

MINUTES — REGULAR MEETING – NOVEMBER 9, 2010

- 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.
Junior High Principal Mark Fenske reported junior high student Glenn Miller was selected as the Most Valuable Player at the Nokomis Basketball Tournament.
- 4) Agenda Item 3.0. Approval of Minutes.
President Clinard sought Board approval of the minutes for the November 4, 2010, Personnel/Policy Committee meeting and the October 12, 2010, regular meeting and executive session. Upon a motion by Secretary Hutchison, seconded by Bill Jurgena, approve the minutes of the 11/04/2010 Personnel/Policy Committee meeting and the 10/12/2010 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.
- 5) Agenda Item 4.0. Committee Reports. 4.1. Personnel/Policy Committee.
Chairperson Barbara Adams reported Personnel/Policy Committee met on November 4, 2010, at 5:30 p.m. Those present for the meeting were: Board Committee Members, Secy. Hutchison, Bill Jurgena, Supt. Powell, Asst. Supt. Hacke, and herself. There was discussion regarding the school board member oath of office. The committee went into executive session for the purpose of discussing compensation of non-certified employees. The Personnel/Policy Committee adjourned at 6:11 p.m.
- 6) Agenda Item 5.0. Financial and Business Transactions. 5.1. Approval of Bills.
Supt. Powell asked for questions pertaining to the bills for the fifth month of FY 11. Seeing none, the Board proceeded. Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, approve the bills as presented for the fifth month of FY 11. 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.
- 7) Agenda Item 5.0. Financial and Business Transactions. 5.2. FY10 Audit Presentation.
Supt. Powell introduced CPA Henry Siekmann, of Allison, Knapp, & Siekmann, whose firm prepared the FY10 Audit. Copies of the audit were given to each of the Board Members. Mr. Siekmann reported the revenues and expenditures for FY 10 were down. There were no problems found with the internal control or documentation. Mr. Siekmann stated, “The revenues from local sources were down approximately \$300,000, the state revenue was down about \$300,000, and the federal was up to \$2,698,000. The good news is revenues for the year; budgeted \$15,309,800 and you are down a little bit, \$352,000. The bottom-line is a total expenditure of \$16,300,000. You are in the hole \$1,200,000 and had a \$900,000 transfer out of Working Cash Fund, which is allowable by the state. The bottom, bottom-line is you are down \$421,000, in the Education Fund, to \$1,600,000 you ended up the year. In the Building Fund, you have revenues of \$1,600,000 and budgeted \$1,700,000. You are \$109,000, in the hole. You are down to \$88,000 actual balance. The Transportation Fund was down \$132,000. This is where a lot of the state aide was delayed this year. The TORT Fund has to be levied for your insurance and obligations. This year the fund had \$900,000, which is up \$500,000, from last year. There is a \$274,000 surplus. The Fire Prevention Safety Fund is down \$259,000 for the year. The District is still at

\$285,000 in this fund. The average daily attendance was down this year. Your average per capita tuition charge per pupil was \$7,715. This is what you could compare other districts to in the state.”

- 8) Mr. Siekmann summed up the presentation with a summary of the year in all funds. He stated, “For the year, the total for 2010 was \$20,693,000 compared to \$20,133,000, which is up \$500,000 in revenues. Your expenditures \$22,100,000 compared to \$22,400,000. You are down \$300,000 in expenditures and the revenues are up a little bit. We find no problems with anything. You have a good report and a good district.” Supt. Powell reported the Board would be asked to approve this audit in December.
- 9) Agenda Item 5.0. Financial and Business Transactions. 5.3. Presentation and Adoption of Preliminary 2010 Tax Levy.
Supt. Powell reported there are significant reductions in the IMRF, Social Security, and TORT funds. Therefore, the tax rate drops 20 cents. Supt. Powell stated, “Unlike last year, when we raised the tax rate a little bit, we are going back and lowering it, if we go with this levy. It would be a 20-cent reduction in the school tax rate. This would lower the property taxes paid by every property owner in our school district. This is a significant break to the tax payers, if this is the levy that is approved next month.” Supt. Powell asked for questions. There was none.
- 10) Agenda Item 6.0. Recognition of Audience.
Beckemeyer teacher’s aide Pam Hopper requested to address the Board of Education pertaining to the non-certified employee compensation. Mrs. Hopper reported most of the support staff feels there are too few of them doing things they are ill equipped to do. Mrs. Hopper stated, “I would like to address the new responsibilities we have had to undertake this year. As the largest student center in the district, with nearly 650 students, the cut in staff has been felt building-wide. The duties performed by last years RtI staff plus any school-wide duties must be done by the remaining staff. I am here to let you know the duties at Beckemeyer are being covered out of necessity by the aides.” Mrs. Hopper outlined the new responsibilities, of the aides, as well as offering options for compensation for aides and secretaries. These options are as follows: 1, contains a 3% increase and a yearly step; 2, yearly steps through year 25; and 3, a 3% increase being added to the 2009-2010 steps. Mrs. Hopper concluded, “We are not costing big bucks and I can promise you we will not shirk our responsibilities if we do not receive a raise, but if funding is available for some of the frills we believe money should be available for the staff, on the frontlines of the education of our youngest learners.”
- 11) General Manager of Ponder Equipment Dell Anderson addressed the Board of Education regarding their bid, for the purchase of three new school busses. Mr. Anderson introduced the employees of Ponder Equipment, who live in the community and some within the school district. Mr. Anderson emphasized the importance of the Board of Education considering all the aspects of the sales and support in evaluating the value of the school bus bid.
- 12) Agenda Item 7.0. Old Business. 7.1. Second Reading and Adoption of Proposed Board Policy and Administrative Procedure Revisions from PRESS Issue 73.
Asst. Supt. Hacke and the Personnel/Policy Committee recommended the adoption of Press Issue 73 and all its revisions other than Policy 2:80. It is also the recommendation of the Personnel/Policy Committee to adopt the revised School Board Member Oath of Office. Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, approve the policy and administrative procedures revision recommendations from PRESS Issue #73 except for policy 2.80. 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. Upon a motion by Secy.

Hutchison, seconded by Bill Jurgena, approve the School Board Member Oath of Office as presented. Voice vote. Motion carried.

- 13) Agenda Item 8.0. New Business. 8.1. Consideration and Award of Bus Bid.
Supt. Powell reported on the opening of bus bids on October 20, 2010, at 2:00 p.m. These bids were for three, 84 passenger, and rear engine busses. The low bidder in that bid process was Midwest Transit Equipment. Supt. Powell stated, "The Board has two options; accept the low bid or reject all bids. I have no reason to recommend to the Board to reject all bids. My recommendation to the Board is to accept the low bid from Midwest Transit Equipment of \$69,204 per year, for five years, for the three busses." Earl Meier asked, "At the end of five years, do we own the busses?" Supt. Powell responded, "Yes, we do." Trina Britton was concerned about the extra cost of mileage for service of the busses. This was not included in the bid. Upon a motion by Bill Jurgena, seconded by Secy. Hutchison, approve the purchase of three busses from Midwest Transit for \$69,204 per year, for five years. On roll call the following voted yes: Bill Jurgena, Earl Meier, Greg Bellaver, Lynne Hutchison, and Bill Clinard. The following voted no: Barbara Adams and Trina Britton. Motion carried 5 – 2.
- 14) Agenda Item 8.0. New Business. 8.2. Presentation of School Report Card.
Supt. Powell introduced the individual school administrators to present the school report cards. Beckemeyer Prin. DeLong reported on the strengths, which includes the parental involvement and one hundred percent highly qualified teachers. Overall performance went down two percentage points, which is minimal. This is with all averages above the state average. The weaknesses include a 10% mobility rate, a low-income sub-group, and the low moral of staff due to cuts. The action being taken is a new math series, an added section of second and third grade, RtI for math, and a schedule, where each first through fifth grade class will have thirty minutes of computer lab time each day.
- 15) Coffeen Prin. Luckett reported that with not meeting AYP in reading they have begun to look in more depth at their data. Asst. Supt. Hacke has helped them use the Illinois Interactive School Report Card web site to find what they need to do differently. Prin. Luckett reported the reading scores went down by only 1%. From 2006 to 2010, we have gradually improved except for that 1%. To improve these scores Coffeen Elementary is spending more time in meetings to address the problems of individual children in RtI Tear II or III. Also, the addition of more technology and more computer lab time has been implemented.
- 16) Junior High Prin. Fenske brought to the Board's attention two very good things on the Junior High Report Card. The overall reading score was 85.9%, which is 8 percentage points above the minimum AYP target. The mathematics score was 88.3%, which is eleven percentage points above the states minimum AYP target. The sub-group of students with disabilities is performing with 49.2% meeting or acceding the standards in reading. Prin. Fenske stated, "If you put those into the total population, we have 85.9% meeting and acceding in reading, and 88.3% meeting and acceding in math. In the building right now, out of a population of 396 students we have 69 students that have an IEP. That plays very hard in what we are doing with the school improvement plan. This year we have implemented a double section of math and of reading, which helps to remediate deficiencies as far as our RtI plan." As with the other schools, the Junior High has 100% parent contact and 100% of the teachers are highly qualified. The mobility rate at Junior High has increased from 13% to 14.3%.
- 17) High School Prin. Ward spoke to the High School report card. The high school dropout rate is less than what is reported for the state, as is the chronic truancy rate; however, the mobility rate is higher. Prin. Ward stated, "The average ACT score is 19.6% and we would like to see that

higher. We are working on that. The states graduation rate is 87.8% where ours is 95.4%. We do work hard to get all our students through school including the students with disabilities.” The high school has improved gradually on the PSAE scores and jumped 5% in reading this past year. There is staff development being done this year with the Gaines Consulting Group. This group instructs teachers on how to break down the ACT, PLAN, and EXPLORE tests to see where the strengths and weaknesses are. There is also a huge emphasis being made on reading for information and vocabulary. RtI is being implemented with the freshmen in reading and next year with the math. Prin. Ward stated, “What we are trying to do at the High School is create a climate, where excellence in academics is recognized and applauded. We are doing a lot of things to point out that our students are successful, and if you are successful in school then you can have success afterwards. We are really focusing on the school climate. Tomorrow we are starting with the Freshmen Focus. We are loosing freshmen. They are not adjusting well to the High School. If a student fails algebra, physical science, and English, chances are they are not going to graduate. We have to find some way to target those students and get them with the program.”

- 18) Board member Trina Britton congratulated Witt Elementary School for making AYP last year.
- 19) Supt. Powell responded, “The bottom-line over all is you are looking at the demographics of our students, the resources that are available, and that we are operating with less money than what the average district in the state is. When you look at all those inputs and the achievement outcomes, there are some things to work on, but there are a lot of things to be very proud of. I am proud of the work that is done in each of our buildings.”
- 20) Board member Bill Jurgena commented, “Thank you all. Good job.”
- 21) Agenda Item 8.0. New Business. 8. 3. Presentation and Approval of District Improvement Plan. Asst. Supt. Hacke reported on the District #3’s School Improvement Plan. The important part of this plan outlines the strategies for the students, the professional development for the staff, and the parent involvement strategies. The Board of Education will need to approve this plan, and then it will be sent to the state. The state can then approve or send the plan back for revisions. Earl Meier stated, “I have looked this over and it is a well prepared document. It ties in professional development, parental involvement, and student learning.” Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, approve the School Improvement Plan as presented. Voice vote. Motion carried.
- 22) Agenda Item 8.0. New Business. 8. 4. Discussion of Health/Life Safety Issues. Supt. Powell reported on the revised list of Health/Life Safety items. Brent Lance from Design Architects was also present to address some of the issues. This list includes an addition of the tuck-pointing at the High School gym building. The cost estimate for this project is a little over \$104,000. Many of these items were on the Health/Life Safety Report and most of them are under \$15,000. Besides the tuck-pointing at the High School, some of the larger items on the list are the HVAC system at the Junior High Cafeteria Building, which would include replacing the roof and the individual classroom heating and air-conditioning units. Supt. Powell stated, “There is an energy efficiency grant available, with applications due by January, it is up to a \$250,000 dollar for dollar match grant. It is federal funding through ISBE. What I would like to do is look at whether or not the HVAC and roof project at the Junior High and the Coffeen HVAC do qualify. I am asking you to approve these amendments so Brent can help us file the amendments to the 10 Year Survey with the State Board. You are not signing off on the go ahead for any of these projects. If you would approve this entire list, all of those smaller items that we have to do we can go ahead and start the work. For those more significant items, we will get the

amendments written and get that approved by the State Board and come back to the Board with other options for financing and other things. The total with contingencies and fees is a little over \$900,000. We have \$370,000 in fund balance in the Health/Life Safety Fund. My recommendation would be to spend no more than \$300,000 to finance these. This would be leaving \$70,000 if something comes up. That would leave \$630,000. We would first look at trying to get the \$250,000 match grant for energy efficiency, and the remaining we would need to issue Health/Life Safety Bonds. I am asking for the approval of this list, with the understanding we will go ahead and move forward with all the smaller items, and the larger items we will bring back when we get more information on how to proceed.” Supt. Powell asked for questions. There was none. Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, approve the Health Life/Safety Amendments as presented in the following amounts: amendment for High School \$152,262.01, amendment for the Junior High \$520,140.00, amendment for Beckemeyer \$4,800, and amendment for Coffeen \$256,080. 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.

- 23) Agenda Item 9.0. Communications.
There were no communications this month.
- 24) Agenda Item 10.0. Executive Session.
Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, move to go into executive session at 8:40 p.m. to discuss negotiations, compensation packet, and personnel. 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.
- 25) Agenda Item 10.0. Executive Session.
Upon a motion by Vice Pres. Adams, seconded by Greg Bellaver, move to go out of executive session at 9:12 p.m. Voice vote. Motion carried.
- 26) Agenda Item 11.0. Personnel. 11.1. Consideration and Approval of Collective Bargaining Agreement with Hillsboro Unit Education Association.
Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, approve the collective bargaining agreement with Hillsboro Unit Education Association. 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.
- 27) Agenda Item 11.0. Personnel. 11.2. Action on Non-Certified Employee Compensation.
Supt. Powell stated, “For the purpose of the record and those present, the aide salary spreadsheet keeps the same salary schedule as the 09-10 salary schedule. It does provide for steps for all of those who step according to the schedule. It is a soft freeze. The secretaries’ schedule the Board will ratify using the same schedule as is used for the aides, which has been loosely followed in the past. There are two exceptions because we have two secretaries who are making amounts that are not exactly what is on the sheet. The recommendation from the Board would be to use the schedule and in the next year get those two onto that salary schedule. The third is a salary spreadsheet for other non-certified employees that include maintenance supervisors, directors, all unit office staff; including comptroller, administrative assistant, payroll clerk, and a couple of miscellaneous non-certified employees. That salary schedule has every one of those employees making the exact amount they made in the last year.” Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, approve the aide, secretaries, and non-certified staff salary schedules as presented for the 2010-2011 school year. 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.

28) Adjournment.
Upon a motion by Secy. Hutchison, seconded by Bill Jurgena, move to adjourn. Voice vote.
Motion carried.

29) Meeting adjourned at 9:18 p.m.

Hillsboro, Illinois
November 9, 2010

Thomas William Clinard, President
Board of Education

Lynne Hutchison, Secretary
Board of Education

Date minutes approved

