

# JEFFERSON COUNTY BOARD OF EDUCATION Minutes of Regular Meeting of February 07, 2017

**Regular Meeting** of the Jefferson County Board of Education held at VanHoose Education Center, Stewart Auditorium, Louisville, Kentucky, on Tuesday, February 07, 2017, at 7 p.m.

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

Chair Chris Brady Mrs. Linda Duncan Mrs. Stephanie Horne Ms. Diane Porter Vice-Chair Lisa Willner Mr. Benjamin Gies Dr. Chris Kolb

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

Superintendent Donna M. Hargens, Ed.D. Francis J. Mellen, Jr., Wyatt Tarrant & Combs LLP Angie Gilpin, Assistant Secretary to the Board

#### WORK SESSIONS

4:30 p.m. Work Session: Update on Human Resources and Ford NGL Talent Development Academies

Vice-Chair Willner was absent from the work session.

#### **REGULAR MEETING**

Chair Brady called the February 07, 2017, Regular Meeting of the Board of Education to order at 7:04 p.m.

I. Moment of Silence
II. The Pledge of Allegiance
II.A. Vision Statement
The District Vision Statement was ready by Member Duncan.
III. Recognitions and Resolutions
III.A. Recognition of the duPont Manual High School Chess Teams, Earned Third-Place Honors in the National Chess Competition
III.B. Recognition of Dan Ellnor, 2017 Foodservice Achievement Management Excellence Award Recipient

Chair Brady congratulated Member Duncan for her successful completion of Level II within the Kentucky School Board Association Academy of Studies. Mrs. Duncan was presented with a certificate and pin.

**Order #2017-035 - Motion Passed:** A motion that the Board of Education receive the recognitions for February 7, 2017, passed with a motion by Ms. Diane Porter and a second by Mrs. Linda Duncan.

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

# III.C. Resolution Declaring Jefferson County Public Schools a Safe Haven School District

The following speakers came forward to address the Board and speak in favor of the resolution: Marcos Morales, Shannon Lockhart, T Gonzales, Reverend Mamie Broadhurst, Jordana Peacock, Tammy Berlin, Ann Walsh, Maria Scharfenberger, Farhan Abdi, Shameka Parish-Wright, Yazmin Martinez, Reverend James Flynn, Esgardo Mansilla, Michelle Kiper, Amina Mahamud, and Ron Russell. Evan Wright addressed the Board and spoke against the resolution.

Chair Brady read the proposed resolution and each Board member had an opportunity to comment.

Mrs. Duncan questioned if this resolution is meant to protect our immigrant students and families from any warrant that is presented by immigration officials. Can we say that everyone will be safe from that authority?

Francis J. Mellen, Jr., Wyatt Tarrant & Combs LLP, answered by reading paragraph seven and stated that it depends on the situation, but it will be governed by the provisions of that paragraph. Protection will be provided to the fullest extent of the law. Other paragraphs in the resolution state that all laws will be complied with.

Mrs. Duncan stated that there are already laws and policies in place and people may have the wrong interpretation of what this resolution means. She said she will abstain.

Dr. Kolb stated that the main reason he believes the resolution is needed is because folks are fearful and we need to communicate that we will protect them to the fullest extent of the law. This will also keep everyone on the same page regarding what the rules are. He feels this is necessary so we can do our duty of educating every child to the best of our ability.

Mr. Gies agreed with Mrs. Duncan's concerns and stated that the current laws and policies serve the purposes that have been communicated tonight. He suggested a compromise could be to send a letter home with students that will reassure them of the policies that are already in place. He said he will abstain.

Mrs. Horne stated that it is difficult for her to see how adopting this resolution can make immigrants feel safer; she has spoken to multiple families who have stated that this will make them feel less safe. She expressed concern and stated that she was not given enough time on this issue. This is a conflict for her as a school board member in a non-partisan body. She read a prepared statement and said she will abstain.

Ms. Porter stated that legal counsel has assured her that the prepared resolution is legally correct. She said that she has received many emails regarding the resolution and she read aloud a few of the comments. She said it is critical that we get this right because we are in the student business and we are in the family business. She read excerpts from the poem, "First they came..." She then stated that it is her job as an elected board member to speak out for her students, her families, and her community.

Dr. Willner stated that the words from the poem "First they came..." has been resonating in her head for months. She is 100 percent in support of this resolution and feels that the speakers articulated their feelings so well that she doesn't need to go into great detail regarding the reasons for her support. She has heard objections to the resolution and felt like many of them were based on misinformation such as, being able to pick and choose which laws to follow and that we would not be complying with immigration laws because we don't like them. She asked Mr. Mellen to respond to those incorrect interpretations of the resolution.

Mr. Mellen responded by saying that the resolution states that we will comply with federal law. He agreed that we are not advocating or encouraging anyone to disobey any laws.

Chair Brady read a prepared statement and made it clear that this resolution does not break the law. It gives direction to staff and provides protocols. He stated that this is about children and the Board's responsibility to them. He discussed the fear that many of our children are feeling. He urged other members to support this resolution.

**Order #2017-036 - Motion Passed:** Board Chair Chris Brady recommends the Jefferson County Board of Education adopt a resolution declaring Jefferson County Public Schools a Safe Haven School District passed with a motion by Ms. Diane Porter and a second by Dr. Christopher Kolb.

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

# **IV. Approval of Meeting Agenda**

**Order #2017-037 - Motion Passed:** A motion that the Board of Education amend the agenda for February 7, 2017, and immediately bring forward Item VIII.A. Report on Progress to Achieve the Goals Set Forth in the Joint Commitment to Improve Educational Outcomes between Louisville Metro and JCPS, passed with a motion by Mr. Chris Brady and a second by Ms. Diane Porter.

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

# Report on Progress to Achieve the Goals Set Forth in the Joint Commitment to Improve Educational Outcomes between Louisville Metro and JCPS

Mayor Greg Fischer and Superintendent Donna Hargens presented a report regarding the ongoing partnership between Jefferson County Public Schools and Louisville Metro Government to improve education outcomes for the children of Louisville. Board members expressed appreciation for the collaborative effort and each of them had an opportunity to comment and ask questions.

Mrs. Duncan discussed universal preschool for the city of Louisville.

Mrs. Horne discussed funding and social-emotional supports.

Dr. Kolb discussed funding, the large number of homeless and disadvantaged students, and whole school restorative practices.

Dr. Willner discussed behavioral health services and restorative practices.

Chair Brady discussed the student assignment plan and the possibility of District input regarding zoning.

Ms. Porter discussed the Choice Neighborhood Grant which will help revitalize the Russell Neighborhood.

**Order #2017-038 - Motion Passed:** A motion that the Board of Education receive a report from Louisville Mayor Greg Fischer and Superintendent Donna Hargens regarding the progress made to achieve the goals set forth in the Joint Commitment to Improve Education Outcomes between Louisville Metro and Jefferson County Public Schools passed with a motion by Dr. Lisa Willner and a second by Ms. Diane Porter.

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

**Order #2017-039 - Motion Passed:** A motion that the Board of Education approve the agenda for February 7, 2017, as amended passed with a motion by Mr. Benjamin Gies and a second by Mrs. Linda Duncan.

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. Approval of Minutes of Previous Meeting

**Order #2017-040 - Motion Passed:** Superintendent Donna Hargens recommends the Board of Education approve the revised minutes of December 13, 2016, and minutes of the January 24, 2017, regular meeting passed with a motion by Ms. Diane Porter and a second by Mrs. Linda Duncan.

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

Superintendent Donna Hargens delivered remarks regarding: the Comprehensive District Improvement Plan; the JCPS Call Center; priority schools; the NISL program; the film, *Resilience: The Biology of Stress & the Science of Hope*; the Educators Rising District Conference; practice sample policies; staff and student attendance, staff vacancies, referrals and suspensions; the Student Support and Behavior Intervention Handbook; a Listen and Learn Session; a Deeper Learning Symposium; and the American School Board Journal. She concluded by recommending the consent agenda for approval later in the meeting.

Dr. Willner questioned updates to the Student Support and Behavior Intervention Handbook.

Mrs. Horne requested more detail for the disproportionality data for ECE and gap categories by school with a comparison of funding for schools and the number of tier 1, tier 2, and tier 3 students in each school. She stated that she has requested this information multiple times.

#### VII. Action Items

#### VII.A. Say Yes to Education Initiative

Dr. Willner presented a report on this item and stated that the original initiative is off the table but they are excited to be launching a new partnership. Director of Strategy Jonathan Lowe was available to answer questions.

Mrs. Horne stated that she would like to see our local legislative leaders and universities included in this partnership.

**Order #2017-041 - Motion Passed:** Superintendent Donna Hargens recommends the Jefferson County Board of Education reaffirm its support for the Say Yes to Education initiative as set forth in the attached letter of commitment passed with a motion by Ms. Diane Porter 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

#### VII.B. Approval of the Establishment of Board Committees

Chair Brady presented the rationale. There was no other discussion on this item.

**Order #2017-042 - Motion Passed:** Board Chair Chris Brady recommends the Jefferson County Board of Education establish a Policy Committee and a Facilities Committee, and authorize the Board Chair to determine committee membership and committee chairs based on Board member interest and representational balance 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

# VIII. Information Items

VIII.A. Report on Progress to Achieve the Goals Set Forth in the Joint Commitment to Improve Educational Outcomes between Louisville Metro and JCPS

This item was presented earlier in the meeting.

# VIII.B. Acceptance of Internal Audit Status Report 2016-17

Chief Audit Executive Jim Tencza from Dean Dorton Allen Ford presented the report. Each Board member had an opportunity to comment and ask questions.

Mrs. Duncan and Mrs. Horne questioned the centralization of bookkeeping and the new job position of School Finance Technician that will help assist schools.

Dr. Willner questioned the progress on seclusions and restraints and the issue of a code of silence.

Mrs. Duncan requested a monthly report on seclusions and restraints and a quarterly report on trend data for specific behavior incidents.

Mrs. Horne expressed concern and stated that the Board's requests are never placed on the planning calendar. She questioned what needs to be done to ensure these requests are added.

Chair Brady wanted reassurance that behavior data is not being inappropriately used as a determining factor in student assignment. He also questioned the use of a universal login ID for multiple systems.

**Order #2017-043 - Motion Passed:** Superintendent Donna Hargens recommends the Board of Education receive the attached Internal Audit Status Report by Jim Tencza of Dean Dorton Allen Ford 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

The Board took a short recess at approximately 10 p.m.

Chair Brady stated that some of the remaining speakers have children with them and then motioned to allow them to address the Board before the Consent Calendar.

**Order #2017-044** - **Motion Passed:** A motion that the Board of Education amend the agenda for February 7, 2017, and immediately bring forward speakers on non-agenda items passed with a motion by Mr. Chris Brady and a second by Mrs. Linda Duncan.

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

Andy Hargrove, Jeff Jenkins, and Rita Ward addressed the Board regarding changes at the Phoenix School of Discovery.

IX. Consent Calendar
IX.A. Certified Leaves of Absence
IX.B. Report of Personnel Actions
IX.C. Approval of Job Descriptions
IX.D. Approval of Organizational Charts
IX.E. Approval of Field Trip Requests

IX.F. Approval of Project, BG-1 Form, and Assignment of Architect/Engineer for Stage Rigging

Repair at Academy @ Shawnee and Jefferson County Traditional Middle School

IX.G. Approval of Bids and Revised BG-1 Forms

IX.G.1. Partial Roof Replacement at Academy @ Shawnee

IX.G.2. Partial Roof Replacement at Brandeis Elementary School

IX.G.3. Partial Roof Replacement at Byck Elementary School

IX.G.4. Partial Roof Replacement at Central High School MCA

IX.G.5. Partial Roof Replacement at Jeffersontown High School

IX.G.6. Partial Roof Replacement at Noe Middle School

IX.G.7. Partial Roof Replacement at Southern High School

IX.G.8. Partial Roof Replacement at Thomas Jefferson Middle School

IX.G.9. Partial Roof Replacement at Wellington Elementary School

IX.G.10. Partial Roof Replacement at Western Middle School

IX.G.11. Window Replacement Phase I at duPont Manual High School

IX.H. Approval of Contract Completion and BG-4 Form for Partial Roof Replacement at Watson Lane Elementary School

IX.I. Approval of Contract Completion and BG-4 Form for Full Roof Replacement at Zachary Taylor Elementary School

IX.J. Approval of Construction Change Orders

IX.K. Acceptance of Fiscal Year 2017 First and Second Offers of Assistance from the Kentucky School Facilities Construction Commission Education Technology Funding Program

**IX.L. Approval of Bid Tabulations, Contract Renewal, and Amendment** NO TIE BIDS

IX.M. Acceptance of Monthly Financial Report

IX.N. Acceptance of Purchase Order Report

IX.O. Acceptance of Quarterly Report of Investment Performance

IX.P. Acceptance of Voucher Report

IX.Q. Acceptance of Donations, Grants, and Funding

IX.Q.1. Acceptance of Donations and Small Grants

IX.Q.2. Acceptance of an Equipment Assistance Grant from The Kentucky Department of Education

IX.Q.3. Acceptance of Funding from the Jefferson County Public Education Foundation

IX.Q.4. Acceptance of Funding for Title I, Part A from the Kentucky Department of Education

IX.Q.5. Acceptance of Funding for Title I, Part D from the Kentucky Department of Education

IX.R. Notification of Conveyance of Right of Way for Audubon Traditional Elementary School

IX.S. Approval of 2017 Purchase of Schools Buses for Regular Transportation and Handicapped Transportation to Replace Aging Fleet Inventory

IX.T. Approval to Rename Smyrna Traditional Elementary School to Smyrna Elementary School IX.U. Approval of Revised Regular Board Meeting Schedule for 2017

Chair Brady stated that there are three items that need to be pulled for discussion, and two of them will require a separate vote.

• IX.T. Approval to Rename Smyrna Traditional Elementary School to Smyrna Elementary School Dr. Willner acknowledged and thanked Principal Dr. Tiffany Stith.

**Order #2017-045 - Motion Passed:** A motion that the Board of Education approve the consent calendar for February 7, 2017, minus IX.C. Approval of Job Descriptions and IX.D. Approval of Organizational Charts passed with a motion by Dr. Lisa Willner and a second by Ms. Diane Porter.

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

# IX.C. Approval of Job Descriptions

Ms. Porter questioned the job description for Project Manager-Education and Business/Industry Alignment.

Chief Business Officer Tom Hudson responded to Ms. Porter's questions by stating that the position is being funded by General Electric Company with a one-year commitment. They will work a 260-day schedule to allow them time to work with multiple industries.

#### IX.D. Approval of Organizational Charts

Ms. Porter questioned why the Director of College and Career Readiness reports to the Chief Business Officer instead of the Chief Academic Officer. She was concerned with the academic component and lack of consistency. She stated that it is critical that we get this right.

Mrs. Duncan echoed with Ms. Porter's concerns.

Dr. Kolb expressed concern with the breakdown of communication and stated that this is another example of the poor communication that he has previously witnessed. He supports Ms. Porter's concerns.

Dr. Willner agreed with Dr. Kolb's assessment of communication and stated that many times they have found themselves backed into corners on time sensitive issues.

**Order #2017-046 - Motion Passed:** A motion that the Board of Education approve Item IX.C. Approval of Job Descriptions passed with a motion by Mrs. Stephanie Horne and a second by Ms. Diane Porter.

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

**Order #2017-047 - Motion Passed:** A motion to amend Item IX.D. Approval of Organizational Charts to change the immediate supervisor of the Director of College and Career Readiness from the Chief Business Officer to the Chief Academic Officer (a solid line to CAO and dotted line to CBO) passed with a motion by Mrs. Linda Duncan and a second by Ms. Diane Porter.

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

**Order #2017-048 - Motion Passed:** A motion to approve Item IX.D. Organizational Charts, as amended passed with a motion by Mrs. Stephanie Horne and a second by Mrs. Linda Duncan.

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. Board Planning Calendar

Mrs. Duncan expressed concern because her requests never get placed on the Planning Calendar. She has requested multiple times to have the administrator's salary schedule placed on the calendar for May. She has also made multiple requests regarding a quarterly report on trend data for specific behavior incidents. She then requested an organizational chart review, she wants to see it on the calendar at some point. Lastly, she requested to have an update on the Facilities Plan in March.

Dr. Willner requested an update on the compensation study, she stated that they have been asking for the update since last April. She would like to have a realistic estimate of what funds can be recaptured and specifically how it will be done.

Mrs. Horne expressed concern and frustration because requests are repeated at every board meeting, but they are never placed on the Planning Calendar. She questioned what the process is to make sure the requests are placed on the calendar.

Mrs. Gilpin answered by explaining that all requests made during the meeting are captured and logged in the Board Member SharePoint Site. The Planning Calendar is updated at the instruction of Dr. Hargens and Jonathan Lowe.

Mrs. Horne wanted assurance that the requests will be placed on the calendar.

Dr. Hargens stated that there is a running list of requests and they need to do a better job of getting them on the Planning Calendar more quickly. She will meet with Mr. Lowe and Mrs. Gilpin to work on the list of requests in order to update the Planning Calendar and will then review with the Chair and Vice-Chair.

Mrs. Horne disagreed with Dr. Hargens' plan and stated that now is the time to deal with the calendar, it is not up to the Chair and Vice-Chair to create the calendar. She stated that they are not getting to the on deck issues, let alone the metrics for the strategies. She requested to add the metrics for the strategies and a timeline.

Mrs. Duncan stated that the Board votes on the Planning Calendar so that should assure them that the requests will be on there.

Chair Brady stated that he is moving the Formative Evaluation of the Superintendent to March 7; this will allow Board members an opportunity to attend the KSBA Annual Conference and receive training before they start the evaluation process.

**Order #2017-049 - Motion Passed:** Superintendent Donna Hargens recommends the Board of Education receive for information a planning calendar outlining discussion agenda items passed with a motion by Mrs. Linda Duncan and a second by Dr. Lisa Willner.

Mr. Chris Brady	Yes
Mrs. Linda Duncan	Yes
Mr. Benjamin Gies	No
Mrs. Stephanie Horne	No
Dr. Christopher Kolb	Yes
Ms. Diane Porter	Yes
Dr. Lisa Willner	Yes

#### **XI. Board Reports**

Dr. Kolb read excerpts from his written <u>Board Report</u>. He expressed concern regarding planned changes in the Phoenix School of Discovery that will require moving MSD children to a different school, and the fact that the parents of the MSD students have not been consulted or informed of these changes.

Mrs. Horne reported on meetings that she attended regarding the overcrowding issue at Crosby Middle School and then discussed school visits with Representatives Bam Carney and Jason Nemes.

Ms. Porter discussed follow-up on the Safe Haven Resolution, then thanked Engelhard Elementary School and family for stepping up to take care of the needs of their students. She reported on the *Educators Rising District Conference*; a documentary on Alberta Jones; a presentation at Howard University; the JCPS Flash Dads; a conference on resilience at the Muhammad Ali Center; the Equity Symposium in Washington D.C.; and a discussion at St. Stephen Church Family Life Center regarding the achievement gap. Lastly, she clarified a misunderstanding regarding the DuBois Academy and stated that the school is not intended for middle and upper-income families only; it is still a work in progress.

Dr. Willner discussed a visit to the Adult Learning Center at the Americana World Community Center. She also expressed concern regarding changes at the Phoenix School of Discovery.

Chair Brady announced that there are many great things going on in his district.

Dr. Hargens discussed a meeting with Crosby Middle School students. She then clarified the changes at the Phoenix School of Discovery by stating that a decision has not been made regarding the MSD classrooms. A meeting is planned for tomorrow to meet with the parents of the MSD students. She stated that Dr. Kolb's report contains some inaccuracies and incomplete information. She previously offered to meet with him to discuss, but she said he declined. She made a guaranteed to the Board that she is committed to doing it better and to learn from what didn't go well. She looks forward to providing more information on this issue.

# XII. Persons Requesting to Address the Board on Non-Agenda Items

Speakers addressed the Board earlier in the meeting.

#### XIII. Executive Session (If Needed)

#### XIV. Adjournment

**Order #2017-050 - Motion Passed:** A motion to adjourn the February 7, 2017, meeting of the Jefferson County Board of Education at 11:22 p.m. passed with a motion by Ms. Diane Porter 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

Chair Chris Brady

Dr. Donna Hargens, Superintendent/Secretary

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