

**ROLL CALL
AND RECOGNITION
OF GUESTS--**

The Board of Education of North Greene Unit District No. 3, Greene and Scott Counties, Illinois, met in regular session on Wednesday, November 16, 2011, at 7:00 p.m. in the Administrative Education Center-Board Room, White Hall. Those answering roll call were: President Daniel Woodlock, Members Brad Bell, Jeff Clanton, Don Nell, Jerry Reno, and Joe Schnelten; Member Eric Meek as absent. Superintendent Les Stevens, Secretary Barb Neece, Bookkeeper Tiffany Mumford, Principals Keppen Clanton, Cindy Carlson Rice, and Mark Scott, Maintenance Director Dale Coffman, and Transportation Supervisor David Beck also were in attendance.

**CONSENT ITEMS:
MINUTES;
BILLS;
FINANCIAL REPORTS;
PRINCIPAL REPORTS;
BUILDING & GROUNDS
& TRANSPORTATION
REPORT; APPROVE
FUNDRAISERS;**

A motion was made by Mr. Nell, seconded by Mr. Reno, to approve the following consent agenda items: Minutes of the regular meeting of October 19, 2011, as presented; payment of bills as listed; Treasurer’s Report for the month of October and Update; Principal Reports regarding upcoming events and recent activities; Building and Grounds Report and the Transportation Report for the month of October as presented; Fundraisers for the Class of 2012 to sell raffle tickets for a prize of \$500 from November 7-November 21 to fund senior trip and graduation expenses and Jr. High Cheerleaders to sell t-shirts and hoodies and host a bake sale beginning November 21 through approximately December 12 to fund purchase of new uniforms; and Submission of application for FY2012 School District Library Grant application from the Illinois State Library which generates funds for periodical subscriptions.

**APPROVE LIBRARY
GRANT APPLICATION**

The President put the motion to a vote and the following roll call resulted:

Nell, yea Bell, yea
Reno, yea Clanton, yea
Schnelten, yea Meek, absent
 Woodlock, yea

During the Transportation Report, Supervisor Beck reported that the second new bus has been received and put in service.

**SUPERINTENDENT
REPORT--**

Superintendent Stevens reported on the following items:
A. Correspondence received was reviewed and included a notice that Passavant Hospital was now a HealthLink Open Access Tier I provider;
B. Notice from ISBE that the district application for a P.E. Waiver has been approved by the legislature to become effective for the second semester of the 2011-2012 school year;
C. Report of the professional development training attended in Las Vegas by the administrative staff and sixteen teachers from each of the attendance centers which was conducted by noted authorities of engaged learning methods Robert Marzano and Eric Jensen;

MINUTES—11-16-2011

- D. Administration plans for a district-wide staff party on the evening of December 21 at Seton Hall and a request to reschedule the regular December board meeting from the 21st to either Monday, the 19th or Tuesday the 20th;
- E. Notice that the joint committee for Revising the Evaluation Process for certified staff is scheduled to meet on November 21, at 3:00 p.m. at the Unit Office;
- F. In light of the recent incident at Penn State, the superintendent has requested that principals remind their staff of their status as mandated reporters of any suspected child abuse.

RESCHEDULE MEETING DATE-- A motion was made by Mr. Reno, seconded by Mr. Nell, to reschedule the regular meeting of December from Wednesday, the 21st to Tuesday, the 20th at 7:00 p.m. due to the start of the holiday break on the 21st.

The President put the motion to a vote and the following roll call resulted:

Reno, yea	Bell, yea
Nell, yea	Clanton, yea
Schnelten, yea	Meek, absent
Woodlock, yea	

MAINTENANCE PROJECTS--

Building Maintenance Director Coffman reported that the second phase of the concrete steps project at Roodhouse has been completed to the point of installation of the handrails, the lower level playground area at Roodhouse has been cleared so that new grass seed can be planted, the new boiler in the 1957 wing of the high school building is working well and the new lighting and windows are to be installed over the holiday break. Some discussion was held regarding the issue of the new gym finish that is flaking loose in the 2002 gym at the high school and the contractor has sent samples to a lab to determine the cause and hopefully a solution.

EMPLOYMENT- RECALL OF PARAPROFESSIONAL--

Upon recommendation of the administration, a motion was made by Mr. Reno, seconded by Mr. Nell, to recall paraprofessional aide Emily A. Lawson to a part-time, 3 hr., temporary 1-1 special education aide position at the high school.

The President put the motion to a vote and the following roll call resulted:

Reno, yea	Bell, yea
Nell, yea	Clanton, yea
Schnelten, yea	Meek, absent
Woodlock, yea	

RESOLUTIONS- ESTABLISH CAPITAL PROJECTS FUND—

As a result of receipt of the Quality Zone Academy Bond funds, it was recommended by the district's auditor that School Code financial accounting procedures require that these funds be deposited in a

MINUTES—11-16-2011

Capital Projects Fund. At the time of receipt of the QZAB funds last August it was recommended that \$435,688 be deposited in the Operations and Maintenance Fund and \$54,312 be deposited in the Education Fund so that payments could be made as necessary for expenses incurred. Following consultation with the State Board of Education by the auditor, it was later learned that these funds should have been deposited in the Working Cash fund and then, once a Capital Projects Fund was created, abated from Working Cash to the newly created Capital Projects Fund in order to expend the funds properly for the designated infrastructure improvements planned. Therefore, it was recommended to adopt a resolution to create a Capital Projects Fund and subsequent resolutions to transfer the \$435,688 from Operations and Maintenance and \$54,312 from the Education Fund to Working Cash and abate the Working Cash by \$490,000 to Capital Projects.

A motion was made by Mr. Reno, seconded by Mr. Clanton, to adopt a resolution as attached Authorizing the Creation of a Capital Projects Fund.

The President put the motion to a vote and the following roll call resulted:

Reno, yea	Nell, abstain
Clanton, yea	Schnelten, abstain
Meek, absent	Bell, yea
Woodlock, yea	

Motion carried—4-yea; 2-abstentions; 1-absent.

**RESOLUTIONS-
INTERFUND
TRANSFER--**

A motion was made by Mr. Reno, seconded by Mr. Clanton, to adopt a resolution as attached Authorizing Inter-fund Transfer of \$435,688 in proceeds from the issuance of QZAB funds to the Operations and Maintenance Fund to the Working Cash Fund.

A motion was made by Mr. Reno, seconded by Mr. Clanton, to adopt a resolution as attached Authorizing the Creation of a Capital Projects Fund.

The President put the motion to a vote and the following roll call resulted:

Reno, yea	Nell, abstain
Clanton, yea	Schnelten, abstain
Meek, absent	Bell, yea
Woodlock, yea	

Motion carried—4-yea; 2-abstentions; 1-absent.

**INTERFUND
TRANSFER--**

A motion was made by Mr. Reno, seconded by Mr. Clanton, to adopt a resolution as attached Authorizing Inter-fund Transfer of \$54,312 in proceeds from the issuance of QZAB funds from the

MINUTES—11-16-2011

Education Fund to the Working Cash Fund.

The President put the motion to a vote and the following roll call resulted:

Reno, yea	Nell, abstain
Clanton, yea	Schnelten, abstain
Meek, absent	Bell, yea
Woodlock, yea	

Motion carried—4-yea; 2-abstentions; 1-absent.

**ABATEMENT OF
WORKING CASH
FUND--**

A motion was then made by Mr. Reno, seconded by Mr. Clanton, to adopt a resolution as attached to authorize the abatement of the Working Cash Fund and permanently transfer \$490,000 to the Capital Projects Fund as so established.

The President put the motion to a vote and the following roll call resulted:

Reno, yea	Nell, abstain
Clanton, yea	Schnelten, abstain
Meek, absent	Bell, yea
Woodlock, yea	

Motion carried—4-yea; 2-abstentions; 1-absent.

**INSURANCE COVERAGE
RENEWAL--**

Presentation was made of quotes received from The Horton Group for renewal of the district's insurance coverage for property, auto, legal liability, and workers compensation due for the December 1 policy period. The Horton Group presented premium proposals from WRM Insurance Company for all but the workers compensation coverage, which was offered through QBE Insurance due to Chartis giving notice that the company was no longer going to insure the district for workers compensation, after only one year, due to the district's continued high claims experience over the last four years. It was reported that the district's rating had improved, however from 1.54 to 1.37 with claim costs dropping significantly during the past year. The proposed premium for workers' compensation coverage was quoted at \$216,574, an increase of \$43,992 over the previous year of \$172,583. Other coverage for property/liability coverage with WRM was quoted at an increased cost of \$3,858.00. It was also reported that the property/liability coverage will be renewed for the period from December 1, 2011 through June 30, 2012, with consideration for renewal on July 1, 2011, so that the policy period will be in line with the fiscal year and better for budgeting purposes. The workers' compensation was recommended for renewal from December 1-December 1, 2012 at this time but will be reviewed again in the spring for possible renewal in July as well.

A motion was then made by Mr. Schnelten, seconded by Mr. Reno, to approve the proposal of The Horton Group of Orland Park, Illinois,

MINUTES—11-16-2011

for property/liability, auto, inland marine, and crime coverage with WRM/Great America for a premium total of \$78,248, to be prorated from December 1, 2011-June 30, 2012, and workers compensation coverage with QBE Insurance from December 1, 2011-December 1, 2012, for a premium of \$216,574, and a total premium of \$262,218.62.

The President put the motion to a vote and the following roll call resulted:

Schnelten, yea	Clanton, yea
Reno, yea	Meek, absent
Bell, yea	Nell, yea
Woodlock, yea	

**ADOPT RESOLUTION
TO ESTIMATE
TAX LEVY DOLLARS--**

Superintendent Stevens presented information as discussed with the Budget/Levy Committee for determining the estimated amounts necessary in the various funds for the annual Tax Levy. Superintendent Stevens remarked that it was his recommendation that the board adopt a levy to request dollars necessary to meet the estimated increase in costs for IMRF and FICA payments as a result of expected increases taking place as soon as January 1, 2012, and in the remaining funds at the maximum rate levels allowed as in previous years in order to attempt to collect the amounts necessary to meet the district's expected needs. The recommended increase would put the district over the 105% of dollars extended during the 2010 Tax Levy year paid in 2011. He noted that if the increase in the rate-to-produce IMRF and FICA levies were not approved, potentially the district would realize a deficit outcome in those funds at the end of the 2012 budget year by a significant amount. He presented information predicting the deficit that would occur over time if the district does not levy amounts it needs in those funds. Mr. Stevens also noted that the district's assessed valuation is estimated at a decreased amount from the prior year by approximately \$1.19 million to \$54,810,267, which will result in the tax rates in the Education, Transportation, Operations and Maintenance, and other funds generating fewer dollars where the rates are currently at the maximum allowed.

The members of the committee discussed that it was the committee's recommendation not to increase the amounts in the IMRF and FICA funds estimated to be necessary but plan to make up the difference during the fiscal year 2013 budget process by designating the dollar amounts needed from expected state aid funds, therefore reducing the amount of state aid funds typically designated for the Education, Transportation and/or Operations and Maintenance funds where there are presently significant fund balances. This would keep the overall aggregate tax rate less than 105% of the prior year's extended levy. The district will need to possibly look at other ways to reduce expenses in those areas.

MINUTES—11-16-2011

Following discussion, a motion was made by Mr. Clanton, seconded by Mr. Bell, to approve the recommendation of the committee to adopt a resolution as attached to estimate the amounts necessary for the 2011 Tax Levy based on an assessed valuation of \$54,810,267, therefore amounts requested to generate an increase in the tax rate to be less than 105% over the aggregate total amount extended the prior year, less bond and interest, and public notice and public hearing not required.

The President put the motion to a vote and the following roll call resulted:

Clanton, yea Nell nay
Bell, yea Reno, yea
Meek, absent Schnelten, yea
Woodlock, nay

Motion carried—4-yea; 2-nay; 1-absent.

SNOW REMOVAL AGREEMENT—

A motion was made by Mr. Nell, seconded by Mr. Reno, to approve renewal of the Snow Removal Service Agreement for 2011-2012 with Ballard Brothers, Inc. at the rate of \$70.00 per hour.

The President put the motion to a vote and the following roll call resulted:

Nell, yea Bell, nay
Reno, yea Clanton, yea
Schnelten, yea Meek, yea
Woodlock, yea

Motion carried—5-yea; 1-nay; 1-absent.

USE OF FACILITIES—

A motion was made by Mr. Reno, seconded by Mr. Nell, to approve the requests for use of facilities by the City of White Hall to use the high school Commons for hosting a gas safety meeting for the City of White Hall and City of Roodhouse on November 7, with waiver of fees; the Greene County Venom, local traveling girls softball team to use the high school East gym for practices on Saturday mornings when available, with waiver of fees; the use of the high school East gym by Fran Howard on November 24 from 1:00-3:00 p.m. to host a family basketball game.

The President put the motion to a vote and the following roll call resulted:

Reno, yea Bell yea
Nell, yea Clanton, yea
Schnelten, yea Meek, absent
Woodlock, yea

BOARD POLICY FIRST--

Following review, a motion was made by Dr. Woodlock, seconded by Mr. Nell, to approve first reading of Board Policy revisions to 2:250, 2:250-AP1, 2:250-E3, 3:60, 4:80, 4:140-E3, 5:90, 5:100, 5:200 5:240, 5:240-AP, 6:60, 6:150, 6:300, 6:320, 7:300-E1, 7:305, 5:305-AP.

MINUTES—11-16-2011

The President put the motion to a vote and the following roll call resulted:

Woodlock, yea	Bell, yea
Nell, yea	Clanton, nay
Schnelten, yea	Meek, absent
Reno, yea	

Motion carried—5-yea; 1-nay; 1-absent.

**DRUG & ALCOHOL
SCREEN FEE
INCREASE—**

Due to notice of the increase in fees for conducting drug and alcohol screens by Midwest Truckers by \$1.20 per driver for random site-based testing, it was moved by Mr. Nell, seconded by Dr. Woodlock, to approve payment of the increase in fees as proposed, effective January 1, 2012.

The President put the motion to a vote and the following roll call resulted:

Nell, yea	Clanton, yea
Woodlock, yea	Meek, absent
Bell, yea	Reno, yea
Schnelten, yea	

**ADDITIONAL
DRIVER ED. RENTAL--**

With additional behind-the-wheel driving hours required for each student before they are eligible to take their driving test, it was requested by the high school principal that an additional driver education vehicle be leased so that a car is available for both driver education instructors in order to schedule student driving throughout the day and not occur after school hours, on weekends, or in the summer in order to get all students completed in a timely manner. Superintendent Stevens indicated he would check with Smoky Jennings Chevrolet regarding the availability and cost of an additional vehicle lease if approved.

Following discussion, a motion was made by Mr. Nell, seconded by Mr. Clanton, to approve the lease of an additional driver education vehicle as proposed.

The President put the motion to a vote and the following roll call resulted:

Nell, yea	Reno, yea
Clanton, yea	Schnelten, yea
Meek, absent	Bell, yea
Woodlock, yea	

**CLOSED SESSION-
9:16 P.M.--**

A motion was made by Mr. Nell, seconded by Mr. Schnelten, to go to closed session at 9:16 p.m. to discuss Closed Session minutes for approval, per 5 ILCS 120/2 (c)(21); The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District including hearing testimony on a complaint lodged against an employee to determine its validity, as per 5 ILCS 120/2(c)(1); Collective negotiating matters between the District and its employees or

MINUTES—11-16-2011

their representatives, or deliberations concerning salary schedules for one or more classes of employees, 5 ILCS 120/2(c)(2); and Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes, per 5 ILCS 120/2(c).

The President put the motion to a vote and the following roll call resulted:

Reno, yea	Clanton, yea
Schnelten, yea	Meek, absent
Bell, yea	Nell, yea
Woodlock, yea	

**RECONVENE-
10:24 P.M.-**

A motion was made by Mr. Bell, seconded by Mr. Schnelten, to return to open session at 10:24 p.m.

The President put the motion to a vote and the following roll call resulted:

Bell, yea	Meek, absent
Schnelten, yea	Nell, yea
Clanton, yea	Reno, yea
Woodlock, yea	

**ACTION/REPORT—
CLOSED SESSION
MINUTES--**

A motion was made by Mr. Reno, seconded by Mr. Nell, to approve the closed session minutes of October 19, 2011, regular meeting as reviewed during the closed session.

The President put the motion to a vote and the following roll call resulted:

Reno, yea	Bell, yea
Nell, yea	Clanton, yea
Schnelten, yea	Meek, absent
Woodlock, yea	

ADJOURN-10:30 P.M.--

With no further business to come before the Board, President Woodlock adjourned the meeting at 10:30 p.m.

Daniel F. Woodlock, President

Barbara Neece, Secretary