



Cary Community Consolidated School District 26

Board of Education

Administration Center
400 Haber Road, Cary, IL 60013

Special Board of Education Meeting Minutes for October 1, 2007

The Board of Education of Cary Community Consolidated School District, McHenry and Lake Counties, Cary, Illinois, held a regularly scheduled meeting on October 1, 2007 at 6:00 p.m. at the Administration Center, 400 Haber Road, Cary, Illinois, 60013.

Meeting Minutes

1. Organization

1.1 Call to Order

The meeting was called to order at 6:02 p.m.

1.2 Roll Call

Board Members Present:

Mr. Lawrence, Ms. Lehman, Mr. Bush, Mr. Loew (via telephone), Mr. Ruelle, Ms. Lewis, Mr. Jenner

2. Public Hearing for 2007-2008 Budget

2.1 Presentation of Budget

Mr. Drafall spoke about slides he presented to the Board. They are for the most part the same as what he previously presented at earlier meetings.

Recapping what was said before, he first talked about financial, and non-financial resources which turn into financial resources. For example, the associations for football and baseball. Not having those resources would impact taxpayers because parents would ask the schools to provide them. Our facilities are available to them and they in turn, help maintain them.

Mr. Drafall began by talking about where we ended up in 2007. Running through the reports, essentially where our budget ended up in 2007, we started up in 2006 and our expenses and revenues, we're starting our 2008 year at about 2.8 million dollars in all funds working cash, in all funds, in fund balance--modified accrual.

Mr. Loew is joining the Board via telephone. The time is 6:07 p.m.

Mr. Drafall continued speaking about 2007 and where we started out in July 1 of this year for 2008, and with about 2.8 million dollars in fund balance for all funds and where our budget ended up for 2007. Although these are from the audit, and with the audit, the complete process has yet to be completed so there could be some adjustment. Revenue assumption is about 5 ½ percent for the tax levy. We have no information which would change that. The State of Illinois foundation level, is up 3.99, although we await when that money will start increasing, he believes right now the state will owe us between \$150,000-200,000 in the increase in revenue that is not coming because they are still paying based at last year's foundation structure. Hopefully, in the veto in the next few days, there will be revenue. The 3.99 has been approved, but the bill to pay it has not gone through. In essence, we are being owed that money. Hopefully, with whatever happens this week, those revenues will increase.

Looking at pie charts, Mr. Drafall continued, breaking down where our revenues go per fund. Seventy five percent in the Ed. Fund, nine percent in the O & M Fund, and then where our source comes from. Again, with the state structure, as it is, twenty eight percent comes from the state, still the majority on the property tax base.

Ms. Lewis asked a question comparing neighboring districts with our tax base. She would like to know if our percentages pretty much in line with neighboring districts as far as our Ed Fund at 75% and the property tax base at 62%.

Specifically, Mr. Drafall would have to get that information. This seems, given our demographics, with the structure that we have, this makes sense.

This was the initial presentation back where we were looking a negative \$600,000, negative fund balance of \$4,000,000, the Ed. Fund still at \$3,000,000 in fund balances and our beginning balance if you look at 2007, he made those adjustments. He wanted to do this to bring this back as a historical context so that they would have that as a comparison to what the next slides are.

Changes since the initial presentation include:

- The Board gave direction to bring expenses in line with revenue. He has done that.
- They have corrected errors in fund balances.
- To get expenses in line, reduced expenses by approximately 9% and in some cases 9 ½%.
- Increased budget lines for interest in the loan payment that the Board will be asked to pay back in the next in the meeting.
- Expenses need to be adjusted in the ERO payment. They have been amended.

Mr. Lawrence asked why the ERO payment is going up. It is not going up; what was budgeted originally was incorrect. The actual payment was around \$165,000 for those folks who were in the pipeline before the change. Essentially, before the budget was first created, that was short \$160,000. He surmises the wrong number was entered into it.

Ms. Lehman asked if the 9% was for every line item, even for salaries.

Mr. Drafall responded with a yes.

She asked if that was logical.

Mr. Drafall answered that to follow the Board directive and get to where the Board had asked, was to adjust all lines appropriately to bring it into line. In looking at 2.8 million dollars in reductions on that level of expenditures, the only way was to do it in that manner.

Mr. Jenner asked if any action has been taken to live up to this or if anything is being done significantly differently.

Mr. Drafall answered we are getting closer. He continued with his presentation. He has not gotten it down to the exact level of dollars and expenses, because he didn't formulate it. Expenses are looking lower than the revenue by \$884,000. It will put the onus for principals to adjust their lines by 9%. What that has done is refocus what priorities are. It will be difficult because it is so late in the game. Thirty to forty percent of these budgets have already been consumed. It will make principals decide what Professional Development will look like, what it won't look like, and what they will have to do for the remainder of the year. Who is responsible for various programs will have to be focused on. Examples include: district administration expenses, contractual services, Board of Education expenses, and memberships, mailing costs, general administration, and Early Childhood. Supplies for schools, substitute salary for Professional Development costs, travel, will be broken down into responsibilities. Mr. Drafall shared those items line by responsibilities. There is \$17,000,000 in what is general salaries and benefits in K-8. His presentation gave a different look at the budget and who is responsible for what.

Ms. Lewis asked about ECE and if it belongs in Special Ed.

Mr. Drafall responded that he can pull up Special Ed, however he was looking at each building to show who is responsible for Spec Ed, such as LD, speech and ECE, at each location. The goal would be that the person closest would make the decisions that impact the programs. This would enable decisions to be based with resources that we have.

Cost Cutting Measures

- Custodial overtime has been limited. Absences will be filled by substitutes, if available. Custodians will not be allowed to work double shifts. They will be allowed to work 10-12 hours if subs are not available.
- Repairs done correctly associated with safety and security. Watching where we are with our Capital lines and making sure we reserve our budget resources for issues that are specific to student and staff safety and security to our buildings.

Mr. Lawrence asked about a p.m. schedule for each building and what repairs what would fall under ongoing p.m. versus emergency versus safety and security.

Mr. Drafall responded that he does not have a p.m. schedule. He cited a leak incident at Three Oaks where Sherman had to be called and a hole had to be cut in the wall which cost approximately \$1,000, As of now, we have reduced, we have had the preventative maintenance of the HVAC system and have that ready. We've said at this point, anything that is not emergency, even that he would like a call on, but other preventative maintenance must be called in and request first. He has denied several beginning in August. There is no schedule at this point and that is something that needs to get done. This is something that the Sites and Facilities Committee is requesting. Other issues for preventative maintenance is replacing roofs.

- Review of Utility Contracts—Mr. Drafall is meeting with a potential vendor for the second time to reduce phone costs. He is also working with a gas utility. A contract was signed in June however any future contract could involve savings for next year.
- Review of Copier Agreement—This will be reviewed with possible options in the next month.
- Training building administrative assistants and clerks on the ADA time claim. A meeting was held to review the structure. There could be some ways to increase minutes. A possible amendment could be forthcoming. The state could be requested to do an audit on the ADA. This is not a cost savings measure, but a revenue increase. More meetings will be scheduled to maintain similarity throughout the district.
- Office Supplies—Office Depot has the lowest copying prices he could find. Clerical staff will be trained so that copy jobs can be printed “on-line” through Office Depot. We will be minimizing the number of vendors that office supplies are being purchased from so that a smaller number of checks need to be cut.
- Reduce Professional Development and make building budgets to include the cost of substitutes---This makes buildings more accountable to their budgets and puts the stress and pressure on the buildings, and for some, a strong accountability for their expenses.

Mr. Jenner asked if for a ball park of what financial impact this will have.

Mr. Drafall responded changing phone service will save the district between two and three thousand dollars per month.

Mr. Jenner would like to know, as a whole, if Mr. Drafall is talking about 5, 6 or 7 figures.

Mr. Lawrence would like to know what percentages.

Mr. Drafall does not know at this time. Electrical will also be looked at. Some areas have been cut to a point, such as preventative maintenance, the next phone call will be expensive. Preventative maintenance has not been done. A drain has been duct-taped. A call had to be made to redo the drain. Not all maintenance can be done by our staff. A price has been paid for work that had been put off.

Mr. Lawrence reiterated there is no preventative maintenance schedule. He does not want to hear the Board, by not approving things and asking to stay in line, is causing the buildingsThe assumption can be made that this is the Board's problem. He doesn't feel that it is. Mr. Lawrence is not blaming Mr. Drafall. There have been multiple Operations people who haven't given the Board what they needed in this situation. This is a situation Mr. Lawrence doesn't want to be in. Without a schedule, how can they authorize funds?

Mr. Ruelle stated, in reality, it is the Board's problem.

Mr. Lawrence commented he understands it is the Board's problem. He is going to work and he is confident in the administrators in place right now to help the Board get to that point, however he doesn't want to hear the Board has gotten us into this situation because they want to cut costs.

Ms. Lehman believes the Board and the administrators are a team.

Mr. Drafall reiterated these things didn't just happen in the last two or three years. There are a mixture and variety of things.

Enough guilt to go around.

Mr. Drafall will be looking for more savings and revenue streams. When maintenance items need to be completed, they will be done properly. The duct tape example is not the fault of our custodians. They followed through with ways to be effective with keeping costs down. That isn't always the long term solution to a problem. Strong leadership and decision making are needed.

Mr. Drafall would also like to talk about a hand-out which is a state form budget with the numbers which are expenses and revenues. He would also like to talk about another form which is a work in progress. As we are moving our systemsour audit switched to modified accrual, and our budget switched to modified accrual, but our accounting and bookkeeping structure didn't necessarily switch to modified accrual in the format that it should have. It will for next summer when we go through that process and be in that format. In the meantime, we are having to make some manual adjustments and present things in a different format that what we would traditionally like to. What he would like to try to do is put the budget on the state form, and expense side, onto a little more detailed sheet with the budget numbers in black and our expenses to date, in blue, and because he keyed them all and adjusted for modified accrual by hand, he will not guarantee 100% accuracy in numbers until he goes back and verify and make sure he is the right set. He believes he got all the salaries right. The expense side was probably better off because for schools, we have a deadline at spring break for P.O.'s for year budgets and supplies.

Mr. Drafall continued running through by function and by object breakdown.....normally you only see one object ...one is salaries, two is benefits, three is purchase services, four is supplies. There is a two digit object number which breaks it down a little more. He believes this will be helpful in looking at where we are at with overtime. Some accounts will be in blue and we don't have any black. This means we do have an account in an area which do not have any expenses budgeted, but we do have expenses paid. Some of those expenses need to be moved because they are improperly coded. The next step is

to get those expenses recoded. In some cases, moving budget accounts over into that area or it will be ...when we get to a point where we talking about amending the budget, adjusting those, finding budget money from other places that hasn't been spent and doing so appropriately. It is a work in progress and he welcomes ideas and suggestions. Mr. Bush has already provided some ideas as to giving numbers and percentages along the way, and we will do that and work on that. This is through the September bill listing. It is basically three months of expenditures. The salaries do not have the July and the first August teacher salaries in it. It does include administrators' salaries. For those on a contract that expires, that is the modified accrual structure. Those have been taken out. The insurance payment is tardy and is not reflected here. The one the Board will adopt in October will be for September and October. Part of the lag with the HR is brought about by not having full PR staff working through some of those issues and the switchover of staff members.

Mr. Lawrence noticed sporadic places where items have zero budget line, but there were those areas where with 25% of the school year, we were 50% over on expenditures. He asked what the reason was.

Mr. Drafall spoke about what the next two steps are. The first is going through and evaluating. He has already gone through and marked what items will be moved. Insurance we paid 100% of the year in July. School supplies are paid up and consumables are paid in September. Those upstart expenses for schools come in now. Once those items are isolated as beginning year expenses.....custodial supplies were purchased for 6-7 months to start with. The budget lines are all adjusted down 9% with the exception of the ERO payment and the insurance bill payment. If those were put down 9%, they were already over budget by 9% because we paid the bill.

Mr. Jenner asked a question about total salaries of 1,664,000, and benefits of 375,000. He asked if that represents one month of salaries. The total salaries amount could include summer school salaries.

Mr. Ruelle asked if there some way to show what the liability is for expenses that haven't occurred yet for July and August, because of modified accrual and salaries.

Mr. Drafall stated there needs to be a structure of what we are committed to and what we have left. He will come up with another model.

Mr. Drafall would like to start the '09 process early, building from the '08 process, building the preventative maintenance into it.

Ms. Lewis thanked Mr. Drafall.

2.2 Comments from Public

Mr. Spoerl asked Mr. Drafall if the budget is realistic.

Mr. Drafall believes there are areas which can be watched and controlled, and it puts a stress in areas that we haven't had to give us to come within some of those line items. In other areas obviously, we will have to look at those as we come close towards those budget caps to adjust them, but there are certain areas which have been reduced significantly that we will not meet that budget area.

Mr. Spoerl asked if we would have a balanced budget this year.

Mr. Drafall believes when we have to amend this budget, we will, sparing some lottery wins from the state, we will not have a balanced budget in the end.

Mr. Spoerl noticed the fiscal year 2007 salary finals are larger than what we have.

Mr. Drafall responded that we reduced all line items by 9% and there was 6% growth so

it's showing right now below the prior year. That is reflective because of the 9% adjustment across the board.

Mr. Spoerl asked if cutting staff is anticipated to meet the budget.

Mr. Drafall responded he will at some time, need to amend the budget.

Mr. Spoerl stated, "Otherwise you will have to cut staff. The question is, are we legally able to do that to a significant degree because we have already begun the school year."

Mr. Drafall answered, "With contracts, probably not."

Mr. Spoerl commented to the Board. "Two years ago I sat in on Finance Committee meetings, Board meetings, and the Finance Advisory Committee meetings. I asked various Board members what is Plan B and Plan C. To me, what levels would trigger that. What fund balance would trigger that? To me, Plan B is a referendum, Plan C is what happens if it doesn't pass. What cuts do we make at that point? I don't think I've seen in the two years since, significant progress towards well....here's a level of fund balance where we are seriously going to consider Plan B and C. And here is what is going to trigger it, let alone okay, we have gotten there at that level, and what is Plan B and Plan C, assuming it doesn't pass. The last referendum went down by a three to one margin if that is an alternative here. Based on what I am seeing here on last year's budget and fund balances where they left off, and admittedly, unrealistic budget starting this year, admittedly unrealistic, although Todd, I think you were given a BB gun to stop a tank, you followed the Board's directives. So I would say to the Board, I think we need to be more realistic moving forward. I understand, at least my understanding is of the directive is, let's try to instill an attitude to cost savings. I applaud that. Don't get me wrong. What I think is a line that might get crossed along the way, where we might instill that on one hand, but we are getting unrealistic and looking unrealistic to everyone on the other hand."

Mr. Bush stated the other reality is we got to this position based on information that, in essence, about 45 days old.

Mr. Spoerl stated he has been at a lot of these meetings along the way the last two years and for example, to talk about maintenance and he didn't know necessarily we weren't maintaining things correctly, so now we might have to spend more money. He has heard the discussions where the Board has talked about making this expenditure because otherwise it will cost more later. He has seen those conversations and it is a good thing too. We want to spend our money wisely in a way realizing that we are in this for the long term. He thinks the Board has had plenty of opportunity seeing two years of deficits, to stop and question what specifically, do they need to do. He hasn't realistically, seen those questions asked effectively.

Mr. Ruelle asked if there was any additional comment.

No additional comment was made.

2.3 Adjournment

Mr. Ruelle closed the public hearing on the 2007/2008 budget.

All were in favor.



Cary Community Consolidated School District 26

Board of Education

Administration Center
400 Haber Road, Cary, IL 60013

The Board of Education of Cary Community Consolidated School District, McHenry and Lake Counties, Cary, Illinois, held a regularly scheduled meeting on October 1, 2007 at 7:00 p.m. at the Administration Center, 400 Haber Road, Cary, Illinois, 60013.

Meeting Minutes

1. Organization

1.1 Call to Order

The meeting was called to order at 7:03 p.m. by Mr. Ruelle.

1.2 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.3 Roll Call

Present—Mr. Lawrence, Ms. Lehman, Mr. Bush, Mr. Loew (via telephone), Mr. Ruelle, Ms. Lewis, Mr. Jenner

2. Community Input

No additional community input.

3. Agenda Items Requiring Discussion and Board Approval

3.1 Resolution to Adopt Fiscal Year 2008 Budget

Motion to Adopt the Fiscal Year 2008 Budget by made by Mr. Loew with Mr. Ruelle seconding the motion.

Mr. Ruelle asked if there was any further discussion.

Mr. Jenner stated he believes we are going in the right direction, although we have a lot further to go than what is represented. He is glad to see there is some activity in terms of reducing costs and increasing revenue. He is very concerned it will not be enough as they have discussed so far.

Mr. Bush stated one point of clarification. They have had in the past, budgets with budget limits set for which those budget limits were exceeded. He asked what is in place that will preclude that happening in the future.

Mr. Bush commented they have overspent budgets in the past.

Mr. Drafall asked at what point does the Board....because it is his estimation that they will at some point, have to amend this budget, to increase budget authority for approval of bills. He

asked what the Board's philosophy is on what that means. Is it when the fund itself gets close to...is going to exceed, is it by account, is it by class? He needs a little direction when it is it will have to be corrected.

Mr. Lawrence believes what Mr. Bush was asking was what mechanism is in place that is going to say, "You're about to exceed that number." What is in place to make sure it is not exceeded because by law, it should not be exceeded and how will they be informed.

Mr. Drafall answered there will be a form that is going to delineate where the budget is at and where the expenditures are. At that point, they will have to extrapolate out and expand going out two months, for example, say February 1st, we are going to be at the point where something's going to go over budget, and to go to his question, "Is it by fund?" On February 1st we are going to be looking at say, Operations and Maintenance Fund exceeding its budget level and at that point action must be taken.

Mr. Bush believes that is the point which it has to be a conscious and deliberate decision. That is his personal opinion. Where they will have to take action of some sort.

Mr. Drafall responded they use estimates as to what the next bills will be and in payroll they have salaries and that is pretty consistent. Then, they look at where they are at two months out and say, "Okay, we are in December and I'm looking at February, it's looking like that fund is going to be over budget. Now we need to talk about how we deal with that overage.

Mr. Ruelle feels one of the things that needs to be recognized is that what he has gathered from what has been presented, Mr. Drafall is rebuilding a lot of the internal systems. There are a lot of things that lack clarity in terms of what is really happening in these some of these account structures. Part of the process going forward has to be as clarity comes to these numbers, they all stay informed as to what's happened. A second thing that has to happen is that as things are occurring, positive or negative relative to this budget, i.e. if they come to a better package deal for our phone services, and if \$80,000 is budgeted for phone service, and now it is going to \$50,000, an adjustment should be made to the budget to see the positive effect.

Mr. Bush believes this should be almost a monthly process for this year and because of where the district is at, it has to be. The biggest thing he is concerned about at this point, is that they don't go blowing through funding limits as in the past.

Mr. Drafall believes that is the goal.

Mr. Ruelle agrees with Mr. Bush. They have to have a full and complete understanding of where they are at right now because of some of the things they are trying to bring clarity to right now that doesn't make any sense in terms of what's happened over the past several years.

Mr. Loew thanked Mr. Drafall for his presentation. His comments included that the spending issues that we have are not merely....we come upon January and February in some of these funds and find, well I guess we spent it anyway. We have X dollars to spend, so we need to choose wisely because as much as you said, there is a lack of systems, but there is also a lack of processes that allow us to effectively spend our money. So, it is not just a question of amending the budget and putting more money to expenditures because the 9 ½% that Mr. Drafall spoke about and put on display was not created and researched necessarily to determine whether that was the correct amount to put in those areas, and he wants to be sure that what we are taxed with is not only the systems in the sense of the reporting, but the systems that allow us to effectively determine how to spend our money in the future and choose wisely in spending this \$30,000,000+.

Mr. Drafall agrees. When expenditures are reduced in one area, it doesn't mean we automatically get to go and put it into another similar area that someone else wanted a pet project. We are well beyond that and that money needs to come back to the house to help take care of an essentially deficit structure. Throughout the administration, everyone has a really good handle on pushing to find ways to live within the 9% reduction, but also looking at what is really needed and what they can do. It is going to be a stretch. There are going to be some

areas where they are not going to be able to do that. Because of the programs and books we have chosen will eat that up. What he has done, he believes, is exactly what the Board wanted to happen. It concentrates everyone's thoughts to how things can be reduced.

Mr. Lawrence commented two years ago, when the Board changed its majority, the Board set forth to get a better understanding of what the financial situation of the District was. Just now, are they realizing what that is. It took over two years to occur. They are now asking the administrators to undertake a change in mind set throughout the entire organization. It will take more than a year for that to take place, but hopefully, progress will take place. We can expect to totally rebuild the battleship while they are at full steam ahead, and expect to have a brand new ship when they get there. Mr. Lawrence has great expectations for next year and the year after as the administrative leadership models the changes that the Board asked for over and over, and that he believes will be in place. He knows Mr. Drafall has had a lot to do in the last three months, however he has to say he is somewhat disappointed that this budget which will be on display has a \$600,000... in the black. He understands the logic that got there. He wants to go on record to say he is disappointed that Mr. Drafall had to take the shortcut approach that he took of a 9% across the board to get us there. He believes it sets an unrealistic expectation or potential fear in some of our staff and we shouldn't be doing that. He is disappointed in regards to that, but it is not a personal thing, it is a systemic thing, so trust him, it isn't bad Todd, it is bad system. Finally, Mr. Lawrence would like to say when he was auditing his Type 75 class, he heard more than once, the retired superintendent who was teaching the course when some of the teachers were not strong at bat were going over some of the financial aspects, budget building, calculating your state aid, the superintendent said to those teachers more than once. "You need to as future administrators and superintendents, say to have to trust your business manager." He is taking that to heart. He is trusting Mr. Drafall.

Ms. Lehman asked exactly how the Board in the past exceeded their authority. How have they approved expenditures?

Mr. Drafall responded that last year, after the audit was completed, essentially the budget was here and the final expenditures were \$600,000 above that. In essence, the district exceeded the budget authority that was approved by the Board.

Ms. Lehman asked if those finance reports were the way they exceeded their authority.

Mr. Drafall answered because we have a system set on cash, we have a budget and an audit set up on modified accrual and we had a structure that couldn't reconcile them. We are going to work on that essentially by hand on a lot of stuff. A big reason for that happening was the modified accrual structure and because the system was set on cash.

Ms. Lehman asked if in the future, we are going to understand when the Board exceeds their authority. Before they exceed their authority, they will know.

Mr. Ruelle asked for a Roll Call for the Vote:

Voting Aye: Mr. Bush (with great reservations), Mr. Loew, Mr. Ruelle, Ms. Lewis, Mr. Lawrence
 Voting Nay: Mr. Jenner, Ms. Lehman
 Motion Carried

3.2 Approval to Repay State Loan

This loan is the \$5.5 million dollar loan taken out for short term borrowing during the time when the district has no tax dollars coming in.

Motion to Approve Repay to the State

Mr. Loew motioned and Ms. Lewis seconded.

Mr. Ruelle asked if there was any additional discussion.

Mr. Lawrence asked why the Board was not given paperwork regarding this.

Mr. Drafall apologized there apparently was a communication breakdown between him and Ms. Hamann. There should be paperwork.

Mr. Lawrence asked if interest was earned on this money.

Mr. Drafall does not have the exact amount. He knows the differential between the loan rate and the interest rate we were getting on our money was 1%.

Mr. Lawrence asked if the 1% was in our favor.

Mr. Drafall responded that it was not. We borrowed the money at 4.625% and invested at 3.625.

No further discussion was held.

Roll Call:

Voting Aye: Mr. Bush, Mr. Loew, Mr. Ruelle, Ms. Lewis, Mr. Jenner, Mr. Lawrence, Ms. Lehman

Motion Carried

3.3 Approval to Submit the 2007-2008 Application for Recognition of Schools

Dr. Schurter explained it is required by the Illinois School Code that local Board must reaffirm that it will operate within the laws of the State of Illinois and the auspices of the Illinois Administrative Code which is part of the Illinois Revised Statutes. It is something that must be done yearly and is done electronically.

Ms. Lehman asked why it must be done. It is required by state law.

Mr. Jenner asked if they must follow the law anyway.

Dr. Schurter answered with a yes.

Motion to submit the 2007/2008 Application for Recognition of Schools was made by Mr. Lawrence and seconded by Mr. Bush.

No additional discussion was had.

Roll Call:

Voting Aye: Mr. Bush, Mr. Loew, Mr. Ruelle, Ms. Lewis

Voting Nay: Mr. Jenner, Ms. Lehman

4. **Closed Session for the Purpose of Discussing Probable and Imminent Litigation and Purchase of Sale of Property**

4.1 Motion to go into a brief closed session for the Purpose of Discussing Probable and Imminent Litigation and Purchase of Sale of Property was made by Ms. Lehman and seconded by Mr. Bush.

No additional discussion was held.

Roll Call:

Voting Aye: Mr. Loew, Ms. Lewis, Mr. Ruelle, Mr. Jenner, Mr. Lawrence, Ms. Lehman, Mr. Bush

5. **Return from Closed Session**

5.1 Action may be taken for purpose of discussing probable and imminent litigation and or Purchase or Sale of Property

6. **Adjournment**

The meeting was adjourned at 7:40 p.m.

Craig Loew, Board President

Chris Jenner, Board Secretary

Barb Cummins, Recording Secretary

DATE ATTESTED: November 19, 2007