

MINUTES — REGULAR MEETING –SEPTEMBER 15, 2009

- 1) The regular meeting of the Hillsboro Community Unit School District No. 3 Board of Education was called to order by President Bill Clinard, at the Hillsboro Unit Office, at 7:00 p.m.
- 2) The following members of the Hillsboro Board answered present to roll call: Barbara Adams, Greg Bellaver, Trina Britton, Lynne Hutchison, Bill Jurgena, Earl Meier, and Bill Clinard.
- 3) Agenda Item 2.0. Good News.
Superintendent Powell introduced Witt Principal Michelle Reeves who reported on the success of the Witt Labor Day Celebration. A large majority of students participated in the parade and several parents volunteered to help with the Lion's food stand. The Lion's club in return donated a portion of the profits back to the school. The first annual PTC golf ball drop took place on Labor Day. Prin. Reeves stated, "This was a huge successful fundraising event for Witt PTC." Prin. Reeves reported the Open House for Witt Elementary School was well attended along with a Book Fair which was also a success.
- 4) Beckemeyer Elementary School Principal Pam DeLong reported the PTC Gifted Program is ready to start. Students have been selected and parents notified. The PTC is holding a Trivia Bowl to help support the program. Prin. DeLong also reported Senator Demuzio will be coming to Beckemeyer for the Principal for the Day Program.
- 5) Agenda Item 3.0. Approval of Minutes.
Supt. Powell sought Board approval of the minutes for the August 11th regular meeting and executive session. Upon a motion by Secretary Hutchison, seconded by Bill Jurgena approve the minutes of the 08/11/09 regular meeting and executive session. On roll call the following voted yes: Barbara Adams, Greg Bellaver, Trina Britton, Lynne Hutchison, Bill Jurgena, Earl Meier, and Bill Clinard. Motion carried 7-0.
- 6) Agenda Item 4.0. Committee Reports. Building and Grounds.
Committee Chairperson Bill Jurgena reported the committee met on September 8th at 6:00 p.m., those present for the meeting were: Board Committee Members, Greg Bellaver, Pres. Clinard, Supt. Powell, Asst. Supt. Hacke, Dir. Gaither, Director of Maintenance Mike McCoy, Building Trades Teacher Rich Stewart, and himself. Summer maintenance and repair projects including the replacement of the roof at the Unit Office were discussed. Consensus was reached to recommend the replace of the whole roof at the Unit Office. There was discussion of the HVAC system at the Junior High School cafeteria. Consensus was reached to recommend to the Board that a feasibility study be completed to determine a solution to the problem. Building Trades Teacher Rich Stewart discussed the program. Consensus was reached to recommend to the Board the selling of the Building Trades House as soon as practicable, the selling of the remaining lot, and the search for a location to build the next Building Trades House. Supt. Powell discussed the utilization of a construction manager for the high school project. Consensus was reached to make this recommendation to the full Board. The committee adjourned at 6:43 p.m.
- 7) Agenda Item 4.0. Committee Reports. Finance Committee.
Acting Committee Chairperson Earl Meier reported the committee met on September 8th at 6:47 p.m., those present for the meeting were: Board Committee Member, Barbara Adams, Supt. Powell, Asst. Supt. Hacke, Dir. Gaither, and himself. The state of finances in the District and the proposed budget were discussed.

- 8) Agenda Item 5.0 Approval of Financial and Business Transactions. 5.1. Bills.
Supt. Powell reported there was a total 507 checks for the third month. This is a total of \$1,312,000.00. The largest amount to Culbertson for the completion of the original HVAC work at Beckemeyer. Supt. Powell asked for questions regarding the bills, the school activity funds, or the cash balances. There were none. Upon a motion by Bill Jurgena, seconded by Secy. Hutchison, approve the paying of all bills and salaries for the third month. On roll call the following voted yes: Greg Bellaver, Trina Britton, Lynne Hutchison, Bill Jurgena, Earl Meier, Barbara Adams, and Bill Clinard. Motion carried 7-0.
- 9) Agenda Item 5.0. Approval of Financial and Business Transactions. 5.2. FY10 Budget Hearing and Adoption. 1.0. Temporarily Suspend Regular Meeting.
Upon a motion by Bill Jurgena, seconded by Secy. Hutchison, to temporarily suspend the regular meeting to conduct the budget hearing. Voice vote. Motion carried.
- 10) Agenda Item 5.0. Approval of Financial and Business Transactions. 5.2. FY10 Budget Hearing and Adoption. 2.0. Call to Order and Roll Call.
President Clinard called the Budget Hearing to order. The following answered present to roll call: Barbara Adams, Greg Bellaver, Trina Britton, Lynne Hutchison, Bill Jurgena, Earl Meier, and Bill Clinard
- 11) Agenda Item 5.0. Approval of Financial and Business Transactions. 5.2. FY10 Budget Hearing and Adoption. 3.0. Presentation of FY 2010 Budget.
Supt. Powell reported the fund balances are better than what was reported last month. Supt. Powell stated, "We have just over 4.7 million dollars in all funds as of July 1, 2009. The Education Fund looks a little better than last month, but there is a single year deficit of almost 1.9 million dollars. We will move over \$900,000 from Working Cash so this will not be so close. The Child Care Fund ran slightly into a deficit however Sheri expects to have a balanced budget this year. The Building Fund shows a single year deficit of \$197,000. We do have some funding bond money left from a few years ago, over \$50,000 we plan to need and plan to spend that. We are looking at a 10% over. Last year that budget came in almost \$200,000 under. I don't think this will be a big concern for us. The Debt Service Fund has accumulated interest and pays for itself. The Transportation Fund started with \$273,000 balance and we are looking at a balanced budget here. As far back as I have looked this fund has run in the black. Retirement Fund takes care of itself with the levy. Working Cash Fund has 1.2 plus million dollars, which is working cash bond money from three years ago. We are spending it. The Tort Fund is in decent shape. The Health/Life Safety Fund has levy money accumulating. Some has been spent in the last few months including the payment Culbertson of \$200,000. I want to clarify something; it is not the case that we have \$624,000 worth of Health/Life Safety projects planned. We plan each year to spend the Health/Life Safety money. You levy for them every year and then you spend it on projects. The default in budgeting is to spend it down to a zero balance. There will probably be money left there depending on the HVAC system at the Junior High. It is almost a 2.4 million dollar single year deficit. I think it is more useful to look at the Operating Fund. This year we are looking at revenues of \$15,922,000 according to this budget. That is the problem. If the trend in revenue would have carried at what one could expect, we would be looking at something very close to a balanced budget. As I mentioned last month with the hit we took in corporal personal property replacement tax, the hit in general state aide, and in the grants, it is the revenue that is causing a significant problem with our single year budget. The expenses in the Operating Funds are right at 17.9 million dollars. At the end of FY 09 the fund balances in the Operating Fund, this is an audited number, is \$3,743,000. If this budget holds true, we are looking at having \$1,763,000 at the end of this year. We are going to have to try to affect both revenues and expenditures as we move forward. The 1.7 million in the

bank means if we can make some progress and hold on to and possibly cut expenditures the 1.7 million dollars can carry us through. This is while we improve our single year budgets without having to borrow more money. That should be our goal to maximize revenues and cutting down wherever we can. We can't turn this around in a single year but if we can narrow that gap and cover with the money we do have left we will be okay."

- 12) Agenda Item 5.0. Approval of Financial and Business Transactions. 5.2. FY10 Budget Hearing and Adoption. 3.1. Board Comments and Questions.
Supt. Powell asked for comments and questions. Bill Jurgena asked, "Do we have a feeling of when any of the coal mine money might start flowing?"
Supt. Powell responded, "The coal mine money is likely not to come in the manor we thought it would because of an abatement. If the coal company receives the abatement, we will not receive those property taxes directly from the increase in the EAV, but the abatement will be figured into our general state aide fund and we will receive some through state aide. As far as a time line, I would not commit to when we will see it."
Earl Meier asked, "Do you see any additional federal money coming into the School District?"
The stimulus money is helping out right now. As far as any additional federal funding, no."
Earl Meier continued, "So your goal is to try and minimize the expenses as much as you possibly can."
Supt. Powell replied, "Yes, last month we discussed some of the simultaneous conditions that were in the District a few years ago that impacted us this year like the corporate personal property replacement tax. Also, there was a dip in the enrollment. I am more optimistic about FY12 than FY11."
- 13) Agenda Item 5.0. Approval of Financial and Business Transactions. 5.2. FY10 Budget Hearing and Adoption. 3.2. Public Comments and Questions.
Supt. Powell asked for comments and questions. There were none.
- 14) Agenda Item 5.0. Approval of Financial and Business Transactions. 5.2. FY10 Budget Hearing and Adoption. 4.0. Adoption of FY10 Budget.
Upon a motion by Secy. Jurgena, seconded by Secy. Hutchison, adopt the FY 2010 Budget as presented as presented. On roll call the following voted yes: Trina Britton, Lynne Hutchison, Bill Jurgena, Earl Meier, Barbara Adams, Greg Bellaver, and Bill Clinard. Motion carried 7-0.
- 15) Agenda Item 5.0. Approval of Financial and Business Transactions. 5.2. FY10 Budget Hearing and Adoption. 5.0. Adjourn the Public Hearing.
Upon a motion by Bill Jurgena, seconded by Secy. Hutchison, adjourn the budget hearing. Voice vote. Motion carried.
- 16) Agenda Item 5.0. Approval of Financial and Business Transactions. 5.2. FY10 Budget Hearing and Adoption. 6.0. Resume Regular Meeting.
- 17) Agenda Item 6.0. Recognition of Audience.
Pres. Clinard asked, "If anyone in the audience wished to address the Board, saying this would be a good time for any questions or concerns anyone may have to present them to the Board. The Board would take them under advisement and may put them on the agenda of the next board meeting."
There was no one.

- 18) Agenda Item 7.0. Old Business. 7.1. Second Reading and Approval of the Proposed Board Policy and Administrative Procedure Revisions.
Supt. Powell reported this was the second reading of the policy and procedure revisions and recommends the Board approval. Upon a motion by Bill Jurgena, seconded by Secy. Hutchison, approve the Board Policy and Procedure revisions as presented. Voice vote. Motion carried.
- 19) Agenda Item 8.0. New Business. 8.1. Nurse's Report.
School Nurse Ginger Barnes presented to the School Board a report prepared for the 2008-2009 school year. Nurse Barnes stated, "The goals for the school nurses do not change much because they remain to be the same. We are doing more CPR and AED training with facility and staff due to the new law that requires anyone using the school buildings to be trained. There are student health services, vision and hearing screenings, which we do for all children Pre-K through 8th grade." Nurse Barnes reported on the programs for students such as the dental program and an immunization clinic, which was held for the first time this year. They also provide services for the staff and facility including flu shot and tetanus booster clinics as well as health screenings when requested. The staff and family education included the use of an epupin this year due to the number of students with food allergies. Nurse Barnes report on the CNA program, "Eleven students completed the CNA program this past year. We have had 100% pass the competence exam since we started this program. There are 20 students enrolled in the program this year coming from Hillsboro, Litchfield, Raymond, Mt. Olive, and Morrisonville. Stacy Payne is the lead instructor for this program." She concluded her report with a "Thank you." to the School Board for their continued support for the Nursing Services Department.
- 20) Agenda Item 8.0. New Business. 8.2. High School Task Force Support.
Supt. Powell introduced the Chairman of the Task Force Mark Noyes. Chairman Noyes reported on the work the Task Force has done working with the architectural firm FGM that was employed by the Board of Education. Chairman Noyes reported this would have to be a phase project over a number of years. He stated, "One of the things we were charged with is securing the campus and eliminating entry points." Chairman Noyes used a power point presentation to show the phase one plan, which has new construction and the renovation of existing facilities. He stated, "This is a working document subject to change. We are not here making a recommendation to the School Board. It is to provide continuing dialogue and your input to us. One thing that has come out of this as a consensus that we can't renovate the existing facility, that will be raised as part of the end of phase one. Supt. Powell added, "This is what the Task Force gave to FGM. They are some big ticket items, that if they are going in the different direction, we need to address them. The Task Force recommendation to FGM was that all plans would include demolition of the main building and the cafeteria building. That the buildings should be connected around a central core. That we should have the main entrance faces the west with the academic and administrative facilities on the west side. That it would be a traditional looking building. We want some consideration made to the aesthetics of the north facade and the elimination of parking and the drive in between buildings. Those are the big ticket items that the Task Force sent to FGM." Secy. Hutchison asked, "What is the next step?" Chairman Noyes responded, "To work through this process with the first phase and come back with a recommendation. Then FGM can start working with the plans and we will have a definite plan for what we are looking at." Secy. Hutchison commented, "My concern is how far down the road is phase two and three?" Chairman Noyes responded, "A lot of things play into that. An increase in the EAV and an increase bond capacity would help." Chairman Noyes asked for questions. There were none. The Task Force will continue to keep the Board informed of the progress. Consensus was reached to let the Task Force continue in the direction they are heading.

- 21) Agenda Item 8.0 New Business. 8.3. Consideration and Approval of Annual ISBE School Recognition.
Supt. Powell reported the approval of the Annual ISBE Applications for School Recognition for all five schools is required each year. Upon a motion by Bill Jurgena, seconded by Secy. Hutchison, approve the Annual ISBE Applications for School Recognition. Voice vote. Motion carried.
- 22) Agenda Item 8.0 New Business. 8.4. Consideration and Approval of Joint Agreement Resolution with OKAW Area Vocational Center for 2010-2011.
Supt. Powell turned this part of the agenda over to Director of Risk Management Gaither. Dir. Gaither explained this was done each year to provide our children access without tuition to thirteen vocational programs. Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, approve the Joint Agreement Resolution with OKAW Area Vocational Center for 2009-2010 school year. .
On roll call the following voted yes: Lynne Hutchison, Bill Jurgena, Earl Meier, Barbara Adams, Greg Bellaver, Trina Britton, and Bill Clinard. Motion carried 7-0.
- 23) Agenda Item 8.0 New Business. 8.5. Consideration and Discussion of Contracting with a Mass Communication System Provider.
Supt. Powell explained, "This is the computer based system that would automatically do mass calling to cell phone, phones, and e-mailing to make various announcements. The cost of this is between \$2.00 and \$2.50 per student. We are looking at between \$4,000 and \$5,000. This would be invaluable in an emergency situation." Supt. Powell reported there would be some savings due to the decrease in mailings and more effectiveness. It was the consensus of the School Board for Supt. Powell to look into this further and return to the Board with a recommendation.
- 24) Agenda Item 8.0 New Business. 8.6. Consideration and Approval of Replacing the Roof on the Unit Office Building for \$15,675.
Supt. Powell reported replacing the back portion of the roof at the Unit Office would cost \$8,200, which the insurance will pay. For an additional \$7,400 the entire roof can be replaced. Trina Britton asked, "Was this bid." Supt. Powell responded, "Typically with something like this we would, but because of the damage to the roof we had to get a bid for the damage and then also got a bid for the rest. The insurance company approved the estimate for the back. We could bid it out but because of the way it happened we should go with Tim Lipe Construction on the back half. He has done good work for the District. It was because of the way this came about we did not bid it out." Pres. Clinard stated, "Cost wise it is not required to be bid out." Upon a motion by Bill Jurgena, seconded by Secy. Hutchison, approve the replacement of the roof at Unit Office for \$15,675 to Tim Lipe Construction. On roll call the following voted yes: Bill Jurgena, Earl Meier, Barbara Adams, Greg Bellaver, Trina Britton, Lynne Hutchison, and Bill Clinard. Motion carried 7-0.
- 25) Agenda Item 8.0 New Business. 8.7. Consideration and Approval of Allowing the Superintendent to Pursue the Sale of the Building Trades House, the Sale of the Adjacent Lot, and the Search for a New Building Site.
Supt. Powell reported the stopping point for the house has almost been reached. Supt. Powell stated, "The recommendation of the committee and my recommendation is to go ahead and try to sell the house now. I would like to sell the house ourselves without sacrificing a realtor's commission." Supt. Powell reported the next step is looking for a place to build the next house. It is the recommendation of Supt. Powell and the committee to look for a place outside of the Edgewood Subdivision and sell the lot in the Edgewood Subdivision." It was the consensus of the full School Board to approve the recommendations of Supt. Powell and the committee.

- 26) Agenda Item 8.0. New Business. 8.8. Consideration and Approval of Seeking Qualifications for a “Construction Manager as General Contractor” for a Potential High School Construction Project. Supt. Powell reported that twice this agenda item had been discussed at the Building and Grounds Committee meeting. Supt. Powell explained, “There are two methods of delivery when it comes to building a new building. Method one, you hire an architect and the firm creates the plans. Then the plans are put out for general contractors to bid on. With this method you are bound to except the bid from the lowest responsible bidder. The general contract then hires sub contractors and over sees the construction. With this method we could have an additional consultant that acts solely as our representative. Method two, which is gaining popularity, and will be my recommendation, is you hire the architect. Then you hire a construction manager to act as general contractor. The construction manager is involved during the plan. You have the construction company that is going to oversee the construction involved in the creation of those plans. They are our representative through out. I have done much research on this and it can really save you money in the long term. It cuts down on waste and on change orders. By the time the construction starts, the construction manager’s contract has been settled and they no longer have a financial interest in different decisions that are made through out the building process. Our representative, the outside representative you want, is not someone from the outside that does bi-monthly meetings. It is the general contractor. They are on site everyday. Finally you are not bound by taking the lowest responsible bidder. We have really been burned on that. Building on a site, where we are going to have school, makes the scheduling a complex issue. We need to be sure the company managing this has the experience and the proven track record to do it right, on time, and on budget. For all those reasons I think the method of procuring a construction manager is the way to go.” The full Board reached a consensus to allow Supt. Powell to proceed.
- 27) Agenda Item 9.0 Communications.
There were none.
- 28) Agenda Item 10.0 Executive Session.
Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, move to go into executive session at 8:09 p.m. to discuss a resignation and employment. On roll call the following voted yes: Earl Meier, Barbara Adams, Greg Bellaver, Trina Britton, Lynne Hutchison, Bill Jurgena, and Bill Clinard. Motion carried 7-0.
- 29) Agenda Item 10.0. Executive Session.
Upon a motion by Bill Jurgena, seconded by Secy. Hutchison, move to go out of executive session at 8:25 p.m. Voice vote. Motion carried.
- 30) Agenda Item 11.0. Personnel. 11.1. Action on Resignation.
Upon a motion by Secy. Hutchison, seconded by Bill Jurgena to accept the letter of resignation from Substitute Bus Driver Rebecca Burris effective immediately. Voice vote. Motion carried.
- 31) Agenda Item 11.0. Personnel. 11.2. Action on Employment.
Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, to approve the employment of Patty Hemken as Part Time Aide at Beckemeyer Elementary School. On roll call the following voted yes: Barbara Adams, Greg Bellaver, Trina Britton, Lynne Hutchison, Bill Jurgena, Earl Meier, and Bill Clinard. Motion carried 7-0.
- 32) Agenda Item 11.0. Personnel. 11.2. Action on Employment.
Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, to approve the employment of Son Clayton as Girl’s Track Coach at Hillsboro Junior High School. On roll call the following voted

yes: Greg Bellaver, Trina Britton, Lynne Hutchison, Bill Jurgena, Earl Meier, Barbara Adams, and Bill Clinard. Motion carried 7-0.

- 33) Agenda Item 11.0. Personnel. 11.2. Action on Volunteer Coach.
Upon a motion by Secy. Hutchison, seconded by Bill Jurgena to approve Dani Baker as volunteer coach for the Hillsboro High School Boy's Golf team. Voice vote. Motion carried.
- 34) Agenda Item 12.0. Adjournment.
Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, move to adjourn. Voice vote. Motion carried.
- 35) Meeting adjourned at 8:28 p.m.

Hillsboro, Illinois
September 15, 2009

Thomas William Clinard, President
Board of Education

Lynne Hutchison, Secretary
Board of Education

Date minutes approved