

ST. HELEN'S CATHOLIC SCHOOL



2019 / 2020

**REGISTRATION
PACKAGE**

THANK YOU FOR YOUR GENEROUS SUPPORT

We believe the fish to be an appropriate symbol of our effort to build a new school for the children of St. Helen's Parish. To achieve our fundraising goal, we need to cast a wide net. It is necessary to raise funds needed to finish paying for our recently completed West Wing.

This is your opportunity to help. This is also your opportunity to leave a legacy that is your name on our "Donor Recognition Wall," which we refer to as *The Stream of Gratitude*. This special wall, a symbol of thanks and recognition to those of you who will make donations to support these building projects, will be located in the foyer of the West Wing.

You will see there are six levels of support in our Stream of Gratitude, each represented by a fish of varying size and hue. Your fish will symbolize your level of support. Please join our Stream of Gratitude. Please help us to finish this task that God has given us.



Saint Helen's Church

3871 Pandora Street, Burnaby, BC, V5C 2A6

Dear Parents,

I would like to thank you for registering your child in St. Helen's School for the 2019/2020 school year. I welcome you all to our school and parish family and in a special way those who are new to our school this year. We feel honored that you have entrusted to our school the education of your child and we promise to do our outmost to provide an excellent Catholic and academic formation.

At the very heart of our Catholic elementary school is the person of Jesus Christ. We strive to help our children know and love Jesus, to learn the teachings of the Catholic Faith, and to equip them with the values and virtues that will guide them throughout their lives. The encounter with Christ is the reason for our school. The Church has always taught that parents are the primary educators of their children. Our teachers do their best to teach and exemplify the Faith but if their efforts and the sacrifices you have made to send your child here are to bear fruit then your own teaching and example are also necessary.

We are all on an ongoing journey of faith. This time is also an opportunity for you to grow together with your child in your faith. I would invite you then, if you are not already doing so, to attend and participate in Sunday Mass here at St. Helen's or in your own respective churches. I would truly love to see you celebrate the Eucharist together with the rest of our community. It is also proper for Catholics to support their parish with a financial contribution according to ones means (and which can be done by the regular use of Sunday envelopes). Finally, because Catholic schools in this province are only partially funded (about 50 percent) by our tax dollars in order for our schools to thrive they require an additional support from parents in the form of various opportunities to volunteer service to the school. Your generosity and good will ensure that our school will continue to flourish.

St. Helen's has a rich history and a promising future because of parents like you. Know that I am always available to listen to your concerns and to support you in whatever way I can. I thank you for your past involvement and sacrifices and look forward to a year filled with good things for your family and our community. May God bless you abundantly!

Sincerely in Christ,
Fr. Alessandro Lovato
St. Helen's Parish, Pastor
Burnaby



ST. HELEN'S SCHOOL

3894 TRIUMPH SREET, BURNABY, B.C. V5C 1Y7

Phone: (604) 299-2234 Fax: (604) 299-3565

Email: sthelens@telus.net Website: www.sthelensschool.ca

Dear Parents,

St. Helen's Catholic Elementary School is a learning Catholic Community working together to ensure the success of our students.

We hope you will take advantage of every opportunity to be part of our school bringing to it all of your energies, talents and interests.

With its philosophy of educating the "whole person," the spiritual development of the children is integrated into all areas of the curriculum.

St. Helen's School provides opportunities for personal excellence in distinctive educational extracurricular activities. This year at St. Helen's we celebrated our **96th year** of operation. Today our school is recognized as an excellent school and enjoys a reputation for excellence in Academics, Athletics, and Fine Arts; a credit to tradition and hard work.

We encourage all our students to become lifelong learners and take responsibility for their learning. Parents increase learning opportunities for all students, and they provide an even richer education by adding their unique skill, talents, understanding and time. Children take pride in their parents' involvement in education. Parents promote a community of understanding of school and student's needs. Parents like you are important people!

Sincerely in Christ,

Waldemar Sambor | Principal

St. Helen's School

3894 Triumph St., Burnaby BC, V5C 1Y7

T: 604.299.2234 E: wsambor@cisva.bc.ca



www.sthelensschool.ca



TUITION AND FEES

Tuition/Registration/Activity fee obligations must be met as outlined in the St. Helen's School Registration Package. Without Special Consideration, Exemption from the Pastor, failure to meet the Tuition/Registration/Activity fee obligations will result in refusal of re-registration for the following school year.

2019 / 2020 SCHEDULE OF TUITION FEES

TUITION RATES:

The table below summarizes the school's monthly tuition fee schedule for the 2019/2020 school year:

Activity Fee, Registration Fee, and the month of September is paid in advance dated no later than **February 6th, 2019** and is **NON-REFUNDABLE**.

Remaining tuition is paid monthly through pre-authorized debit from September 1st, 2019-May 1st, 2020.

	Category 1	Category 2	Category 3 (Non-Catholic)
One Child	\$340.00	\$485.00	\$642.00
Two Children	\$664.00	\$939.00	\$1,216.00
Three Children	\$861.00	\$1,280.00	\$1,649.00

DEFINITIONS:

CATEGORY ONE (Registered participating and contributing Parishioners of St. Helen's*)

- Registered Parishioners of St. Helen's Parish.
- Regularly attends mass as St. Helen's Parish
- Use Sunday envelopes (no amount specified).
- Authorized by St. Helen's Pastor.

- Families who do not comply with the above will be moved to Category Two**

CATEGORY TWO (Non-participating or practicing St Helen's Parishioners or from another Catholic Parish)

- Does not regularly attend Mass/registered parishioner of St. Helens Parish.
- Other Parish Pastor's Authorization.

CATEGORY THREE (Non-Catholic): Not a member of any Catholic parish

***Please Note: Registration will NOT be accepted if there are any outstanding monies owing to the school (NSF cheques, Hot Lunch, Bus, Participation Fine, Library Book Fines, etc.)**

*** MAKE ALL CHEQUES PAYABLE TO “ST. HELEN’S”**

REGISTRATION FEE: (NON-REFUNDABLE)

Per family \$150.00

ACTIVITY FEE: (NON-REFUNDABLE) includes memory book for each child.

Per Child \$250.00

MONTHLY BUS FEES: (optional)

Per Family (both ways) \$50.00

Per Family (one way) \$45.00

HOT LUNCH FEE: (optional / post-dated cheque for September 1st collected at AGM)

Per Child/Full Year \$150.00

CAPITAL FEE: \$100.00

We are asking for a donation of \$100.00 per family. This fund will help to cover the capital expenses of the West Wing. It is optional and highly recommended, as our goal is to have 100% participation in the program. **To receive a tax receipt for this donation, this cheque cannot be combined with any other cheque.** Cheques for the Capital Fund are made payable to St. Helen’s dated June 1st, 2019.

INSUFFICIENT FUNDS:

If the bank returns an NSF cheque to the school, an additional charge of \$40.00 will be levied to the family.

TAX RECEIPTS:

Tax Receipts are issued in February for tuition amount for the previous calendar year. This receipt can be used for Charitable Donations on your Income Tax Form.

Families with parents residing in separate residences should ensure that all outstanding debts, cheques, and required signatures are in order before registration. Please note that the school will not act as an intermediary in family matters. Students residing with one parent but having tuition paid by and/or participation worked by a parent residing at another location must indicate so on the registration forms. Any court orders or special conditions must be brought to the office. Your assistance is appreciated.

ADMISSION POLICY

As per the policy of the Superintendent's office for all Catholic Schools in the Vancouver Archdiocese; the following is the priority list for admission to St. Helen's School.

For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly. "Active in a parish" shall mean those who support the parish by using envelopes regularly and participate in the work activities required of them.

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school whose families are practicing Catholics and active in our parish.
3. Children whose families are practicing Catholics active in our parish.
4. Siblings of children already in the school whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the parish who have been attending Catholic school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are either not practicing Catholics or not active in their parishes.
8. Non-Catholics. Once accepted into the school, non-Catholics need only meet the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

* It is the Pastor and PEC's prerogative and responsibility to decide upon an admission of a family where there is financial difficulty and/or inability to participate in the Participation Program. The Pastor may decide to grant them "Special Consideration."

SPECIAL CONSIDERATION

It is the policy of St. Helen's School that no child will be refused a Catholic education because of financial difficulty. If your family is experiencing financial hardship, you should contact your PEC to discuss financial assistance in helping you to meet your tuition payments. It is also accepted that there may be a serious problem prohibiting a family from participating in the Participation Program. The Pastor and PEC, on an individual case basis, will determine the assistance to needy families.

ST. HELEN'S SCHOOL UNIFORM

St. Helen's believes that a school uniform is an identifying symbol of a particular school with its individual characteristics. It identifies a child as a student of St. Helen's School and should be worn with pride. A student's personal appearance impacts on their attitude as well as their behavior and thus the learning process. The purpose of having and enforcing a uniform is to create uniformity whereby diminishing social and cosmetic differences that attract undue attention to individual students. In school, the student is encouraged to draw on their inner strengths to express their creativity and personal self.

UNIFORM

- Girls: St. Helen's Tunic (Grade K to 3)
St. Helen's Kilt (Grade 4 to 7)
Navy blue knee socks or tights.
Navy blue cotton twill pants
Navy blue skort, navy blue (above ankle) socks,
(Optional Summer uniform)
- Boys: Navy blue cotton twill pants.
Navy blue walking shorts, navy blue (above ankle) socks,
(Optional Summer uniform)
- Girls & Boys: Light yellow polo shirt
Navy blue St. Helen's sweater.
Black or navy dress type shoes or runners, preferably soft soled
(no stripes, logo's, etc.)
- P.E. Uniform: St. Helen's gym uniform consists of St. Helen's shorts and
T-shirts (white socks at the discretion of the teacher) and running
shoes.

It is expected that all uniform items will be those supplied by Neat Uniforms. Exceptions will be made only on an individual basis for reasons such as fabric allergies, size availability, etc.

REGISTRATION 2019/2020 CHECKLIST

***PLEASE NOTE: REGISTRATION WILL NOT BE ACCEPTED IF THERE ARE ANY OUTSTANDING PAYMENTS OWING TO THE SCHOOL. (NSF CHEQUES, PARTICIPATION FINES, LIBRARY BOOK FINES ETC.)**

*** MAKE ALL CHEQUES PAYABLE TO “ST. HELEN’S”**

Pre-Printed Data Registration Form

- Verify all information and sign form.
- Add any younger siblings & occupation on the Student Verification Form.
- Please fill in the blank Student Verification Form attached for new Kindergartens.

Registration, Activity Fee and One Month Tuition/Bus (ALL NON-REFUNDABLE)

- One cheque dated February 6th, 2019
- Tuition is for the month of September which is to be paid in advance.

Balance of Tuition and Bus: (PAD) Pre-Authorized Debit ONLY

- Remaining 9 month’s tuition/bus is withdrawn monthly September 1st, 2019-May 1st, 2020.
- Add a void cheque or mark ‘same as last year’ and sign form.
- Early withdrawal notice must be received one month in advance or that month is non-refundable.

Capital Fund

- Fill out form, choose credit card or cheque dated June 1st, 2019 and sign form.
- You will receive a tax receipt for your donation.

Participation (LPR)

- Choose your hours, add cheques accordingly and sign form.
- 40 hours: Deposit dated June 1st, 2020
- LPR: Payment dated June 1st, 2019 and deposit dated June 1st, 2020

Hot Lunch \$150 (optional)

- Payment in full, dated September 1st, 2019 (must be submitted at AGM)

Privacy Consent Form: sign form

Legal Residency of Parent – Form A: along with required documents

Parent Guardian Statement of Commitment: (New Families Only)*

***THERE WILL BE A \$50.00 FEE CHARGE FOR LATE REGISTRATION.**

Due to demand for enrollment, no late registrations will be accepted after Wednesday, February 6th, 2019.

ST. HELEN'S SCHOOL PRIVACY CONSENT FORM

FAMILY NAME _____
(Please print)

1. I consent to have St. Helen's School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents work numbers and e-mail address, behavioral, academic and health information, most recent report card, emergency contact name and number, doctor's name and number, health insurance number and any similar information need for registration. This information is required to register your child at this school and assist the school in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy manager for St. Helen's School is Mr. Waldemar Sambor and may be reached at 604-299-2234.

Signature _____ Date: _____

2. I consent to have photographs and work samples of my child(ren) used by St. Helen's School in the yearbook, on the website, in newsletters and other social media for promotional purposes.

Signature _____ Date: _____

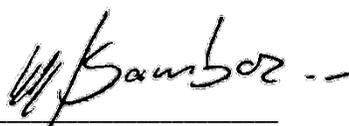
3. I acknowledge that my vehicle insurance information and driving record are required by the school to protect against third-party liability claims in case of an accident, should I use my vehicle to drive for the school. I understand that this information will only be released in the event of an accident.

Signature _____ Date: _____

4. St. Helen's School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision, and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will securely store all electronic and hard copy parent and student personal information.

5. I consent to have my child use different educational Apps, including Google Apps for Education (GAPE).

Signature _____ Date: _____

Signature  _____
Privacy Manager
Waldemar Sambor, Principal

Phone: 604-299-2234

(NEW FAMILIES ONLY) *

PARENT/GUARDIAN STATEMENT OF COMMITMENT ST. HELEN'S SCHOOL PHILOSOPHY

"Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual but also physical, emotional, moral and spiritual dimensions of human growth. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves but find their deepest meaning in God's plan for creation."
From PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF B.C. BY CATHOLIC BISHOPS OF B.C.

Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

STATEMENT OF COMMITMENT

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the Principal, Pastor or the Chairperson of the Education Committee who will gladly discuss them with you. By returning the signed statement, which you will receive, each year with your registration package, you accept the responsibility of this commitment.

1. Parents and Guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
2. All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
3. Parents/Guardians are expected to support the Religious Education Program and participate in it as required.
4. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential.
5. Each family is expected to support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibility of educating our Catholic children.
6. Each student is expected to know and follow school policies on behavior.
7. Parents/Guardians are expected to know and support school policy and procedures.
8. Parents/Guardians are expected to attend at least one orientation session, which will focus on the philosophy and goals of our school.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities as per the attached fee schedule.
10. Parents/Guardians agree to pay an amount equivalent to the provincial government grant if their child is ineligible for funding because of extended absence.

If any of these conditions are not met the school reserves the right to:

A. Refuse admission, or B. Remove the student from the school.

I have read and understand the above expectations and commitments, and I hereby accept them as stated.

Please sign both copies. Keep one and return the other with your application.

Family Name (Please Print)

Parent/Guardian Signature

Date

STATUS OF PARENT/GUARDIAN (ADMISSION TO CANADA AND RESIDENCY) – FORM A

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order approval, appointing you as legal guardian.

(Lawfully Admitted into Canada)

1. I am (please ✓ one):

- A Canadian citizen **** (please attach a copy of parent’s birth certificate or citizenship paper/card).**
- A Permanent Resident (please attach a copy of parent’s landed immigrant status paper or Permanent Resident card).
- Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach a copy of the document):
 - Admission as a refugee or refugee claimant.
 - Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
 - Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
 - A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer or official representative in Canada of a foreign government with a consular post in British Columbia.
 - Other - document description: (must be cleared with Citizenship and Immigration Canada):

(Residency in British Columbia)

2. I am a resident of British Columbia (please ✓ one):

- Yes Residency address: _____

**** (Attach a recent copy of a utility bill, mortgage document, rental agreement or tax assessment, etc.)**

- No I am not a resident of British Columbia.

Confirming signatures:

3. Parent/Legal Guardian’s name: _____

Parent/Legal Guardian’s signature: _____

Date: _____

<i>For Office Use Only:</i>	
Proof of Residency: _____ <i>Initials</i>	Date: _____

St. Helen's School's 19/20
Pre-Authorized Debit (PAD) Agreement

1. Customer Information (Please Print Clearly)

Student Name: _____

Payor Information:

Payor Name: _____

Address: _____

Telephone: _____

2. Bank Account Information (Please attach a VOID CHEQUE or have your financial institution complete this form)

If no change on file from the previous year, please indicate:

Same as last year

New Account

Financial Institution Number:																				
Branch Transit Number:																				
Account Number:																				
Indicate Chequing Account:																				
Indicate Savings Account:																				

Financial Institution Name: _____

Financial Institution Address: _____

3. Pre-Authorized Debit (PAD) Details (Tuition and Bus only)

You the Payor, authorize **St. Helen's School** to debit the bank account identified above for

Tuition \$ _____ + Bus \$ _____ = TOTAL \$ _____

On the 1st of every month or the next business day for the months SEPTEMBER 1, 2019 to MAY 1, 2020 inclusive.

These services are for (check one) Personal Use Business Use

You, the Payor, may revoke your authorization at any time in writing subject to providing notice of a minimum of 10 days. To obtain a sample cancellation form, or for more information on your right to cancel a PAD Agreement, contact your financial institution or visit www.cdnpay.ca.

Signature of Payor: _____

Name:(Please Print) _____

Date Signed: _____

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement.

To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

ST. HELEN'S SCHOOL CAPITAL FEE

We are asking for a donation of \$100.00 per family. This fund will help to cover the capital expenses of the West Wing. It is our goal to have 100% participation in the program. Cheques for the Capital Fund should be made payable to St. Helen's dated June 1st, 2019.

To receive a tax receipt, this cheque cannot be combined with any other cheque.

A TAX RECEIPT WILL BE ISSUED FOR YOUR DONATION

Contact Information: *(please print clearly and include all information for tax receipt purposes)*

Surname: _____ First Name(s): _____

Contact Phone Number: _____ Student Name(s): _____

Full Mailing Address: _____

E-mail Address: _____

Payment Options

One-Time Payment: \$100.00 OR **OTHER:** _____

\$ _____

Cheque – one-time payment *(please attach cheque to this form)*

Credit Card Type _____

Number: _____

Expiration Date: _____ CVV Number: _____
(3 digit number on back of credit card)

Name on Credit Card: _____

Address (if different than above): _____

Signature

Date

PARTICIPATION & LIMITED PARTICIPATION PROGRAM (LPR)

FAMILY NAME: _____ OLDEST CHILD NAME: _____ Grade: _____

MOTHER'S FIRST NAME: _____ TEL: _____ CELL: _____

FATHER'S FIRST NAME: _____ TEL: _____ CELL: _____

FAMILY CONTACT EMAIL: _____

ARE YOU AN ACTIVE CISVA TEACHER or A PARENT OF A FOREIGN EXCHANGE STUDENT? YES NO

CHOOSE YOUR HOURS: 40, 15, 5 OR 1 HOUR

Parent Participation hours should be enjoyable and rewarding. They will also build a stronger community among our school families. We have tried to outline many of the participation possibilities, so your hours can be tailored to you.

40 HOUR Job Options (Choose up to five options – 1 being most desirable and 5 being least) Deposit of \$1000	✍		HOURS	LPR Options (Choose one option – two deposit cheques are due upon registration)	✓
• Children's Liturgy			15	\$350 (or \$35/month for 10 months) & Deposit of \$650	
• Computers			5	\$500 (or \$50/month for 10 months) & Deposit of \$500	
• Family Night / Pub Night Committee (PAC)			1	\$800 (or \$80/month for 10 months) & Deposit of \$200	
• Golf Tournament Committee				Parents choose various available jobs online. <hr style="width: 20%; margin-left: 0;"/> Additional information: Please indicate any other areas of interest you may have and special skills:	
• Hot Lunch Team					
• Library					
• Maintenance					
• Munch a Lunch Coordinator					
• Parish					
• PEC BBQ Team					
• Traffic					
• Miscellaneous/Other					

Please indicate which Participation Level you choose (check one option and sign)

<p style="text-align: center;">40 Hour Participation <input type="checkbox"/></p> <p>I choose to actively participate in the participation program by completing 40 hours of participation throughout the 2018/2019 school year. I enclose a \$1,000.00 deposit cheque dated June 1st, 2020* which will be cashed only if I do not complete all 40 hours. I understand there will be no refund processed for partial completion of the assigned 40 hours of Parent Participation.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p>	OR	<p style="text-align: center;">15, 5, or 1 Hour LPR Program <input type="checkbox"/></p> <p>I choose to actively participate in the LPR program regarding volunteer hours for the 2018/2019 school year. I agree to participate by paying the fee to one of the above options that I have chosen above. I enclose a cheque pertaining to this amount dated June 1st, 2019* and My corresponding deposit cheque is also included and dated for June 1st, 2020* which will be cashed only if I do not complete all hours.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p>
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NEW PARENT INFORMATION

Participation & Limited Participation Role (LPR)

Choose your hours: 40, 15, 5 OR 1 H

What is required?

1. Participation requirement is mandatory for all families. You must fulfill your job duties for the entire school year.
2. You may choose per school year between:
 - a) 40 Hour Participation.
 - b) Limited Participation Role (LPR) 15, 5 or 1 Hour.
3. If you choose a **40 Hour Participation** Job, please do the following:
 - a) Choose a few job categories that interest you.
 - b) Sign the agreement
 - c) Attach one deposit cheque to **this form in the amount of \$1,000.00** payable to St. Helen's, **postdated June 1st, 2020*** (which will be cashed only if you do not complete all 40 hours)
 - d) Descriptions of each category are available on our website school website (lower left-hand corner) <http://www.sthelensschool.ca>
 - e) The participation coordinator will contact you to discuss positions available.
4. If you choose to do a **Limited Participation Role (LPR)**, please do the following:
 - a) Choose from a **15, 5 or 1 hour** commitment
 - b) Sign the agreement
 - c) Attach two cheques to the form, both payment & deposit cheques payable to St. Helen`s:
 1. LPR payment owed for the commitment you have chosen **ie:** If you choose 15 hours, you will need to write a cheque for **\$350.00 postdated for June 1st, 2019** and a **deposit cheque for \$650.00 postdated for June 1st, 2020*** (which will be cashed only if you do not complete all hours).
 2. You will then be able to go online through our school website (lower left-hand corner) <http://www.sthelensschool.ca> to pick jobs available anytime throughout the school year. Password will be sent to you by the school office secretary in September.