



Brevard Public Schools

MISSION: TO SERVE EVERY STUDENT WITH EXCELLENCE AS THE STANDARD
Educational Services Facility
5:30 p.m.

October 10, 2023, Board Meeting

Date: Oct 10 2023 (5:30 pm)

A. Call to Order

1. Call to Order

Chairman Susin called the meeting to order at 5:30 p.m.

A. Roll Call

2. Roll Call

Board Members Present: Katy Campbell, Jennifer Jenkins, Matt Susin, Gene Trent, and Megan Wright.

A. Moment of Silence

3. Moment of Silence

The Board held a moment of silent reflection and invited the audience to join.

A. Invocation

A. Pledge of Allegiance

4. Pledge of Allegiance

Chairman Susin invited Cecelia Pope, Edgewood High School student, and dance team member, to the podium to lead us in the pledge of allegiance.

A. Entertainment

5. Entertainment - Edgewood Jr/Sr. High Dance Team

Chairman Susin invited the Dance Team from Edgewood High School to perform.

A. Board Member/Superintendent Recognitions

6. Board Members/Superintendent Recognitions

Board Members and Dr. Rendell recognized various students, staff, community members and business partners and outlined the positive impact each have on Brevard Public Schools

A. Adoption of Agenda

7. Adoption of Agenda

Motion

Adopt the October 10, 2023, Regular Board Meeting Agenda and its revisions.

Vote Results (Approved)

Motion: JenniferD Jenkins

Second: Katy Campbell

- Matthew Susin - Aye
- Katy Campbell - Aye
- JenniferD Jenkins - Aye
- Gene Trent - Aye
- Megan Wright - Aye
- Matthew Susin - Aye
- Katy Campbell - Aye
- JenniferD Jenkins - Aye
- Gene Trent - Aye
- Megan Wright - Aye

A. Ancillary Item

A. Administrative Staff Recommendations

[8. Administrative Staff Recommendations](#)

The Board approved the Administrative Staff recommendation.

Motion

Approve the following administrative staff recommendations.

Accept the resignation of Corey D. Nordike from the position of Assistant Principal at Saturn Elementary School, effective October 10, 2023.

Vote Results (Approved)

Motion: Katy Campbell

Second: Matthew Susin

- Matthew Susin - Aye
- Katy Campbell - Aye
- JenniferD Jenkins - Aye
- Gene Trent - Aye
- Megan Wright - Aye

B. Recognition of Visitors/Guests/Staff

[9. Recognition of Visitors/Guests/Staff](#)

Board Members and Dr. Rendell recognized various visitors, staff, and guests and outlined the positive impact each has on Brevard Public Schools.

Renee Hill was recognized for stopping and helping a small child she found on the side of the road. For her actions she was selected as the 2022-2023 School Bus Operator of the Year Award by Tallahassee.

Dr. Rendell introduced our Super Scientist.

The Society for Science has announced the Top 300 competitors in the Thermo Fisher Scientific Junior Innovators Challenge, a national science competition for middle school students. Brevard has 5 of the top 300 finalists! They were selected from over 1800 entrants and will now be in contention for more than \$100,000 worth of awards and prizes.

The Brevard students in the top 300 are (students with a # indicate that they have been in the top 300 in previous years' competition):

Kirby, Griffin (#), Grade: 8th (in attendance)
School: Edgewood Junior/Senior High School
Affiliate Fair Name and ID: Brevard Intracoastal Regional Science and Engineering Fair (USFL14)
Project Title: A Bright Idea for Tracking Septic Wastewater Pollution

Ramsey, Ava Camille, Grade: 7th (in attendance)
School: Andrew Jackson Middle School
Affiliate Fair Name and ID: Brevard Mainland Regional Science and Engineering Fair (USFL28)
Project Title: Which Lubricant Is the Most Resistant to Corrosion in a Marine Environment?

These students were not in attendance.

Patsamatla, Sidharth Mahesh, Grade: 8th
School: Edgewood Junior/Senior High School (now at West Shore)
Affiliate Fair Name and ID: Brevard Intracoastal Regional Science and Engineering Fair (USFL14) Project Title:
A Novel Artificial Intelligence Tool for the Detection of Cancer Towards Improved Radiotherapy via High Level Computer Vision and Image Segmentation

Rajesh, Aswath, Grade: 8th
School: DeLaura Middle School (now at Viera High)
Affiliate Fair Name and ID: State Science and Engineering Fair of Florida – Ying Scholars (USFL50)
Project Title: Ecofriendly Polymeric Material: Paving the Way for Circular Bio-Economy

Tosi, Dominic Albert, Grade: 8th
School: Herbert C. Hoover Middle School (now at Melbourne High)
Affiliate Fair Name and ID: State Science and Engineering Fair of Florida – Ying Scholars (USFL50)
Project Title: Using a Modified Protégé Technique That Aims to Improve Students' Reading Comprehension

The top 30 finalists will be announced September 20. I have attached the link to the press release as well.

<https://www.societyforscience.org/press-release/thermo-fisher-scientific-announces-top-300-junior-innovators-2023/>

C. Resolutions/Proclamations

[10. National Dyslexia Awareness Month](#)

📎 [National Dyslexia Awareness Month.pdf](#)

Ms. Campbell read the proclamation to the Board, Dr. Rendell and the audience.

Motion

Approve Dyslexia Awareness Month proclamation (attached).

Vote Results (Approved)

Motion: Megan Wright

Second: Gene Trent

Matthew Susin - Aye

Katye Campbell - Aye

JenniferD Jenkins - Aye

Gene Trent - Aye

Megan Wright - Aye

D. Presentations

D. Brevard School Foundation

11. Teacher Leadership Council Fellowship Program Cohort Pinning

📎 [TLC Fellowship Program - Overview MA revisions.docx](#)

📎 [Application.pdf](#)

Ms. Lavelle addressed The Board and Dr. Rendell. Now in its third year, the TLC Fellowship Program, an initiative of Brevard Schools Foundation, will induct the new cohort, comprised of 16 teachers who were competitively selected for the program. The program is funded by Brevard Schools Foundation and administered by the Teacher Leadership Council. Members will provide a brief overview of the program prior to pinning the new teacher researchers.

E. Public Comments

12. Public Comments

Chairman Susin invited speakers to the podium, and in accordance with Florida Law, stated the Board would hear 9 speaker. Chairman Susin reminded speakers of their time limit of three minutes and of the decorum expected while speaking.

Mr. Trent left the Boardroom at 6:25pm. Mr. Trent returned at 6:42 pm.

Ms. Wright left the Boardroom at 6:41 pm. Ms. Wright returned at 6:43 pm.

F. Consent

F. Board Office

13. Student Expulsion(s)

📎 [2024-01S.pdf \(Confidential\)](#)

📎 [2024-03S.pdf \(Confidential\)](#)

📎 [2024-04S.pdf \(Confidential\)](#)

📎 [2024-05S.pdf \(Confidential\)](#)

📎 [2024-06S.pdf \(Confidential\)](#)

📎 [2024-07S.pdf \(Confidential\)](#)

- 🔗 [2024-08S.pdf \(Confidential\)](#)
- 🔗 [2024-09S.pdf \(Confidential\)](#)
- 🔗 [2024-10S.pdf \(Confidential\)](#)
- 🔗 [2024-02S.pdf \(Confidential\)](#)

14. Meeting Minutes

- 🔗 [September 19, 2023 Board Meeting Minutes.pdf](#)
- 🔗 [september-19-2023-work-session-minutes \(3\).pdf](#)
- 🔗 [september-26-2023-board-policy-work-session-minutes.pdf](#)
- 🔗 [october-3-2023-board-work-session \(1\).pdf](#)

F. Brevard Schools Foundation

15. Brevard Schools Foundation Board Members

- 🔗 [Brevard Schools Foundation Board of Directors 2023.docx](#)

F. Financial Services

16. Property Disposal

- 🔗 [Board Report 10-10-2023.pdf](#)
- 🔗 [Board Report Letters 10-10-2023.pdf](#)

F. Human Resources

17. Instructional Staff Recommendations

- 🔗 [Instructional Staff 10-10-23.pdf](#)
- 🔗 [ESOL OOF Handout 10-10-23.pdf](#)

18. Support Staff Recommendations

- 🔗 [Support Staff 10-10-23.pdf](#)

F. Labor Relations

19. Job Description: Director of School Choice, Charters, and Special Programs

- 🔗 [Dir Choice Schooling - JD Auth Form 09.05.23 - signed.pdf](#)
- 🔗 [Director of Choice Schooling 2001 - edits 2023 w-Tracked Changes.pdf](#)
- 🔗 [Director of Choice Schooling_D0262_09.01.2023 - clean.pdf](#)

F. Office of Professional Learning and Development

20. Amendment to the 2023-2024 School Calendar

- 🔗 [2023-2024 District Calendar Amendment 10-02-2023.pdf](#)

F. Chief of Schools

21. Field Trip - DeLaura Middle School Eighth Graders to Washington, D. C.

- 🔗 [DeLaura Field Trip to Washington, D. C. April 2024 Itinerary.pdf](#)

22. Field Trip - Satellite High School Band and Orchestra to Indianapolis, Indiana and Louisville, Kentucky

[☞ SHS Field Trip Itinerary and Information March 2024 - Board Agenda 10-10-23.pdf](#)

[23. Field Trip - Viera High School Band Wind Ensemble to Memphis, Tennessee](#)

[24. Proposed Naming of Rockledge High School's Football Field at McLarty Stadium](#)

[☞ Rockledge Proposed Football Field Naming.pdf](#)

[25. Proposed Naming of Cocoa High School's Track](#)

[☞ SAC minutes 9 25 23 - Cocoa Track Naming.pdf](#)

[☞ Letter from Mayor Blake.pdf](#)

F. Curriculum & Instruction

[26. Workforce Development Capitalization Incentive Grant \(Cap Grant\)](#)

F. Head Start Program

[27. Head Start Governing Board and Policy Council Reports for the Months of June, July, and August 2023](#)

[☞ June 2023 Monthly Report.pdf](#)

[☞ July 2023 Monthly Report.pdf](#)

[☞ August 2023 Monthly Report.pdf](#)

F. Facilities Services

[28. Interlocal Agreement - Brevard County Parks & Recreation](#)

[☞ County Parks and Recreation Interlocal Final 09.07.2023.pdf](#)

F. Project Management

[29. Rockledge High School Electrical Renewal - Close Out](#)

[☞ OEF-209 Rockledge Electrical 2021 \(004\).pdf](#)

[30. Mims Elementary School Facility Renewal - Close Out](#)

[☞ OEF-209 version 2012 -DDC - Mims FR 2020.pdf](#)

[31. Christa McAuliffe Elementary School Electrical Renewal - Close Out](#)

[☞ OEF - McAuliffe Electrical.pdf](#)

[32. Roosevelt Elementary School Gym Air Conditioning - Close Out](#)

[☞ OEF Roosevelt Gym AC 2022.pdf](#)

[33. Satellite High School Facility Renewal - Close Out](#)

[☞ OEF-209 version 2012 TLC - Satellite FR 2020 \(002\).pdf](#)

[34. Manatee Elementary School Intercom Replacement - Close Out](#)

[☞ OEF - Manatee Intercom 2022.pdf](#)

[35. Saturn Elementary School Classroom Modifications - Close Out](#)

[☞ OEF-209 version 2012 -TSARK -Saturn Clas Reno_signed 8.22.23.pdf](#)

[36. MILA Elementary School - Building 9, Florida Department of Education Room Condition Change, Building Replacement/Raze Form \(Castaldi Report\)](#)

[23052_MILA ES_Bldg 9 Castaldi Report_230828.pdf](#)

[37. Golfview Elementary School - Design Build Services](#)

[Golfview Technology and Intercom Precon Attachments.pdf](#)

[38. Andersen Elementary School - Design Build Services](#)

[Andersen Classroom Renovations Precon Attachments.pdf](#)

[39. Canopy Covered Walkways - Contract Extension Design Build Services](#)

[District-Wide Canopy Covered Walkway Project Amendment 1 Time Extension.pdf](#)

F. Approval of Consent

[40. Approval of Consent](#)

Motion

Approval of Consent

Vote Results (Approved)

Motion: Matthew Susin

Second: Gene Trent

Matthew Susin	- Aye
Katye Campbell	- Aye
JenniferD Jenkins	- Aye
Gene Trent	- Aye
Megan Wright	- Aye

Items Pulled for Discussion

G. Public Hearing

G. Human Resources

[41. po3124 Drug Free Workplace](#)

[po3124 Drug Free Workplace \(ap3124 Tech Manual\)w Coverpages For Upload.pdf](#)

No one wished to address this item.

Motion

po3124 Drug Free Workplace

Vote Results (Approved)

Motion: Matthew Susin

Second: JenniferD Jenkins

Matthew Susin - Aye

Katye Campbell - Aye

JenniferD Jenkins - Aye

Gene Trent - Aye

Megan Wright - Aye

[42. Board Policy 3232 Political Activities](#)

[po3232 Proposed New with Coverpages for Upload.pdf](#)

No one wished to address this item.

Motion

Board Policy 3232 Political Activities is currently proposed and will appear before the School Board on the dates indicated below:

• Work Session – 8/29/23

• Rule Development (Public Hearing) – 9/19/23

• School Board Meeting Information – 9/19/23

• School Board Meeting Approval – 10/10/23

Vote Results (Approved)

Motion: Matthew Susin

Second: JenniferD Jenkins

Matthew Susin - Aye

Katye Campbell - Aye

JenniferD Jenkins - Aye

Gene Trent - Aye

Megan Wright - Aye

[43. Board Policy 3126 Direct Contact Communicable Diseases](#)

[po3126 & ap3126 - Rescind with Coversheets for Upload 7.20.23rev 8.31.23.pdf](#)

No one wished to address this item.

Motion

Board Policy 3126 Direct Contact Communicable Diseases is currently being rescinded and will appear before the School Board on the dates indicated below:

· Work Session – 8/29/23

· Rule Development (Public Hearing) – 9/19/23

· School Board Meeting Information – 9/19/23

· School Board Meeting Approval – 10/10/23

Effective Date – upon approval

Vote Results (Approved)

Motion: Gene Trent

Second: Matthew Susin

Matthew Susin - Aye

Katye Campbell - Aye

JenniferD Jenkins - Aye

Gene Trent - Aye

Megan Wright - Aye

44. Board Policy 3575 Candidates For Public Office

[📎 po3575 Rescind & Replace with Coverpages for upload.pdf](#)

No one wished to address this item.

Motion

Board Policy 3575 Candidates for Public Office is currently being rescinded and will appear before the School Board on the dates indicated below:

- Work Session – 8/29/23
- Rule Development (Public Hearing) – 9/19/23
- School Board Meeting Information – 9/19/23
- School Board Meeting Approval – 10/10/23

Vote Results (Approved)

Motion: Megan Wright

Second: Matthew Susin

Matthew Susin	- Aye
Katye Campbell	- Aye
JenniferD Jenkins	- Aye
Gene Trent	- Aye
Megan Wright	- Aye

[45. Board Policy 3580 Supporting Political Candidates](#)

[📎 po3580 Rescind & Replace - with coverspages for upload.pdf](#)

No one wished to address this item.

Motion

Board Policy 3580 is currently being rescinded and will appear before the School Board on the dates indicated below:

- Work Session – 8/29/23
- Rule Development (Public Hearing) – 9/19/23
- School Board Meeting Information – 9/19/23
- School Board Meeting Approval – 10/10/23

Vote Results (Approved)

Motion: Matthew Susin

Second: Gene Trent

Matthew Susin	- Aye
Katye Campbell	- Aye
JenniferD Jenkins	- Aye
Gene Trent	- Aye
Megan Wright	- Aye

G. Legal Services

[46. School Board Policies 1001 Through 1470](#)

[po1001 through 1470 for Upload with Executive Summary - rev 9.1.23rrs.pdf](#)

No one wished to address these items.

Ms. Campbell left the Boardroom at 6:47 pm. Ms. Campbell returned at 6:50 pm.

Motion

Board Policies 1001 through 1470 are currently being revised and/or proposed and will appear before the School Board on the dates indicated below:

- Work Session – 8/29/23
- Rule Development (Public Hearing) – 9/19/23
- School Board Meeting Information – 9/19/23
- School Board Meeting Approval – 10/10/23
- Effective Date – upon approval

Vote Results (Approved)

Motion: Matthew Susin

Second: Gene Trent

Matthew Susin	- Aye
Katye Campbell	- Not Present
JenniferD Jenkins	- Aye
Gene Trent	- Aye
Megan Wright	- Aye

[47. Board Policy 0100 Definitions](#)

[po0100 with Coverpages for Upload rev 8.29.23.pdf](#)

No one wished to address this item.

Motion

Board Policy 0100 - Definitions is currently being revised and will appear before the School Board on the dates indicated below:

· Work Session – 8/29/23

· Rule Development (Public Hearing) – 9/19/23

· School Board Meeting Information – 9/19/23

· School Board Meeting Approval – 10/10/23

Effective Date – upon approval

Vote Results (Approved)

Motion: Matthew Susin

Second: Katy Campbell

Matthew Susin - Aye

Katy Campbell - Aye

JenniferD Jenkins - Aye

Gene Trent - Aye

Megan Wright - Aye

48. Board Policy 0118 Philosophy Of The Board

[📎 po0118 Philosophy of the Board - PDF For Upload.pdf](#)

Greg Ross spoke on this item, he objected to the word "desires" to be included.

Ms. Campbell addressed this item and clarified the Boards decision in adding the verbiage to both "needs" and "desires".

Motion

Board Policy 0118 Philosophy of The Board is currently being revised and will appear before the School Board on the dates indicated below:

- Work Session - August 29, 2023
- Rule Development (Public Hearing) - September 19, 2023
- School Board Meeting Information - September 19, 2023
- School Board Meeting Approval - October 10, 2023

Vote Results (Approved)

Motion: Matthew Susin

Second: Gene Trent

Matthew Susin	- Aye
Katye Campbell	- Aye
JenniferD Jenkins	- Aye
Gene Trent	- Aye
Megan Wright	- Aye

H. Action

H. Board Office

[49. TRAVEL APPROVAL - 2023 FSBA/FADSS 78th Annual Joint Conference](#)

📎 [Out-of-County Travel Form K.Campbell 8.14.23.xlsx](#)

The Board approved Ms. Campbell's travel.

Motion

Katye Campbell plans to attend the FSBA/FADSS Annual Joint Conference in Tampa from November 28, 2023 - December 1, 2023. The financial impact to the district is not to exceed \$852.00, which includes a registration fee of \$375 and hotel fee of \$477.

Recommendation

Approve Katye Campbell's travel to attend the FSBA/FADSS Annual Joint Conference in Tampa from November 28, 2023 - December 1, 2023 (the travel is for official School Board business and complies with the rules of the State Board of Education).

Vote Results (Approved)

Motion: Matthew Susin

Second: JenniferD Jenkins

Matthew Susin	- Aye
Katye Campbell	- Aye
JenniferD Jenkins	- Aye
Gene Trent	- Aye
Megan Wright	- Aye

H. Procurement & Distribution Services

50. Procurement Solicitations

- [☞ A\) 23-678-P-WH - MFDs and Related Services.pdf](#)
- [☞ B\) 24-015-SS-LW Siemens Industry Inc.pdf](#)
- [☞ C\) 24-192-PB-LW Agenda sh...pdf](#)
- [☞ D\) 24-041-B-LW Casework-Cabinet Installation and Repairs.pdf](#)

Motion

Approve the Request for Proposal (RFP) below:

A) RFP 23-678-P-WH Multi-Function Devices and Related Services - Government & Community Relations - \$Variable

Approve the Sole Source (SS) below:

B) 24-015-SS-LW Siemens Industry Inc. – Service Agreement - Plant Operations and Maintenance - \$Variable - Operating - Other

Approve the Piggy Back (PB) below:

C) 24-192-PB-LW Disaster Recovery Services - Facilities - \$Variable

Approve the Invitations to Bid (ITBs) below:

D) 24-041-B-LW Casework/Cabinet Installation and Repairs - Plant Operations and Maintenance - \$Variable - Operating - Other

Vote Results (Approved)

Motion: Matthew Susin

Second: Gene Trent

Matthew Susin	- Aye
Katye Campbell	- Aye
JenniferD Jenkins	- Aye
Gene Trent	- Aye
Megan Wright	- Aye

51. Department/School Initiated Agreements

[A\) 24-244-A-KR - 9th Grade Speaking Engagement.pdf](#)

Motion

Approve the Agreements below:

A) 24-244-A-KR – 9th Grade Book Study and Speaking Engagement - Professional Learning and Development - \$70,000 - Operating - Other

Vote Results (Approved)

Motion: Matthew Susin

Second: Katy Campbell

Matthew Susin - Aye

Katy Campbell - Aye

JenniferD Jenkins - Aye

Gene Trent - Aye

Megan Wright - Aye

I. Information

I. Curriculum & Instruction

[52. Board Policy 2417 Comprehensive Health Education](#)

🔗 [po2417 and ap2417 with Coverpages for Upload.pdf](#)

[53. Board Policy 5460 Graduation Requirements](#)

🔗 [po5460 Graduation Requirements w Coverpages for upload.pdf](#)

[54. School Improvement Plans](#)

🔗 [23-24 SIP SCHOOL LIST .pdf](#)

[55. 23-24 Student Progression Plan for Brevard Public Schools](#)

🔗 [Student Progression Plan-Redline Version 8-19-23.docx](#)

🔗 [Clean Version 10-1-23.docx](#)

🔗 [2023-24 SPP Changes Document \(1\).docx](#)

J. Staff Reports

K. Board Member Reports/Discussion Points

[56. Board Members Reports/Discussion Points](#)

Ms. Campbell reported that the FSBA meeting was on Friday, October 6, 2023.

- filled the Board in on the topics that were discussed.

- discussed the money that will come to us from the cameras citations on the school bus arms and how it can be used.

- encouraged home school students to sign up for Fine Arts programs at our BPS schools.

Chairman Susin

- purposed taking the funding and making the areas where these incidents occur safer.

Mr. Trent

- asked Dr. Rendell how many books have been removed or banned from the shelves of BPS schools. Dr.

Rendell replied that "we have removed quite a few, but only banned 3 books from our shelves".

Ms. Jenkins

- Brought up the cost for a third-party intermediary legal counsel for Public Records Request.

- Mr. Gibbs had the document for review of the cost. Ms. Jenkins recommended the Board review this and consider we do away with this third-party intermediary. She intends to bring the subject up again at the next Board Work Session.

Chairman Susin

- followed up with a statement, The former Superintendent, Dr. Mullins implimented the third party intermediary process.

L. Superintendent's Report

[57. Superintendent's Report](#)

M. Public Comments (If Additional Time Needed)

N. Adjournment

[58. Adjournment](#)

Chairman Susin adjourned the meeting at 7:09 pm.

Chairman: _____

Secretary: _____

INSTITUTION: ARTICLE IX - SECTION 1. Public education:

The education of children is a fundamental value of the people of the State of Florida. It is, therefore, a paramount duty of the state to make adequate provision for the education of all children residing within its borders. Adequate provision shall be made by law for a uniform, efficient, safe, secure, and high quality system of free public schools that allows students to obtain a high quality education and for the establishment, maintenance, and operation of institutions of higher learning and other public education programs that the needs of the people may require.

ADDRESSING THE BOARD:

Individuals or groups may address comments to the School Board at any regular meeting by following established procedures set forth in Board Policy 0169.1. All attendees must register his or her intention to speak in the public portion of the meeting upon arrival by completing a speaker's form. The signup period for all public comments, both agenda and non-agenda, will close at the start of the Board meeting.

NOTES:

- Sensory and mobility impaired persons seeking assistance for participation in any meeting, conference, or seminar should contact Ms. Williams, Director, Labor Relations, five days prior to the meeting date. Ms. Williams may be reached at 321-633-1000, ext. 11265 (voice) or williams.gail@brevardschools.org (email).
- This publication can be made available to persons with disabilities in a variety of formats, including large print, DVDs and Braille. Telephone or written requests should include your name, address, and telephone number. Requests should be made to School Board Office, 2700 Judge Fran Jamieson Way, Viera, FL 32940-6699, (321) 633-1000, ext. 11410 at least two (2) weeks prior to the time you need the publication.
- We respectfully request that ALL ELECTRONIC ITEMS AND CELL PHONES REMAIN OFF while the School Board is in session.
- Brevard Public Schools Television (BPS-TV) will broadcast this meeting live on Spectrum cable channel 496. Board meetings are also available as streaming video on the district web page at www.brevardschools.org and YouTube channel at <https://youtube.com/c/BrevardSchools>.
- Any person who decides to appeal a decision made by the School Board with respect to any matter considered at such meeting or hearing is hereby advised that he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.