

**TWAIN HARTE SCHOOL DISTRICT  
BOARD OF EDUCATION TRUSTEES**

**BOARD MEETING MINUTES**

**Located At:**

Twain Harte School  
22974 Twain Harte Drive  
Twain Harte, CA 95383  
Upper Campus Study Hall

**WEDNESDAY, MAY 18, 2016 at 4:00 p.m.**

The Public Session began at 4:00 p.m.

**PUBLIC SESSION**

**1. CALL TO ORDER**

- 1.1. Pledge of Allegiance
- 1.2. Roll Call

Members Present:	Eli Wingo Lisa Brady Nathan Nutting Ronda Bailey Tim Hoffman-Brady
Administration Present:	Jeff Winfield, Superintendent Tonya Midget, CBO Dan Mayers, Principal
Employees Present:	Daisi Kepner, Administrative Specialist

**1.3. Agenda Review & Adoption**

Motion to Approve: Ronda Bailey  
Second: Tim Hoffman-Brady  
Vote: 3 Ayes, 0 Noes, 0 Absent, 0 Abstentions

**2. COMMENTS FROM THE PUBLIC**

*(The public may address the Board on any matter pertaining to the district that is not on the agenda.)*

There were no comments from the public.

Lisa Brady & Nathan Nutting arrived to the meeting at 4:02 p.m.

**3. CONSENT AGENDA**

*(The Board will consider all of the following items by a single vote unless any member of the Board or the public asks that an item be removed from the Consent Agenda and be considered separately.)*

- 3.1. Minutes from April 20, 2016
- 3.2. Warrants to May 5, 2016

Motion to Approve: Ronda Bailey  
Second: Lisa Brady  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions

Tim inquired whether the teachers found the Common Core Training helpful. Lori Gold confirmed that it was very helpful especially in the TK area.

**4. EDUCATION**

- 4.1. Character Counts Kids for April 2016 – Emmeline Clark & James Richardson  
Recommendation: For Information
- 4.2. Student of the Month for April 2016 – Layla Joseph  
Recommendation: For Information

#### 4.3. Recognition and Thank You to Foundation For Educational Excellence (FFEE)

“To support our teachers in their endeavor to enrich classroom education for all students.”

Daniel Richardson-President, Vicki Young-Vice President, Joleen Jacobs-Treasurer/Secretary, Wendy Vallelunga, Carol Baldwin, Courtney Zukal, Naomi Brown

Dan expressed how much the district appreciates all that FFEE has brought to our school over the years. Dan shared that their efforts have not been overlooked and we will miss them! Dan handed out a thank you mug/gold coins and card signed by the staff and district to the members.

#### 4.4. Diplomas for the Graduating Class of 2016

Recommendation: For Signature After the Meeting

#### 4.5. Yosemite National Park, 4<sup>th</sup>/5<sup>th</sup> Grade Field Trip – May 24, 2016

Recommendation: For Information

Mike Calbert spoke about how he would like to see this trip become an annual trip. Mike emphasized that the State Park Pass is free to 4<sup>th</sup> graders and a great reason to participate yearly. If the school pursues the trip in the future Mike would like to see the time increased so that the portion in the park would be extended. Mike shared that everyone is looking forward to it and excited to be going again this year! Dan shared that students learn about how Yosemite came about and the people involved in their class curriculum. Dan also agreed that increasing the time would be a great option for the future.

#### 4.6. Challenge Day – Lynn Groff

Recommendation: For Discussion

Lynn Groff spoke passionately and personally about how her own childhood affects why she invests so much time helping children at the school. Lynn shared how she feels all children should experience a sense of support and this is why she feels Challenge Day is so important. Lynn prepared a handout with responses from previous students explaining why Challenge Day was important to them. Lynn explained that it is a one day event that takes place with 7<sup>th</sup>/8<sup>th</sup> graders every other year. Lynn stressed that it is a voluntary activity that the children can choose to participate in. Lynn also explained that children can choose to opt out at any point during the day. Lynn feels it is a great “learning moment” to teach children about how to relate and support others. Lynn feels it is team building day that makes children feel safe, and cared for and have a new sense of self-esteem. Lynn encouraged the board members to go online and watch the MTV documentary produced about what Challenge Day is like. Lynn stressed that she would like the Board to reconsider Challenge Day for next year as we did not participate this year.

Tim expressed that he personally is against Challenge Day because he has spent many hours dealing with the after effects that Challenge Day has had on his own children’s lives. Tim shared with intense emotion that some of his adopted children have struggled after Challenge Day. Things that were shared on Challenge Day were then used against his children on the playground to hurt them. Tim feels that Challenge Day brings out raw emotions and big issues and then there is not enough support there to help deal with it. Tim has two children that were teased afterwards and it resulted in awful nightmares and talk of suicide. Tim feels that we do not have enough counseling support after the event on site. Tim feels this leads to dangerous and upsetting situations for people that aren’t prepared to deal with it.

Lynn empathized with Tim about his own situation. However, Lynn continued to state that it is a voluntary activity and she feels that to take the option away from all children is a heartbreaking response. Lynn confirmed with Dan that there are two counselors present at the event and that usually about ten kids are recommended for further counseling.

Anita Rich spoke about her own childhood and that she experienced those same emotions that Tim’s children dealt with. Anita shared that she wished she had been able to be part of something like Challenge Day when young. Anita feels it would have been life altering for her at that stage in her life. Anita stressed that the negative doesn’t necessarily outweigh the positive in this case. Anita feels some children may have a difficult time but many others benefit and it changes their lives. Anita has worked in Special Ed for years and she knows the effort of affecting one kid is still worth the effort. The child that is changed is still a great success and worth our time!

Eli inquired about whether a permission slip is sent home with the information. He asked how thorough of an explanation it gave and whether it referred people to YouTube to watch the video.

Lynn confirmed that permission slips are sent home that explain all of the information including the option to choose not to participate. At the beginning of the day it is also explained to the students that they can leave whenever they want if they become uncomfortable.

Dan confirmed that any child that opted out could immediately leave the gym. If the student calls their parents they can then be picked up for the day.

Nate shared that he also had a personal negative experience with Challenge Day a few years ago. He expressed that he likes the concept and he does feel it is important to learn to have a wider view. However, Nathan felt that the permission slip was vague and he was unaware of what all was going to be involved. Nathan said that in essence this is a form of group therapy and much more intense than you think at first glance. Nathan feels that problems start when children with issues feel led by the group to disclose personal thoughts that really should be discussed with professionals. Nathan is not opposed to Challenge Day but feels that more safeguards must be put in place if we are to do it again. Safeguards should include: making it very clear to both parents and students that this is a form of group therapy, an effort to put an adequate number of counselors in place, and stressing that children may opt out at any time. Nathan cautioned that even though all kids have the right to share, what they do share will not always be of equal value. There is danger in the extremes that will be revealed and the fact that not all children can be trusted to be kind with that information. If we are going to pursue it we need to have proper staff to deal with all of the emotions that come out after. Nate felt that it should be taken very seriously if we are to reconsider it.

Kellee Leamy shared that her older son Sean had a very positive experience with Challenge Day. Sean, although very reserved, felt comfortable enough to grab the microphone and talk at Challenge Day. That affected him deeply in the way he started to communicate with his parents about feeling depression at home after the event. Kellee felt it helped him learn to put a voice to his feelings. Kellee feels that it gave him the tools he needed to speak up in life. Kellee would encourage the school to pursue any program that helps our children feel more open to coming to us as parents with their feelings.

Anita encouraged the board members to work on the concept of how we can improve it instead of throwing it to the side. Anita feels that if children are speaking up, even if it is on difficult issues, then they need to speak up.

Eli asked if any staff member present has attended Challenge Day.

Wendy Scott shared that her son went to Challenge Day and it greatly affected him and their family thereafter. Wendy explained that her son had deep fears about his Dad having a dangerous job and possibly getting killed on the job. Her son had never shared these things with them until after Challenge Day. This allowed them to get counseling and it was the best thing that could have happened. It allowed them to get him help and to stop his dangerous behaviors.

Eli questioned what happens to the children that choose not to participate if all of the teachers are involved in helping with Challenge Day.

Dan explained that they can choose to stay home or choose to come to school but go to another classroom for the day.

Wendie Roberts said that working as a staff member she had an experience with a student that shared some difficult things about his home life. Prior to Challenge Day Wendie had a hard time dealing with this student. Wendie said this allowed her to connect with him in a different way and encourage his life through reading. Wendie shared that the student is still in contact with her today as a result. Wendie feels that overall it is a positive experience for most students. Wendie also shared that her own kids had good experiences with Challenge Day.

Nathan stated that he liked Anita's suggestion that we should look at addressing improvements to Challenge Day instead of throwing it out. Nathan feels we should talk about how we can pursue it but we must put in those safeguards. Nathan believes we should address both the negative and positive of the event. Nathan feels that there needs to be a limited scope of what we will be willing to discuss with the students. Nathan would want reassurance that someone qualified is there to notice the different personalities and the way individuals react. Nathan feels there comes a point when someone needs to gently step in and say this needs to be handled separately from the group.

Eli inquired if the Challenge Day Team would be willing to talk with the school board.

Lynn said she was not sure but we could look into it. Lynn also clarified that the students are informed upfront that if they say something about hurting themselves, hurting someone else, or being hurt by others that it will be reported to the counselor that day. Lynn feels sometimes students do open up because they want to talk to someone.

Eli stressed that his concern is for the children that carry a huge weight on their shoulders and are not able to work through their issues in just one day. Eli is concerned for what happens when those students go home and it hits them the day after or even further out. Eli is concerned that the support is not there later when they need it days later.

Dan explained that after Challenge Day the adults de-brief about all of the kids that shared difficult personal stories. They prioritize the need for additional help and put the students in contact with a counselor the next day.

Vicki Young shared that she has had a small experience with Challenge Day in Girls Circle. Vicki cautioned that there will always be students that choose to violate that trust later. Vicki feels that more of an emphasis needs to be put on the fact that what you hear is confidential.

Nate agreed saying that it exposes a "hot button" in that child's life and the result of that can be scary. Nate feels that it turns into a situation only fit for professionals to deal with. Nate shared that he had an experience with his daughter related to Challenge Day. He explained that she ran out of the house that day after coming home and they had no idea why. After sitting and talking with her she revealed that she felt bad about herself because everyone else was able to cry and she wasn't. Nate feels that someone trained should be there to point out and explain different personality types and reactions.

Wendie Roberts wondered if maybe our group of students are just too young to deal with these deep issues. Perhaps this is something we should leave to the high school level.

Eli thanked everyone for sharing and said that these are things the Board will think about moving forward. Eli stated that there would be further discussion about Challenge Day.

Tim suggested that a group come together to work on putting safeguards in place. Tim wants to make sure that if we pursue Challenge Day we are working towards making it happen in a way that everyone is comfortable with. The group could discuss better permission slips, more counselors on the day, follow up access to counselors, etc...

## 5. FISCAL SERVICES

Items 5.1. – 5.3. were voted on at the same time.

### 5.1. MOU w/ Duff & Phelps Consulting Agreement

Motion to Approve: Ronda Bailey

Second: Lisa Brady

Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions

### 5.2. MOU w/ PACETPA Administrative Services Agreement

Motion to Approve: Ronda Bailey

Second: Lisa Brady

Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions

- 5.3. MOU w/ TCSOS Menu of Services Agreement  
 Motion to Approve: Ronda Bailey  
 Second: Lisa Brady  
 Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 5.4. Second Interim Report 2015-2016 – Approval Letter  
 Recommendation: For Information
- 5.5. P2 Attendance School District Report 2015-2016 – Certification  
 Recommendation: For Information
- 5.6. Donation Received for 2015/2016:  
 Senior/Youth Partnership / PM Club, \$1,000 to FFEE – Sports Program  
 Recommendation: For Information
- Items 5.7. – 5.10. were voted on at the same time.
- 5.7. Disclosure Statement w/ Associated Salary Schedules – California School Employees Association  
 Motion to Approve: Tim Hoffman-Brady  
 Second: Nathan Nutting  
 Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 5.8. Tentative Agreement – California School Employees Association  
 Motion to Approve: Tim Hoffman-Brady  
 Second: Nathan Nutting  
 Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 5.9. Consideration of Highlands Energy Contract, Prop 39  
 Motion to Approve: Tim Hoffman-Brady  
 Second: Nathan Nutting  
 Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 5.10. Board’s Consideration and Adoption of a Bid for Propane/Tank Rental for a period of three years commencing July 1, 2016 through June 30, 2019 pursuant to Public Contract Code sections 20111 and 20118. The Bid was received in response to a request for bids published by the Tuolumne County Superintendent of Schools Office on March 31, 2016 and April 7, 2016, pursuant to Public Contract Code section 20112  
 Motion to Approve: Tim Hoffman-Brady  
 Second: Nathan Nutting  
 Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 5.11. Consideration of Resolution No. 2015-2016-05-01 In the Matter of Establishment of Special Reserve for Capital Outlay Projects Fund (Fund 40) (Ed Code Sections 17462, 41003, 42840)  
 Motion to Approve: Tim Hoffman-Brady  
 Second: Lisa Brady  
 Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions  
 Roll Call: Eli Wingo  
 Lisa Brady  
 Ronda Bailey  
 Tim Hoffman-Brady  
 Nathan Nutting
- 5.12. Consideration of Resolution No. 2015-2016-05-02 In the Matter of Establishment of Fund Balance Policies and Commitments as Required by GASB 54  
 Motion to Approve: Lisa Brady  
 Second: Tim Hoffman-Brady  
 Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions  
 Roll Call: Eli Wingo  
 Lisa Brady  
 Ronda Bailey  
 Tim Hoffman-Brady  
 Nathan Nutting

Tonya clarified that she established Fund 40 for the proceeds of Black Oak School. Tonya explained that there are very specific ways that the district may spend the proceeds. It was then necessary to update this policy as well.

## 6. PERSONNEL

Items 6.1. – 6.9. were voted on at the same time.

- 6.1. Consideration of Approval of Certificated Contract – Kimberlie Ballard, 80% Job Share  
Motion to Approve: Tim Hoffman-Brady  
Second: Nathan Nutting  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 6.2. Consideration of Approval of Certificated Contract – Karen Stapp, 20% Job Share  
Motion to Approve: Tim Hoffman-Brady  
Second: Nathan Nutting  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 6.3. Consideration of Approval of Certificated Contract – Kimberly Hartwig, Prob II  
Motion to Approve: Tim Hoffman-Brady  
Second: Nathan Nutting  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 6.4. Consideration of Approval of Classified Contract – Brenda Wyatt  
Motion to Approve: Tim Hoffman-Brady  
Second: Nathan Nutting  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 6.5. Consideration of Approval of School Counselor Contract – Donn Hohengarten  
Motion to Approve: Tim Hoffman-Brady  
Second: Nathan Nutting  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 6.6. Consideration of Approval of Special Education Contract – Dave Schroeter  
Motion to Approve: Time Hoffman-Brady  
Second: Nathan Nutting  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions

Robyn Moore questioned how long we were going to continue with a Special Ed consultant. Robyn stated that Dave has been on staff for several years and she was curious how long it would continue. Dan explained that the district felt it was valuable for another year because we have a new Special Ed teacher coming on staff. We are also dealing with new Title I, curriculum and assessments.

- 6.7. Consideration of Approval of PE Consultant Contract – Claude Parcon  
Motion to Approve: Tim Hoffman-Brady  
Second: Nathan Nutting  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 6.8. Consideration of Approval of Safe School Ambassador Contract – Joleen Jacobs  
Motion to Approve: Tim Hoffman-Brady  
Second: Nathan Nutting  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 6.9. Consideration of Approval of Web Master Contract, \$1,000 Stipend – Laura DeMars  
Motion to Approve: Tim Hoffman-Brady  
Second: Nathan Nutting  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions

Items 6.10. – 6.13. were voted on at the same time.

- 6.10. Consideration of Approval of Classified/Confidential Management & Administration 2015-2016 w/ Associated Salary Schedules, Contracts: Ron Wurz – MOT Director, Tonya Midget – CBO, Daisi Kepner – Administrative Specialist I  
Motion to Approve: Tim Hoffman-Brady  
Second: Lisa Brady  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions
- 6.11. Consideration of Approval of Administrative Management 2016-2017 Contract, Principal – Dan Mayers  
Motion to Approve: Tim Hoffman-Brady  
Second: Lisa Brady  
Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions

6.12. Consideration of Approval of Classified Management 2016-2017 Contract, MOT Director – Ron Wurz

Motion to Approve: Tim Hoffman-Brady

Second: Lisa Brady

Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions

6.13. Consideration of Approval of Confidential/Management 2016-2017 Contract, CBO – Tonya Midget

Motion to Approve: Tim Hoffman-Brady

Second: Lisa Brady

Vote: 5 Ayes, 0 Noes, 0 Absent, 0 Abstentions

6.14. Public Discussion re: Soulsbyville Decision Not To Renew MOU For Shared Superintendent & Plan for Superintendent Services for 2016-2017

Recommendation: For Discussion

Jeff explained that for the last nine years the district has operated sharing services to save financially. Also, closing schools and declining enrollment have contributed to that choice. Jeff stated that those reasons may not be a determining factor in the model chosen now. Jeff explained that even if Twain Harte School is a small district we are still required to do the same amount of work as a larger district and that needs to be considered. Jeff mentioned that we brought the CBO on board full-time last year to meet some of that need. Jeff explained that Soulsbyville is also looking to increase their administration time and service and so has declined to renew our contract now. Jeff explained that he will work until June 30<sup>th</sup> under his current contract and then fortunately will be able to work on an hourly consultation basis afterwards. Jeff feels that Twain Harte School needs to increase their service as well. Jeff stressed that it has never been the case that he does not enjoy working with Twain Harte School. Unfortunately, the direction of where the two schools are going is not compatible. Jeff suggested that the district form a committee that would consist of teachers, staff, board members, and community members that want to be included in the dialogue. Jeff said he would willingly serve on the committee with Dan as well. Jeff pointed out that the trend in the county has changed and almost all schools have stopped sharing services. Jeff suggested that since we are past the hardship of money the board should look into someone that they can have some ownership of. Jeff clarified that he will continue to work on an hourly basis to help us through the transition. Jeff suggested that we will have to get creative and do some work to find the right person. It may be a good avenue to pursue a retired administrator for example.

Nathan inquired about what model most schools are choosing. Jeff explained that three schools went into Superintendent/Principal models but it did not take long for them to see the need to increase services. They have all ended up hiring Vice/Co Principals as a result.

Robyn Moore commented that it seems to have worked for us to have a part-time Superintendent. Robyn inquired if that was still an option being considered? Jeff confirmed it is still an option.

Kimberlie Ballard asked what experience or education a Superintendent needs. Jeff explained that a Superintendent must have classroom experience as well as an Administrators credential.

Vicki Young stated that her understanding is a Superintendent should have an Administrators credential and have been a Principal at one point. In addition most staff prefer a Principal that has been a teacher at some point. Vicki feels that this model seems to be what works well in schools. Vicki wonders if we could pursue pitching to a retired administrator focusing on the benefits of the area we live in. Vicki is hopeful that not just the job and pay will be considered, but also what the staff wants and needs in a Superintendent. Vicki feels that what most people want in a Principal is not necessarily what they want in a Superintendent.

Wendie Roberts questioned if STRS would affect how many hours we could use a retired administrator if that is what we hired. Jeff explained that retired administrators do have limitations but we could work with the state on that issue if we were to find a great match. Exceptions can be made.

Kellee Leamy asked if we could hire a retired administrator as an independent contractor instead of hiring them on a contract. Byron Smith confirmed that IRS laws would prevent us from hiring someone as a contractor because the law considers a Superintendent an employee.

Eli confirmed we would like to start a committee. Jeff suggested that Daisi in the district office be used as a point of contact to organize those interested. Interested parties should let Daisi know by Tuesday of the coming week. We will aim for midweek to get started. Jeff also asked Dan to put it in the school newsletters and staff emails.

Jeff apologized for the bad news but encouraged everyone to work together to finding the best solution for the school.

## 7. REPORTS

### 7.1. Administration Reports

Dan issued a list of recent and upcoming events.

Dan presented the Student Survey. Dan pointed out that the students feel comfortable and cared for here. The children did express that the facilities need more help in the area of cleanliness. Our children also feel safe here. The students are enjoying their classes and feel prepared for the next grade level. Our cafeteria staff and bus drivers rated very high.

(Dan was rated exceptionally high as well!)

The English Language Arts Adoption for K-2 is now in place. We will be using three different programs depending on the grade level. There is still some tweaking to be done as the school year begins.

### 7.2. Staff Reports

Wendie Roberts shared that Janet Tomplinson from San Diego brought in book donations for the library.

Mike Calbert shared that everyone has appreciated the help from Jeremy Laumer and we wish him well! Mike thanked the board for the added technology which has really helped with the testing this year.

### 7.3. Board Member Reports

Tim asked about the parent letter written by Wendy Gast that was presented to the board. Dan explained the process of how the honor guard is picked by GPA. Dan explained that only one girl in the class did not make it in the top nine. Dan explained that it is a very tough class with many students that excel. Jeff explained that we will discuss again at the next board meeting. Perhaps we should reconsider the criteria for how a student is chosen in the future.

### 7.4. Enrollment Report as of May 12, 2016 – 255

The Public Session was adjourned at 5:23 p.m. and the Board immediately went into Closed Session.

## **CLOSED SESSION**

### 8. DISCLOSURE OF ITEMS DISCUSSED IN CLOSED SESSION (Gov. Code 54957.7)

#### 8.1. Conference with Legal Counsel – Anticipated Litigation

Significant Exposure to Litigation Pursuant to Subdivision (b) of Section 54956.9: 1 Potential Case

#### 8.2. Conference with Real Property Negotiator (Gov. Code 54956.8)

Property: Pinecrest School, 30433 Old Strawberry Road, Pinecrest, CA 95335

Agency Negotiator: Jeff Winfield, District Superintendent

Potential Negotiation Party: Local, State, and Federal Agencies

Under Negotiating: Terms of Sell

#### 8.3. Adjourn to Public Session – Report Action Taken

The Closed Session was adjourned at 6:08 p.m. and the Board immediately returned to Public Session.

No action to report.



9. ADJOURNMENT

The Public Session was adjourned at 6:08 p.m.

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Eli Wingo, President

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Jeff Winfield, Superintendent

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Date

**Next Regular Meeting of the Board of Education  
Wednesday June 28, 2016  
Upper Campus Study Hall, Twain Harte School**

**Agenda material may be reviewed at the District Office  
22997 Joaquin Gully Road, Suite G, Twain Harte, California,  
between the hours of 7:30 a.m. - 4:00 p.m.**

Agenda posted at the following locations: 2 locations at Twain Harte School, the District Office and Tuolumne County Schools Office. Agenda emailed to: the Union Democrat. Notice given to each Board Member.

In compliance with the Americans with Disabilities Act, if you need special assistance (i.e. auxiliary aids or services) in order to participate in this public meeting, please contact the District Office at 209-586-3772 for assistance. Notification 48 hours prior to the start of the meeting will enable the staff to make reasonable arrangements to ensure accessibility to this public meeting.