

Hillsboro R-III School District
Facilities Master Planning
Committee Meeting
October 17, 2005

Hillsboro Junior High Library



Meeting Notes

I. **Introduction**

Meeting was opened by Superintendent, Randal Charles at 6:35 p.m.

Mr. Charles led the introductions. Those in attendance were asked to introduce themselves, providing brief personal background information.

Board of Education Members present:

George Engelbach

Randy Hargis

Central Office Administrative Members Present:

Randall Charles, Superintendent

Tom Muzzey, Assistant. Superintendent, Co-Chair

Community Members Present:

Jim Hern, Tilly Winchester, Frank Pounds, Rudy Ijames, Ernie Angelbach, Tony Koenig, Dave Tucker, Bob Beardslie, Carrie Marchuetz, Joe Tolsch, Sherie Phillips, Russell Schmidt

Employee Members Present:

Shannon Murray, Cathy Freeman, Lynn Russell, Tina Clark, Jennifer Gyngard, Nikki Russell, Mona Hunt, Mark Groner, Jim Turner, Steve Murray

II. **Patrons visiting the meeting:**

John DePriest, Jack Bowman

III. **Purpose and Authority of Committee**

Mr. Charles clarified that the purpose of the committee is to review the conditions of existing facilities, consider factors that will influence future needs, develop recommendations for existing facilities, and any need for new facilities.

Mr. Charles explained that the committee is charged with formulating recommendations to the Board of Education.

Formal and final approval of any recommendations made is the responsibility of the Board of Education.

IV. **Ground Rules of the Committee**

- A. Mr. Charles went over ground rule ideas. Members agreed that the suggested rules were items all could follow, including the understanding that all decisions would be reached by consensus of the group.
- B. *Consensus* was defined by Mr. Charles as recommendations that every member can live with and support.
- C. Visitor Mr. Bowman expressed that the concerns of people not chosen to serve on the committee need to be heard.
- D. Mr. Charles asserted that the meetings were indeed open to the public, and explained the difference between:
 - a. *Open Meetings*—
those that are open to the public to observe,
and
 - b. *Meetings Open to the Public*—
those that are open to all and provides venues for
comments and feedback from the public

V. **Roles and Responsibilities of the Committee**

Mr. Charles expressed that each member of the committee has a responsibility to the community, needs to be present at each meeting, arrive on time and with an open mind.

He then outlined the *Meeting Process* as follows:

- Clear objectives are to be set for each meeting
- Agenda items should be established with time limits
- Ground rules are to be followed
- Minutes will be taken and subsequently distributed
- Clarify roles and responsibilities at each meeting

Additionally, to ensure that all ideas, thoughts, and opinions are considered, Mr. Charles offered a “parking lot concept.” This will be a large piece of paper in place at each meeting to provide members a place to jot down items to be placed on a future agenda.

VI. Defining the Problem

The committee was asked by Mr. Charles to give their perspectives on what the problem is that they are being asked to address. This discussion generated the following items for consideration:

- Athletic Facilities
- Curb appeal of the district
- Intermediate buildings
- Need for expansion/consideration of future growth
- Long range planning
- Long range maintenance
- Outdoor facilities-adequate fields, etc... in comparison to neighboring schools
- Construction methods
- New placement of Alternative School
- Failing infrastructure
- Promises made to tax payers
- Structural integrity of the school buildings
- Best use of plan
- Educational Delivery Model
- Flexibility for future needs
- Conditions between like facilities
- Parents as Teachers/early childhood programs
- Reduction in number of transitions students make
- Partnership with community
- Grants

VII. Current Financial Standings/Progress

Mr. Charles informed the committee that the district's balances were better than expected. He also told the group that two of the district's bond series will be paid of in three years. For the second series, this is a year ahead of schedule. Mr. Charles indicated that one way to fund facility needs might be to ask for a no-increase bond issue once they are paid off.

Several members requested that the committee receive a report on how bond money has been spent to this point.

Members also requested information regarding the old middle school. Mr. Muzzey explained that the Board of Education has approved the seeking of bids for the demolition of those portions of the building that are unusable. He went on to inform the committee that asbestos found in the building,

while 99% abated, may also be in the caulking and under the boiler. For these reasons, work at that site will not take place until school is out of session.

Members commented that information should be communicated to stakeholders, as the public may be misinformed of progress that has been made.

VIII. Group Structure

A. Tom Muzzey will serve as co-chair for the committee.

B. Mr. Charles asked for nominations from community members to share the responsibilities with Mr. Muzzey.

- Mr. Schmidt was nominated by Mr. DePriest
- Mr. Tucker volunteered himself for consideration
- Mr. Engelbach nominated Mr. Angelbach

After a secret ballot election, Mr. Tucker was chosen as co-chairperson of the committee.

C. Mr. Charles asked for a volunteer to be the recorder for the committee. Cathy Freeman offered to take the role.

Mr. Charles indicated that minutes be made available to the public.

D. The committee was asked by Mr. Charles to develop ideas about how information should be reported. The need for an emphasis on public relations was supported many times by members of the group. In addition to this, the following recommendations were made:

- Place pictures and information on the updates to the buildings in the Messenger
- Have posters depicting progress at entrance to athletic events
- Check mark signs outside of buildings
- Place progress signs on sides of highway
- Schedule town hall meetings
- Put a bill board on old middle school indicating progress and/or plans
- Post a "countdown to demolition" sign on old middle school
- Committee members share information on progress with public and ask for, and address, input
- Making sure that committee recommendations have something in it for everybody

- Communicate the details of recent land acquisitions to public

E. The committee decided that members should tour existing facilities as soon as possible.

The times and dates of these tours will be

Monday, Oct. 24th at 5:00 p.m.

Wednesday, Oct. 26th, at 10:00 a.m.

Saturday, Oct. 29th, at 8:00 a.m.

Mr. Muzzey will conduct the tours. They will leave from the back of the Junior High building.

IV. **Future Meetings**

Next meeting was set for Tuesday, November 1st, at the Junior High library

X. **Adjournment of Meeting**

Meeting was adjourned at 8:50 p.m.