

Heartland Region Board of Control

Macon-Piatt Regional Office of Education

3433 Rupp Parkway, Decatur, IL

April 17, 2025

8:30 a.m.

Agenda

1. Call to Order
2. Roll Call
3. Recognition and comments from the public and/or visitors
4. Approval of Minutes (Action, Voice Vote)
 - Approval of minutes from March 20, 2025 regular meeting
5. Finance Report
 - Approval of Purchases (Action, Roll Call vote)
 - Update on Audits
 - FY26 Grant Allocations
6. Call for Closed Executive Session (Action, Roll Call vote)
7. Discussion of appointment, employment, compensation, discipline, performance, and/or dismissal of specific employee(s) of the public body
8. Reconvene regular meeting (Action, Roll Call vote)
9. Personnel (Action, Roll Call vote)
 - Appointment, employment, compensation, discipline, performance and/or dismissal of specific employee(s) of the public body.
 - o Approve HTA staff salaries for FY26 (Action, Roll Call vote)
 - o Approval of Director's contract from July 1, 2025 to June 30, 2029 (Action, Roll Call vote)
10. Director's Report
 - Expansion of Work Based Learning Opportunities through HTA
 - HTA Student Orientation – May 6
11. Other Business
 - Annual payment to ROE39 for providing fiscal services (Action, Roll Call Vote)
 - Establish Heartland Technical Academy tuition rate for 2025-26 school year (Action, Roll Call vote)
12. Next meeting date and location: May 15, 2025, Macon/Piatt Regional Office of Education #390, 3433 Rupp Parkway, Decatur, IL
13. Adjourn

**Heartland Region
Board of Control
Richland Community College
March 20, 2025**

Present:

Damian Jones – Argenta Oreana
Sacha Young – Central A&M
Emily Weidner – Cerro Gordo
Dr. Gray – Decatur Public Schools
Michael Tresnak – DeLand Weldon
Adam Ibbotson – Maroa Forsyth
Shane Gordon – Meridian
Travis Roundcount – Mt Zion
Jonathan Field– Sangamon Valley
Cheryl Warner – Warrensburg Latham
Bret Hitchings – Heartland Director

Absent:

None

Meeting called to Order by Travis Roundcount at 9:04 a.m.

Jonathan Field moved to approve the minutes of the February meeting as presented. Sasha Young seconded the motion. Voice Vote: All in Favor. Motion Carried.

Finance Report

Adam Ibbotson moved to approve the February purchases provided by the Regional Office. Jonathan Field seconded the motion. Roll call vote: 10 Yes, 0 No, 0 Absent

Closed Session

None

Personnel

Damian Jones moved to approve employment recommendations as presented. Michael Tresnak seconded the motion. Roll call vote: 10 Yes, 0 No, 0 Absent.

Director's Report

Bret confirmed that Enrollment Forms have been received for the 2025 – 2026 school year. Interest in the majority of HTA programs has increased once again.

Bret stated HTA would benefit from having an employee dedicated to the Work Based Learning Opportunities for students. Many HTA programs have been modified to allow first year students in the classroom/lab settings, and second year students participating in work-based learning such as internships and job shadowing with industry partners. Having

a Work Based Learning Coordinator would allow for the expansion of these work-based opportunities for second year Tech students. It would also open up classrooms for more first year students to enroll.

Bret provided an update on the Cosmetology Program for FY 26. Student enrollment request do show an interest in the new option for esthetics. DPS says they will be sending over enrollment request for the Barbering option. There have been a few requests for the Nail Tech component as well.

HTA will be hosting their Orientation/Open House event on May 6, requiring parents and students to meet with the instructor of their HTA program. It will also serve as an opportunity to complete the RCC registration process for Dual Credit students.

Bret confirmed the Association of Illinois Rural and Small Schools (AIRSS) visit to the HTA/RCC campus on April 7 from 10:30 to 1:00.

Other Business

Shane Gordon moved to approve the HTA 2025 – 2026 School Calendar as presented. Adam Ibbotson seconded the motion. Roll call vote: 10 Yes, 0 No, 0 Absent.

Elizabeth Shriver, Business Office Manager with the ROE, presented information about fiscal services the ROE provides for the EFE and HTA. The ROE is requesting an increase of the amount that Heartland pays each year for these services. In addition to the services provided, it was noted that the amount has not increased from the initial amount set about 15 years ago. The ROE request is for a \$10,000 increase for FY 26, bringing the total for fiscal agent services to \$55,000. The next two years would see an increase of \$15,000 each year with the amount stabilizing at \$85,000 per year after that.

Next meeting will take place on April 17, 2025, at the Macon/Piatt Regional Office of Education #390, 3433 Rupp Parkways, Decatur, Illinois.

Adam Ibbotson moved to adjourn the meeting. Emily Weidner seconded the motion. Voice vote, all in favor.

Meeting adjourned at 9:37.

Board of Control Chairperson

Date Approved

Board of Control Secretary Signature

Date Approved

Board of Control Recording Secretary Signature

Date Approved

HEARTLAND TECHNICAL ACADEMY

Purchase Services; Materials & Supplies, and Capital Outlay Expenses

FY: 2025

Month: March

FUNDING SOURCE: CTE	DATE	AMOUNT	VENDOR NAME	DESCRIPTION	CHECK #
61.322003.1100.9410	3/5/2025	\$17.46	Kathy Altheer	reimbursement for Nursing supplies	85021
61.322003.1100.9410	3/5/2025	\$60.00	Maverick Marketing	Criminal Justice Uniforms	85034
61.322003.1100.9410	3/12/2025	\$70.00	Kathy Altheer	reimbursement for Nursing supplies	85049
61.322003.2120.9314	3/12/2025	\$12,795.00	Major Clarity LLC	HTA Licensing Fee FY 25 Subscription	85065
61.322003.1100.9410	3/19/2025	\$1,204.94	Thompson Collision Parts	Auto Body supplies	85096
61.322003.1100.9410	3/20/2025	\$399.37	PNC Visa	office supplies	902503200
61.322003.1100.9410	3/20/2025	\$189.99	PNC Visa	printer for Culinary Arts	902503200
61.322003.1100.9410	3/20/2025	\$338.22	PNC Visa	Shift Engine from Briggs & Stratton	902503200
61.322003.1100.9410	3/20/2025	\$31.39	PNC Visa	Culinary art supplies	902503200
61.322003.1100.9410	3/20/2025	\$207.96	PNC Visa	Auto Tech supplies	902503200
61.322003.1100.9410	3/20/2025	\$462.84	PNC Visa	HTA Drawstring bags (student Incentives)	902503200

FUNDING SOURCE: PERKINS	DATE	AMOUNT	VENDOR NAME	DESCRIPTION	CHECK #
61.474501.1100.9410	3/2/2025	\$798.40	Creation Gardens	culinary arts supplies (Feb Statement)	85060
61.474501.1100.9410	3/4/2025	\$201.15	Lowes	Industrial Trade supplies	9025030400
61.474501.1100.9410	3/12/2025	\$21.60	Airweld	Auto Body supplies	85048
61.474501.1100.9410	3/12/2025	\$289.87	Airweld	Welding supplies	85048
61.474501.1100.9410	3/12/2025	\$327.38	Kroger	culinary arts supplies (Feb Statement)	85057
61.474501.1100.9410	3/12/2025	\$1,151.68	Donnelly Automotive	Auto Tech supplies (Feb Statement)	85061
61.474501.1100.9410	3/12/2025	\$750.00	Lincoln Electric	Welding supplies (Feb Statement)	85064
61.474501.1100.9410	3/12/2025	\$2,505.00	Sligo Steel	welding supplies	85071
61.474501.1100.9410	3/12/2025	\$523.95	Specialty Paint	Auto Body supplies (Feb Statement)	85072
61.474501.1100.9319	3/12/2025	\$364.00	Pride Cleaners	dry cleaning supplies (Feb Statement)	85066
61.474501.4000.9690	3/19/2025	\$1,598.00	Central AM	Program Improvement Grant	85081
61.474501.4000.9690	3/26/2025	\$2,077.32	Argenta Oreaana	Program Improvement Grant	85102
61.474501.2120.9391	3/26/2025	\$0.13	CDS Office Technologies	copier usage	85105
61.474501.1100.9410	3/27/2025	\$275.46	Lowes	Industrial Trade supplies	9025032700
61.474501.1100.99410	3/12/2025	\$1,856.79	SYSKO	culinary arts supplies (Feb Statement)	85073

FUNDING SOURCE: TUITION	DATE	AMOUNT	VENDOR NAME	DESCRIPTION	CHECK #
61.199310.2300.9341	3/5/2025	\$53.66	American Express	Verizon Wireless Directors Phone	9025030500
61.199310.1100.9410	3/12/2025	\$70.00	Kathy Altheer	reimbursement for Nursing supplies	85049
61.199310.2210.9333	3/12/2025	\$26.74	Puritan Springs	water dispenser service (Feb Statement)	85067
61.199310.2300.9319	3/12/2025	\$57.00	Tueth & Keeney	legal services	850574
61.199310.2210.9330	3/19/2025	\$4,750.00	Birch Bus	Cosmo bus transportation (Feb 2025)	85079
61.199310.2210.9330	3/19/2025	\$2,880.88	Birch Bus	Field Trip transportation (Feb 2025)	85079
61.199310.1100.9410	3/20/2025	\$18.44	PNC Visa	Auto Tech supplies	902503200
61.199310.2300.9640	3/20/2025	\$210.00	PNC Visa	Association for CTE Membership Dues	902503200
61.199310.2210.9333	3/20/2025	\$112.29	PNC Visa	Lunch for Digital Business field trip	902503200
61.199310.1100.9420	3/26/2025	\$175.48	FHEG (RCC Bookstore)	HVAC Textbook	85109

FUNDING SOURCE: ACTIVITY ACCOUNTS	DATE	AMOUNT	VENDOR NAME	DESCRIPTION	CHECK #
61.199311.1141.9410	3/12/2025	\$530.50	Donnelly Automotive	Auto Tech supplies (Feb Statement)	85061
61.199311.1144.9410	3/12/2025	\$151.99	Specialty Paint	Auto Body supplies (Feb Statement)	85072

Bret Hitchings

From: Elizabeth Shriver <eshriver@roe39.org>
Sent: Wednesday, March 5, 2025 10:46 AM
To: Bret Hitchings
Cc: Jill R. Reedy; Zakry Standerfer; Nancy L. Brodbeck
Subject: Meeting last week - Proposed Increase

Bret,

Thank you for taking the time to meet today to discuss the financials and program support so far this year.

As we discussed during our meeting last week, we currently charge indirect costs to our internal grants and admin fees to our agencies that we are their fiscal agents to cover the expenses of our business office (approx. budget \$625,000).

We charge most of the other agencies/programs that we are fiscal agents for a 5% administrative fee. Heartland's administrative fee has remained flat at \$45,000. As you know with inflation and increased salaries over the years this amount has lost its value compared to years past. Only taking into account your Tuition Budget, CTEI & Perkins (consolidated) grant budgets (Total Budget \$2,128,100) the 5% admin fee would be \$106,405.

We want to ensure that we continue to support the great service your program offers to our students in this region. We would like to propose the following fee schedule increase over the next 3 years to increase up to \$85,000:

FY26 \$55,000
FY27 \$70,000
FY28 \$85,000 (going forward)

This will help us continue to cover the business office costs (Payroll Salary, A/P Salary, Business Office Manager Salary, equipment, software, overhead, etc.). As you know we are also in the process of migrating to the Skyward Accounting software launching 1/1/26. This expense of the initial installation was \$44,060 this year. Going forward it would be \$8060/yr. With this software you will have access to real time data and reporting along with online purchase orders to make managing spending/budgeting easier.

Thank you for all your hard work that your program provides to our students.

Elizabeth Shriver
Business Office Manager
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