

**COATESVILLE AREA SCHOOL DISTRICT
SCHOOL BOARD MEETING MINUTES
MARCH 25, 2014 - 7:00 PM
9/10 CENTER AUDITORIUM**

OPENING ACTIVITIES

1. CALL TO ORDER AT 7:10 P.M.

2. READING OF MISSION STATEMENT

THE MISSION OF THE COATESVILLE AREA SCHOOL DISTRICT, A LEARNING COMMUNITY RICH IN DIVERSITY AND COMMITTED TO EXCELLENCE, IS TO EDUCATE ALL STUDENTS BY PROVIDING RIGOROUS EDUCATIONAL OPPORTUNITIES TO BECOME RESPONSIBLE, PRODUCTIVE, LIFE-LONG LEARNERS IN A GLOBAL SOCIETY.

3. ADVISEMENT

By notice of the President, Board Members are advised that all votes shall be regarded as roll call votes. The minutes should also note that public notice was given for this meeting in accordance with Act 93 of 1998, Section 1. School Board meetings shall proceed in accordance with School Board policy.

4. ROLL CALL

Board of School Directors

J. Neil Campbell, President - present	<i>Finance & Operations Committees</i>
James L. Fox, Vice President - present	<i>Community & Student Relations Committee (Chair)</i>
Diane M. Brownfield - present	<i>Education & Community & Student Relations Committees (Chair)</i>
Stuart C. Deets - present	<i>Finance & Operations Committees</i>
James Hills - present	<i>Education Committee</i>
Laurie C. Knecht - present	<i>Operations Committee (Chair)</i>
Kimberly M. Mammel - present	<i>Education Committee</i>
Richard M. Ritter - present	<i>Finance Committee (Chair)</i>
Deborah L. Thompson - present	<i>Education & Community & Student Relations Committees</i>

Student Representatives

Paul Draper, Senior Class Representative - present
Katie Stefanski, Junior Class Representative - present

Solicitor

James E. Ellison, Esquire - present

Administration

Dr. Leonard D. Fitts, Interim Superintendent of Schools - present
Abdallah Hawa, Director of Technology - present
Ronald G. Kabonick, Director of Business Administration | School Board Secretary - present
Dave Krakower, Director of High School & Curriculum Instruction | Special Education (6-12) - absent
Jason Palaia, Director of Elementary Education (3-5) | Special Education (K-5) - present
Dr. Teresa Powell, Director of Middle School Education & Curriculum Instruction - present
John Reid, Director of Pupil Services/Data & Assessment - present
Dr. Angelo Romaniello, Jr., Assistant Superintendent - present
Erika Zeigler, Director of Human Resources - present

5. **MOMENT OF SILENCE AND SALUTE TO THE FLAG**

BOARD PRESIDENT'S REPORT

Presentation by the students of South Brandywine Middle School Students ~ Michele Snyder, Principal

ADDITIONS, DELETIONS OR MODIFICATIONS TO THE AGENDA

Delete:

2. E. Refinancing of the 2006 General Obligation Bonds

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approves the minutes for the February 25, 2014 School Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure*)

Approval of Minutes 2-25-2014 Approved Vote: 9-0-0

Motion: Diane Brownfield

Second: Jim Fox

Vote: 9-0-0

APPROVAL OF THE MINUTES

RECOMMENDED MOTION: That the Board of School Directors approves the minutes for the March 11, 2014 Special Board meeting subject to any addition, deletions, modifications or clarifications. (*Enclosure*)

Approval of Minutes 3-11-2014 Approved Vote: 8-0-1

Motion: Deborah Thompson

Second: Diane Brownfield

Vote: 8-0-1

PUBLIC COMMENT ON AGENDA ITEMS

The Board has requested all persons making comments on **agenda items** to list their name, address, telephone number and motion item(s) on the sheet provided. There is a three (3) minute limit per person. The Board does not take action or discuss items not appearing on the agenda. The Board values public comments and wishes to convey that although Board members cannot discuss items that are not on the agenda, they listen carefully and appreciate and value input from the public.

Anyone interested in reviewing the public's comments may contact the Board Secretary to request access to the digital recording. Public comments were made by the following:

1) Fonz Newsuan

2) Greg Wynn

3) Erin Scheivert

EXECUTIVE SESSION

- An executive session was held on Tuesday, March 11, 2014 from 5:00 to 6:30 p.m. for legal and personnel reasons.
- An executive session was held on Monday, March 17, 2014 from 5:00 to 7:00 p.m. for legal and personnel reasons.

- An executive session was held on Wednesday, March 19, 2014 from 6:00 to 10:45 p.m. for legal and personnel reasons.
- An executive session was held on Monday, March 24, 2014 from 7:00 to 11:00 p.m. for personnel and student matters.
- An executive session was held on Tuesday, March 25, 2014 from 6:00 to 7:00 p.m. for legal and personnel reasons.

SUPERINTENDENT’S REPORT

The superintendent’s report was provided by Dr. Fitts.

IMPORTANT DATES

Date	Time	Meetings	Place
April 8, 2014	6:00 p.m.	All Committee Meetings	9/10/Center Auditorium
April 22, 2014	7:00 p.m.	School Board Meeting	9/10/Center Auditorium

SPECIAL REPORTS

- President Campbell announced organizing a group to proceed with the CSI proposal.
- President Campbell introduced Dr. Cathy Taschner as their top choice to become the next Superintendent of Schools for the Coatesville Area School District. Dr. Taschner will be voted in at a later date TBA.

STUDENT REPRESENTATIVE’S REPORT

The student representative’s report was provided by Mr. Paul Draper.

MOTION ITEMS FOR APPROVAL

Committee meeting action items considered routine will be enacted under one motion unless removed for separate action upon Board request. The purpose of the consolidated motion is to expedite Governing Board action on all consent items, which are not held for discussion. Items that have been held for discussion by the Governing Board will be enacted upon at the time the item is discussed.

1. CONSENT AGENDA (Neil Campbell, School Board President)

RECOMMENDED MOTION: That the Board approves the consent agenda items:

Items to be removed from Consent Agenda:

- 2. F. Barbacane Thornton & Co LLP
- 2. K. 3. a – d. Human Resources – Leaves of Absence
- 3. A. Administrative Leave for CATA Members to visit Integrity Health
- 4. A. Roof Restoration for Caln Elementary School
- 5. A. Creation of CASD Policy Committee

Consent Agenda Approved Vote: 9-0-0

Motion: Diane Brownfield

Second: Laurie Knecht

Vote: 9-0-0

2. **FINANCE COMMITTEE** (*Richard Ritter, Chair*)

A. **Schedule of Bills Payable**

RECOMMENDED MOTION: That the Board of School Directors approves the Schedule of Bills Payable as submitted for the month ending February 28, 2014.

Fund	Paid
General Fund – 10	\$ 2,888,739.13
Capital Projects Fund 32 / 2007 GOB	0.00
Capital Projects Fund 33 / 2009A GOB	1,817.01
Capital Projects Fund 34 / 2010 GOB	20,603.27
New Capital Reserve Fund 38	0.00
Food Service – 51	120,628.62
Trust Fund – 71	0.00
Student Activities Fund – 81	18,802.64
Agency Fund – 89	13,622.60
TOTAL	\$ 3,064,213.27

B. **Treasurer’s Report**

RECOMMENDED MOTION: That the Board of School Directors approves the Treasurer’s Report as submitted for the month ending February 28, 2014.

C. **Budget Transfers**

RECOMMENDED MOTION: That the Board of School Directors approves the Budget Transfers as submitted for the month ending December 31, 2013 in the amount of \$43,427.87.

D. **Budget Transfers**

RECOMMENDED MOTION: That the Board of School Directors approves the Budget Transfers as submitted for the month ending February 28, 2014.

E. **Barbacane, Thornton & Company LLP**

RECOMMENDED MOTION: That the Board of School Directors accepts the 2012-2013 auditor’s report.

Barbacane Thornton Co. Approved Vote: 9-0-0

Motion: Neil Campbell Second: Diane Brownfield Vote: 9-0-0

F. **Chesconet Agreement**

RECOMMENDED MOTION: That the Board of School Directors approves the ChescoNet Agreement for the period of June 1, 2014 to June 30, 2016 in the amount of \$40,000.00 per year for basic optic connectivity with 200 Mbps internet bandwidth.

G. **Conrad Siegel Actuaries Service Agreement**

RECOMMENDED MOTION: That the Board of School directors approves Conrad Siegel to provide the GASB 45 valuation services for an approximate cost of \$8,300.

This Statement establishes standards for the measurement, recognition, and display of Other Post Employment Benefits (OPEB) expense/expenditures and related liabilities (assets), note disclosures, and, if applicable, required supplementary information (RSI) in the financial reports of state and local government employers. For financial reporting purposes, an actuarial valuation is required at least

biennially for OPEB plans with a total membership (including employees in active service, terminated employees who have accumulated benefits but are not yet receiving them, and retired employees and beneficiaries currently receiving benefits) of 200 or more or at least triennially for plans with a total membership of fewer than 200.

H. Exoneration of Uncollectible Tax Liens

RECOMMENDED MOTION: The Board of School Directors approves the exoneration of uncollectible tax liens as requested by the Chester County Tax Claims Bureau.

I. 2014-2015 Joint Purchases/Bids – C. C. I. U.

RECOMMENDED MOTION: That the Board of School Directors approves the following Chester County Intermediate Unit Joint Purchasing purchases for 2014-2017 Recycling Services Bid #1415-7 BFI in the amount of \$17,559.20 and Trash Removal Bid #1415-6 in the amount of \$216,288.00.

J. Human Resources

1. Resignations - Regular and Extra Duty

RECOMMENDED MOTION: That the Board of School Directors approves the following Resignations - Regular and Extra Duty:

a. CATA

- 1) Evans, Nicole, Special Education Teacher for the Reeceville Elementary School. Letter Dated: 2/26/14. Reason: Personal. Effective: 1/17/14.

b. CATSS

- 1) Breisblatt, Debbie, 6.0 Hour Clerical Aide for the Benner Administration Building. Letter Dated: 2/28/14. Reason: Personal. Effective: 3/14/14.
- 2) Estep, Deborah J., Assistant Principal's Secretary for the Coatesville Area Senior High School. Letter Dated: 3/7/14. Reason: Retirement. Effective: 5/1/14.
- 3) Shurak, Cheryl, Assistant Principal's Secretary for the Rainbow Elementary School. Letter Dated: 3/8/14. Reason: Retirement. Effective: 6/24/14.

c. EXTRA DUTY

- 1) Burns, Jamie, Assistant Volleyball Coach for the Coatesville Area Senior High School Campus. Letter Dated: 2/21/14. Reason: Personal. Effective: 2/21/14.
- 2) Burns, Jamie, 8th Grade Girls' Lacrosse Coach for the North Brandywine Middle School. Letter Dated: 2/21/14. Reason: Personal. Effective: 2/21/14.

- 3) Everett-Moschitta, Deborah, Assistant Field Hockey Coach for the Coatesville Area Senior High School Campus. Letter Dated: 1/29/14. Reason: Personal. Effective: 1/29/14.
- 4) Herr, Ashley, 7th Grade Track Coach for the South Brandywine Middle School. Letter Dated: 3/12/14. Reason: Change of Position. Effective: 3/11/14.
- 5) Lara-Ferrufino, Jose, Assistant Girls' Soccer Coach for the Coatesville Area Senior High School Campus. Letter Dated: 2/20/14. Reason: Personal. Effective: 2/20/14.
- 6) Sheridan, Jacqueline, 8th Grade Track Coach for the North Brandywine Middle School. Letter Dated: 2/4/14. Reason: Personal. Effective: 2/4/14.
- 7) Yates, Steven P., Head Girls' Soccer Coach for the Coatesville Area Senior High School Campus. Letter Dated: 1/31/14. Reason: Personal. Effective: 1/31/14.

2. **New Appointments - Regular and Extra Duty**

RECOMMENDED MOTION: That the Board of School Directors approves the following New Appointments - Regular and Extra Duty:

a. CATA

- 1) Pavlo, Jacqueline, LTS 4th Grade Teacher for the Caln Elementary School. Posted: 8/3/13 (Stanley). Salary: \$44,600.00 (prorated). Temporary Substitute Contract. Degree: BS – Elementary Education, West Chester University. Years of Exp.: 3. Effective: Extension 4/2/14 – 6/17/14. SP4: Approved.

b. CATSS

- 1) Davis, Alisha, 2.0 Hour Cafeteria/Playground Aide for the Caln Elementary School. Date Posted: 1/24/14 (Gill). Salary: \$9.50/hr. Effective: 3/26/14. SP4: Approved.
- 2) Fountain, Brian, 6.5 Hour Special Education One-on-One Aide for the East Fallowfield Elementary School. Date Posted: 1/16/14 (Barnhart). Salary: \$12.50/hr. Effective: 3/26/14. SP4: Approved.
- 3) Hooper, Wendy, Substitute Secretary for the Coatesville Area School District. Salary: \$14.00/hr. Effective: 3/26/14. SP4: Staff.

c. EXTRA DUTY

- 1) Gatchel, Howard, 8th Grade Baseball Coach for the North Brandywine Middle School. Date Posted: 1/10/14 (Foster). Salary: \$2,710.00. Effective: 2013 – 2014 School Year. SP4: Approved.
- 2) Hallinan, Lauren, 8th Grade Track Coach for the North Brandywine Middle School. Date Posted: 2/18/14 (Sheridan). Salary: \$2,322.00. Effective: 2013 – 2014 School Year. SP4: Staff.

- 3) Harkins, Anthony, 7th Grade Track Coach for the North Brandywine Middle School. Date Posted: 1/15/14 (Auberzinsky). Salary: \$1,854.00. Effective: 2013 – 2014 School Year. SP4: Approved.
- 4) Herr, Ashley, 8th Grade Track Coach for the South Brandywine Middle School. Date Posted: 9/27/13 (Kamara). Salary: \$2,064.00. Effective: 2013 – 2014 School Year. SP4: Staff.
- 5) Neubauer, Jaclyn, 7th Grade Track Coach for the Scott Middle School. Date Posted: 3/5/14 (Phoenix). Salary: \$2,060.00. Effective: 2013 – 2014 School Year. SP4: Staff.

3. Leave(s) of Absence

RECOMMENDED MOTION: That the Board of School Directors approves the following Leave(s) of Absence as indicated:

a. ADMINISTRATION

- 1) Feeney, Kathleen, Grants and Federal Programs Supervisor for the Coatesville Area School District. Letter Dated: 2/19/14. Reason: FMLA. Effective: 2/25/14 – 4/4/14.

b. CATA

- 1) Baxter, Mileeta, 1st Grade Teacher for the Reeceville Elementary School. Letter Dated: 3/3/14. Reason: Extended Childrearing Leave. Effective: 3/10/14 – 3/17/14.
- 2) Bender, Jennifer, School Psychologist for the Friendship Elementary School. Letter Dated: 2/4/14. Reason: FMLA. Effective: 3/17/14 – 6/6/14.
- 3) Bright, Megan, Spanish Teacher for the Coatesville Area Senior High School Campus – 9/10 Center. Letter Dated: 2/27/14. Reason: Extended Childrearing Leave. Effective: 8/18/14 – 1/21/15.
- 4) Frederick, Bonnie, 3rd Grade Teacher for the Rainbow Elementary School. Letter Dated: 3/3/14. Reason: FMLA/Childrearing Leave. Corrected Effective Dates: 3/4/14 – 6/17/14.
- 5) Gast, Jennifer, Mental Health Specialist for the Friendship, King’s Highway, and Rainbow Elementary Schools. Letter Dated: 1/9/14. Reason: Extended FMLA. Effective: 3/8/14 – 3/21/14.
- 6) Johnson, Andria, Gifted Teacher for the Coatesville Area Senior High School. Letter Dated: 2/24/14. Reason: FMLA. Effective: 2/11/14 – 3/21/14.
- 7) Knecht, Robert, Social Studies Teacher for the Scott Middle School. Letter Dated: 1/3/14. Reason: FMLA/Childrearing. Effective: 1/13/14 – 6/17/14.
- 8) Sebastianelli, Margaret, 2nd Grade Teacher for the Caln Elementary School. Letter Dated: 1/10/14. Reason: FMLA. Effective: 4/4/14 – 6/17/14.

- 9) Shirk, Stephen, Guidance Counselor for the Coatesville Area Senior High School Campus – 9/10 Center. Letter Dated: 2/2/14. Reason: FMLA. Effective: 4/28/14 – 5/30/14.
- 10) Thompson, Kathleen, Reading Specialist for the Reeceville Elementary School. Letter Dated: 1/29/14. Reason: FMLA. Effective: 1/30/14 – 2/24/14.

c. CATSS

- 1) Cook, Laurie, 6.5 Hour Special Education One-on-One Aide for the Coatesville Area Senior High School Campus – 9/10 Center. Letter Dated: 2/9/14. Reason: FMLA. Effective: 1/23/14 – 2/17/14.
- 2) Fisher, Sonia, 6.5 Hour Special Education One-on-One Aide for the Coatesville Area Senior High School Campus – 9/10 Center. Letter Dated: 2/3/14. Reason: Extended Medical Leave of Absence. Effective: 12/21/13 – 3/21/14.
- 3) Myers, Priscilla, Attendance Secretary for the Coatesville Area Senior High School Campus – 9/10 Center. Letter Dated: 3/17/14. Reason: Extended Medical Leave of Absence. Effective: 2/10/14 – 6/18/14.
- 4) Smith, Lisa, 6.5 Hour Special Education One-on-One Aide for the Coatesville Area Senior High School. Letter Dated: 2/27/14. Reason: FMLA. Effective: 12/17/13 – 2/4/14.

d. FEDERATION

- 1) Estes, William, Custodian for the King’s Highway Elementary School. Letter Dated: 2/11/14. Reason: FMLA. Effective: 1/24/14 – 3/18/14.
- 2) Ibrahim, Alie, Custodian for the South Brandywine Middle School. Letter Dated: 11/1/13. Reason: Extended Medical Leave of Absence. Effective: 1/31/14 – 3/25/14.
- 3) Reason, John, Head Custodian for the Friendship Elementary School. Letter Dated: 1/23/14. Reason: FMLA. Effective: 1/9/14 – 3/20/14.

HR: Leaves of Absence 2. K. 3. a – d) Approved Abstained: Mammel & Ritter

Motion: Diane Brownfield

Second: Neil Campbell

Vote: 7-0-2

4. **Change of Status**

RECOMMENDED MOTION: That the Board of School Directors approves the Change of Status as indicated:

a. CATSS

- 1) Dunnuck, Leslie, move from Substitute Instructional Aide for the Coatesville Area School District to 6.5 Hour Special Education One-on-One Aide for the South Brandywine Middle School. Date Posted: 1/28/14 (Hicks). Rate: \$12.50/hr. Effective: 3/26/14.

- 2) Gilfillan, Linda, move from 2.0 Hour Cafeteria/Playground Aide for the Caln Elementary School to 6.5 Hour 504 Instructional Aide for the Caln Elementary School. Date Posted: 2/4/14 (Stauffer). Effective: 3/26/14.

b. FEDERATION

- 1) Cumens, Paige, move from General Utility Lead Worker Level "C" @ \$16.04/hr. for the East Fallowfield Elementary School to General Utility Lead Worker Level "B" @ \$16.58/hr. for the East Fallowfield Elementary School. Effective: Retroactive to 2/26/14.
- 2) Jones, Rita, move from Head Custodian Level "B" @ \$23.63/hr. for the Scott Middle School to Head Custodian Level "A" @ \$23.97/hr. for the Scott Middle School. Effective: Retroactive to 1/14/14.

3. **EDUCATION COMMITTEE** (*Diane Brownfield, Chair*)

A. **Administrative Leave for CATA Members to Visit Integrity Health**

RECOMMENDED MOTION: That the Board of School Directors approves administrative leave for the following CATA members to visit Integrity Health Systems at their facility in Toms River, NJ on April 4, 2014: Mike De Haut, Mary Beth Guiseppe, Jeff Guy, Patty Nelms, Audra Ritter, Patty Shesko and Denise Smith.

CATA Members Admin. Leave to Visit Integrity Health Approved Vote: 9-0-0

Motion: Diane Brownfield

Second: Laurie Knecht

Vote: 9-0-0

4. **OPERATIONS COMMITTEE** (*Laurie Knecht, Chair*)

A. **Roof Restoration for Caln Elementary School**

RECOMMENDED MOTION: That the Board of School Directors approves the roof restoration of Caln Elementary School by Weatherproofing Technologies Inc., under contract AEPA – IFB - 013 - B, WTI contract number 5023884 in the amount of \$820,517.08.

Caln Roof Restoration Approved Vote: 8-1-0 Opposed: Brownfield

Motion: Neil Campbell

Second: Deb Thompson

Vote: 8-1-0

B. **Roof Restoration for East Fallowfield Elementary School**

RECOMMENDED MOTION: That the Board of School Directors approves the roof restoration of East Fallowfield Elementary School by Weatherproofing Technologies Inc., under contract AEPA – IFB – 013 - B, WTI contract number 5023885 in the amount of \$ 143,031.15.

C. **Roof Restoration for CASD Facilities Building**

RECOMMENDED MOTION: That the Board of School Directors approves the roof restoration of CASD Facilities building by Weatherproofing Technologies Inc., under contract AEPA – IFB – 013 - B, WTI contract number 5023889 in the amount of \$139,980.90.

- D. **Rerouting of Fiber Service**
RECOMMENDED MOTION: That the Board of School Directors approves the rerouting of existing fiber service from the Benner building to the new Administration building by Sunesys in the amount of \$33,679.00.

5. **COMMUNITY & STUDENT RELATIONS COMMITTEE** (*James Fox, Chair*)

- A. **Creation of the Coatesville Area School District Policy Committee**

RECOMMENDED MOTION: That the Board of School Directors approves the creation of a Policy Committee consisting of Board Members, administrators, staff and community members to review and ~~make~~ recommend revisions to the Coatesville Area School District policies.

Creation of CASD Policy Committee Approved Vote: 9-0-0

Friendly Amendment to amend Motion:

Motion: Stuart Deets

Second: Rick Ritter

Vote: 9-0-0

Amended Motion:

Motion: Deborah Thompson

Second: Laurie Knecht

Vote: 9-0-0

- B. **Contract P.S.B.A. to Review Coatesville Area School District Policies**

RECOMMENDED MOTION: That the Board of School Directors approves to contract the P.S.B.A. to do a comprehensive review of all Coatesville Area School District policies. Policy Review/Administrative Services Package at a cost of \$9,500. This package includes a one free year of administrative regulation updates, a savings of \$1,000.

- C. **Approval of a Foreign Exchange Student from Germany**

RECOMMENDED MOTION: That the Board of School Directors approves a foreign exchange student from Germany to attend school at the Coatesville Area Senior High School during the 2014-2015 school year.

- D. **Use of the Coatesville Memorial Stadium by the Chester County Special Olympics**

RECOMMENDED MOTION: That the Board of School Directors approves the use of the Coatesville Memorial Stadium by the Chester County Special Olympics on May 8, 2014. The Chester County Special Olympics is also requesting that the use of facilities fee be waived.

- E. **Use of Turf Fields for Valor Bowl Practice**

RECOMMENDED MOTION: That the Board of School Directors approves the use of both turf fields for Valor Bowl practice on May 12-15, 19-22, and 27, 2014. A request was also made to waive the fee for the use of facilities. All proceeds will benefit the Chester County Special Olympics.

- F. **Student Discipline Hearings**

RECOMMENDED MOTION: That the Board of School Directors approves the following student disciplinary action(s) as recommended. (*Enclosure*)

<u>Student #</u>	<u>Action(s)</u>
14DH09	In-home instruction pending referral to an alternative educational setting
14DH10	In-home instruction pending referral to an alternative educational setting
14DH11	15 day expulsion with educational provisions

PUBLIC COMMENT

The Board has requested that all persons making comments of public concern to list their name, address, telephone number and topic(s) on the sheet provided. There is a three (3) minute time limit per person.

Anyone interested in reviewing the public's comments may contact the Board Secretary to request access to the digital recording. Public comments were made by the following:

- | | |
|-----------------|-------------------|
| 1) Jeff Guy | 4) Ann Wuertz |
| 2) Fonz Newsuan | 5) Erin Scheivert |
| 3) Greg Wynn | |

ADDITIONAL BOARD MEMBERS' REPORTS

INFORMATION ITEMS

ADJOURNMENT

This meeting was adjourned at 9:30 p.m. on a motion by Neil Campbell and seconded by Diane Brownfield.

Respectfully submitted,
Karen Jackson, Recording Secretary

Ronald G. Kabonick, School Board Secretary

If any Board Member or member of the public wishes to review the minutes verbatim, please contact the School Board Secretary and make arrangements to come to the District Office and listen to the meeting tapes.