

BETTENDORF COMMUNITY SCHOOL DISTRICT  
**BETTENDORF, IOWA**

Unofficial Minutes of the September 19, 2016 Regular Meeting  
of the Board of Education  
(pending Board approval)

1. Call to Order.

The Board of Directors of the Bettendorf Community School District, in the County of Scott, State of Iowa, met in open session according to Iowa law for their regular Board meeting at the Administration Center, 3311 18th Street, Bettendorf, Iowa, on September 19, 2016. President Pepper Trahan called the meeting to order at 6:00 p.m. and the Board recited the Pledge of Allegiance. Colleen Skolrood, Board Secretary, verified that the meeting notice had been posted and mailed to the media as required by law.

Members present: Directors Castro, Justis, Pyevich, Staley, Struck, Tinsman (via conference call), Trahan

Members absent: None

Other officials present: Mike Raso, Interim Superintendent; Maxine McEnany, Director of Financial and Business Services; Celeste Miller, Director of Communications; Kay Ingham, Director of Student Services; Chris Andrus, Director of Operations, Travis Hansen, Technology Coordinator; Lana LaSalle, TJ Principal; John Cain, GW Principal; Roger Wilming, BEA Representative; Kailey Baxter, Student Representative; Colleen Skolrood Board Secretary.

2. Agenda Approval.

Motion by Director Struck, seconded by Director Pyevich, to approve the agenda as modified. The appointment of Treasurer was moved to the next board meeting.

Ayes: 7 Directors Castro, Justis, Pyevich, Staley, Struck, Tinsman, Trahan

Nays: 0

Motion carried 7-0

3. Comments & Suggestions from Audience.

President's Statement. On behalf of fellow Board members, at this time I would like to invite any member of the audience to step to the microphone with comments about items of interest or concern that do not appear on the agenda this evening. Please begin by stating your name and address. It would be most appreciated if you would limit your comments to three minutes so that we can keep the meeting moving in a timely fashion and allow others an opportunity to speak. We ask that you remember that Iowa law prohibits us from discussing specific employees or their job performance. If you have thoughts to share about items that are included as topics for tonight's meeting, we would invite those comments when we reach that point in the meeting. Thank you for your support of our school district.

There were no comments.

4. Commendations & Special Invited Guests.

4.01 BCS Foundation Annual Fundraising Drive. BCS Foundation President Anthony Bribriescio presented information on the Foundation's annual fundraising drive. He asked board members to consider contributing and invited them to the Foundation's fun events held throughout the year.

5. Annual Meeting.

- 5.01 Appointment & Oath of Office - Colleen Skolrood, Board Secretary.
- 5.02 Election of Board President for 2016/17.

The Secretary of the Board of Education distributed ballots for the position of President of the Board of Education. The term of office shall be for one year, with the President to be elected by a majority vote of the Board of Education.

Director Pyevich nominated Pepper Trahan. He said she has always had the Director of Finance's trust and vice versa. He would like to see her serve as president another year.

Director Tinsman nominated Gordon Staley. He said Mr. Staley has the background of managing people and finances based on his professional career. He also noted that he is one of the few directors on the board that still has kids in the school district.

Director Castro nominated Pepper Trahan. He read the following statement.

*What I'm about to read may be an exercise in futility as the majority vote for President may have already been pre-determined away from this table, however, I still will nominate Pepper Trahan for Board President. She has a finance Degree and an advanced degree from the University of Chicago in Finance and understands that aspect of our District very well. From her very first days as President she, and the Board, had looming in front of us, some of the most complicated, controversial and long standing issues that this District had faced in a long time. The Task force had just been approved and there were concerns as to how much enforcement capacity it had as to ensuring that policies already in place were to be followed and also what recourse it had if the policies were not being enforced. There were serious concerns about the number of Professional Development days being spent outside of the District as well as the legitimacy of these days and what purposes they served to enhance the long term benefit to the BCSD. There were concerns about the public purposes of the thousands of dollars being spent for food being brought into our schools. There were concerns about high administrative overhead in comparison to other school districts of our size and Pepper has already had brain storming conversations with Mike Raso regarding this overhead.*

*The elementary facility process began and she attended 5 of the 6 presentations to listen to the discussions so as to get a big picture of the thought process of our community regarding our elementary facilities enhancements. She, our Business Manager and I, believed in re-audit process and the obligation that we, as Board members, have to our taxpayers to provide fiscal responsibility and oversight. At the completion of the re-audit process, the Board and administration were chastised by the Office of the State Auditor, for NOT providing fiduciary responsibility and oversight regarding policy enforcement, propriety of expenditures and other similarly related issues. Because of the subsequent fallout from this process and other issues, she has been taken a considerable amount of negative criticism. I have never seen such personal attacks from*

*previous and perhaps even current board members directed toward a sitting board president in all my 15 years of serving on this Board. Her only sin might be that she has placed herself in the vulnerable position of trying to move us off of the “status quo” mentality that for years has plagued this District to a position of premier prominence in everything that we are. Some saw “status quo” as a much more comfortable, less troubling and less controversial place in which to operate. “Status quo” was much more cherished than results. She is results oriented.*

*Multiple traits of effective leadership are: awareness, decisiveness, empathy, confidence, optimism, honesty, focus, transparency, patience, open-mindedness, persistence, and accountability. During her year as president she has displayed many of these traits on multiple occasions.*

*Over the past several years she has tutored students in her own home who were having troubles with various math classes and she has assisted students with their ACT prep work. She has the time and interest to visit our various attendance centers to see and hear firsthand the “mojo” in the buildings and ways to improve our educational process. She brings that insight back to the District administration, not in a “micro-managing” mindset, but “make our district better” mindset.*

*She possesses a deep regard and passion for everything that this District is. She most recently asked Mike Raso for the scores for our District on the IA Assessment Test in response to a QC Times front page article listing scores of the four Scott County public schools. She is always forward thinking. It has only been a year for her, but so much has been accomplished that positively impacted the District. She, the Board and the District have survived very difficult times. I believe she would continue to serve with passion, purpose, pride and humility in her leadership capacity as Board president.*

Directors Staley, Justis, Tinsman and Struck voted for Gordon Staley. Directors Castro, Trahan and Pyevich voted for Pepper Trahan. Director Staley was nominated Board President by a 4-3 vote.

5.03 Election of Board Vice President for 2016/17.

The Secretary of the Board of Education distributed ballots for the position of Vice President of the Board of Education. The term of office shall be for one year, with the Vice President to be elected by a majority vote of the Board of Education.

Director Tinsman nominated Betsy Justis. He said she has the knowledge and the experience.

Director Trahan nominated Paul Castro. She said he has 29 years of experience and is very well known in the community. She believes he would do a great job.

Directors Staley, Tinsman, Struck and Justis voted for Betsy Justis. Directors Trahan, Pyevich and Castro voted for Paul Castro. Betsy Justis was nominated Board Vice President by a 4-3 vote.

5.04 Board Committee Assignments.

Finance Committee – Directors Castro, Tinsman, Trahan  
Insurance Committee – Director Pyevich  
Scott County Conference Board – Director Struck  
Community School Improvement Advisory Council- Directors Pyevich and Struck  
IASB Delegate Assembly – Director Staley  
Bargaining – Director Trahan (Director Pyevich as alternate)  
Legislative – Directors Justis and Struck  
Parent Executive Council – Director Castro (Director Justis as alternate)  
Policy Review Committee – Directors Castro, Justis, Struck  
PTO/PTA Representative – Each board member will do their assigned building  
Safety Committee – Director Justis  
Wellness Committee – Director Pyevich  
Facilities Committee – Directors Staley, Struck, and Trahan  
Technology Committee – Directors Tinsman and Trahan  
Calendar Committee – Director Staley  
Compensation Committee (Admin Salaries) Directors Pyevich and Trahan

5.05 Approval of Board Committee Assignments for 2016/17.

Motion by Director Pyevich, seconded by Director Justis, to approve Board committee assignments for 2016/17.

Ayes: 7 Directors Castro, Justis, Pyevich, Staley, Struck, Tinsman, Trahan  
Nays: 0  
Motion carried 7-0

6. Consent Agenda.

Motion by Director Struck, seconded by Director Justis, to approve the consent agenda as printed.

Ayes: 7 Directors Justis, Pyevich, Staley, Struck, Tinsman, Trahan, Castro  
Nays: 0  
Motion carried 7-0

6.01 Approval of September 6, 2016 Regular Board Minutes

6.02 Approval of August 2016 Financials

6.03 Approval of September 19, 2016 Bills Recommended for Payment

6.04 Approval of Administrative Recommendations – Personnel

Classified Resignations

**Melissa Simatovich**/NA/Paraeducator/Effective 09/23/16

Classified Recommendation for Employment

**Amanda Miller**/GW/Paraeducator/\$16.11 per hour/5.0 hours per day/New Position-ECSE/Effective 09/12/16

**Caitlin Sissel**/BMS/Paraeducator/\$16.11 per hour/5.75 hours per day/New Position/Effective 09/12/16

Classified Letter of Assignment Modification

**Dawn Korth**/HH-BHS to HH/Nutrition Services/Same rate of pay/5.0 to 3.0 hours per day/Resigning from dish washing position/Effective 09/02/16

**Lindsey Jimenez**/BMS/Paraeducator/Same rate of pay/5.75 to 5.5 hours per day/Student Need/Effective 09/13/16

**Melissa Laufenburg**/BMS/Paraeducator/Same rate of pay/ 27 hours per week to 25 hours per week/Student Need/Effective 08/19/16

**Pam Tillotson**/BMS/Paraeducator/Same rate of pay/4.0 to 4.5 hours per day/Student Need/Effective 09/13/16

Certified Lane Change

Nicole	Armstrong	BA,4	to	BA+15,4	\$1,557
Kaysha	Ballentine	MA,2	to	MA+15,2	\$1,558
Daniel	Bartel	BA+15,4	to	MA,4	\$4,361
Shannon	Budde	MA+15,16	to	MA+45,17	\$4,985
Rebecca	Carton	BA,7	to	BA+15,7	\$1,558
Kathryn	Clingingsmith	BA+15,11	to	MA,11	\$4,361
Brad	Cole	MA+15,16	to	MA+30,17	\$3,427
Kaitlyn	Costas	BA,2	to	BA+15,2	\$1,557
Emily	Cullison	BA,2	to	BA+15,2	\$1,557
Rachael	Dierickx	MA,10	to	MA+15,10	\$1,558
Lisa	Gogel	BA+15,2	to	MA,2	\$4,361
Brock	Halverson	MA+30,8	to	MA+45,8	\$1,558
Jodi	Hanson	BA,7	to	BA+15,7	\$1,558
Teresa	Heden	BA+30,8	to	MA,8	\$2,803
Mary	Heeringa	BA,7	to	BA+30,7	\$3,115
Laura	Jansen	MA,10	to	MA+15,10	\$1,606
Megan	Kannenber	BA,9	to	BA+15,9	\$1,257
Lindsay	Kulig	BA+15,8	to	MA,8	\$4,361
Beth	Laughbaum	BA,12	to	BA+15,12	\$1,869
Lori	LeBarge	ND,2	to	BA,2	\$9,211
Kimberly	Lewis	BA+15,12	to	MA,13	\$6,853
Stephanie	Maxwell	MA,16	to	MA+15,16	\$1,557
Stacia	Moyes	BA,2	to	BA+15,2	\$1,557
Susan	Owen	BA,12	to	BA+15,12	\$1,869
Kayla	Papish	BA,4	to	BA+15,4	\$1,557
Ellen	Parker	BA12	to	BA+15,12	\$1,869
Joseph	Phillips	BA+15,4	to	MA,4	\$4,361
Judy	Redmond	MA+30,17	to	MA+45,17	\$1,558
Kelly	Robbins	BA,8	to	BA+15,8	\$1,557
Amy	Runde	BA+15,9	to	MA,9	\$4,361
Shelby	Schalk	MA,15	to	MA+15,15	\$1,606
Katherine	Seibel	BA+30,3	to	MA,3	\$2,804
John	Staber	BA+15,8	to	MA,8	\$4,361
Kristine	Stewart	BA+15,12	to	MA,13	\$6,853
Robert	Sturms	BA,12	to	BA+15,12	\$1,869
Moira	Truesdell	BA,10	to	BA+15,10	\$1,557
Chelsea	Tyrrel	BA+30,2	to	MA,2	\$2,803
Daniel	Van Winkle	BA,2	to	BA+15,2	\$1,557
Kristina	Wagner	MA,16	to	MA+15,16	\$1,557

Jennifer	Watkins	BA,4	to	MA,4	\$5,918
Mindy	Webster	BA,11	to	BA+15,11	\$1,558
Elizabeth	Woolley	BA,3	to	MA,3	\$5,919

Schedule D Approval to Hire

**Elizabeth Coplan**/GW/Student Council Sponsor (.50)/\$312/Replacing Bryan Dietsch/Effective 2016-2017 school year

**Carol Harris**/GW/Student Council Sponsor (.50)/\$312/Replacing Bryan Dietsch/Effective 2016-2017 school year

**Adam Hopkins**/BHS/Club Sponsor, Spanish/\$1,247/Replacing Anne Opgenorth/Effective 9/1/16

6.05 Resolution Naming Depositories

6.06 Approval of Driver Education Contract

6.07 Approval of Requests for Open Enrollment

**FOR INFORMATION ONLY. The following students have been approved for open enrollment.**

Into Bettendorf, 2016/17

**Jillian Schwerdtfeger**, grade 3, from Davenport, continuation

**Kiley Schwerdtfeger**, grade 2, from Davenport, continuation

Into Bettendorf, 2017/18

**Cael Angerer**, kindergarten, from Pleasant Valley

7. Shared Communication & Committee Reports.

7.01 Board Shared Communication & Committee Reports.

There was no shared communication.

7.02 Student Representatives' Report.

Kailey Baxter highlighted the upcoming events for homecoming week. The homecoming parade is this Thursday and the dance is on Saturday.

8. Old Discussion.

8.01 Architect for Grant Wood Elementary Renovation.

Director of Operations Chris Andrus and Paul Neuharth of Estes Construction discussed the recommendation for architect for the Grant Wood Elementary renovation project.

They reviewed the architect selection process and project design milestones. They recommended Legat Architects, Inc. as architect for the Grant Wood renovation project.

8.02 Approval of Architect for Grant Wood Elementary Renovation.

Motion by Director Trahan, seconded by Director Castro, to approve Legat Architects, Inc. as architect for the Grant Wood Elementary School renovation project.

Ayes: 7 Directors Staley, Struck, Tinsman, Trahan, Castro, Justis, Pyevich

Nays: 0

Motion carried 7-0

8.03 Lane & Waterman and State Auditor 2013/14 Audit Letters Discussion.

Interim Superintendent Mike Raso discussed letters regarding the 2013/14 audit. He said the goal is to let the public see the letters and move on from here.

Director Trahan read the following statement.

*The most important outcome of the public release of this memo, which until now was confidential, is that the taxpayers can now see first-hand some of the issues that the district has been wrestling with for the past 18 months or more. I hope that this reinforces with the public the importance of the Board's fiduciary duty to the citizens of Bettendorf and the urgent need for accountability when things go wrong.*

*I believe there are still important questions that remain unanswered regarding accountability within our school district. The school board has the responsibility for approving district policies. However, the Board should also have the responsibility for doing everything it can to make sure that potential policy violations—like those uncovered in the audit and the re-audit—never happen again in Bettendorf. And yet, the Board and the public still have very little visibility to the disciplinary actions that were taken as a result of the State's findings in the re-audit. Theoretically, the Superintendent and other administrators are accountable to the Board and the Board members ultimately are accountable to the residents of Bettendorf. But if the Board isn't even made aware of specific disciplinary actions and doesn't have any input into whether those disciplinary actions were appropriate, how can the public know that violations of the law or violations of district policy are dealt with properly and that there is a system in place to make sure that these violations won't continue? The way the process works now, it seems that the Superintendent can give whatever discipline he or she wants and is accountable to no one. That's why I believe there is still a lot of work to be done to ensure appropriate accountability is in place.*

*The other important topic related to this memo is the Board's responsibility to exercise proper fiduciary oversight of the district. As most of you probably know, the previous Administration and the previous School Board were taken to task in the State's re-audit for not exercising proper fiduciary oversight. It didn't have to be that way. The Finance Director brought the issues contained in the 2013-14 audit to the attention of the former Superintendent (who was her boss) many, many months ago. When she felt that her concerns were not adequately addressed, she brought these issues to the attention of the previous auditing firm. When she felt that her concerns again were not adequately addressed, she spoke with the district's attorney, Lane & Waterman, which resulted in the memo that has now been made public. Then, despite the serious questions that were raised in the attorney's letter, five of the seven Board members voted to approve the 2013-14 audit report. A few months later, the State Auditor's office determined that a re-audit was (quote) "necessary and appropriate" (unquote) given the seriousness of the questions that were still outstanding. The rest is history, and we all know that most of the Finance Director's concerns ultimately were validated by the State Auditor's report. So when I say that it didn't have to be that way, I mean that it would have been a lot less messy for our school district if these issues were properly investigated and dealt with when they were originally brought to their attention many, many months ago. I hope that all of us have learned that if things don't smell right, stand up and do something about it. If we operate under those rules, we can honestly say that we're living up to our*

*responsibility to the citizens of Bettendorf to uphold our fiduciary duties.*

Director Struck gave a quick highlight of each of the findings from Lane and Waterman:

- Issue 1 – the expenditure related to Issue 1 should not be reflected in the District’s 2014 Financial Report. Rather Issue 1 appears to be a 2015 Financial Report matter.
- Issue 2 – a related party transaction requiring disclosure does not appear to have occurred. Further, there does not appear to be a quantified value of personal services or benefits received by the district administrator.
- Issue 3 – the expense was properly reported in the 2014 Financial Report.
- Issue 4 – the expenses was properly reported in the 2014 Financial Report.
- Issue 5 – the issue does not appear to be reasonably related to the 2014 Financial Report.
- Issue 6 – there is no indication that a contingent loss rising to the level of “reasonable possibility” has occurred. Accordingly, the non-disclosure of the matter appears reasonable.

Lane and Waterman Attorney Wendy Meyer had written that there was nothing illegal in nature. The State Auditors stated that as well. Director Struck referenced Wendy Meyer’s letter that stated many of the concerns have consumed an exorbitant amount of resources and have evaded finality because of disagreements on final resolution. Some of these issues seem more related to the District’s response to a situation rather than the financial impact of the issue itself. Director Struck said the board did what it should have done and personnel matters are not what the board should be looking at as that is the superintendent’s responsibility.

Maxine added clarity to the Kyle Day’s letter that Director Struck referenced. She said at the bottom of the first page it states that he did not verify or audit any information provided to him. His work was limited to the specific procedures and analysis described herein and was based only on the information made available. Maxine said she felt she was being treated as the person who did something wrong so she was not going to give Lane and Waterman all of her information. She said there is a lot more to it than what is in this letter.

Jeannine Crockett, former board member, highly encouraged the public to read the Lane and Waterman letters concerning the Audit. She said there is a strong difference between what is put in an audit and correcting things from an audit to correcting things under policy. It seems like some of the later things have been more policy driven than items under an audit issue. She pointed out the district has paid Lane and Waterman \$23,500 to put together these two letters and to ensure that things were being done properly. She said the board should be talking about segregation of duties and other internal control issues. She said those are important issues.

Roger Wilming agreed with much of what Jeannine Crockett said. He said we are talking about 2 different things here – systemic issues and fiduciary issues and they are not related. He said we need to move on from this.

Sara Wells, 4555 Hamilton Drive, Bettendorf, asked for clarification on reimbursable items.

Director Tinsman left at 7:14 p.m.

8.04 Second & Final Reading of Board Policy #401.2.

Motion by Director Struck, seconded by Director Castro, to approve a second and final reading of Board Policy #401.2.

Ayes: 6 Directors Struck, Trahan, Castro, Justis, Pyevich, Staley

Nays: 0

Absent: 1 Director Tinsman

Motion carried 6-0-1

9. New Business.

9.01 Board Policy Revisions.

Directors reviewed suggested revisions to the 905 and 804.6 board policies regarding Facilities.

9.02 First Reading of Board Policies.

Motion by Director Struck, seconded by Director Trahan, to approve a first reading of the following Board policies:

905.1 -Community Use of School District Facilities

905.1R1 - Use of School District Facilities Regulation

905.1R2 - Fees for Use of School District Facilities

905.1R3 - Club Rules & Fees for Usage of School District Facilities

905.1E2 - Community Use of School District Facilities Contract (Delete; replaced by online contract)

905.1E2 - Online Facilities Use Contract - NEW

905.1E3 - Facilities Fee Schedule - NEW

804.6 - Building Security Key Policy

804.6E1 -Key/Fob Checkout Form

Ayes: 6 Directors Trahan, Castro, Justis, Pyevich, Staley, Struck

Nays: 0

Absent: 1 Director Tinsman

Motion carried 6-0-1

9.03 Discussion of District Auditor for FY 2016- FY 2018.

Director of Finance Maxine McEnany discussed the district auditor selection. Maxine sent an RFP to ten auditors and received one back from the State. The State's estimated cost to perform the audit for the next three years is \$36,700 FY16, \$38,000 FY17 and \$39,400 FY18. Maxine reached out to Nolte, Cornman & Johnson PC because they have performed the district audit in the past. Nolte's estimated cost is \$19,000 FY16, \$19,600 FY17, and \$20,200 FY18. Nolte stated in their proposal that audit fieldwork will not take place until November 2016 at the earliest. The final audit report may not be completed by the normal March deadline. This is due to the lateness of the request.

9.04 Approval of District Auditor for FY 2016 - FY 2018.

Motion by Director Pyevich, seconded Castro, to approve Nolte as District Auditor for Fiscal Year 2016, 2017, and 2018.

Ayes: 6 Directors Trahan, Castro, Justis, Pyevich, Staley, Struck  
Nays: 0  
Absent: 1 Director Tinsman  
Motion carried 6-0-1

9.05 Discussion of FYE 2016 Annual Report & Special Education Report.

Director of Finance Maxine McEnany reviewed the FYE 2016 Certified Annual Report and Special Education Report with Directors. Please visit <http://www.boarddocs.com/ia/bettcsd/Board.nsf/Public> for detailed financial reports.

9.06 Approval of FYE Certified Annual Report for June 30, 2016.

Motion by Director Pyevich, seconded by Director Castro, to approve the Fiscal Year End Certified Annual Report for June 30, 2016.

Ayes: 6 Directors Castro, Justis, Pyevich, Staley, Struck, Trahan  
Nays: 0  
Absent: 1 Director Tinsman  
Motion carried 6-0-1

9.07 Approval of FYE Special Education Report for June 30, 2016.

Motion by Director Castro, seconded by Director Justis, to approve the Fiscal Year End Special Education Report for June 30, 2016.

Ayes: 6 Directors Justis, Pyevich, Staley, Struck, Trahan, Castro  
Nays: 0  
Absent: 1 Director Tinsman  
Motion carried 6-0-1

9.08 Early Retirement Discussion.

Director of Finance Maxine McEnany discussed a proposed Early Retirement Resolution. Twenty-eight teachers are eligible. Early Retirement is paid 100% out of the Management Fund. Maxine put together several options and what each option would cost the Management Fund. Directors agreed to make the Early Retirement Resolution a beneficial, one-time offer.

9.09 Approval of Early Retirement Resolution.

Motion by Director Justis, seconded by Director Trahan, to approve the Early Retirement Resolution at \$90,000.

Ayes: 6 Directors Pyevich, Staley, Struck, Trahan, Castro, Justis  
Nays: 0  
Absent: 1 Director Tinsman  
Motion carried 6-0-1

10. Superintendent's (Management) Report.

10.01 Interim Superintendent's Report –

- \* Reminder - Homecoming Parade on September 22
- \* AEA Board/Administrator Banquet - October 12, 6:00 p.m., AEA
- \* IASB Opportunities:
  - Board Governance - October 27, 6-8 pm, Iowa City
  - IASB Annual Convention - November 16-18, Des Moines
  - Budget 101 for School Board Members Online Course
- \* Adopt a School 2016/17

10.02 Director of Finance Report – Maxine had nothing further to report.

11. Board Requests for Information.

Director Trahan requested data on Special Education. She also requested having a discussion on transportation and looking at ways to become more efficient.

Roger Wilming said the board and union acknowledge the service of Bill Griffith. He said what a tragic loss to those who were his friends and those who worked with him. He said he was the sweetest, kindest man and will be missed.

12. Future Events and Informational Items.

- Thursday, September 22, Parent Executive Council, 12:00 noon, Admin
- Thursday, September 22, Homecoming Parade, 6:00 p.m., Splash Landing
- Wednesday, September 28, Board Work Session on Curriculum (Science & Math), 6:00 p.m., Admin
- Monday, October 3, Board of Education, 6:00 p.m., Admin

13. Adjournment.

Director Castro motion to adjourn the meeting at 9:00 p.m.

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Gordon Staley, President

ATTEST:

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Colleen Skolrood, Secretary