

STATUTORY ORGANIZATIONAL MEETING MINUTES - APPROVED
BOARD OF EDUCATION OF THE HOLT PUBLIC SCHOOLS
INGHAM AND EATON COUNTIES, MICHIGAN
Monday, July 12, 2021, 6:00 p.m.

Present: Mark Perry, Amy Dalton, Julie Bureau, Robert Halgren, Jessie Jones, David Hornak

Absent: Kevin Leonard, Jennifer Robel

Central Office Staff Present: Erin Quinlan, Christine Lopez, Kim Cosgrove, Michael Dunckel

CALL TO ORDER - The meeting was called to order at 6:03 p.m.

DISTRICT'S LEGAL STATUS:

The legal basis for the Holt Public Schools is vested in the will of the people as expressed in the Michigan Constitution, the statutes pertaining to education, various court interpretations and the powers implied by the foregoing.

The official name of the school district shall be the Holt Public Schools, Ingham and Eaton Counties, Michigan, and the district shall operate as a general powers school district.

REGULAR BOARD MEETING DATES*

The regular meetings of the Board of Education are generally to be held on the second Monday of each month (with accommodations for school breaks) at 7:00 p.m., in the Boardroom, Education Center, 5780 West Holt Road, Holt, Michigan 48842, (517) 694-5715, the July meeting to be held immediately following the Organizational Meeting which will begin at 6:00 p.m. Official minutes of the Board of Education are available for inspection at 5780 West Holt Road, Holt, Michigan 48842.

The proposed 2021-22 Board Meeting Dates are as follows: August 9, September 13, October 4, November 8, December 13, January 10, February 14, March 14, April 11, May 9, June 13 and July 11.

IT WAS MOVED by Trustee Halgren and supported by Trustee Dalton to approve the regular board meeting dates for the 2021-2022 school year as presented.

Motion carried by unanimous consent.

PROCEDURE TO CALL A SPECIAL MEETING OF THE BOARD*

Special Meetings of the Board of Education may be called by the President of the Board, or any two (2) Trustees, by providing to the other Trustees, a written notice of the time, date, and place of such Special Meeting and the item(s) to be discussed. The President may call a special meeting of the Board whenever he/she considers such a meeting desirable. The notice may be served by:

1. Delivering the notice to the Trustees personally at least eighteen (18) hours before such a meeting is to take place; or

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2. Depositing the same in a government mail receptacle (enclosed in a sealed envelope plainly addressed to such member at his/her last known residence address) at least seventy-two (72) hours before such a meeting is to take place; or
3. Via electronic delivery (e-mail) with prior approval of Trustees at least eighteen (18) hours before such a meeting is to take place.

Notice as above prescribed may be provided by a member of the Board, or any employee of the Board of Education.

IT WAS MOVED by Trustee Jones and supported by Trustee Halgren to approve the procedure to call a special meeting of the Board for the 2021-2022 school year.

Motion carried by unanimous consent.

DEPOSITORY RESOLUTION*

WHEREAS: Now and hereafter certain public monies belonging to or held for the State, County, or other political units of the State, or otherwise held according to law; from time to time come into the hands of Robert Halgren Treasurer of the School District of the Holt Public Schools, Ingham and Eaton Counties, Michigan, and

WHEREAS: Under the Law of Michigan, this Board is required to provide by resolution for the deposit of all public monies, including tax money coming into the hands of said Treasurer, in one or more banks, hereinafter called banks, to be designated in this resolution.

NOW THEREFORE, BE IT RESOLVED: That said Treasurer, Dr. Robert Halgren is hereby directed to deposit all public monies, including tax money now in or coming into his/her hands as Treasurer, into PNC Bank, Lansing, Michigan and/or the Dart National Bank, Holt and Mason, Michigan.

BE IT FURTHER RESOLVED: That any funds so deposited may be withdrawn upon a check or an order signed as follows:

By Dr. Robert Halgren, Treasurer, and either Julie Bureau, Secretary, or Mark Perry, President.

For the PNC BANK

General Fund (Checking Account)

By Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent

For the PNC BANK

Payroll account (Checking Account)

Administrative Fund (Savings Account)

2019 Debt Retirement Fund (Savings Account and Trustee Account)

2007/2017 Debt Retirement Fund - Closed 6/30/2021

2021 Construction Fund

2021 Debt Retirement Fund

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Holt Food Service Fund (Checking Account)

Visa/Mastercard (Merchant Service Account) Open in 2021/2022

Chi, Board of Education Scholarship Fund (Investment, savings account) 2021/2022

By Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

For the MERRILL LYNCH

Chi Scholarship Fund (Investment Account) - Will be closed in July 2021 and transferred to PNC account.

By Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent

For the Dart Bank

John R. Reid Athletic Scholarship (Savings Account and Certificate of Deposit)

Sarah Crysler Scholarship Fund (Savings Account and Certificate of Deposit)

Holt Food Service Fund (Checking and Savings Account) Close in 2021/2022.

Visa/Mastercard (Merchant Service Account) Close in 2021/2022

By Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent for Wiring Instructions purposes only.

For the PNC BANK

General Fund Checking

2019 Debt Retirement Account

2007/2017 Debt Retirement Account - Closed 6/30/2021

2021 Construction Fund

2021 Debt Retirement Fund

Holt Food Service Fund 2020/2021

BE IT FURTHER RESOLVED: That Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent, Holt Public Schools, Ingham and Eaton Counties, Michigan, are authorized to perform duties in the name of the School Treasurer. A stamp for check endorsements shall be used "For Deposit Only, Holt Public Schools, Holt, Michigan 48842."

BE IT FURTHER RESOLVED: That for INVESTMENT PURPOSES the District will select based on interest rates the institutions cited from Bakertilly, Municipal Advisors, LLC, in accordance with the PNC banking arrangements, by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That the Treasurer or his/her designee is hereby authorized to solicit bids for the purpose of investments in debt retirement funds, building and site funds, building and site sinking funds or general funds of the school district in accordance with the Michigan Revised School Code and Michigan General School Laws, as outlined in Section 380.1223 of said laws which maintains

security of the assets of the school district and in accordance with the Board of Education's Investment Policy. Such investments shall be restricted to the following:

- i. a. Bonds, bills or notes of the United States; obligations, the principal and interest of which are fully guaranteed by the United States; or obligations of the State. In a primary or fourth class school district, the bonds, bills, or notes shall be payable, at the option of the holder, upon not more than 90 days' notice, or if not so payable, shall have maturity dates not more than 5 years after the purchase dates.
 - b. Certificates of deposit issued by a financial institution or share certificates of a State or Federal credit union that is a financial institution organized and authorized to operate in this State.
 - c. Commercial paper rated prime at the time of purchase and maturing not more than 270 days after the date of purchase.
 - d. Securities issued or guaranteed by agencies or instrumentalities of the United States government.
 - e. United States government or federal agency obligation repurchase agreements.
 - f. Bankers' acceptances issued by a bank that is a member of the federal deposit insurance corporation.
 - g. Mutual funds composed entirely of investment vehicles that are legal for direct investment by a school district.
 - h. Investment pools, as authorized by the surplus funds investment pool act, 1982 PA 367, MCL 129.111 to 129.118, composed entirely of instruments that are legal for direct investment by a school district.
- ii. An obligation purchased under this section, when received by the Treasurer, shall be deposited with the financial institution having the deposit of the money of the particular fund from which the obligation was purchased.
- iii. Money in the several funds of the school district shall not be commingled for the purpose of making an investment authorized by this section except that:
 - a. The board may establish and maintain one (1) common debt retirement fund for issues of bonds of similar character.
 - b. The board, by resolution, may authorize the Treasurer to combine money from more than one (1) fund for the purpose of making an investment authorized by subsection (i)(h).
- iv. Earnings of an investment shall become a part of the fund for which the investment was made. When money of more than one (1) fund of a single district or money of more than one (1) district are combined for an investment pool authorized by subsection (i)(h), the money shall be accounted for separately, and the earnings from the investment shall be separately and individually computed, recorded, and credited to the fund or district, as the case may be, for which the investment was acquired.
- v. The Treasurer, if authorized by resolution of the board, may deposit upon approval of the employee, funds accumulated under a deferred compensation program in a federally insured financial

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institution authorized by law to do business in this state. If authorized by a resolution of the board, the Treasurer, with the prior consent of the employee, may use funds accumulated under a deferred compensation plan to purchase from a life insurance company authorized to do business in this state an annuity contract or life insurance policy in the manner and for the purposes described in section 457 of the internal revenue code.

vi. Security in the form of collateral, surety bond or another form may be taken for the deposits or investments of the school district in a financial institution. However, an investment under section 622(2)(e) or section 1223(1)(e) or in an investment pool that includes instruments eligible for investments under sections 622(2)(e) and 1223(1)(e) shall be secured by the transfer of title and custody of the obligations to which the repurchase agreements relate and an undivided interest in those obligations must be pledged to the school district for these agreements.

vii. Notwithstanding subsection (i), additional funds of the school district shall not be deposited or invested in a financial institution which is not eligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.

As used in this section, "deposit" includes purchase of or investment in shares of a credit union.

As used in this section, "financial institution" means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government, and which maintains a principal office or branch office located in this state under the laws of this state or the United States.

AND THAT THE TREASURER or his/her designee is hereby authorized and directed to solicit bids, and make investments according to and within the above provisions of this resolution and to deposit all obligations received with the bank or trust company authorized as the depositor for the specific funds for which such obligations were purchased.

BE IT FURTHER RESOLVED: That the Holt High School Internal Funds and Holt High School Store Funds monies now coming into the High School shall be deposited in the checking or savings account of the Dart National Bank, Holt and Mason, by Mike Willard, High School Principal, co-designated Assistant High School Principal, or the building bookkeeper, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Holt Junior High School Internal Fund monies now coming into the Holt Junior High School office shall be deposited in the checking or savings account of Dart National Bank, Holt and Mason, Michigan, by Robert Bobeda, Junior High School Principal, or the Junior High School Secretary, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Hope Middle School Internal Fund monies now coming into the Hope Middle School office shall be deposited in the Dart National Bank, Holt and Mason, Michigan, checking or savings account by Scott Huard, building principal, or the building secretary, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Washington Woods Middle School Internal Fund monies now coming into the Washington Woods Middle School office shall be deposited in the Dart National Bank, Holt and Mason, Michigan, checking or savings account by Frank Walter Sutterlin, building principal, or the building secretary, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Wilcox Elementary School Internal Fund monies now coming into the Wilcox Elementary School office shall be deposited in the Dart National Bank, Holt and Mason, Michigan, checking or savings account by Traci Heuhs, building principal, or the building secretary, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Elliott Elementary School Internal Fund monies now coming into the Elliott Elementary School office shall be deposited in the Dart National Bank, Holt and Mason, Michigan, checking or savings account by Andrew Wise, building principal, or the building secretary, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Horizon Elementary School Internal Fund monies now coming into the Horizon Elementary School office shall be deposited in the Dart National Bank, Holt and Mason, Michigan, checking or savings account by Kindra Padgett the building principal, or the building secretary, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Sycamore Elementary School Internal Fund monies now coming into the Sycamore Elementary School office shall be deposited in the Dart National Bank, Holt and Mason, Michigan, checking or savings account by Shannon Huff, building principal, or the building secretary, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Dimondale Elementary School Internal Fund monies now coming into the Dimondale Elementary School office shall be deposited in the Dart National Bank, Holt and Mason,

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Michigan, checking or savings account by Shannon Barker, building principal, or the building secretary, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Community Education/Midway Early Learning Center Internal Fund monies now coming into the Community Education office shall be deposited in the Dart National Bank, Holt and Mason, Michigan, checking or savings account, by Heather Crandall, Community Education Director, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, Michael Dunckel, Director of Finance or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That Education Center Internal Fund monies shall be deposited in the Dart National Bank, Holt and Mason, Michigan, checking or savings account by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services–Michael Dunckel, Director of Finance, or the Receptionist, and that any funds so deposited may be withdrawn upon a check or an order signed by Kimberlyn Cosgrove, Deputy Superintendent of Operations and Administrative Services, or David Hornak, Superintendent.

BE IT FURTHER RESOLVED: That said PNC Bank and Dart National Bank are hereby authorized and directed to honor and pay checks, drafts, notes or orders so drawn, whether such checks, drafts, notes or orders be payable to the order of any such person signing and/or countersigning said check, drafts, notes or orders, or any of such persons in their individual capacities or not, and whether such checks, drafts, notes or orders are deposited to the individual credit of the person so signing and/or countersigning said checks, drafts, notes or orders, or the individual credit of any of the other officers or not. This depository resolution is to continue in force until notice to the contrary in writing is duly served on said banks.

IT WAS MOVED by Trustee Dalton and supported by Trustee Jonesto approve the depository resolution for the 2021-2022 school year as presented.

Motion carried by unanimous consent.

NIGHT DEPOSITORY*

The President, Vice President, Secretary, Treasurer or Superintendent of Schools, is hereby authorized to designate from time to time, the officers and employees empowered to act as agents of this School District pursuant to the foregoing agreement.

IT WAS MOVED by Trustee Jones and supported by Trustee Dalton to approve the Night Depository for the 2021-2022 school year as presented.

Motion carried by unanimous consent.

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APPOINTMENT OF AUDITOR*

The firm of Maner Costerisan, Certified Public Accountants, be appointed as financial auditors for the purpose of auditing the 2021-2022 school year, as approved at the February 10, 2020 Board meeting.

IT WAS MOVED by Trustee Halgren and supported by Trustee **Jones? I think** to approve the auditor for the 2021-2022 school year as presented.

Motion carried by unanimous consent.

APPOINTMENT OF LEGAL ADVISORS*

The following legal firms shall be appointed counsel for the 2020-21 school year:

Thrun Law Firm P.C. 2900 West Road East Lansing, MI 48823	(For election, bonding, property and construction, and general school law and legal services)
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Clark Hill, P.L.C. 200 Ottawa NW, Suite 500 Grand Rapids, Michigan 49503	(For special education matters, general school law, human resources matters and legal services)
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IT WAS MOVED by Trustee Jones and supported by Trustee Halgren to approve the appointment of Thrun Law and Clark Hill as legal advisors for the 2021-2022 school year.

Motion carried by unanimous consent.

CONSORTIUM PURCHASING ENTITIES*

The following Consortiums listed have met the cooperative bid process requirements, (1. Fair and open bidding. 2. procedures resulted in the bid award to the lowest responsible bidder. 3. procurement price is comparable to current market rates) shall and shall be approved for procurement the 2021-2022 school year:

REMC SAVE Project and Statewide Purchasing Online Tool (SPOT)

REMC Association of Michigan

<http://www.remcsave.org/about>

MHEC Technology Contract

Midwestern Higher Education Compact

<https://www.mhec.org/contracts/technology>

MiDEAL Extended Purchasing Program

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Michigan Department of Management and Budget

https://www.michigan.gov/dtmb/0,5552,7-358-82550_85753-261030--,00.html

PEPPM Technology Bidding and Purchasing Program

Pennsylvania Education Purchasing Program for Microcomputers

<http://www.peppm.org>

NASPO ValuePoint (formerly WSCA-NASPO)

National Assoc. of State Procurement Officials Cooperative Purchasing Organization
(formerly Western States Contracting Alliance - WSCA)

<https://www.naspovaluepoint.org/participants/participant-results/?state=Michigan>
The Interlocal Purchasing System (TIPS)

Texas Regional Education Service Center, Region 8

<https://www.tips-usa.com/faq.cfm>

HPS

Non-profit member organization that provides bidding services for institutional groups
<https://hpsgpo.com/>

Collaborative Procurement plus (CoPro+)

Michigan Association of Counties

<http://www.coproplus.org>

MSBO – Michigan School Business Officials
Bus Purchasing

Omnia Partners: Public Sector (Partners)

Omnia partners was created for competitive solicitation by public agency/government entities throughout the nation.

<https://www.omniapartners.com/publicsector/who-we-serve/k-12-education-procurement-services>

National Cooperative Purchasing Alliance (NCPS)

A local governmental agency in the state of Texas
Region 14 Education Service Center

GSA - Technology Purchasing Programs

U.S. General Services Administration, the centralized procurement arm for the federal government
<https://www.gsa.gov/technology/technology-programs>

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Sourcewell Cooperative Purchasing Program

Service cooperative created by the Minnesota legislature as a local unit of government

<https://www.sourcewell-mn.gov/cooperative-purchasing>

IT WAS MOVED by Trustee Halgren and supported by Trustee Jones to approve the consortium purchasing entities as presented.

Motion carried by unanimous consent.

APPOINTMENT OF TEAM PHYSICIANS*

Orthopedic Rehab Specialists, P.C., and the Michigan State University Health Team shall be appointed as Team Physicians for the 2021-22 school year.

IT WAS MOVED by Trustee Jones and supported by Trustee Halgren to approve the appointment of Orthopedic Rehab Specialists and Michigan State University Health Team as the team physicians.

Motion carried by unanimous consent.

APPOINTMENT OF SCHOOL PHYSICIANS*

Sparrow Health Systems, Occupational Health Services, shall be appointed as School Physician for the 2021-22 school year.

IT WAS MOVED by Trustee Halgren and supported by Trustee Jones to approve Sparrow Health Systems and Occupational Health Services as the School Physicians for the 2021-22 school year.

Motion carried by unanimous consent.

APPOINTMENT OF WORKERS' COMPENSATION PHYSICIANS*

Sparrow Health Systems, Occupational Health Services, be appointed as the School Physician and handle Workers' Compensation cases for the school district for the 2021-22 school year.

IT WAS MOVED by Trustee Jones and supported by Trustee Dalton to approve Sparrow Health Systems and Occupational Health Services as the Worker's Compensation Physicians for the 2021-22 school year.

Motion carried by unanimous consent.

COMMITTEE AND DELEGATE APPOINTMENTS*

President Perry made the following appointments of Trustees to committees and special assignments:

BUILDING AND GROUNDS COMMITTEE:

Robert Halgren, Chairperson

Julie Bureau

Jennifer Robel

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CURRICULUM/TECHNOLOGY COMMITTEE: Amy Dalton, Chairperson
Kevin Leonard
Jennifer Robel

FINANCE COMMITTEE: Mark Perry, Chairperson
Robert Halgren
Kevin Leonard

PERSONNEL AND SALARY COMMITTEE: Julie Bureau, Chairperson
Jessie Jones
Mark Perry

POLICY COMMITTEE: Julie Bureau, Chairperson
Amy Dalton
Jessie Jones

TRANSPORTATION & SAFETY COMMITTEE: Jennifer Robel, Chairperson
Julie Bureau
Amy Dalton

DELEGATES TO:

INGHAM SCHOOL OFFICERS ASSOCIATION:
Member Halgren shall share this position.

INGHAM INTERMEDIATE SCHOOL DISTRICT:
Member Halgren shall serve as the district delegate.

MICHIGAN ASSOCIATION OF SCHOOL BOARDS:
Member Bureau shall serve as district delegate.

H.O.L.T. SCHOLARSHIP COMMITTEE:
Member Robel shall serve as the district delegate.

IT WAS MOVED by Trustee Dalton and supported by Trustee Jones to approve the Board Committees and Delegate appointments as presented for the 2021-2022 school year.

Motion carried by unanimous consent.

TELEPHONE AND ELECTRONIC PARTICIPATION IN BOARD MEETINGS*

As of April 1, 2021, school Boards may only conduct a virtual meeting in whole or in part to accommodate absent board members due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster. Thus, if one of the above reasons do not apply, a board

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member may not virtually participate and vote in a public meeting while traveling during a vacation or for business purposes. After December 31, 2021, a school board may only have a virtual public meeting in part to accommodate absent board members due to military duty.

IT WAS MOVED by Trustee Jones and supported by Trustee Dalton to approve the Telephone and Electronic Participation in Board Meetings protocol as presented.

Motion carried by unanimous consent.

ADJOURNMENT* - IT WAS MOVED by Trustee Halgren and supported by Trustee Jones to adjourn the meeting.

Motion carried by unanimous consent. The meeting adjourned at 6:40 pm

Respectfully submitted,

Julie A. Bureau, Secretary

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