

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
Wednesday, December 8, 2021
6:30 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Mary Maxey at 6:30 p.m. The following Committee members were present: Melissa Geyman, Dr. Greenlee, Kelly Holsker, Tom Kinser and Nancy Schilling. Absent: Kelly Hanaman, Marc Eckmann and Mary Piskie. Also Present: Judy Hutchinson.

AUDIENCE TO VISITORS

(none)

TRANSPORTATION PURCHASES

Ms. Geyman provided the transportation rotation plan, corresponding detail and explained the reimbursement structure. She has budgeted \$200K for transportation vehicles for 2021-2022. She is recommending trading in 3 buses, purchasing 2 buses (77 passenger), and trading in the current District van for a new van. Quotes would be obtained, then brought to the December or January Board meeting. Buses would be delivered summer of 2022.

DISTRICT OBSOLETE EQUIPMENT

The District has some obsolete/non-working equipment that we are ready to dispose. Items include a floor scrubber, two snowblowers and the red maintenance van. Ms. Geyman will look into eBay and closed bid options.

O&M / GROUNDS EQUIPMENT PLAN

It was recommended that we set up a O&M/Grounds equipment plan. This plan will be a multiyear plan to address larger equipment used for building and grounds, and would be placed in the O & M budget on a yearly basis. It was proposed to allot around \$30,000 a year for this equipment plan while some years may be more depending on the needs. Some of the items in the plan are the garden tractor, Cub Cadet, zero turn mower, UTV's and fork lift. It was also proposed to purchase an enclosed trailer and electric golf cart. Mrs. Maxey asked that we fine tune the information. Mrs. Schilling suggested not abating CPI and putting that money toward the grounds equipment. Mr. Kinser suggested going back to the Facilities Committee to give additional thought, as he would like to see the number of engine hours, the addition of a trailer, etc. The Committee was in agreement to budget for these purchases. Ms. Geyman will meet again with Mr. Nolen and Dr. Greenlee to discuss numbers and the large tractor, etc.

PRESCHOOL

Currently our blended preschool program serves four sections of students with two full time teachers, and serve a total of 60 students. Monthly screenings of PK students helps to fill our seats and creates a waitlist of students for future openings. As of the October screenings, we have 16 students on the waiting list to attend our program, where we typically have only 5-9 students.

Administration is recommending we add an additional section of preschool, requiring the hire of a .5 preschool teacher and a 1.0 paraprofessional. This would cost about \$34,000 for staffing, and would not be covered under grant funds this year. Classroom resources including furniture and center activities would need to be purchased at a cost of approximately \$5,000. In order to hire and properly set up the new classroom the proposed start date would be January, 2022. Students will ride the existing preschool bus and the routes will only be expanded as needed. The Committee agreed to move forward with the Pre-K program proposal.

FRONTLINE TIME AND ATTENDANCE

Ms. Geyman stated the Business office was looking to incorporate time cards into the automated system, partnering with Frontline. Frontline is currently used for tracking substitutes jobs, employee absences and recruiting, and ties into our financial software. The cost for the automation of timecards would be \$8,000 per year and a \$7,000 implementation fee. If approved, the implementation would take place this summer. Mr. Kinser would like to look at other vendors.

LIABILITY INSURANCE

Ms. Geyman said we currently have Prairie State Insurance Cooperative (PSIC) for liability and workman's compensation insurance. Our information has been provided to a few other companies for review and possibly bid. Our typical cost is \$200K-\$215K per year. We are required to get multi-factor authentication in place before being insurable/renewed. The current policy would renew on July 1.

OTHER ITEMS FOR DISCUSSION

Ms. Geyman stated she spoke with the auditor today regarding the Financial Audit. They should have the information available for the Board meeting. We have a \$84K surplus through all of our funds. The Federal Audit is not yet available.

Mrs. Schilling requested having the bond debt numbers available at the next Board meeting.

ANNOUNCEMENTS

(none)

AJOURNMENT

The meeting adjourned at 7:33 p.m.

Submitted by:

Mary Maxey, Chair