

**North Boone Community Unit School District No. 200**  
Minutes of the Business Services Committee Meeting  
District Office  
6248 North Boone School Road  
Poplar Grove, Illinois 61065  
Thursday, May 23, 2013  
5:00 p.m.

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Chairperson Collin Crull at 5:05 p.m. The following Committee members were present: Dr. Steven Baule, Mrs. Rhonda Boeke and Mr. Brian Reininger. Absent were Ms. Emily Gregory, Mrs. Kelly Hanaman, Mrs. Jeannine Plath, and Mr. Mike Wesbecher. Mr. Tom Moon was also present.

**AUDIENCE TO VISITORS**

*(No Audience to Visitors)*

**REVIEW OF MONTHLY FINANCIALS (April)**

There were no questions regarding the following financial reports that were available online:

- Treasurer's Report
- Financial Highlights
- Revenue Report – April 2013
- Expenditure Report – April 2013

**OTHER ITEMS FOR DISCUSSION**

FY13 Amended Budget

Mrs. Boeke distributed the following documents:

- FY13 Amended Budget Justification
- 2012/2013 September 2012 Adopted Budget
- 2012/2013 Revised Budget: 5/20/13
- FY13 Budget Summary
- FY 13 Budget Summary – Amended 5-20-13

She then reviewed the changes listed on the FY13 Amended Budget Justification, which totaled an increase of \$38,224.00. One of the largest changes is the expected 25.82% decrease in General State Aid (GSA).

Miscellaneous

Mrs. Boeke informed the Committee that typically this time of year is when the district opens bids on several items such as milk products, bakery products and general groceries. She stated that she had spoken with each of these vendors and all agreed there would be no increase in

pricing except for milk products. There will be a 3% increase in milk products. The Committee agreed to recommend to the Board that milk, bakery and general groceries be renewed for one year.

Bids are usually put out for janitorial supplies and copy paper in August; however, these vendors also agreed to renew for one year at no increase in pricing. The Committee agreed to recommend to the Board that janitorial supplies and copy paper also be renewed for one year.

Mrs. Boeke then informed the Committee that she had been approached about renting a portion of the parking area at the District Office location for a flatbed trailer.

Mr. Moon stated that this could set a precedent that could lead to future problems such as collecting rent, etc.

Dr. Baule agreed that the district was not in that kind of business and he felt this would not be a good idea.

The Committee agreed not to recommend renting any portion of the District Office parking area.

Mrs. Boeke then distributed a draft of a proposed collection letter to be used for those who owe registration fees. The Committee discussed the threshold at which this letter should be sent.

Mr. Crull noted that the letter does not necessarily demand that any amount due be given to collections.

Dr. Baule suggested issuing an RFP to local attorneys and compare costs of using an attorney versus collection agencies. Collection agencies are used either by selling the debt to them or they get a certain percentage of whatever they collect. He did not recommend selling the debt of any current student.

Mr. Crull suggested that the threshold at this time be a minimum of \$1,000 owed.

The Committee agreed to set the threshold at this time at debts of at least \$1,000. Mrs. Boeke will also find out how many students owe how much.

### **ANNOUNCEMENTS**

A meeting was scheduled for 5:00 p.m. on Thursday, July 18, 2013; however, a meeting may be scheduled for sometime in June if needed.

### **ADJOURNMENT**

The meeting adjourned at 6:41 p.m.

Submitted by:

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Collin Crull, Chairperson