



JEFFERSON COUNTY BOARD OF EDUCATION
Minutes of Regular Meeting of January 14, 2020

Regular Meeting of the Jefferson County Board of Education held at VanHoose Education Center, Louisville, Kentucky, on Tuesday, January 14, 2020.

BOARD MEMBERS PRESENT:

Chairwoman Diane Porter

Mr. Chris Brady

Mrs. Linda Duncan

Mr. Corrie Shull

Vice-Chair Chris Kolb

Mr. James Craig

Mr. Joseph Marshall

STAFF MEMBERS PRESENT:

Superintendent Martin A. Pollio, Ed.D.

Tyson Gorman, General Counsel

Angie Gilpin, Assistant Secretary to the Board

4 p.m. WORK SESSION: Student Assignment

The JCPS Office of School Choice presented an update regarding the work of the Student Assignment Review Advisory Committee including several proposals that had been vetted by the Committee and presented to the community for feedback at various community forums during the fall of 2019.

The Committee began its work on October 26, 2017. The Committee functions in an advisory capacity by offering insight to District leaders who oversee the JCPS Student Assignment Plan. The Committee is composed of community members, parents, teachers, principals, and central office staff. The Committee will next work with a consultant on dual resides concepts and will return in the spring of 2020 with final recommendations.

REGULAR MEETING

Chair Porter called the January 14, 2020, Regular Meeting of the Board of Education to order at 7:05 p.m.

I. Moment of Silence

II. The Pledge of Allegiance

A. Vision Statement

Mrs. Duncan recited the District Vision Statement.

B. Organization of the Board: Election of Chairperson

Chair Porter made the following statement:

“This organizational meeting of the Board of Education of Jefferson County is convened in accordance with KRS 160.160, which requires boards of education to elect a chairperson and a vice-chairperson for terms fixed by the Board.

Board Policy 01.41 requires that this be done annually at the first regularly scheduled Board meeting held in January. Therefore, the officers so elected shall serve a one-year term or until their successors are elected and duly qualified.

1. I will call for nominations from the Board for Chairperson to serve a one-year term.
2. After all nominations for Chairperson have been made, I will close nominations.
3. I will call for a vote on the candidate nominated by a show of hands. The votes will be taken in the order in which the candidates were nominated.
4. At the conclusion of the voting, I will declare—assuming a candidate has a majority—the individual receiving the largest number of votes to be elected Chairperson.
5. The newly-elected Chairperson shall similarly conduct the election of the Vice-Chairperson.”

The sole nomination for chairperson was for Ms. Diane Porter.

Order #2020-1 - Motion Passed: The nomination of Diane Porter to serve as Chairperson of the Jefferson County Board of Education for 2020 passed with a motion by Mr. Corrie Shull and a second by Mrs. Linda Duncan.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

C. Organization of the Board: Election of Vice-Chairperson

The sole nomination for vice-chairperson was for Dr. Chris Kolb

Order #2020-2 - Motion Passed: The nomination of Chris Kolb to serve as Vice-Chairperson of the Jefferson County Board of Education for 2020 passed with a motion by Mr. James Craig and a second by Mr. Corrie Shull.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

III. Recognitions and Resolutions

- A. Recognition of Meyzeek Middle School Student Audrey Bruce for Winning the Team Kentucky Inauguration Poster Contest
- B. Recognition of the Jefferson County Public Schools Safe Crisis Management Team for Being Recognized as Being a Model for Best Practice in Kentucky
- C. Recognition of 33 Jefferson County Public Schools Teachers who Obtained National Board Certification in 2019
- D. Recognition of W.E.B. DuBois Academy Teacher Jessica Dueñas for Showing Compassion and Being A Champion of the District's CORE Values
- E. Recognition of Iroquois High School Students Whose Recipes Were Published in a Special December 2019 Edition of Envision Equity
- F. Recognition of the Jefferson County Board of Education in Observance of National School Board Recognition Month

Aaron Burton was recognized for his outstanding photography work within the District. This was his last Board meeting before moving on to other career opportunities.

Order #2020-3 - Motion Passed: Superintendent Martin Pollio recommends the Board of Education receive the recognitions and resolutions for January 14, 2020, passed with a motion by Mr. James Craig and a second by Mr. Chris Brady.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

IV. Recommendation for Approval of Meeting Agenda

Order #2020-4 - Motion Passed: Superintendent Martin Pollio recommends the Board of Education approve the agenda for January 14, 2020, passed with a motion by Mr. James Craig and a second by Mr. Joseph Marshall.

Mr. Chris Brady	Absent
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

V. Recommendation for Approval of Minutes of Previous Meeting

Order #2020-5 - Motion Passed: Superintendent Martin Pollio recommends the Board of Education approve the minutes of the December 10, 2019, regular meeting and December 17, 2019, special meeting passed with a motion by Mr. James Craig and a second by Dr. Christopher Kolb.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

VI. Superintendent's Report

Dr. Pollio updated the Board on the progress of major changes taking place within the District including student assignment; magnet schools; revenue task force and potential additional revenue sources; school security; and teacher development.

VII. Persons Requesting to Address the Board

Michelle Wade discussed school safety and the need for SROs. Marina Gonzalez spoke in opposition to the proposed changes from the Student Assignment Review Committee: the elimination of school-initiated exits from traditional and magnet schools. Autumn Neagle discussed the Student Assignment Review Committee proposals, specifically, the dual resides proposal. Gay Adelman discussed multiple issues affecting JCPS families and staff and urged the Board to listen to stakeholders' concerns. J. Graham Brown student Braden O'Bannon suggested schools provide students with the opportunity to go on a field trip to see the movie "Just Mercy". Kenya Jenning discussed concerns regarding Iroquois High School and recommended more training and resources be provided to staff to improve student-teacher relationships. Chanelle Helm spoke in favor of police-free schools to make students feel comfortable and safe. Rita Ward discussed the negative effects of having police officers in schools, specifically how it affects non-white, special needs, and LGBTQ students.

VIII. Action Items

A. Recommendation for Approval of Student Enrollment Projections for 2020–2021

Cordelia Hardin, chief financial officer; and Brent West, analyst, Demographics; presented the Student Enrollment Projections and School Allocation Standards simultaneously. Each Board member had an opportunity to comment and ask questions.

Mrs. Duncan expressed concern regarding class size and wanted to ensure that all principals are aware of the expectations with small class size requirements. Mr. Marshall wanted to ensure that information is also communicated when there is a change in leadership within schools.

Mr. Brady questioned District student-teacher ratios compared with state requirements. He also questioned the optimal capacity formula and expressed concern with what the District considers to be usable space for classrooms such as stages in cafeterias and gyms. He requested feedback regarding the expectation for when all teachers will have their own homeroom. He requested information regarding which schools are having over-capacity issues and how many teachers are on carts. Dr. Pollio discussed how changes in student assignment and facilities will help with this issue.

Mr. Craig advised that the answer to many of the issues is increased revenue.

Chair Porter questioned the process of increasing resources as enrollment increases during the school year, and the process of reducing class sizes if necessary. Mrs. Hardin discussed budget training and the process to increase the number of teachers in schools.

Order #2020-6 - Motion Passed: Superintendent Martin Pollio recommends the Board of Education approve the attached Student Enrollment Projections for 2020-2021 passed with a motion by Mrs. Linda Duncan and a second by Mr. Joseph Marshall.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

B. Recommendation for Approval of School Allocation Standards for Fiscal Year 2020–2021

Order #2020-7 - Motion Passed: Superintendent Martin Pollio recommends the Board of Education approve the attached School Allocation Standards for Fiscal Year 2020-2021 passed with a motion by Mr. Joseph Marshall and a second by Mrs. Linda Duncan.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

IX. Information Items

A. Receive General Fund Draft Budget for Fiscal Year 2020-2021

Mrs. Hardin and John Collopy, executive administrator of budget; presented a high over-view of the Draft Budget and discussed the initial status of the budget for the new year. Mrs. Hardin stated that the quantified budget strategies will be presented to the Board on March 24, 2020, and the General Fund Tentative Budget will be presented to the Board in May 2020. Each Board member had an opportunity to comment and ask questions.

Mrs. Duncan questioned year-to-year revenue comparison and requested clarification on a five percent revenue increase.

Mr. Marshall and Mr. Craig both emphasized the need for additional revenue. Mr. Craig pointed out the need for salary increases. Dr. Pollio stated that he is hopeful that there will be state-support for increased teacher pay.

Mr. Brady expressed concern with the Fund Balance and pointed out that the balance has been decreasing over the past few years. He is worried that the District is getting dangerously close to not having an adequate rainy day fund. He recommended they keep an eye on long-term goals and not allow the Fund Balance to go any lower. He suggested increased revenue and adequate program review.

Chair Porter questioned the process to ensure funding is going toward students as opposed to other administration costs. She wants to understand how much is impacting the local school, specifically with academic performance. Mrs. Hardin stated that allocation and add-on data is available school-by-school on the District website and she can put together a summary detailing that information. Chair Porter requested more information regarding the process of increasing supports for AIS schools based on potential state recommendations.

Mr. Shull questioned the possibility of additional funding for the creation of positions as it relates to improving equity.

Order #2020-8 - Motion Passed: Superintendent Martin Pollio recommends the Board of Education receive the General Fund Draft Budget for Fiscal Year 2020-2021 passed with a motion by Mrs. Linda Duncan and a second by Mr. James Craig.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

X. Consent Calendar

- A.** Report of Certified Leaves
- B.** Report of Personnel Actions
- C.** Recommendation for Approval of Job Descriptions
- D.** Recommendation for Approval of Organizational Charts
- E.** Recommend for Approval of Field Trip Request
- F.** Recommendation for Approval of Bid and Revised BG-1 Form for the Career and Technical Education Program Renovations at Atherton High School
- G.** Recommendation for Approval of Contract Completions and BG-4 Forms
 - 1.** Recommendation for Approval of Contract Completion and BG-4 Form for Food Service Phase 38 at Various Schools
 - 2.** Recommendation for Approval of Contract Completion and BG-4 Form for Chiller and Boiler Replacement at Meyzeek Middle School
 - 3.** Recommendation for Approval of Contract Completion and BG-4 Form for Window Replacement Phase III at Jefferson County Traditional Middle School
- H.** Recommendation for Approval of Project Closeout and BG-5 Form for Boiler Replacement at Southern High School
- I.** Recommendation for Approval of Construction Change Orders
- J.** Recommendation for Approval of Competitive Negotiation, Bid Tabulations, Contract Renewals, and Amendments
- K.** Recommendation for Approval of Professional Services Contracts of \$20,000 or More
- L.** Acceptance of Summary of Professional Services Contracts
- M.** Acceptance of Orders of the Treasurer
 - 1.** Acceptance of Orders of the Treasurer-Invoices
 - 2.** Acceptance of Orders of the Treasurer-Purchase Orders
 - 3.** Acceptance of Orders of the Treasurer-Vouchers
- N.** Acceptance of Monthly Financial Report for Period Ended November 30, 2019
- O.** Acceptance of Donations, Grants, and Funding
 - 1.** Acceptance of Donations and Small Grants
 - 2.** Acceptance of Funding from the Jefferson County Public Education Foundation
 - 3.** Acceptance of Donation from Park DuValle Community Health Center
 - 4.** Acceptance of Funding from the Commonwealth of Kentucky Department of Juvenile Justice for School Bus Transportation
 - 5.** Acceptance of Funding from the Kentucky Department of Education to Address Specific Learning Needs Around Standards Implementation for K-12 Health and Physical Education
 - 6.** Acceptance of Grant from the University of Kentucky Collaborative Center for Literacy Development/Reading Recovery Center
 - 7.** Acceptance of a Modification in Funding from KentuckianaWorks Foundation to Fund Customized Adult Education Services at the Kentucky Manufacturing Career Center
- P.** Recommendation for Approval of Agreements
 - 1.** Recommendation for Approval of Lease Agreement with Crowne Plaza for the JCS Equity and Inclusion Institute

- 2.** Recommendation for Approval of Lease Agreement with Kentucky State Fair Board for the Deeper Learning Symposium
- 3.** Recommendation for Approval of Affiliation Agreement with Spalding University for Dual Credit at Eastern High School
- 4.** Recommendation for Approval of Memorandum of Agreement with the University of Louisville for the Applied Behavior Analysis Degree Program
- 5.** Recommendation for Approval of Memorandum of Agreement for the Partnership for a Green City
- 6.** Recommendation for Approval of GradeCam - JCPD Data Sharing Agreement
- 7.** Recommendation for Approval of Savvas Learning Company - JCPD Data Sharing Agreement
- 8.** Recommendation for Approval of Memorandum of Agreement with Maryhurst, Inc for On-Site Behavioral and Mental Health Services
- 9.** Recommendation for Approval of Memorandum of Agreement with Family and Children's Place, Inc. for On-Site Behavioral and Mental Health Services
- 10.** Recommendation for Approval of Memorandum of Agreement with Earl J. Bell, LCSW for On-Site Behavioral and Mental Health Services
- 11.** Recommendation for Approval of Memorandum of Agreement with Abundant Hope for On-Site Behavioral and Mental Health Services
- 12.** Recommendation for Approval of Memorandum of Agreement with Wellfront Readiness Solutions, LLC for On-Site Behavioral and Mental Health Services
- 13.** Recommendation for Approval of Memorandum of Agreement with Kentucky Counseling Center, LLC for On-Site Behavioral and Mental Health Services
- 14.** Recommendation for Approval of Memorandum of Agreement with Massey Counseling Services, LLC for On-Site Behavioral and Mental Health Services
- 15.** Recommendation for Approval of Memorandum of Agreement with Mindful Direction Counseling Services, Inc. for On-Site Behavioral and Mental Health Services
- 16.** Recommendation for Approval of Memorandum of Agreement with NECCO, LLC for On-Site Behavioral and Mental Health Services
- 17.** Recommendation for Approval of Memorandum of Agreement with New Beginnings Family Services, Inc. for On-Site Behavioral and Mental Health Services
- 18.** Recommendation for Approval of Memorandum of Agreement with Osting Individual and Family Services, Inc. for On-Site Behavioral and Mental Health Services
- 19.** Recommendation for Approval of Memorandum of Agreement with Ja'Mekia C. Stoner, PLLC for On-Site Behavioral and Mental Health Services
- 20.** Recommendation for Approval of Memorandum of Agreement with Total Restoration Group, LLC for On-Site Behavioral and Mental Health Services
- 21.** Recommendation for Approval of Memorandum of Agreement with Denise Greene, LCSW for On-Site Behavioral and Mental Health Services
- 22.** Recommendation for Approval of Memorandum of Agreement with Bluegrass Counseling Associates, LLC for On-Site Behavioral and Mental Health Services
- 23.** Recommendation for Approval of Memorandum of Agreement with Transformation Hope for Today's Family, LLC for On-Site Behavioral and Mental Health Services
- 24.** Recommendation for Approval of Memorandum of Agreement with Father Maloney's Boys Haven, Inc for On-Site Behavioral and Mental Health Services

- 25. Recommendation for Approval of Memorandum of Agreement with Centerstone of Kentucky, Inc. for On-Site Behavioral and Mental Health Services
- 26. Recommendation for Approval of Memorandum of Agreement with Uspiritus, Inc. for On-Site Behavioral and Mental Health Services
- 27. Recommendation for Approval of Memorandum of Agreement with Home of the Innocents, Inc. for On-Site Behavioral and Mental Health Services
- 28. Recommendation for Approval of Data Sharing Agreement with Edj Analytics, LLC
- 29. Approval of Memorandum of Agreement with the Kentucky Department of Education for the Release of JCPS Employee
- 30. Recommendation for Approval of Memorandum of Agreement with the Jefferson County Teachers Association
- Q. Approval of Shortened School Day for Five Exceptional Child Education Students
- R. Recommendation for Approval of Contracts for Nonresident Pupils for Fiscal Year 2020-21
- S. Recommendation for Approval of Payment of Out-of-District Expenses for Board Members

The following items were pulled down by Mr. Brady for discussion and a separate vote.

- **X.P.30.** Recommendation for Approval of Memorandum of Agreement with the Jefferson County Teachers Association
- **X.R.** Recommendation for Approval of Contracts for Nonresident Pupils for Fiscal Year 2020–2021

The following items were pulled down by Mr. Craig. He stated that his partner works with Centerstone of Kentucky and he will be abstaining on any items pertaining to them.

- **X.P.25.** Recommendation for Approval of Memorandum of Agreement with Centerstone of Kentucky, Inc. for On-Site Behavioral and Mental Health Services
- **X.P.26.** Recommendation for Approval of Memorandum of Agreement with Uspiritus, Inc. for On-Site Behavioral and Mental Health Services

Order #2020-9 - Motion Passed: A motion to approve the Consent Agenda MINUS: *X.P.25. Recommendation for Approval of Memorandum of Agreement with Centerstone of Kentucky, Inc. for On-Site Behavioral and Mental Health Services; X.P.26. Recommendation for Approval of Memorandum of Agreement with Uspiritus, Inc. for On-Site Behavioral and Mental Health Services; X.P.30. Recommendation for Approval of Memorandum of Agreement with the Jefferson County Teachers Association; and X.R. Recommendation for Approval of Contracts for Nonresident Pupils for Fiscal Year 2020-21*, passed with a motion by Mr. Joseph Marshall and a second by Mr. Corrie Shull.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

Order #2020-10 - Motion Passed: a motion to approve Consent Item X.P.25. *Recommendation for Approval of Memorandum of Agreement with Centerstone of Kentucky, Inc. for On-Site Behavioral and Mental Health Services; and X.P.26. Recommendation for Approval of Memorandum of Agreement with Uspiritus, Inc. for On-Site Behavioral and Mental Health Services* passed with a motion by Mr. Chris Brady and a second by Mrs. Linda Duncan.

Mr. Chris Brady	Yes
Mr. James Craig	Abstain
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

▪ **X.P.30.** Recommendation for Approval of Memorandum of Agreement with the Jefferson County Teachers Association

Mr. Brady does not believe an employee should be required to place an affidavit of acknowledgment and agreement for an absence expressing a reason for the absence. He believes that employees should have flextime and should be able to take it as needed without expressing the reason. He is hoping that by bringing this issue forward, it might initiate change at the state level.

Mr. Gorman advised that any revisions on the MOA would reopen negotiations with JCTA. Dr. Pollio stated that the MOA is time-sensitive.

A motion by Mr. Chris Brady to remove section three in the Memorandum of Agreement with Jefferson County Teacher's Association to vote on separately failed for lack of a second.

Order #2020-11 - Motion Passed: A motion to approve Consent Item X.P.30. *Recommendation for Approval of Memorandum of Agreement with the Jefferson County Teachers Association* passed with a motion by Mrs. Linda Duncan and a second by Mr. James Craig.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

▪ **X.R.** Recommendation for Approval of Contracts for Nonresident Pupils for Fiscal Year 2020–2021

Mr. Brady stated that he has the same concerns as he did the last time these contracts were presented. At that time, previous general counsel stated that they would review the contracts for revisions and make changes to the formatting. Since no changes have been made, his objection remains. He would like to have consistent formatting with all districts and a cap to the number of students attending schools outside their home district.

Order #2020-12 - Motion Passed: A motion to approve Consent Item *X.R. Recommendation for Approval of Contracts for Nonresident Pupils for Fiscal Year 2020–2021* passed with a motion by Mr. Joseph Marshall and a second by Mr. James Craig.

Mr. Chris Brady	No
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

TIE BIDS

Vice-Chair Kolb drew lots to determine the winners for tie bids.

TIE BID ID #7784 – Instructional & Office Supplies (Line Item)

- Item No. 157 – Awarded to Pyramid School Productions, Inc.
- Item No. 475 – Awarded to Pyramid School Productions, Inc.

XI. Board Planning Calendar

Mr. Craig expressed interest in attending agenda planning meetings with the Chair and Vice-Chair.

Chair Porter reminded Board members that they are welcome to attend the agenda planning meetings as long as they make prior arrangements so that no more than three Board members are in attendance to avoid a quorum.

Order #2020-13 - 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. Joseph Marshall and a second by Mr. James Craig.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

XII. Committee Reports

Mrs. Duncan reported on the recent Board Policy Committee meeting.

XIII. Board Reports

Mr. Brady extended an invitation for all to attend a Public Hearing to receive comments on a proposed site acquisition to construct a new middle school. He then thanked Principal Jarrad Durham and staff at Jeffersontown High School for hosting Leadership Louisville. He also thanked Leadership Louisville for taking the 2020 Leadership class on tours of JCPS facilities.

Chair Porter reported on the recent Leadership Louisville event. She also discussed the closing ceremony for the Literacy and Hip-Hop Camp at the California Community Center and then recognized the cheerleaders at Byck Elementary School for their excellent work.

XIV. Persons Requesting to Address the Board (If Needed)

XV. Executive Session (If Needed)

XVI. Action Item (If Needed)

XVII. Adjournment

The meeting adjourned at 9:45 p.m.

Order #2020-14 - Motion Passed: A motion to adjourn the January 14, 2020, meeting of the Jefferson County Board of Education passed with a motion by Mr. James Craig and a second by Mr. Corrie Shull.

Mr. Chris Brady	Yes
Mr. James Craig	Yes
Mrs. Linda Duncan	Yes
Dr. Christopher Kolb	Yes
Mr. Joseph Marshall	Yes
Ms. Diane Porter	Yes
Mr. Corrie Shull	Yes

Diane Porter
Chairwoman

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**