also a social emotional piece with lessons each week. The girls complete their lessons by participating in activities related to the “Girl Wheel” and then go out to do their running to prepare for a 5K at the end of the program. The “Girl Wheel” focuses on five key parts: body, brain, heart, spirit, and social. Our group also wanted to give back to the community and school by putting up posters for World Kindness Day, made thankful turkeys for each teacher’s door, helped pack Christmas Stockings and working the concession stand during games. The program completes with the Twinkle Toes 5K run/walk. The ultimate goal is to provide the girls with the tools and resources that will serve them well for a lifetime. Ms. Kissell then called upon a few of the girls who participated to speak. Cheyenne Blackmon, 8th grade, spoke first about her favorite thing about the program. She said that she liked making new friends, having something meaningful to do afterschool and giving back to the school and teachers. Next, Angeles Hernandez, 8th grade, stated she feels more connected to the girls, feels good to have someone who understands you and know that they have your back. The last girl to speak was Elizabeth Shepherd, 8th grade, her favorite thing was the lessons they learned about taking care of themselves both emotionally and physically, learned about setting boundaries and how to be careful while online.

Chairman DeBerry called upon Dr. Dale Ellis for Mid-Year Review Dates. Dr. Ellis presented three options: Thursday, February 16, Tuesday, February 21, or Thursday, February 23. Cindy Davis will call each board member to see which date will work best for everyone.

Chairman DeBerry called upon Dr. Dale Ellis for results of the Central Office Survey. The survey compared years 2018-2019 to 2022-2023. There were three questions asked in reference to each department. When I phone, the person whom I speak is personable and pleasant. When I email, phone, or visit, I always receive a response within a reasonable amount of time (24 hours). When I email, phone, or visit, the information I receive is always consistent.

This year the averages for each department were above the 95% threshold and the department GPA's were all above the 3.5 threshold. We had only 98 respondents which would equal to approximately a 20% response rate.

Chairman DeBerry called upon Dr. Tracy Grit for policies for approval. Anne Evans just wanted to be sure that Policy 7360/8225 – Crowdfunding of Behalf of the School System, was communicated well with our teachers on what is allowed and what is not allowed. Chairman DeBerry then asked for a motion for approval. Anne Evans made the motion with Lynn Epps seconding. The motion carried unanimously with the board.

Chairman DeBerry called upon Dr. Dale Ellis for the Superintendent's Comments. The Superintendents comments centered around the recent comments and concerns regarding the Montgomery Central High School softball and baseball fields.

Chairman DeBerry then asked for a motion to go into closed session to discuss personnel and consult the board attorney. Bryan Dozier made the motion, with Tommy Blake seconding. The board approved entering into closed session unanimously.

After closed session the following items were approved:

- 1) Board Minutes from December 5, 2022
- 2) Personnel and Auxiliary Report

**MONTGOMERY COUNTY SCHOOLS
PERSONNEL REPORT
Tracy Grit, Associate Superintendent for Operations/HR
January 9, 2023**

a. Superintendent reports the acceptance of the following resignations/retirements:

<u>Resignation/Retirement</u>	<u>School/Assignment</u>	<u>Effective Date</u>
1) Scott Blue Retirement	Montg. Central High Health/PE Teacher	01/31/2023
2) Julie Daniel Resignation	Montg. Central High Chemistry/Physical Science	01/01/2023
3) Indya Douglas Resignation	Montg. Central High Athletic Trainer	01/15/2023
4) Mark McClay Resignation	Mont. Central High AFJROTC Instructor	06/24/2023
5) Olivia Chappell Resignation	Montg. Central High PT Custodian	12/12/2022
6) Logan Jordan Resignation	Montg. Central High Physical Education	01/16/2023
7) Cleotilde Benitez Resignation	Candor Elementary P.T. Custodian	12/14/2022

b. Upon the recommendation of the principal, approval of the following additions to the core-sub teacher list:

<u>Employee/ Effective Date</u>	<u>School/ Assignment</u>	<u>Record Check</u>	<u>Replacing</u>
1) Carrie Lassiter 01/02/2023	Candor Elementary EST. Teacher	Yes	Ayleen Padilla
2) Gavin Watts 01/09/2023	Montg. Central High Science Teacher	Yes	Damien Desauter

- c. Upon recommendation, approval of the following probationary contracts for the 2022-2023 school year as provided by General Statute 115C-325:

<u>Employee</u>	<u>School Assignment</u>
1) Quentin Wall	East Middle School
2) Bonnie Battista	West Middle School
3) Sabel Robledo	East-West Middle Schools
4) Nikinia Raliff	Page Street Elementary School

- d. Upon recommendation, approval of the following interim contracts for the 2022-2023 school year as provided by General Statute 115C-325:

<u>Employee/ Effective Date</u>	<u>School/ Assignment</u>	<u>Record Check</u>	<u>Replacing</u>
1. Amy Dahl 01/17/2023	Montg. Central High Science Teacher	Pending	Julie Daniel

- e. Upon recommendation of the superintendent, approval of recommendation for employment of the following non-certified personnel:

<u>Employee/ Effective Date</u>	<u>School/ Assignment</u>	<u>Record Check</u>	<u>Replacing</u>
1) Johnny Danlap TBD	East Middle School P.T. Custodian	Yes	Delmar Dumas
2) Kelly Morgan 01/02/2023	Star Elementary School P.T. Interim Media Assistant	Yes	
3) Tanwanna Bennett 01/09/2023	Candor Elementary School P.T. Tutor	Yes	
4) Carlton Johnson 01/10/2023	Candor Elementary School P.T. Tutor	Yes	

- f. Upon recommendation, approval of the following coaches:

West Middle School

Wrestling:
Sam Phoumynovang

Montgomery Central High School

Track:
Henry Bustle
Tanisha Bowden
Danasia Dumas

Softball:
Spencer Shaw
Jon Hancock
Janet Blackmon

Baseball:
Sean Hassell
Terry Callicutt
John Weiss

W. Soccer:
Madison Provines
Dan Jones

Golf:
Will Bowers

M. Tennis:

- g. Report the following transfers:

<u>Transfer/ Effective Date</u>	<u>From</u>	<u>To</u>	<u>Replacing</u>
1. Damien Decatur 01/24/2023	Montg. Central High Science Teacher	Montg. Central High Health PE Teacher	Scott Blue
2. Spencer Shaw 01/24/2023	Montg. Central High Social Studies Teacher	Montg. Central High Health PE Teacher	Logan Jordan

3) Budget Resolution



441 Page Street • P.O. Box 427
Troy, North Carolina 27371-0427
PHONE: (910) 576-6511 • FAX: (910) 576-2044

To: Board of Education
From: Mitch Taylor
Date: January 9, 2023
Subject: Agenda Item (Section - Consent Agenda)

Attached you will find a budget amendment for your consideration for the year ending June 30, 2023.

Fiscal Year 2022/2023 Budget Amendment # 4

State Funds

1) A decrease of \$86,576.00 to the State Budget Fund (Fund 1):

\$86.00 decrease to PRC 015 (Technology) – The state miscalculated the annual allotment and overpaid the district by \$86.00.

\$2275.00 increase to PRC 029 (Behavioral Support) – This was additional funding for the district's behavioral support program.

Usually in November of each year, the state compares the number of students they used to project our funding for the upcoming year with the district's actual number of students that are enrolled. In previous years, the district's enrollment has declined, and funds were reverted to the state, in some cases, by as much as \$500,000. Fortunately, this year our actual enrollment was nearly identical to the state's estimate, and we did not have to revert funds for this reason. However, another measure used in the funding formula is the increase in the number of students currently attending charter schools as compared to the previous year. Our charter school enrollment increased by 9 students this year and the result was a reversion of state funding in the amount of \$88,765.00. A breakdown by PRC of the funds that were affected can be seen on the first page of the Budget Amendment form, beginning with the 3rd item listed, PRC 056 (Transportation), and continuing through PRC 130 (Textbooks).

Local Funds

2) No change to the Local Fund Budget (Fund 2)

Federal Funds

3) An increase of \$53,313.98 to the Federal Budget Fund (fund 3)

\$29,918.42 decrease in PRC 189 (ESSER Math Enrichment Program), purpose code 5000 and a \$29,918.42 increase to PRC 189, purpose code 6000. Existing funds within the same PRC were moved from instructional purposes to transportation purposes. No new funding was received.

\$3598.00 increase in PRC 111 (Language Acquisition) – this represented additional funding that was provided to the district above the planned allotment amount.

\$7928.00 increase in PRC 108 (Title IV Student Support) – this represented additional funding that was provided to the district above the planned allotment amount.

\$13,300.00 increase in PRC 198 (ESSER III National Board Certification Fee Reimbursement) – this funding is to reimburse teachers in our district who paid the \$1900 fee to renew their National Board Certification.

\$6424.00 increase in PRC 109 (Rural and Low-Income Support) – this represented additional funding that was provided to the district above the planned allotment amount.

\$689.00 increase in PRC 104 (Title III English Language Acquisition) – this represented additional funding that was provided to the district above the planned allotment amount.

\$15,354.03 increase in PRC 181 (ESSER III) – this represented additional funding that was provided to the district above the planned allotment amount.

\$6020.95 increase in PRC 171 (ESSER II) – this represented additional funding that was provided to the district above the planned allotment amount.

Capital Outlay Funds

4) An Increase of \$90,500.00 to the Capital Outlay Budget Fund (Fund 4):

\$80,000.00 increase to PRC 802 (Capital Outlay Expenses - Transportation) – About 10 years ago, the district contracted with an outside firm to provide GPS tracking and automated time keeping on our school buses. The GPS and time keeping devices used the 3G cellular format. This past December, the company notified the district that these 3G devices would no longer be supported and would become obsolete as of January 1, 2023. Because the district had already started investigating a change in vendors, we were able to quickly convert to the new provider and update our equipment. This represents the initial cost of the changeover. The cost will increase by another \$20,000 before the project is complete.

\$1500.00 increase to PRC 802 (Capital Outlay Expenses) – These funds were to repair the sound system in the MCHS gym and will be reimbursed by the county.

\$9300.00 Increase to PRC 802 (Capital Outlay Expense) – these funds were to replace faulty water heat pumps at Imy Elementary and will be reimbursed by the county.

Child Nutrition

5) No change to the Child Nutrition Fund. (Fund 5):

Special Local Fund 8

6) An Increase of \$526,942.83 to the Special Local Fund 8 Budget (Fund 8):

\$500.00 Increase to PRC 061 (IAL bus donation) – A local civic group donated \$500.00 to the IAL literacy bus.

\$26,442.83 increase to PRC 378 (TQP Pfeiffer Grant) – This is new funding received for the TQP grant through Pfeiffer University.

\$500,000.00 increase to PRC 175 (EUSE Grant) – This represents new funding for year 2 of the EUSE Grant afterschool program. The district is partnering with Communities in Schools on this grant.

7) Overall, these adjustments resulted in an increase of \$584,180.81 to the total 2022 - 2023 budget for Montgomery County Schools.

I will be available to answer any questions you may have.

This amendment is an action item and will require a vote.

Budget Amendment # 4

Montgomery County Administration Unit

The Montgomery County Board of Education at a meeting on the 6th day of January, 2023, passed the following resolution:

Be it resolved that the following amendments be made to the Budget Resolution for the fiscal year ending June 30, 2023.

Expense Code	Description of Code	Increase	Decrease
STATE FUNDS			
Revenues			
1.3100	State Revision #28 PRC 015		\$58.00
1.3100	State Revision #28 PRC 003	\$2,276.00	
1.3100	State Revision # 25 PRC 056		\$5,731.00
1.3100	State Revision # 25 PRC 061		\$420.00
1.3100	State Revision # 25 PRC 063		\$4,159.00
1.3100	State Revision # 25 PRC 034		\$737.00
1.3100	State Revision # 25 PRC 031		\$3,799.00
1.3100	State Revision # 25 PRC 024		\$4,513.00
1.3100	State Revision # 25 PRC 027		\$4,068.00
1.3100	State Revision # 25 PRC 014		\$754.00
1.3100	State Revision # 25 PRC 013		\$6,270.00
1.3100	State Revision # 25 PRC 001		\$0,048.00
1.3100	State Revision # 25 PRC 006		\$742.00
1.3100	State Revision # 25 PRC 003		\$4,768.00
1.3100	State Revision # 25 PRC 004		\$2,277.00
1.3100	State Revision # 25 PRC 001		\$45,000.00
1.3100	State Revision # 25 PRC 130		\$457.00
	Net Change in State Revenues	-\$86,576.00	
Expenses			
1.5000 015	Personnel		\$58.00
1.5000 029	Behavioral Support	\$2,276.00	
1.5000 065	Transportation		\$5,731.00
1.5000 061	Instructional Supplies		\$420.00
1.5000 063	At Risk Student Services		\$4,159.00
1.5000 054	Academically or Intellectually Gifted		\$737.00
1.5000 051	Low-Voc Tr. Supplemental Funding		\$3,799.00
1.5000 024	Disadvantaged Student Supplemental Funding		\$4,513.00
1.5000 027	Teacher Assistants		\$4,068.00
1.5000 014	CTE Programming Support		\$754.00
1.5000 013	CTE Venues of Support		\$6,270.00
1.5000 007	Instructional Support		\$0,048.00
1.5000 026	School Psychologist		\$742.00
1.5000 003	Non-Instructional Support		\$4,768.00
1.5000 034	K-5 Enhancement Teachers		\$2,277.00
1.5000 031	Classroom Teachers		\$45,000.00
1.5000 133	Paraprofessionals		\$457.00
	Net Change in State Expenses	-\$86,576.00	
	Net Change in State Budget	-\$86,576.00	
Explanation: Adjustments made for actual revenues and expenditures.			
Total Appropriation in Current Budget			\$78,889,113.00
Amount of Increase			-\$86,576.00
Total Appropriation in Current Amended Budget			\$78,802,537.00

Budget Amendment # 4

Expense Code	Description of Code	Increase	Decrease
LOCAL FUNDS			
Revenues			
	Expenses		
	Net Change in Local Budget	\$0.00	
Explanation: Adjustments made for actual revenues and expenditures.			
Total Appropriation in Current Budget			\$8,646,016.00
Amount of Increase			\$0.00
Total Appropriation in Current Amended Budget			\$8,646,016.00

Budget Amendment # 4

Expense Code	Description of Code	Increase	Decrease
FEDERAL FUNDS			
Revenues			
3.3600.111	Language Acquisition	\$3,598.00	
3.3600.108	Title IV Student Support	\$7,928.00	
3.3600.198	ESSER III NBPTS certification fee	\$13,300.00	
3.3600.109	Rural and Low-Income Schools	\$6,424.00	
3.3600.104	Title III English Language Acquisition	\$699.00	
3.3600.181	ESSER III	\$15,354.03	
3.3600.171	ESSER II	\$6,020.95	
	Net Change in Federal Revenues	\$53,313.98	
Expenses			
3.5000.189	ESSER Math Enrichment Program		\$29,918.42
3.5000.189	ESSER Math Enrichment Program	\$29,918.42	
3.5000.111	Language Acquisition	3,485.94	
3.5000.111	Language Acquisition	\$132.06	
3.5000.108	Title IV Student Support	\$7,928.00	
3.5000.198	ESSER III NBPTS certification fee	\$13,300.00	
3.5000.109	Rural and Low-Income Schools	\$6,424.00	
3.5000.104	Title III English Language Acquisition	\$693.71	
3.5000.104	Title III English Language Acquisition	\$25.29	
3.5000.181	ESSER III	\$15,354.03	
3.5000.171	ESSER II	\$6,020.95	
	Net Change in Federal Expenses	\$53,313.98	
	Net Change in Federal Budget	\$53,313.98	
Explanation: Adjustments made for actual revenues and expenditures.			
Total Appropriation in Current Budget			\$12,217,368.64
Amount of Increase			\$53,313.98
Total Appropriation in Current Amended Budget			\$12,270,682.62

Budget Amendment # 4

Expense Code	Description of Code	Increase	Decrease																
<u>LOCAL FUND 8</u>																			
<u>Revenues</u>																			
6.4420.081	Donation to IAL program	500.00																	
6.4690.378	TOP Grant with Pfeiffer University	26,442.83																	
6.3610.175	ELISE Grant with CIS	500,000.00																	
	Total Changes in Fund 8 Revenues	\$526,942.83																	
<u>Expenses</u>																			
6.5020.051	Donation to IAL program	500.00																	
6.5000.378	TOP Grant with Pfeiffer University	26,442.83																	
6.5020.175	ELISE Grant with CIS	459,822.89																	
6.6000.175	ELISE Grant with CIS	40,177.11																	
	Total Change in Fund 8 Expenses	\$526,942.83																	
	<u>Net Change in Local Fund 8 Budget</u>	<u>\$526,942.83</u>																	
Explanation: Adjustments made for actual revenues and expenditures.																			
Total Appropriation in Current Budget			\$3,532,378.79																
Amount of Increase			\$526,942.83																
Total Appropriation in Current Amended Budget			\$4,059,321.61																
<div>Summary of Budget Changes<table><tr><td>Previous Budget</td><td>\$56,223,308.19</td></tr><tr><td>State Budget Change</td><td>-\$86,576.00</td></tr><tr><td>Local Budget Change</td><td>\$0.00</td></tr><tr><td>Federal Budget Change</td><td>\$53,313.95</td></tr><tr><td>Capital Outlay Budget Change</td><td>\$90,500.00</td></tr><tr><td>Child Nutrition Budget Change</td><td>\$0.00</td></tr><tr><td>Fund 8 Budget Change</td><td>\$526,942.83</td></tr><tr><td>Current Budget</td><td>\$56,607,489.00</td></tr></table></div>				Previous Budget	\$56,223,308.19	State Budget Change	-\$86,576.00	Local Budget Change	\$0.00	Federal Budget Change	\$53,313.95	Capital Outlay Budget Change	\$90,500.00	Child Nutrition Budget Change	\$0.00	Fund 8 Budget Change	\$526,942.83	Current Budget	\$56,607,489.00
Previous Budget	\$56,223,308.19																		
State Budget Change	-\$86,576.00																		
Local Budget Change	\$0.00																		
Federal Budget Change	\$53,313.95																		
Capital Outlay Budget Change	\$90,500.00																		
Child Nutrition Budget Change	\$0.00																		
Fund 8 Budget Change	\$526,942.83																		
Current Budget	\$56,607,489.00																		
Passed by majority vote by the Board of Education of Montgomery County on the 9th day of January 2023.																			
Chairman, Board of Education		Secretary, Board of Education																	

Budget Amendment # 4

Expense Code	Description of Code	Increase	Decrease
CAPITAL OUTLAY FUND			
Revenues			
4.4910.602.541	Fund Balance	80,000.00	
4.4000.602	County fund	1,500.00	
4.4000.602	County fund	9,000.00	
	Net Change in Capital Outlay Revenues	\$90,500.00	
Expenses			
4.6550.602.541	Transportation	80,000.00	
4.6000.602	MCHS gym sound system repair	1,500.00	
4.6000.602	Replace water heat pumps - Troy Elementary	9,000.00	
	Net Change in Capital Outlay Expenses	\$90,500.00	
	Net Change in Capital Outlay Budget	\$90,500.00	
Explanation: Adjustments made for actual revenues and expenditures.			
Total Appropriation in Current Budget			\$1,614,571.77
Amount of Increase			\$90,500.00
Total Appropriation in Current Amended Budget			\$1,705,071.77

Expense Code	Description of Code	Increase	Decrease
CHILD NUTRITION FUND			
Revenues			
		0.00	
Expenses			
		0.00	
	Net Change in Child Nutrition Budget	\$0.00	
Explanation: Adjustments made for actual revenues and expenditures.			
Total Appropriation in Current Budget			\$3,513,860.00
Amount of Increase			\$0.00
Total Appropriation in Current Amended Budget			\$3,513,860.00

4) Early Graduation



441 Page Street • P.O. Box 427
Troy, North Carolina 27371-0427
PHONE: (910) 576-6511 • FAX: (910) 576-2044

TO: Board of Education
FROM: Wade Atman
DATE: January 9, 2023
SUBJ: CONSENT AGENDA ITEM (Additional MCS Early Graduate)

The following students have requested early graduation from Montgomery County Schools:
Montgomery Central High School:

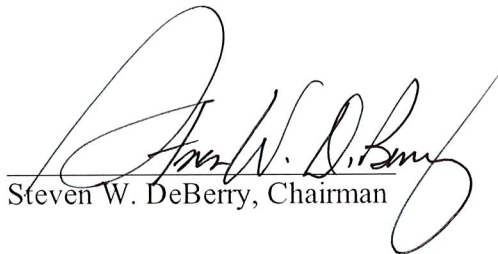
The student on this list has received a thorough transcript audit to ensure they meet the North Carolina High School Graduation requirements for the completion of high school.

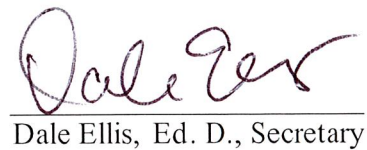
I am available to answer any questions you might have.

An Equal Opportunity/Affirmative Action Employer

Upon return to open session, Chairman DeBerry asked for a motion to adjourn the meeting. Bryan Dozier made the motion with Lynn Epps seconding; the meeting was duly adjourned.

The next regular meeting will be held on Monday, February 6, 2023, at 6:30 pm at the Montgomery County Central Office.


Steven W. DeBerry, Chairman


Dale Ellis, Ed. D., Secretary