

**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  
Tuesday, July 16, 2019  
6:00 p.m.

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Ed Mulholland at 6:00 p.m. The following Committee members were present: Melissa Geyman, Dr. Mike Greenlee, Kelly Holsker, Tom Kinser and Ed Mulholland. Absent: Kelly Hanaman, Jake Hubert and Mary Piskie.

**AUDIENCE TO VISITORS**

Mr. William Randall addressed the Board concerning the Kelly Educational Staffing Services presentation. He felt the presentation for the substitute staffing costs was grossly misleading as it did not include the overload of the two unfilled positions multiplied by Kelly's markup costs. He said it appears there is a \$71,000 savings, but when the actual overload costs are factored in with an appropriate number, the calculated difference is \$17,330 in additional costs. Mr. Randall noted his scenario properly calculates the overload costs the District would incur. Dr. Greenlee said this was a concept/overview presentation provided by Kelly Educational Staffing and not a District Office presentation.

**2019-2020 BUDGET**

Ms. Geyman gave a presentation on the draft budget and provided revenue and expenditures by fund. She noted the allotment for Evidence Based Funding has not yet been released for FY20, so the FY19 allotments were used for the budget. She stated about 53% of the 2018 property tax extension had been received in June. Ms. Geyman will be presenting the tentative budget at the July Board meeting, and the tentative budget will go to vote at the August meeting. A public hearing on the budget and vote to approve the budget will be at the September Board meeting.

Anticipated changes include updating the Evidence Based Funding amounts, reviewing revenue accounts again, and reviewing and updating expenditures for transportation and debt services. Ms. Geyman said one area she is looking at is transportation. Once she receives the evidence based numbers, there would be a conversation about if we should levy more in transportation next year anticipating that we are purchasing more buses. Mr. Mulholland asked if there were bus purchases planned in this budget. Ms. Geyman said there was about \$500,000 budgeted, and is anticipating the need to replace some of the special education buses. She is planning to present the bus needs in October or November for delivery in the summer.

Mr. Kinser feels that since we have already received about 53% of the taxes, our revenue may be running ahead of what we budgeted. Ms. Geyman said she anticipated receiving about 50% in each year. Mr. Kinser said if revenue is running high, he would like to see a potential abatement included in the budget. Ms. Geyman will obtain revenue numbers for the July Board meeting. She said \$900,000 anticipated revenue was already in the budget. Mr. Kinser would like to look at possible CPI abatement. He would like to see the Administration justify an increase or present a reason for assuming we take CPI. He felt his property taxes were outpacing inflation. Mr. Kinser would like to see us building our budgets to meet inflationary increases and not above and beyond.

### **2018-2019 SITE BASED EXPENDITURE UPDATE**

Ms. Geyman described that ESSA requires all school districts to report site-based expenditures. This data will appear on the school report cards released in October 2019. She described the difference between site based and centralized expenses. The presentation included percentages of expenses by enrollment per building, special education and by low income. She noted the next steps are to review and adjust the data, ensure allocations are correct, report to ISBE and to present the final numbers at the August Board meeting.

### **ACTIVITY ACCOUNTS**

Ms. Geyman stated each school maintains a bank account for student activities, which are broken down into different activities. The addition and deletion of activities from each account will now need to be Board approved. Ms. Geyman presented the recommendations for the 2019-2020 school year, which basically include adding a few accounts for new activities and deleting old class accounts, etc. Ms. Geyman will research to see if all accounts that are planned to be eliminated have a zero balance.

### **AUDITOR**

Ms. Geyman advised the Committee that the auditors will be on site the beginning of August.

### **SUBSTITUTE STAFFING**

The District has received information from companies offering substitute staffing services for our District. Ms. Geyman stated Kelly Staffing and Insight Staffing are businesses that were interested in assuming the substitute responsibilities. Dr. Greenlee noted there was a bit of a trend to go this way, and said there may be vendors at the Tri-Conference that would be offering this service. Kelly Services says they would fill, control and oversee the staffing, and projected a cost savings over the long run, but we are feeling it will be about a 35% increase in overall expenditures in substitute costs. Their claim is they will raise our fill rate by 5%. Dr. Greenlee stated Rockford and Belvidere elected to go with agencies for their substitute staffing needs. One advantage of agencies are substitutes won't have to pay into TRS, so their take home pay would be more, and if substitutes work frequently enough, they may qualify for health insurance. For those that want to be teachers, it may be beneficial to stay in our substitute pool the way it is currently structured. Mr. Mulholland said some of our substitutes have contacted him and said they would not be working with Kelly Services and would be removing their names from those sub lists.

### **SUBSTITUTE RATES FOR SUPPORT STAFF**

Ms. Geyman shared a presentation that addressed average absences, absences by reason and average substitute fill rate. The current substitute rates were discussed, and Ms. Geyman was looking for recommendations on the current rates, but feels we are currently competitive with area schools. Mr. Mulholland asked if we could improve our fill rate if we increased the pay. Mr. Mulholland said a few years ago, they didn't have to worry about filling non-certified staff as there were several bus drivers that were willing to fill those substitute positions. Mr. Mulholland was interested in the positions with the lowest fill rates. Ms. Geyman will bring area comparisons and additional information to the July Board meeting.

### **OTHER ITEMS FOR DISCUSSION**

#### **A. School Calendar**

Dr. Greenlee remarked the state has changed the calendar requirements again and he will be removing two days from the previously approved calendar.

### **ANNOUNCEMENTS**

*(none)*

### **ADJOURNMENT**

The meeting adjourned at 6:50 p.m.

Submitted by:

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Ed Mulholland, Chair