

Minutes of the Metamora CCSD #1 Board of Education Meeting of September 17, 2015

The September 17, 2015 meeting of the Metamora Community Consolidated School District #1 Board of Education was called to order at 7:00 p.m. in the Library at Metamora Grade School. Members present: Mr. Blundell, Mr. Edwards, Mr. Fisher, Mrs. Sikkema, Mr. Ward, and Mr. Wernsman. Others in attendance included Diane Grebner, Wendy Vogel, Mark Dotterer, Kathy Steele, Marsha Brown, Teri Biernat, Andrea Kidd, Amber Brown, Laura Anglin, Kaleigh Christ, Melanie Wallace, Megan Huss, Rick Pope, Jan Holman, Metamora Grade School Principal Cathy Costello, Metamora Grade School Dean of Students Tim Damery, and Marty Payne.

Consent Agenda

Mr. Payne was asked to share costs regarding the special education programs for the district. Mr. Payne shared that our current budget has \$531,332 in revenue and \$1,399,585 in disbursements (-\$868,526). Special education is costly, and federally mandated. It's another example of the state not properly funding education.

Motion by Mr. Edwards, seconded by Mr. Blundell, to approve the consent agenda as presented. All present voted yea on a roll call vote.

Reports from the Public

There weren't any reports given from the public.

Public Hearing Regarding the Metamora CCSD #1, Fiscal Year 2016 Budget

Motion by Mr. Blundell (at 7:15 p.m.), seconded by Mr. Edwards, to recess the meeting of the Board of Education for the purpose of the public hearing. All present voted yea on a roll call vote.

Mr. Payne share that the only change from the Tentative Budget approved in August was the addition of \$9,797 in special education costs to the Education Fund. The revised deficit is now at \$175,157. The one question asked from the members of the public was in regard to the cash on hand to begin the fiscal year. The Illinois State Board of Education spreadsheet that is required to be submitted for state budgets, has on page 2, line item 3, "Estimated Beginning Fund Balance as of July 1, 2015". The question was asked if this was an "estimated" balance or an "actual" balance. This dollar amounts reflects the "actual" balance to begin the fiscal year. The following information is in regards to the FY16 Budget:

September is the month that we are, by *School Code*, required to approve the Budget. Each board packet includes the following pages from the budget: "Title page", the "Budget Summary" (pages 2 and 3), the "Summary of Cash Transactions" (page 4). Please note that I will have several copies of the entire budget at the meeting for your review.

- Page one – cover page. This page is very self-explanatory.
- Pages two and three – Budget Summary. These pages break down the respective revenues and expenditures. Page two, lines 3-9 provides revenue information, and lines 12-21 provide expenditure information. Line 22 explains the total amount that we are either under or over budget in each of the respective Fund Accounts.
- Page 4 – Summary of Cash Transactions. I've highlighted several lines on this page for our clarification.
 - **Line 3** indicates our current balance in each fund account as we start the fiscal year
 - **Line 11** indicates our total revenue
 - **Line 20** indicates our total disbursements or expenditures
 - **Line 21** indicates the estimated cash on hand in each fund account as we close the fiscal year.

The respective fund accounts are to be used for the following purposes:

1. Fund 10 – Education Fund – used for teacher salaries and benefits, as well as the various educational supplies used for instruction. This includes textbooks, copy paper, paperclips, grade books, various forms of technology, etc. In short, the Education Fund is used for both instructional needs, as well as employee compensation.
 We've made significant progress in reducing our budget. Remember that the dollar amount spent per pupil hasn't changed in a number of years. The state organization, EFAB (Education Funding Advisor Board), that recommends the dollar amount needed per pupil, has recommended several thousand dollars higher per student than what school districts will receive. Keep in mind as well that we're only getting 92% of the state approved dollar amount. In short, we're still significantly short of what we should be getting. The budget shows a deficit in the Education Fund of \$175,157. If my research is accurate, our total proration is about \$125,000 (which would bring our deficit to roughly -\$52,000. Our budget is clearly not yet where we need to be, but it is better than the -\$500,000 we've seen over the past few years.
2. Fund 20 – Operations and Maintenance – used for all custodial supplies, as well as paper products (paper towels, toilet paper, etc.). Various maintenance projects are also part of this fund account, including HVAC, windows, ceiling tile, etc. As can be seen in the budget, this account will again operate with a balanced budget.
3. Fund 30 – Debt Service – used to pay bonds that have been purchased over the years for building additions, the parking lot and back playground areas, and for a roof replacement.
4. Fund 40 – Transportation Fund – used to pay for all aspects of busing students, including lease payments for buses, fuel, bus maintenance, supplies for the bus garage, as well as salaries and benefits for our bus drivers. The budget is currently showing a deficit of \$18,706, but we don't yet know the allocation that will come from the state; we won't know until after we approve the final budget in September.

5. Fund 50 – Social Security and IMRF – very self-explanatory; funds in this account are used for payment of SS and IMRF. This account is also balanced.
6. Fund 60 – Capital Projects – used initially to pay for construction projects. The \$106,697 is the remaining cash on hand after our last addition and will be used for future textbook purchases. It shows a negative balance because the funds came one time, several years ago, but we do budget to spend the money in the event it is needed. A positive or negative fund account is defined by using only the current year’s revenue and expenditures.
7. Fund 70 – Working Cash – this fund is used for emergency borrowing in the event that another fund account should run very low, or in a negative balance. Working cash can be loaned to other accounts either on a short-term basis, with the requirement to repay to fund account in the next Fiscal Year, or, through a permanent, abatement process.
8. Fund 80 – Tort Immunity – used to pay for legal work done for the district. This ranges for sprinkler, fire alarm, and bleacher inspections (to name a few). This fund is also used to pay for various types of building and legal/liability insurance. The Tort Fund has a balanced budget.
9. Fund 90 – Fire Prevention and Life/Safety – funds in this account take the approval of an architect, the Regional Office of Education, and the State Board of Education, and are used to pay for projects that come up that can cause potential damage to the school or to kids and/or employees. Examples include broken water pipes, problems with boilers, issues with our fire alarms, etc. We have several projects on the docket, with total expenditures yet to be determined. Based on when we have final numbers, we may need to amend this fund account in the spring. We can’t spend more than what we budget. The \$60,000 is the amount that we have historically put in our budget for anticipated expenses. If our projects come in at a greater cost, we will need to amend.

Motion by Mrs. Sikkema, at 7:19 p.m., seconded by Mr. Ward, to adjourn the public hearing and return to the normally schedule meeting of the Board of Education. All present voted yea on a roll call vote.

Public Hearing Regarding the use of Health/Life-Safety Funds to Repair the Front Parking Lot

Motion by Mr. Blundell, at 7:20 p.m., seconded by Mrs. Sikkema, to recess the meeting of the Board of Education to hold a public hearing regarding the use Health/Life-Safety funds for the repair of the parking lot. All present voted yea on a roll call vote.

Mr. Payne explained that in order for the district to use life-safety funds for either sidewalks or blacktop areas, a public hearing must take place. He shared as well that the estimate cost of the parking lot repair, as presented by the architect, is \$11,825. The following information is in regard to the public hearing:

The work to be done on the front parking lot includes both a sealcoat and striping. The estimate for the work, as developed by our architect comes to \$11,825. It's crucial that during our difficult economic times, to remember that Health/Life-Safety funds can only be used for these types of projects. We are required to seek approval of both the ROE and the ISBE to use the funds. As of today, the ROE has made the approval, and we are waiting to hear from the ISBE. In my experience, that can take up to more than a month.

There weren't any questions asked from the public.

Motion by Mrs. Sikkema, at 7:22 p.m., seconded by Mr. Ward, to adjourn the public hearing and to return to the normally schedule meeting of the Board of Education. All present voted yea on a roll call vote.

Action Items

A. Discussion and Approval of the Metamora Grade School, Fiscal Year 2016 Budget

Motion by Mr. Edwards, seconded by Mr. Blundell to approve the budget as presented. All present voted yea on a roll call vote.

B. Final Approval of Health/Life-Safety Funds to Repair the Parking Lot

Motion by Mr. Blundell, seconded by Mr. Wernsman, to approve the use of health/life-safety funds. All present voted yea on a roll call vote.

C. Approve the 2015-2016 Application for the Annual Recognition of Schools

Mr. Payne shared that the recognition of schools is a report showing our paraprofessionals have the required credentials for the positions they have, as well as that the members of administration have the credentials to perform evaluations. All have the necessary credentials.

Motion by Mr. Wernsman, seconded by Mrs. Sikkema, to approve the application as presented. All present voted yea on a roll call vote.

D. Request from Great Oaks Church for the use of a Room, before school, on a Weekly Basis

Motion by Mr. Blundell, seconded by Mrs. Sikkema, to approve the request as presented. All present voted yea on a roll call vote.

E. Discussion and Approval to Change the Date of the November 2016 Meeting of the Board of Education

Motion by Mr. Edwards, seconded by Mr. Blundell, to change the date from Thursday, November 12, 2016, to Tuesday, November 10, 2016. All present voted yea on a roll call vote.

F. Approval to Seek an RFP for School Buses

Mr. Pope and Mr. Payne explained that we need to approve the final RFP as part of the November Board of Education meeting so that we can guarantee delivery during July.

Motion by Mr. Edwards, seconded by Mr. Blundell, to seek an RFP for buses. All present voted yea on a roll call vote.

Discussion Items

A. Junior High Weather Station

Motion by Mr. Blundell, seconded by Mrs. Sikkema, to approve the installation of a weather station. All present voted yea on a roll call vote.

B. Health/Life-Safety Project and Architect Research

Motion by Mr. Ward, seconded by Mr. Blundell, to seek an RFP for Architectural Services. All present voted yea on a roll call vote.

Action was not required for these agenda items.

Information Items

A. Committee Reports

1. Building Committee
2. Education Committee
3. Executive Committee
4. Finance Committee
5. Negotiations Committees

B. Administrative Reports

Action was not required for this agenda item

Acknowledgement of Cards and Letters

Action was not required for this agenda item

Executive Session for the Purpose of Appointment, Compensation, Discipline, Dismissal, or Performance of Employees, and for the Purpose of Collective Negotiation Matters between the Public Body and its Employees

Motion by Mr. Edwards (at 7:40 p.m.), seconded by Mrs. Sikkema, to enter into Executive Session. All present voted yea on a roll call vote.

Motion by Mr. Edwards (at 8:35 p.m.), seconded by Mrs. Sikkema to adjourn the Executive Session meeting and return to Open Session. All present voted yea on a roll call vote.

Action Taken after Executive Session

Resignations

The board approved the following resignation: Billy Aman from his position as 6th grade boys' basketball coach

Employment

The board approved an unpaid FMLS leave-of-absence for Nicole Salam. All present voted yea on a roll call vote.

Adjournment

Motion by Mr. Blundell, (at 8:38 p.m.), seconded by Mrs. Sikkema to adjourn the August 18, 2015 meeting of the Board of Education. All present voted yea on a voice vote.

Bob Fisher
President

Jeff Wernsman
Secretary