

**Camden County Board of Education
Camden County High School Cafeteria
August 10th, 2017**

The Camden County Board of Education met in regular session on August 10th, 2017, in the cafeteria at Camden County High School. Board Members in attendance were: Christian A. Overton, Chairman, Jason Banks, Vice-Chairman, Board Members Kevin Heath, Chris Wilson and Sissy Aydlett, Superintendent Travis W. Twiford and Board Attorney John Leidy. Student Board Member Bladen Harnly was not in attendance. Others who attended the meeting and signed the guest register were Keisha J. Dobie, Amber M. Davis, Larry Lawrence, Faye Perry, Vallerie S. Jacocks, Lisa Byrum, Gene Byrum, Monique Hicks, Billie Berry, Timothy T. Lazar, Reggie Ponder (*The Daily Advance*) and Anita Cuthrell.

The meeting was called to order by Chairman Overton at 6:35 p.m. Mr. Overton asked Board Members if there were any additions, deletions, or changes to be made to the August Closed Session Agenda. Each member was polled. Attorney Leidy added one item to Personnel and added the permitted purpose N.C.G.S. § 143-318.11(a)(3) to confer with the Board attorney regarding matters within the attorney-client privilege and to preserve that privilege. Superintendent Twiford added one item to Personnel. Dr. Banks added one item to Personnel. Mr. Overton added one item to Personnel and one item to Student Confidentiality. There were no other additions, deletions, or changes made to the August Closed Session agenda. Motion was made by Mr. Heath to approve the amended Closed Session Agenda. Mr. Wilson seconded the motion. There was no further discussion. All voted ayes, none opposed and the motion so carried.

The Board entered Closed Session at 6:36 p.m. to approve Closed Session minutes and to discuss confidential student matters; to confer with the Board Attorney regarding matters within the attorney-client privilege and to preserve that privilege; and to discuss confidential personnel matters all pursuant to N.C.G.S. § 143-318.11(a)(1), (3) and (6). Motion was made by Ms. Aydlett to enter Closed Session. Dr. Banks seconded the motion. There was no further discussion. All voted ayes, none opposed and the motion so carried.

The Board returned to Open Session.

At 7:43 p.m., Mr. Overton called the meeting to order.

Mr. Overton asked Board Members if there were any additions, deletions, or changes to be made to the August Open Session Agenda. Each member was polled. Mr. Overton added *Information Updates, F., Superintendent Search Update*. There were no other additions, deletions, or changes made to the August Open Session Agenda. Motion was made by Mr. Wilson to approve the amended Open Session Agenda. Ms. Aydlett seconded the motion. There was no further discussion. All voted ayes, none opposed and the motion so carried.

Mr. Overton welcomed those in attendance, followed by a moment of silence, as is Board custom.

Mr. Overton asked Superintendent Twiford if any Camden County resident had asked to address the Board by way of the Public Comment opportunity. Superintendent Twiford advised Mr. Overton that no guest had signed up for the public comment opportunity.

Mr. Overton led the group pledge.

Mr. Overton asked Superintendent Twiford if there was anyone to appear before the Board during Open Session. Superintendent Twiford told Mr. Overton that no one had requested to appear before the Board during Open Session for the August meeting.

The Consent Agenda was presented as follows:

II. Consent Agenda

- A. Approval of Minutes
(*Regular Session Minutes – July 13, 2017*)

- B. Fundraisers
(*For 2017-18 School Year*)

Motion to approve the amended Consent Agenda was made by Mr. Wilson. Mr. Heath seconded the motion. There was no further discussion. All voted ayes, none opposed and the motion so carried.

Superintendent Twiford welcomed Monique Hicks, the new principal at Camden Intermediate School, to the Camden County School System (*Information Updates, A., Welcome to New Principals*). Superintendent Twiford said two out of five or 40% of our principal staff was new. He said Monique Hicks was in attendance at tonight's meeting and introduced her as the new principal at Camden Intermediate School. He said Ms. Hicks had worked in Currituck County, Gates County and Charlotte. He said she graduated from East Carolina University with a degree in Criminal Justice, earned an Elementary Education Certification from Chowan College and a Master's Degree in School Administration from East Carolina University. Superintendent Twiford said Ms. Hicks started at Camden Intermediate School on August 1st and had hit the ground running. Ms. Hicks thanked the Board for the opportunity and told the Board they would not regret their decision. Superintendent Twiford said Franchesca Gantt was the new principal at Camden Middle School and she started on July 17th but was unable to be in attendance at tonight's meeting.

Mr. Overton introduced Lisa Byrum, Grandy Primary School's Assistant Principal. Ms. Byrum updated Board Members on the success of the Read to Achieve Program held at Grandy Primary School during July (*Information Updates, B., Grandy Read to Achieve Program*). She said the program was known as Reading Academic Prep Camp or RAP Camp. Ms. Byrum said she was passionate about education and wanted to reach each and every child; that she wanted to do what was right and worked very hard to make every lesson plan a detailed plan for whole-child learning. She discussed why Grandy had the RAP Camp and not a summer school program. She gave facts and statistics as follows:

Ms. Byrum said the RAP Camp began on July 10th and ran for 15 days, ending on July 28th. She said the camp was five (5) hours per day, Monday through Friday for a total of 75 hours of instruction. She said the students' schedule was 8:00 a.m. until 1:00 p.m. and 20 first graders and 16 second graders attended. She said nine third graders were also invited. Of those nine, five attended and of those five who attended, two completed third grade requirements. She said one student moved and one student's parent requested the student be retained. She said activities and instruction during the first week of camp revolved around the theme "*Real and Make Believe*". She said the activities integrated all of the core curriculum areas (i.e., science, math, writing, reading, technology and social studies). She noted lessons focused on story elements, sequence, key ideas and detail, craft and structure, integration of knowledge and idea story analysis and other standards from the North Carolina Reading Standard Course of Study through one-on-one, small group and whole group. Ms. Byrum said data showed student growth in all areas and at the end of the three week program, 82% of the students showed growth on the Star Ready Test. She said they had a great last day of camp. Parents were invited to come that day to see what the students had done. She wanted to show students that learning could be fun. Ms. Byrum showed a PowerPoint presentation which included comments from some of the students.

The comments from the students were positive and many said they looked forward to participating in "Summer Reading Camp" again next year. Ms. Byrum provided each Board Member with a Reading Academic Prep (RAP) Camp brochure. There were no questions and Ms. Byrum concluded her update.

Mr. Overton introduced Amber Davis, Principal of Camden Early College High School. She reported to Board Members on the August 9th opening of CECHS for the 2017-2018 school year (*Information Updates, C., Camden Early College High School*). Ms. Davis provided each Board Member with a handout. She noted CECHS had been in session for two days and said the data provided was based on enrollment as of August 10th, 2017. The following data was provided:

- **ENROLLMENT: 176**

- 9th Grade: 60 (five are repeating the 9th Grade)
- 10th Grade: 50
- 11th Grade: 36
- 12th Grade: 28
- 13th Grade: 2

- **NEW AND EXCITING THINGS HAPPENING AT OUR SCHOOL**

- Ms. Brittany Mishler had joined our staff as our new CEC/College Liaison
- Will hire a Student Success Coordinator in the near future
- Partnered with Currituck YMCA to offer the physical education component of PE
- Offering a new elective "College Writing" to help prepare sophomores for COA courses
- Moved our Seminar Period to surround lunch as to not split up 3rd period and to make it more accessible to the majority of our students

- **FOUNDATIONS PROGRAMS CONTINUED**

- *Math 1* – all students with a 3 or below on the 8th grade Math EOG are *required* to take Foundations of Math 1 first semester and Math 1 second semester. Foundations of Math 1 does not make Math 1 a yearlong course but emphasizes some of the basic skills needed to make sure students are prepared to be successful in Math 1
- *Foundations of Reading and Writing* – all students with a 3 or below on the 8th grade Reading EOG are required to take Foundations of Reading and Writing in order to help them prepare for college level courses as well as to prepare for the NC-DAP

- **ORIENTATIONS, TUTORING, AND MORE:**

- Freshmen Orientation took place on August 3rd, 2017
- *COA Orientation* – First-time COA students will go to the Elizabeth City Campus tomorrow (August 11th) for an orientation; they will receive their identification badges, parking information, a tour of the campus and have an opportunity to ask any questions they have. We are also holding an orientation session at CECHS for all parents and students who are taking classes at COA this year; we will discuss transportation, online course requirements, lab time, etc.

- *YMCA Orientation* – All students taking PED 110 this semester will attend an orientation tomorrow (August 11th) morning to become acquainted with the facility and to complete their physical fitness assessment

- College of the Albemarle classes begin next week

- Parent Advisory has set up monthly meeting dates (second Tuesday of the month at 6:00 p.m.) and discussed some fundraising ideas

- Tutoring Program will begin on August 21st

After reviewing the handout, Ms. Davis thanked the Board for their support of Camden Early College High School. She also thanked Superintendent Twiford for his help during the summer. She thanked the Maintenance Department for their hard work in readying her school for the students' return. Finally, she thanked Mr. Berry for allowing her students to "invade" his school. Mr. Overton asked: *How many students were on track?* There was brief discussion and Ms. Davis told Mr. Overton she could get that information for him. When there were no other questions, Ms. Davis concluded her report.

Mr. Overton introduced Larry Lawrence, Director of Auxiliary Services. Mr. Lawrence reported to Board Members on various projects which the Maintenance Department had taken on during the summer months (*Information Updates, D., Summer Maintenance Projects*). Mr. Lawrence reported as follows:

**Camden County Schools
Summer Maintenance Projects**

Completed:

- Central Office – paved parking lot
- All Schools - preventative maintenance of equipment – (filters, belts, lubrications, etc.)

- All Schools - upgraded radios for Code 700
- All Schools – cleaned roof drains, inspected roofs and made the minor repairs where needed
- All Schools – fire extinguisher inspections and fire system re-certifications
- All Schools – kitchen hoods were cleaned
- All Schools – pumped septic tanks and grease traps
- All Schools – HVAC units were inspected; replaced four (4) rooftop heat pump units
- All Schools – changed water filters on all ice machines
- All Schools – preventative maintenance on sprinkler pipe systems
- Grandy Primary School – painted ramp going to Pre-K with anti-slip product
- Grandy Primary School 3rd Grade Hall – upgraded thermostats for more energy control
- Grandy Primary School, Camden Intermediate School and Camden Middle School Gym – new LED lights

Pending Completion:

- Grandy Primary School – electrical issues on 3rd Grade Hall
- All Schools – preventative maintenance of fire alarm systems
- All Schools – principals' maintenance lists of staff requests

Mr. Lawrence said the Maintenance Department was getting ready to start a large job at Camden County High School to carpet the media center. He said it had been a busy summer but he was fortunate because he had a great department and the Maintenance staff worked hard. He thanked the Board for the opportunity to report. There were no questions and Mr. Lawrence concluded his report.

Superintendent Twiford discussed with Board Members the Camden County Public Schools 2017-2018 Technology Plan (*Information Updates, E., Technology Plan*). Superintendent Twiford referred Board Members to *Information Update Item E.* in the board package. He said he could not find where the Technology Plan had previously been brought before the Board. He said with technology, a five-year plan was really a guess because technology changed so quickly. He discussed the projects completed during the 2016-2017 school year which was *Year One* of the *Five Year Plan*. He also said there were plans to complete the wireless project, Access Point in every classroom, with funds from ERATE Program and State funds. He said the wireless project was 95% completed as of July 31, 2017.

Superintendent Twiford said our Technology Department had been allocated \$98,000.00 for the 2017-2018 fiscal year from the County. He advised Grandy Primary School had been awarded a \$10,000 grant for 3-D Reading Program. He said that award would allow an iPad cart for students at no cost to the school system. Superintendent Twiford said Mr. Passante and Mr. Riggs had done a great job for the schools and had stretched the resources to get the most out of the Technology budget.

Superintendent Twiford said technology plans for 2017-2018 were as follows:

- Replace any remaining XP machines – amount to be determined
- Replace any computer at Central Office older than 2010
- Investigate the need to replace document cameras that were purchased in 2007 (estimated \$400 each); 23 at CIS estimated total cost \$11,500
- Replace Teacher and Office computers that were purchased in 2011 (estimated \$600 each): 30 laptops and 10 desktops at CCHS; 8 laptops and 2 desktops at CECHS; 36 desktops at CMS; 38 desktops at CIS, 45 desktops at GPS and 2 desktops at Central Office

Purchase Chromebooks as follows:

- Camden Early College High School (55)
- Camden County High School (115)

Develop a policy for issuing the new Chromebooks to incoming freshmen to have for the duration of their high school tenure.

Develop a protocol with a fee scale for issuing Chromebooks to students.

Develop a parent/student contract for issuing Chromebooks

Regarding the plan to purchase Chromebooks, Superintendent Twiford said, at the high school level, he would like to provide all students with Chromebooks. He wanted to move to the Chromebook device rather than laptops because Chromebooks were less expensive. Chromebooks would be assigned to incoming freshmen so each student would have his/her own unit. He said enough units would be bought to give to incoming freshmen; that one unit would be assigned to one student for the four years the student would be in high school. This would eliminate the need for more computer carts. He said a small maintenance fee would be collected so the students could be vested in owning their units. Superintendent Twiford said he would like to start with this plan and move forward with it as long as there was adequate funding to support the purchase of units for incoming freshmen. There was brief discussion.

Ms. Aydlett asked about the durability of Chromebooks. Superintendent Twiford said Chromebooks should easily endure students' use for a period of four years with no problem as long as the students took care of the units. He said the batteries did not seem to be a problem since the batteries held a good charge for eight (8) hours. He told the Board he had summarized the technology plan for the upcoming school year and the plan also included *Years Three, Four and Five*. He said each year the cost of that year's Technology Plan would be presented to Finance and the plan would move forward dependent upon resources. He said if there were enough resources, the plan could possibly be extended to include Camden Middle School students. Superintendent Twiford said the cost of technology was getting cheaper and because of that, he hoped if the devices decreased in cost, the funding could continue and the ability to furnish units to students would improve. He preferred this option to replacing the desktop units in the schools which were getting old. He told the Board he wanted to make them aware of the yearly technology goals. Mr. Overton asked if there needed to be a policy developed regarding the issuance of Chromebook units to students. He asked, if so, where we were with that process. Superintendent Twiford said it would take several months to order and get units in place; that he would develop a policy on care and maintenance and bring it back to the Board. Mr. Overton asked the Board if there were any other questions. Superintendent Twiford asked the Board to understand that the Technology Plan was flexible. There were no more questions and Superintendent Twiford concluded his discussion.

Mr. Overton updated those in attendance on the superintendent search currently underway (*Information Updates, F., Superintendent Search Update*). Mr. Overton advised the Board had met earlier in the month and reviewed all applications received by NCSBA for the superintendent vacancy. He said 27 applications had been received and the Board had narrowed the pool. Plans were being made to begin interviews later in the month. Mr. Overton said the Board was on track with the timeline which had been established early on and that 10 applicants had been selected for interviews. He said each of those 10 applicants would be brought in for a face-to-face interview. Mr. Overton asked if there were any questions. There were no questions and Mr. Overton concluded his update.

The Action Agenda was as follows:

IV. Action Agenda

A. Revised Policy

(NCSBA Policy Services made technical revisions to Policy 3420, Student Promotion and Accountability for Board consideration.)

Superintendent Twiford said the Board had in their board material a revised *Policy 3420, Student Promotion and Accountability*. He said as our principals were developing their student handbooks, they found previous information they thought was in the policy was not included.

He said when the policy was published, it did not include the revisions which had been Board approved. As a result, there were three sections of the policy that had been revised. He said the three revisions did not change the nature of the policy; that he recommended the Board consider action to waive the requirement to table the policy for 30-days and approve the adoption of the revised policy as presented. Mr. Overton said the Board had heard the Superintendent's recommendation. He told the Board the first course of action needed would be to waive the requirement that the policy be tabled for 30-days after which there would need to be a follow-up motion to approve the revisions. Motion was made by Mr. Wilson to waive the requirement that the policy be tabled for 30-days. Motion was seconded by Ms. Aydlett. There was no discussion. All voted ayes, none opposed and the motion so carried. Mr. Overton then asked if there was a motion to adopt the revisions made to *Policy 3420, Student Promotion and Accountability*. Motion was made by Ms. Aydlett to adopt the revisions made to *Policy 3420, Student Promotion and Accountability*. Motion was seconded by Dr. Banks. There was no discussion. All voted ayes, none opposed and the motion so carried.

- B. Joint Resolution by Camden County Board of Commissioners and Camden County Board of Education Supporting Capital Improvements in Camden County
(Superintendent Twiford will present to Board Members Joint Resolution by Camden County Board of Commissioners and Camden County Board of Education Supporting School Capital Improvements in Camden County.)

Superintendent Twiford presented the Resolution entitled *Joint Resolution by Camden County Board of Commissioners and Camden County Board of Education Supporting School Capital Improvements in Camden County*. The Resolution was as follows:

***Joint Resolution by
Camden County Board of Commissioners
and
Camden County Board of Education
Supporting School Capital Improvements in Camden County***

WHEREAS, Camden County School Officials have identified critical deficiencies in adequately serving the current and future student population, and

WHEREAS, two high schools (Camden County High School and Camden County Early College High School) are located on one site, and

WHEREAS, the main building at Camden County High School is over 60 years old and Camden County Early College High School is located in modular structures, and

WHEREAS, the facilities are functionally inadequate for current educational program needs, and

WHEREAS, the renovation of existing facilities is not cost effective, and

WHEREAS, the current high school location contains only 22 acres (a portion of which is identified as wetlands) and is inadequate to support program needs, and

WHEREAS, the property is landlocked by a railroad track and two major highways thus preventing expansion, and

WHEREAS, Camden County is a small Tier One rural county located in Northeastern North Carolina, and

WHEREAS, the current tax rate in Camden County is 72 cents per \$100 dollars of evaluation, and

WHEREAS, Camden County has a limited property tax base (both residentially and commercially) on which to fund school capital improvements, and

WHEREAS, there are few retail outlets to generate sales tax revenue, and

WHEREAS, current North Carolina Lottery funds would take almost 300 years to generate the estimated 40 million dollars to build a new high school, and

WHEREAS, the repayment schedule for a bond referendum to support construction of a new high school would result in a 22 cents per \$100 increase (a 30.5% Increase) in the local property tax rate, and

WHEREAS, local development plans indicate expanded residential housing thus an increase in student population is eminent, and

WHEREAS, Camden County and the Camden County Schools have other capital and program needs that are currently not being met and little prospect for additional funding is anticipated.

THEREFORE, Let it be resolved, that the Camden County Board of Education will seek \$15 million in funding support from the North Carolina Department of Public Instruction from funds approved by the 2017 Session of the North Carolina General Assembly designated for School Capital construction in Tier One counties.

LET IT BE FURTHER RESOLVED, that the Camden County Board of Commissioners and the Camden County Board of Education acknowledge that the grant requires a local match of \$5 million dollars.

LET IT BE FURTHER RESOLVED, that the Camden County Board of Education and the Camden County Commissioners will procure the additional funds necessary to ensure the success of the project.

_____ Date: _____
Clayton D. Riggs, Chair
Camden County Board of Commissioners

_____ Date: _____
Christian A. Overton, Chair
Camden County Board of Education

_____ Date: _____
Dr. Travis W. Twiford
Superintendent, Camden County Schools

_____ Date: _____
Stephanie Humphries
Camden County Manager

Superintendent Twiford said during the most recent General Assembly session, legislators had budgeted money for school districts in need of school improvements. He said \$30 million was available and grants could be up to \$15 million. He said two grants were available this year and next year, five grants of \$15 million (\$75 million) would be available. Superintendent Twiford said he had met with the Interim County Manager earlier to discuss the grant opportunities because he wanted to be in the position to be first in line for consideration for one of these grants. He said he wanted to present a united front between County and School Board and make it clear that this would take place. The Tier One award of \$5 million would require matching funds. The Interim County Manager and Chair of the Board of Commissioners felt they can commit to the match. Superintendent Twiford said he thought a Joint Resolution was appropriate and after meeting and talking with the County representatives, he drafted the Joint Resolution.

He said the Interim County Manager would present the Joint Resolution to the Board of Commissioners next week at their regular meeting. Superintendent Twiford asked the Board to move forward by signing the Joint Resolution in anticipation of the Commissioners approving the Resolution for their Board Chair's signature. Mr. Overton said the Board had reviewed the Joint Resolution. He asked if there were any questions. There were no questions. Mr. Overton said the Board had heard the Superintendent's recommendation and asked if there was a motion to accept his recommendation. Motion was made by Dr. Banks to approve the *Joint Resolution by Camden County Board of Commissioners and Camden County Board of Education Supporting Capital Improvements in Camden County*. Motion was seconded by Mr. Heath. There was no discussion. All voted ayes, none opposed and the motion so carried.

Superintendent Twiford recommended employment from Closed Session as presented during Closed Session:

**CAMDEN COUNTY SCHOOLS
Board of Education Meeting
August 10, 2017**

EMPLOYMENT	POSITION	SITE	EFFECTIVE DATE
Jordan Murdoch	School Counselor	CMS	08.16.17
Bonita Robinson	Assistant Principal	CIS	TBD
Chiquie Gregory	EC Teacher	CMS	08.16.17
Lee Hysinger	PT Business Teacher	CMS	TBD
TRANSFER	POSITION	SITE	EFFECTIVE DATE
Sharon Wisinger	School Counselor	From CCHS to CIS	TBD
REASSIGNMENT	FROM	TO	EFFECTIVE
Wayne White	Substitute Bus Driver	Permanent Bus Driver	08.28.17
Eddie Bonds	Substitute Bus Driver	Permanent Bus Driver	08.28.17
SUBSTITUTES	POSITION	SITE	EFFECTIVE DATE
Vanessa Greene	Substitute CN Assistant	Camden Co Schools	08.16.17
Brandon Carter	Substitute Bus Driver	Camden Co Schools	08.28.17
Tammy Norris	Substitute Bus Driver	Camden Co Schools	08.28.17
Elizabeth Freeman	Substitute Bus Driver	Camden Co Schools	08.28.17

Motion was made by Dr. Banks and seconded by Mr. Wilson to approve employment recommendations as presented by Superintendent Twiford. There was no discussion. All voted ayes, none opposed and the motion so carried.

Superintendent Twiford announced the following resignations:

RESIGNATION	POSITION	SITE	EFFECTIVE DATE
Christina Redlin	School Counselor	CMS	08.15.17
Elizabeth Freeman	Permanent Bus Driver	Camden Co Schools	08.01.17
John Fluharty	Permanent Bus Driver	Camden Co Schools	07.01.17

Superintendent Twiford announced the following retirement:

RETIREMENT	POSITION	SITE	EFFECTIVE DATE
Donna Talbert	EC Teacher	CMS	08.01.17

VI. Announcements

A. NCSBA Fall District Meeting

(Wednesday, September 6, 2017; registration begins at 3:30 p.m. and meeting time is 4:00 p.m. until 8:00 p.m. – South Central High School in Winterville, NC)

Mr. Overton said the NCSBA Fall District Meeting for our region was scheduled on Wednesday, September 6th at South Central High School in Winterville, North Carolina. He told the Board if anyone planned to attend, to let Ms. Cuthrell or Superintendent Twiford know. Superintendent Twiford said he had reserved a vehicle and those who wanted to attend could car pool with him. Mr. Overton said he planned to attend.

B. First Student School Day (Traditional Schools)

(August 28, 2017)

Mr. Overton read the announcement that Monday, August 28th was the first day of traditional schools. He added the first football game was Friday, August 18th.

There were no *Other Business or Future Agenda Items* on the agenda.

Mr. Overton asked if any Board Member had any other business. There was no other business to discuss.

Mr. Overton asked if any Board Member had any Future Agenda Items for the September agenda. There were no future agenda items suggested.

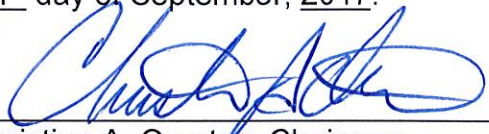
Mr. Wilson said he would like to thank Superintendent Twiford, Mr. Passante and Mr. Riggs for the new Chromebooks and the electronic board material. He said it was a good experience; that it had proven to be very user friendly. Superintendent Twiford thanked Mr. Wilson and told the Board that many times, there were "first time tweaks" that needed to be made. If there were any tweaks to be suggested, Superintendent Twiford asked that the Board let him know.

Superintendent Twiford reminded Board Members that he had forwarded them information regarding the NCSBA Law Conference in October and the NCSBA Annual Conference in November. He asked if anyone was interested in attending either or both conferences, to let Ms. Cuthrell or him know.

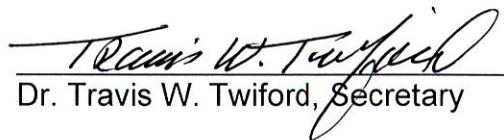
When there was no further discussion, Mr. Overton said he would entertain a motion to adjourn.

At 8:30 p.m., motion to adjourn Open Session was made by Mr. Wilson and seconded by Ms. Aydlett. There was no further discussion, all voted ayes and the motion carried unanimously.

Respectfully submitted this 14th day of September, 2017.



Christian A. Overton, Chairman



Dr. Travis W. Twiford, Secretary