

## MINUTES - REGULAR MEETING – NOVEMBER 14, 2006

- 1) The regular meeting of the Hillsboro Community Unit School District No. 3 Board of Education was called to order by Vice-President Bill Jones, at the Hillsboro High School Library at 7:00 p.m.
- 2) The following members of the Hillsboro Board answered present to roll call: Barbara Adams, Trina Britton, Doug Donaldson, Lynne Hutchison, Bill Jurgena, and Bill Jones. Absent: Bill Clinard.
- 3) Agenda Item II. Good News Reports.  
Supt. Burton reported:
  - a) The Illinois State Board of Education reported the PSAE scores were not available yet, so the Annual Report Cards weren't ready, and the School Improvement Plans wouldn't be given by the building principals since the information from the test scores was used to prepare the school improvement plans (SIP's). That eliminated five items from the meeting agenda. It may be January before the School Report cards are ready for distribution to the parents and general public and at that time, the principals would give their report on their SIP.
  - b) He congratulated Hillsboro Area Hospital for acquiring a new Health Initiative Grant that is an integral part of the Lincoln Land Community College health services curriculum and would help the district with a location for the CNA class. Plans were for the hospital to build a new addition to house these classes.
  - c) Recently on the Early Dismissal day we ran a lock-down drill with the faculty and staff, in view of some of the current happenings. Plans are to hold one with the students, but he would communicate with the parents prior to conducting it, in order to get a handle on what we are doing.
  - d) The IASB Kaskaskia Division Fall Conference and Dinner hosted by the district and held at the high school on Oct. 26<sup>th</sup> was very well attended. We had a wonderful meal. He thanked High School Principal Gary Zerrusen, Assistant Principal Kyle Hacke, Food Service Director Tracy Collins, and all involved in making this a success.
  - e) At the IASB dinner Vice-President Bill Jones received the "Master Board Member Top Award with a total of 190 points.
  - f) The Panhandle School Board had extended an invitation to their up-coming leadership-decision-making skills workshop scheduled for Saturday, January 20, 2007, from 8:30 a.m. to 3 p.m. in the Lincolnwood library. He spoke with absent Board President Bill Clinard and he thought it would be good for board members to attend. If it was okay with board members, he'd tell Panhandle Supt. Connie Falconer that Hillsboro board would be there and share in the cost (\$687.50) of attending.
  - g) Prin. Zerrusen indicated his guests (State golf teams and the football team) were not able to attend the meeting because this was the first home game for the girl's basketball team. They would attend a later board meeting.
- 4) Agenda Item III. Approval of Minutes. Supt. Burton sought board approval of the minutes of the October 10th regular meeting and executive session minutes.

Upon a motion by Bill Jurgena, seconded by Barbara Adams approve the minutes of the October 10th regular meeting and executive session minutes as presented. Voice vote. Motion carried.

5) Agenda Item IV. Approval of Financial and Business Transactions. 4.1 Approval of Bills and Salaries.

Supt. Burton reported on the cash balances as of October 31<sup>st</sup> looked very strong and were very good. The Balance in the Education Fund was: \$2,762,854.85, the Building Fund was: \$344,212.75, the Bond & Interest Fund was: \$1,057,026.08, the Transportation Fund was: \$415,914.12, the Retirement Fund was: \$381,364.07, the Working Cash was: \$124,897.84, the Life Safety Fund was: \$198,313.24, and the Child Care Fund was: \$519.30. The funding bond money of \$555,000 was invested at First Community Bank.

There were a couple of the bills members had questions about, they were: two Worker's Comp payments for this month. We paid off our bond payment this month and paid off our 2005 bond payments. In those two items, we had almost \$1,000,000.00. It was really a light month for bills. Also a bill for extra-ordinary services and it was turned to Mid-State, flow through money. There were 283 checks written this month for one million, three hundred thirty-four thousand dollars. Building principals and staff continue to do a good job of keeping expenses to a minimum. He recommended approval of all bills and salaries.

Upon a motion by Bill Jones, seconded by Doug Donaldson, approve payment of all bills and salaries for the 5<sup>th</sup> month as presented. On roll call the following voted yes: Barbara Adams, Trina Britton, Doug Donaldson, Lynne Hutchison, Bill Jurgena, and Bill Jones. Motion carried, 6 - 0.

6) Agenda Item IV. Approval of Financial and Business Transactions. 4.2 Hear Presentation of District #3's Audit.

Supt. Burton introduced CPA Henry Siekmann of Allison, Knapp, & Siekmann, Ltd., who presented the annual audit. He reported on the highlights: The GASB 34 report was completed. The Ed Fund found on pages 43-47 of the audit showed the 2006 total balance of \$653,891, expenditures showed the top 45 instruction cost, which was up a little from last year, the supplemental services were down a little from last year. The Ed Fund was under budget, you have a good budget and the numbers reflect it. The Operation and Maintenance Fund on pages 48 & 49 showed the capital outlays and other supplies with a total for 2006 of \$139,726. The Transportation Fund on page 53 wasn't as fortunate, income was up 140,000 for the prior year, but lost \$190,000, and was \$102,000 in the hole. The actual 2006 total was: \$197,553. The IMRF & Social Security Fund on pages 54 & 55 was down \$60,000. Two years ago the district had \$147,000 in the fund, but the fund was down \$39,000 and need to get this fund to break even, but no funds were in deficit position. On page 59, there was one concern in the Hiltop activity fund account, and hopefully that can be straightened around. The stats for the year's ADA were up, 1,823, the per capita for each student was \$5,980, and the EAV was up. The MDA 1 shows the management analysis indicating the district refuses to utilize deficit financing and there were no actual expenditures exceeding budgeted expenditures during the fiscal year. Exhibit A on page 4 summarized the district net assets of \$8.4 million, had \$7.7 million last year. You paid off some debt. Hats off to the comptroller, and can claim no problems, you have a good accounting system and good staff that runs it. The Federal Report was completed.

Member Jurgena asked how the district would get a credit rating if the school district wanted to sell bonds? CPA Siekmann indicated the district had all the requirements for that in the audit.

Upon a motion by Barbara Adams, seconded by Bill Jurgena, accept the audit as presented. On roll call the following voted yes: Trina Britton, Doug Donaldson, Lynne Hutchison, Bill Jurgena, Barbara Adams, and Bill Jones. Motion carried, 6 - 0.

- 7) Agenda Item IV. Approval of Financial and Business Transactions. 4.3 Hear Presentation of District #3's Preliminary Tax Levy.  
Supt. Burton introduced Adm. Ass't. Mike Gaither who presented the preliminary tax levy, indicating he contacted County Assessor, Julie Kiefer, and the Bond County Assessor for the EAV and learned it would not remain constant. They told him they would be going with a 3% increase, so he used 2.5% to draw up the figures for the various funds. A "Truth in Taxation" hearing may have to be held. The maximum increase 2006 levy over the 2005 extension without a "Truth in Taxation" hearing would be \$255,144.00 which doesn't include bond and interest, which is set by the County Clerk. This information would be available to the public for 30 days before the Board formally adopts the 2006 levy.
- 8) Agenda Item IV. Approval of Financial and Business Transactions. 4.4 Consideration and Approval of Special Board Meeting for December 14<sup>th</sup>, at 6:00 p.m. in the Unit Office.  
Supt. Burton indicated since the projected levy needs to be on file for 30 days and 30 days would not have passed before the next regularly scheduled monthly board meeting on Tuesday, December 12<sup>th</sup>, the board would need to hold a special meeting to formally adopt the 2006 levy. He recommended meeting at 6:00 p.m. on December 14, 2006, the Thursday following the regular meeting, to conduct the adoption of the levy.  
Upon a motion by Barbara Adams, seconded by Secy. Britton, move to hold a special meeting on Dec. 14<sup>th</sup> at 6:00 p.m. to adopt the levy. Voice vote. Motion carried.
- 9) Agenda Item IV. Approval of Financial and Business Transactions. 4.5 Public Hearing Concerning the Intent of the District to Sell School Fire Prevention and Safety Bonds and Fund Bonds. I. Temporarily Suspend Regular Meeting.  
Supt. Burton indicated a public hearing needed to be held before the board formally adopted a resolution to sell funding bonds at the December board meeting.  
Upon a motion by Barbara Adams, seconded by Bill Jurgena, move to suspend the regular meeting and hold a public hearing concerning the intent of the district to sell school fire prevention and safety bonds and funding bonds.  
On roll call the following voted yes: Doug Donaldson, Lynne Hutchison, Bill Jurgena, Barbara Adams, Trina Britton, and Bill Jones. Motion carried, 6 - 0.
- 10) Agenda Item IV. Approval of Financial and Business Transactions. 4.5 Public Hearing Concerning the Intent of the District to Sell School Fire Prevention and Safety Bonds and Fund Bonds. II. Call to Order and Roll Call.  
Vice-Pres. Jones called the Public Hearing to order. Answering present on roll call: Barbara Adams, Trina Britton, Doug Donaldson, Lynne Hutchison, Bill Jurgena, and Bill Jones.

- 11) Agenda Item IV. Approval of Financial and Business Transactions. 4.5 Public Hearing Concerning the Intent of the District to Sell School Fire Prevention and Safety Bonds and Fund Bonds. III. Presentation of Funding Bonds and Life Safety Bonds.  
Supt. Burton indicated the board approved the Health/Life Safety work in October of 2004 and the majority of the funds would go to roof work as well as the restroom and storage room at Beckemeyer School. This work has been approved by the State Board of Education. Kevin Heid of First Midstate would be here for the final approval on December 12<sup>th</sup>.
- 12) Agenda Item IV. Approval of Financial and Business Transactions. 4.5 Public Hearing Concerning the Intent of the District to Sell School Fire Prevention and Safety Bonds and Fund Bonds. IV. Board Comments and Questions.  
Vice-Pres. Jones on hearing no board comments or questions proceeded to the next public hearing agenda item.
- 13) Agenda Item IV. Approval of Financial and Business Transactions. 4.5 Public Hearing Concerning the Intent of the District to Sell School Fire Prevention and Safety Bonds and Fund Bonds. V. Public Comments and Questions.  
Journal-News reporter, Mike Plunkett, asked, "If the board action at this meeting would start the funding process?" Supt. Burton responded, "Yes, it would."
- 14) Agenda Item IV. Approval of Financial and Business Transactions. 4.5 Public Hearing Concerning the Intent of the District to Sell School Fire Prevention and Safety Bonds and Fund Bonds. VI. Consideration of the Sale of School Fire Prevention and Safety Bonds and Funding Bonds.  
Upon a motion by Secy. Britton, seconded by Doug Donaldson, move to consider the sale of school fire prevention and safety bonds and funding bonds. Voice vote. Motion carried.
- 15) Agenda Item IV. Approval of Financial and Business Transactions. 4.5 Public Hearing Concerning the Intent of the District to Sell School Fire Prevention and Safety Bonds and Fund Bonds. VII. Adjourn the Public Hearing and VIII. Resume Regular Meeting.  
Upon a motion by Secy. Britton, seconded by Bill Jurgena, move to adjourn the public hearing and return to the regular meeting. Voice vote. Motion carried.
- 16) Agenda Item V. Recognition of Audience.  
Vice-Pres. Jones 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." Seeing none, he proceeded to the next agenda item.
- 17) Agenda Item VI. Committee Reports. 6.1. Finance Committee.  
Chairman Barbara Adams reported the committee met on November 8<sup>th</sup> at 6:01 p.m., those present were: Board Committee Members Doug Donaldson and Bill Jurgena, Supt. Burton, Adm. Ass't. Mike Gaither, and herself. They reviewed and discussed the preliminary tax levy, and the bond selling process.

- 18) Agenda Item VI. Committee Reports. 6.2. Personnel/Policy Committee.  
Chairman Trina Britton reported the committee met on November 8<sup>th</sup> 7:15 p.m., those present were: Supt. Burton, Adm. Ass't. Mike Gaither, Board Committee Members, Doug Donaldson, Lynne Hutchison, and herself. Supt. Burton explained the district public access defibrillator program policy and procedures, the adjustments to the district policy and procedures manual. Then went into executive session to discuss personnel matters.
- 19) Agenda Item VII. Old Business. 7.1. Consideration and Approval of the Second and Final Reading of the Proposed Policy and Procedures Manual Regarding District #3's Public Access Defibrillator Program.  
Supt. Burton reported the policy as presented to the Personnel/Policy Committee contained the information on the use of the defibrillators, which would be coordinated with EMS. Exhibit A would give the location of the defibrillators on all five campuses. He recommended the board adopt the defibrillator program policy and procedures. Upon a motion by Secy. Britton, seconded by Doug Donaldson, adopt the defibrillator program policy and administrative procedures as presented. Voice vote. Motion carried.
- 20) Agenda Item VIII. New Business. 8.1 First Reading of Proposed Changes for Board Policy and Administrative Procedure Manuals.  
Supt. Burton reported the building principals were in the process of going through these changes. There were changes to the Open Meetings Act, as well as changes for administration responsibilities, requirements for insulating students from violent crime offenders, new curriculum requirements and other changes that would need to be incorporated into the student handbooks, if approved. These changes would come back to committee in early December and for formal approval at the December meeting.
- 21) Agenda Item VIII. 8.2 Consideration and Approval of ISBE's Library Standards for FY 07 School Year.  
Supt. Burton introduced Adm. Ass't. Gaither who reported the ISBE's Library Standards were guidelines for the district's media centers and libraries. A second state grant was written to obtain funds for materials for the libraries. These are the basic requirements necessary to apply for the Secretary of State's Library Grant. He recommended approval of the library standards.  
Upon a motion by Secy. Britton, seconded by Lynne Hutchison, approve ISBE's Library Standards for FY 07 School Year.  
On roll call the following voted yes: Lynne Hutchison, Bill Jurgena, Barbara Adams, Trina Britton, Doug Donaldson, and Bill Jones. Motion carried, 6 - 0.
- 22) Agenda Item VIII. New Business. 8.3 Consideration and Approval of Montgomery County Video and Technology Library Assessment Agreement.  
Adm. Ass't. Gaither reported this agreement was the annual assessment for the school in the group and the cost of 25¢ per pupil was shared by all districts in the group. This is a valuable service for the schools to share materials and this assessment enables the expansion of new materials to the program. He recommended approval of the assessment agreement at a cost of \$472.75 to the district.  
Upon a motion by Bill Jurgena, seconded by Doug Donaldson, approve the Montgomery County Video and Technology Library Assessment Agreement at a cost of \$472.75.  
On roll call the following voted yes: Bill Jurgena, Barbara Adams, Trina Britton, Doug Donaldson, Lynne Hutchison, and Bill Jones. Motion carried, 6 - 0.

- 23) Agenda Item IX. Communications.  
Secy. Britton read a thank you note from Larry Dirks of the IASB, for hosting the annual Kaskaskia Division Fall Division Dinner and Meeting.
- 24) Agenda Item X. Executive Session.  
Upon a motion by Secy. Britton, seconded by Bill Jurgena, move to go into executive session to discuss retirement, negotiations, personnel, and volunteer coaches.  
On roll call the following voted yes: Barbara Adams, Trina Britton, Doug Donaldson, Lynne Hutchison, Bill Jurgena, and Bill Jones. Motion carried, 6 - 0.
- 25) Agenda Item X. Executive Session.  
Upon a motion by Bill Jurgena, seconded by Doug Donaldson, move to go out of executive session. Voice vote. Motion carried.
- 26) Agenda Item XI. 11.1 Personnel. Action on Retirement.  
Upon a motion by Secy. Britton, seconded by Doug Donaldson, accept the amended intent to retire letter from John Snopko. On roll call the following voted yes: Trina Britton, Doug Donaldson, Lynne Hutchison, Bill Jurgena, Barbara Adams, and Bill Jones. Motion carried, 6 - 0.
- 27) Agenda Item XI. 11.1 Personnel. Action on Volunteer Coaches.  
Upon a motion by Secy. Britton, seconded by Bill Jurgena, approve Paul Loucks and Mike Malisia as volunteer coaches. Voice vote. Motion carried.
- 28) Agenda Item XII. Adjournment  
Upon a motion by Secy. Britton, seconded by Doug Donaldson, move to adjourn.  
Voice vote. Motion carried.
- 29) Meeting adjourned at 9:20 p.m.

Hillsboro, Illinois  
November 14, 2006

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William E. Jones, Vice-President  
Board of Education

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Trina R. Britton, Secretary  
Board of Education

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Date minutes approved