



## JEFFERSON COUNTY BOARD OF EDUCATION

### Minutes of Regular Meeting of May 29, 2018

**Regular Meeting** of the Jefferson County Board of Education held at VanHoose Education Center, Stewart Auditorium, Louisville, Kentucky, on Tuesday, May 29, 2018.

#### **BOARD MEMBERS PRESENT:**

Chairwoman Diane Porter  
Mr. Chris Brady  
Mr. Benjamin Gies  
Dr. Chris Kolb

Vice-Chair Lisa Willner  
Mrs. Linda Duncan  
Mrs. Stephanie Horne

#### **STAFF MEMBERS PRESENT:**

Superintendent Martin A. Pollio, Ed.D.  
Francis J. Mellen, Jr., Wyatt Tarrant & Combs LLP  
Angie Gilpin, Assistant Secretary to the Board

#### **EXECUTIVE SESSIONS**

##### **Enter into Executive Session per KRS 61.810(1)(c)**

The Board entered executive session at 4:32 p.m.

**Order #2018-107 - Motion Passed:** A motion that the Board of Education enter executive session for the purpose of discussions regarding proposed litigation pursuant to KRS 61.810(1)(c) passed with a motion by Dr. Lisa Willner and a second by Mr. Benjamin Gies.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

##### **Adjourn from Executive Session**

The Board returned to open session at 5:04 p.m.

**Order #2018-108 - Motion Passed:** A motion that the Board of Education adjourn executive session and return to open session passed with a motion by Mr. Benjamin Gies and a second by Mr. Chris Brady.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

Chair Porter: "There was some discussion among the Board members as to why we are going to make the motion that I'm getting ready to make, that will have to be seconded and voted on by the Board. One of the things that is clear to us as a board, is that we were elected through a democratic process. The second thing that is clear to the Board, that we have been able to function well under local decision-making and that we would like to move forward with that. The third point that I must make as we are moving forward with pending litigation, if we pass that motion, the Board is unable to make comments to the media. We will refer all questions to our Communications Director Allison Martin. If there's a legal question, those questions will have to be deferred to our general counsel, Wyatt Tarrant & Combs LLP.

**Order #2018-109 - Motion Passed:** A motion that the Chair of the Board of Education give written notice to the Interim Commissioner of Education that the Board of Education requests a hearing before the Kentucky Board of Education pursuant to KRS 158.780, 158.785 and 703 KAR 3:205 on the Interim Commissioner's recommendation for state management of the Jefferson County School District as set forth in the Interim Commissioner's Management Audit Findings and Recommendation of State Management dated April 30, 2018, passed with a motion by Ms. Diane Porter and a second by Mr. Chris Brady.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

**Enter into Executive Session per KRS 61.810(1)(e)**

The Board entered a second executive session at 5:08 p.m.

**Order #2018-110 - Motion Passed:** A motion that the Board of Education enter executive session for the purpose of discussions related to collective bargaining negotiations pursuant to KRS 61.810(1)(e) passed with a motion by Mrs. Linda Duncan and a second by Dr. Christopher Kolb.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

**Adjourn from Executive Session**

The Board returned to open session at 5:49 p.m.

**Order #2018-111 - Motion Passed:** A motion that the Board of Education adjourn executive session and return to open session passed with a motion by Mrs. Linda Duncan and a second by Mr. Chris Brady.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

No action was taken.

**WORK SESSION**

At 5:49 p.m., the Board held a work session to discuss the Backpack of Success Skills, transition readiness, and graduate profile. The work session adjourned at 6:26 p.m. and no action was taken.

**REGULAR MEETING**

Chair Porter called the May 29, 2018, Regular Meeting of the Board of Education to order at 7:04 p.m.

Before the traditional moment of silence, Chair Porter expressed compassion for the Texas and Indiana schools that were recently involved in shootings. She then acknowledged the recent passing of Rev. C. Mackey Daniels.

**I. Moment of Silence**

## **II. The Pledge of Allegiance**

### **II.A. Vision Statement**

Member Horne read the vision statement.

### **III. Recognitions and Resolutions**

III.A. Recognize and Receive a Student Demonstration of Learning From Marion C. Moore School Students

III.B. Recognition of Atherton High School Student Emily Aycock, 2018 National Congressional Art Competition Winner

III.C. Recognition of the Jefferson County Public School District New Voices Young Playwrights Festival Contest Winners

III.D. Recognition of the Jefferson County Public School District Seniors With 12 Years of Perfect Attendance

III.E. Recognition of the Jefferson County Public School District Early Childhood Programs, Earned Kentucky All STARS Five-Star Rating

**Order #2018-112 - Motion Passed:** Superintendent Martin Pollio recommends the Board of Education receive the recognitions and resolutions for May 29, 2018. The recommendation passed with a motion by Mr. Chris Brady and a second by Dr. Christopher Kolb.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

### **IV. Recommendation for Approval of Meeting Agenda**

**Order #2018-113 - Motion Passed:** Superintendent Martin Pollio recommends the Board of Education approve the agenda for May 29, 2018. The recommendation passed with a motion by Dr. Christopher Kolb and a second by Mrs. Stephanie Horne.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

### **V. Recommendation for Approval of Minutes of Previous Meeting**

**Order #2018-114 - Motion Passed:** Superintendent Martin Pollio recommends the Board of Education approve the minutes of the May 8, 2018, regular meeting. The recommendation passed with a motion by Mrs. Stephanie Horne and a second by Mr. Chris Brady.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

## **VI. Superintendent's Report**

Dr. Pollio began his report by discussing the upcoming graduation ceremonies and thanked the teachers, administrators, and educators for their commitment and hard work in ensuring the success of JCPS students. He then discussed the prior work session and stated that the District will continue to do a tremendous amount of work around the bold new graduate profile and the Backpack of Success Skills. He stated that this will be the last summer where we do not have an intentional summer extended learning plan for all students, grounded in literacy and math. He discussed an intense focus on kindergarten readiness along with an increased culture of accountability. He then announced that 1,200 teachers will participate this summer in the JCPS Deeper Learning Symposium. Before concluding, he discussed the proposed tentative budget that will better support the focused work that the District is doing to fully implement *Vision 2020*.

## **VII. Persons Requesting to Address the Board Regarding Action, Information, or Consent Items**

Sammy Jones expressed her desire for the Board to vote against the plan to relinquish the Head Start/Early Head Start grant.

## **VIII. Persons Requesting to Address the Board Regarding Non-Agenda Items**

Jack Bradley and Judith Bradley expressed concerns regarding students with disabilities enrolling in dual credit and dual enrollment courses. Kate Sedgwick expressed concern with the placement of police in schools. Sydney Finley discussed student concerns at duPont Manual High School. Ashley Forrest discussed certified and qualified music and art teachers. The following speakers expressed support for the Board and opposed a state takeover of the District: Raoul Cunningham, Matthew Johnson, Jeff Donahue, Rob Mattheu, Barbara Boyd, Judy Gaddie, and Shelby Lanier.

## **IX. Action Items**

### **IX.A. Recommendation for Approval of Tentative Budget for Fiscal Year 2018–19**

Dr. Pollio introduced this item. Chief Financial Officer Cordelia Hardin and Director of Financial Planning and Management John Collopy presented the recommendation for approval of the tentative budget for the fiscal year 2018–19.

Mrs. Duncan expressed concern regarding equitable access to programs and the criteria requirements for those programs. Chief Equity Officer Dr. John Marshall provided clarification, stating that it's not a criteria issue - if they budget more, they can do more.

Chair Porter stated that this item is about moving the budget forward - we can only do what we have funding for.

Mrs. Horne was pleased with the development of the budget and stated that she can finally see the Board's priorities included.

Chair Porter: "This budget is developed based on the priorities for us, but the question for me, and I think the Board is - how will we fund, put people in place, dollars in place for the Racial Equity Policy? So, it's my understanding, after speaking with Dr. Pollio, that there would be funding there because we have funded the programs that I have mentioned. We could not have given you those priorities in August because we had not passed the policy. We have passed the policy, without funding the policy - the policy will not be as vibrant as it could be. So, I don't know how to amend what's there, but I will only vote if we are saying that we are going to make sure that we are putting the funding to the Racial Equity Policy so that it can be successful."

Dr. Pollio: "Yes, we will be funding that, so in a couple of ways. A small part will be personnel, so yes we will have to... we've discussed someone who will drive it. Once again, I want to reiterate, we do not want to make it where support of an initiative or something is adding personnel. More importantly, we'll be adding dollars for professional development and that is going to be a big cost as we plan out the professional development and how we are going to implement that with nearly 7,000 teachers and 17,000 employees. So we will be bringing to you a plan in the near future that will include funding especially for the professional development, but it will lead to many other areas also."

Chair Porter: "Is there a motion to vote on what we have heard plus the words that Dr. Pollio just said?"

**Order #2018-115 - Motion Passed:** A motion that the Board of Education approve the attached Tentative Budget for Fiscal Year 2018-19 plus the words from Dr. Pollio regarding funding the Equity Policy passed with a motion by Mrs. Stephanie Horne and a second by Dr. Christopher Kolb.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

## **X. Information Items**

### **X.A. Acceptance of 2017–18 Comprehensive School Survey Results**

Dr. Pollio introduced this item. Chief of Data Management, Planning, and Program Evaluation Dr. Dena Dossett presented a brief overview including areas that were positive and areas for growth.

Mrs. Duncan inquired about differences between priority school responses and nonpriority schools?

Dr. Dossett stated that she will compare the data and provide a follow-up.

**Order #2018-116 - Motion Passed:** Superintendent Martin Pollio recommends the Board of Education receive a report on the 2017–18 Comprehensive School Survey results. The recommendation passed with a motion by Mr. Chris Brady and a second by Mrs. Stephanie Horne.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Absent
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

#### **X.B. Acceptance of an Update on Louisville Promise**

Dr. Pollio introduced this item. Director of Strategy Jonathan Lowe presented the update.

Mrs. Horne requested monthly transparent information/updates as an item on the Board's meeting agenda. She wants the information to be available to the public too.

Dr. Pollio answered that he will provide the requested information and then reiterated that Louisville Promise cannot dictate what happens in the District without the Board's approval.

Mr. Brady expressed concern, stating that he expected the leadership of Louisville Promise to provide the update and talk about the issues that go beyond JCPS. He would like more information about what's going on in the community and requested the Louisville Promise leadership provide future presentations in order to have a holistic update. He inquired about the timeline for the creation of a central message, school counselors, support mechanisms, wraparound services, and who is currently driving the program.

Dr. Pollio and Mr. Lowe discussed taskforces and summer programs. They hope to have an Executive Director and central message soon.

Dr. Kolb questioned the process for board recruitment and community voice/representation. He would like to know who is on the Governance Committee and other various committees; who is involved in the process for hiring the executive director and if the Jefferson County Board of Education representatives will have any input; and if there are any candidates for host organizations.

Dr. Willner stated that at the last few governance meetings the work has been aligned with the Racial Equity Policy. They have discussed the need for broad representation and it is a work in process. The hope is for the makeup of the board to reflect the student population.

Mr. Lowe stated that the list of committee members was emailed earlier in the day. There are conversations taking place regarding host organizations.

**Order #2018-117 - Motion Passed:** Superintendent Martin Pollio recommends the Board of Education receive a report on progress being made to implement the Louisville Promise initiative. The recommendation passed with a motion by Mrs. Stephanie Horne and a second by Dr. Lisa Willner.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

#### **X.C. Next Steps for JCPS Early Childhood Education**

Dr. Pollio introduced this item. Dr. Carmen Coleman, Chief Academic Officer; Cordelia Hardin, Chief Financial Officer; Dr. Felicia Cummings Smith, Assistant Superintendent for Academic Support Programs; and Rina Gratz, Director of Early Childhood; presented the rationale.

Mrs. Duncan wanted reassurance that parental involvement will continue.

Ms. Gratz stated that they will continue to involve the committee of parents and community members in some kind of advisory capacity as the District moves forward. The Board will continue to receive monthly updates.

Mrs. Horne stated that she has heard from many concerned parents regarding where their children will go to school next year and asked when the parents will be notified.

Ms. Gratz stated that a one-call message regarding the situation was sent out and they will begin calling parents in June.

Dr. Pollio clarified that the same services will continue to be available in the community; he hopes to partner with an external Head Start provider. The District will assume all Early Childhood responsibilities and there will be no loss in classroom seats for children ages three and four.

Multiple Board members expressed a desire to help staff with obtaining their certification.

**Order #2018-118 - Motion Passed:** Superintendent Martin Pollio recommends the Board of Education, the grantee and governing body for the Head Start/Early Head Start Program, accept the plan to relinquish the Head Start/Early Head Start grant for the 2018-19 school year. Under the new plan, JCPS would assume fiscal responsibility for improving high-quality Early Childhood services focused on the District's mission of getting three- and four-year-olds ready for kindergarten. The recommendation passed with a motion by Mrs. Stephanie Horne and a second by Dr. Christopher Kolb.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes



## **XI. Consent Calendar**

XI.A. Certified Leave of Absence

XI.B. Report of Personnel Actions

XI.C. Recommendation for Approval of Job Descriptions

XI.D. Recommendation for Approval of Organizational Charts

XI.E. Recommendation for Approval of Field Trip Requests

XI.F. Recommendation for Approval of Bids and Revised BG-1 Forms

XI.F.1. Recommendation for Approval of Bid and Revised BG-1 Form for Stadium Lighting Replacement at Doss High School

XI.F.2. Recommendation for Approval of Bid and Revised BG-1 Form for Culinary Arts Renovation at Marion C. Moore School

XI.G. Recommendation for Approval of Project Closeouts and BG-5 Forms

XI.G.1. Recommendation for Approval of Project Closeout and BG-5 Form for Partial Roof Replacement at Atkinson Academy

XI.G.2. Recommendation for Approval of Project Closeout and BG-5 Form for Chiller and Boiler Replacement at Audubon Traditional Elementary School

XI.G.3. Recommendation for Approval of Project Closeout and BG-5 Form for Partial Roof Replacement at Jeffersontown High School

XI.G.4. Recommendation for Approval of Project Closeout and BG-5 Form for Partial Roof Replacement at Byck Elementary School

XI.G.5. Recommendation for Approval of Project Closeout and BG-5 Form for Partial Roof Replacement at Noe Middle School

XI.G.6. Recommendation for Approval of Project Closeout and BG-5 Form for Partial Roof Replacement at Southern High School

XI.G.7. Recommendation for Approval of Project Closeout and BG-5 Form for Partial Roof Replacement at Thomas Jefferson Middle School

XI.G.8. Recommendation for Approval of Project Closeout and BG-5 Form for Boiler Replacement at Waller Williams Environmental

XI.G.9. Recommendation for Approval of Project Closeout and BG-5 Form for Partial Roof Replacement at Wellington Elementary School

XI.G.10. Recommendation for Approval of Project Closeout and BG-5 Form for Partial Roof Replacement at Western Middle School

XI.H. Recommendation for Approval of Construction Change Orders

XI.I. Recommendation for Approval of Bid Tabulations, Contract Renewals, and Amendment

XI.J. Recommendation for Approval of Professional Services Contracts of \$5,000 or More

XI.K. Acceptance of Monthly Report of Professional Services Contracts of \$5,000 or More

XI.L. Acceptance of Monthly Financial Report for Period Ended April 30, 2018

XI.M. Acceptance of Purchase Order Report

XI.N. Acceptance of Voucher Report

XI.O. Acceptance of KETS Third Offer of Assistance for Fiscal Year 2018

XI.P. Acceptance of Donations, Grants, and Funding

XI.P.1. Acceptance of Donations and Small Grants

XI.P.2. Acceptance of Donation from Passport Health Plan and Norton Hospital Children's Foundation

XI.P.3. Acceptance of Funding from the Jefferson County Public Education Foundation/FutureUp

XI.P.4. Acceptance of a 21st Century Community Learning Center Grant from the Kentucky Department of Education for Minors Lane Elementary School

XI.Q. Recommendation for Approval of Agreements

XI.Q.1. Recommendation for Approval of Memorandum of Agreement with Fund for the Arts  
XI.Q.2. Recommendation for Approval of Agreement with Kentucky Department of Education for Education Administration Program Consultant  
XI.Q.3. Recommendation for Approval of Memorandums of Agreement with the Kentucky Department of Education for Education Recovery Leaders  
XI.Q.4. Recommendation for Approval of Memorandums of Agreement with the Kentucky Department of Education for Education Recovery Specialists  
XI.Q.5. Recommendation for Approval of Agreement with Kentucky Department of Education for Health Science Consultant  
XI.Q.6. Recommendation for Approval of Memorandum of Understanding with Metro United Way for Fundraising for W.E.B. Dubois Academy  
XI.Q.7. Recommendation for Approval of Agreement with Powertel/Memphis, Incorporated  
XI.Q.8. Recommendation for Approval of Agreement with The Rector and Visitors of the University of Virginia  
XI.R. Recommendation for Approval of Assurance of Civil Rights Compliance in USDA School Meal Programs  
XI.S. Recommendation for Approval of Early Admission into the Primary School Program  
XI.T. Recommendation for Approval of 2018-19 Student Progression, Promotion, and Grading Handbooks  
XI.U. Recommendation for Approval of the 2017-18 Head Start Program Self-Assessment  
XI.V. Revision of Board Policies Relating to Medical Services for Students (First Reading)  
XI.W. Approval of Payment of Out-of-District Expenses for Board Member

**Order #2018-119 - Motion Passed:** A motion that the Board of Education approve the consent calendar for May 29, 2018, minus Item XI.P.2. Acceptance of Donation from Passport Health Plan and Norton Hospital Children's Foundation passed with a motion by Mrs. Stephanie Horne and a second by Dr. Christopher Kolb.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

Mr. Brady abstained on Item XI.P.2. *Acceptance of Donation from Passport Health Plan and Norton Hospital Children's Foundation* because he is an employee of Norton Hospital.

**Order #2018-120 - Motion Passed:** A motion that the Board of Education approve Item XI.P.2. Acceptance of Donation from Passport Health Plan and Norton Hospital Children's Foundation passed with a motion by Mrs. Stephanie Horne and a second by Mr. Benjamin Gies.

Mr. Chris Brady	Abstain
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

## **XII. Board Planning Calendar**

There was no discussion on the planning calendar.

**Order #2018-121 - Motion Passed:** Superintendent Martin Pollio recommends the Board of Education receive for information a planning calendar outlining discussion agenda items. The recommendation passed with a motion by Mr. Chris Brady and a second by Dr. Lisa Willner.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

## **XIII. Committee Reports**

Mrs. Horne submitted the [Finance Advisory Committee Charter](#) and [Notes from the May Finance Advisory Committee](#).

Mrs. Duncan reported on the May Policy Committee meeting.

## **XIV. Board Reports**

Dr. Willner acknowledged the recent passing of district judge candidate Danny Alvarez and civil rights leader and longtime Louisville activist Tom Moffett.

Mrs. Duncan discussed the Iroquois High School 2018 International Celebration Day and the mass casualty drill at Fairdale High School.

Mr. Gies recognized the retirement of Atherton High Schools staff members, Richard Guetig and Maritza Cassidy. He then discussed upcoming graduation ceremonies and the JCPS supporters that rallied during tonight's meeting. He concluded by reaffirmed the Board's commitment to local control and to upholding democratic ideas.

Dr. Kolb also recognized, Richard Guetig and Maritza Cassidy. He then shared [photos](#) from Seneca High School's Project Based Learning Demonstration.

Mr. Brady acknowledged the recent passing of Tom Moffett. He then expressed gratitude for the support from teachers and community members. He concluded by congratulated Vice-Chair Willner for winning the primary campaign to be the Democratic candidate for Kentucky House of Representatives District 35.

Chair Porter discussed a dinner with the Male High School class of 1973; the 15,000 Degrees Scholar Reception; the Parent Involvement Series: Men of Honor Night; and the Texas Roadhouse attendance celebrations at Byck and Maupin Elementary Schools. She concluded by acknowledging the recent passing of JCPS retiree Nina Bedford.

**XV. Executive Session (If Needed)**

**XVI. Action Item (If Needed)**

**XVII. Adjournment**

The meeting adjourned at 10:08 p.m.

**Order #2018-122 - Motion Passed:** A motion to adjourn the May 29, 2018, meeting of the Jefferson County Board of Education passed with a motion by Mr. Chris Brady and a second by Mrs. Stephanie Horne.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	Yes
Mrs. Stephanie Horne	Yes
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

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Diane Porter  
Chairwoman

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Dr. Martin A. Pollio  
Superintendent/Secretary

**THESE ACTIONS, ALONG WITH THE AGENDA ITEMS, MAKE UP THE OFFICIAL  
MINUTES, WHICH ARE ON FILE IN THE OFFICE OF THE SECRETARY**