

**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 4, 2019  
7:00 p.m.

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Tom Kinser at 7:00 p.m. The following Committee members were present: Melissa Geyman, Dr. Mike Greenlee, Kelly Holsker and Ed Mulholland. Also Present: Brian Haselhorst and Mary Maxey. Absent: Kelly Hanaman, Jake Hubert and Mary Piskie.

**AUDIENCE TO VISITORS**

*(none)*

**LEVY**

Ms. Geyman gave an updated presentation on the levy which included information on the Property Tax Extension Limitation Law (PTELL), or the tax cap law. She is leaning toward Option 1, and recommended applying for grants. Mr. Kinser preferred Option 2, which would abate the CPI. Mrs. Maxey said if we captured CPI, she wanted to ensure we had a tangible project to justify that option. Mr. Mulholland said after hearing all the facilities needs we could restrict Administration if we give back money. He said without having a vision of where we want to be, he will follow Ms. Geyman's recommendation. Ms. Geyman noted some money would go toward bus purchases and the remaining to Operations and Maintenance. Mr. Mulholland asked how to get these goals and money pieces together. Mr. Kinser was in favor of planned-out initiatives. Ms. Geyman will bring both Options 1 and 2 to the December Board meeting for a vote.

Option 1: Levy CPI (1.9%), levy additional money for increase in final EAV and new construction, and abate bonds at previously agreed upon amount of \$1,100,000. The estimated levy rate would be 6.9519%, meaning a potential decrease of \$231.97 per year for a \$150,000 home.

Option 2: Levy CPI (1.9%), levy additional money for increase in final EAV and new construction, abate bonds at previously agreed upon amount of \$1,100,000, and abate additional CPI % of about \$175,000. The estimated levy rate would be 6.8578%, meaning a potential decrease of \$277.78 per year for a \$150,000 home.

**P-CARD**

Ms. Geyman gave a presentation on Purchasing Cards (P-Cards). She explained using this option instead of a credit card allows for more governance, control, checks and balances. Limits can be placed on individual users, including a monthly spend limit and what is allowed for purchase. She said this program is backed by the Association for School Business Officials (ASBO), there are no fees or costs to the District, and the program provides rebates. There are currently 1,100 school districts and municipalities participating in 18 states. The District would partner with BMO. Ms.

Geyman included a copy of the contract for Committee review. She noted we can cancel the agreement with a 90 days notice. The Committee was in favor of proceeding, and advised her to bring it to the December Board meeting for approval.

### **DEMAND RESPONSE ENERGY SAVINGS**

Ms. Geyman introduced the Committee to the Demand Response program. The focus of the program is to reduce power during unusually high peak times on the grid. The program is run by NRG Curtailment Solutions and the grid operator is PJM. North Boone would typically be asked to reduce energy approximately one time per year for an hour. We could have a potential of between \$4,800 and \$14,400 per year depending on our reduction amounts. The contract is for 5 years, and we would receive about 70% of the revenue and the company would keep the remaining 30%. We can reduce power as we see fit, and there is no cost to enroll or penalties associated with the program. The Committee was in favor of bringing this to the December Board meeting.

Ms. Geyman also mentioned we had approximately one year left in our gas and electric contracts, and the Committee agreed to have her begin investigating future opportunities.

### **BUS PURCHASES**

Ms. Geyman stated we purchased 10 International buses during 2018-2019. The current fleet consists of 29 buses of which 19 are in daily rotation, 4 vans 1 Yukon 2 trucks and 1 white bus. The long range plan for 2018-2019 was to purchase 10 buses per year for three years and then move to a bus rotation replacing 5-6 buses per year. She mentioned with newer buses and fewer routes, our need for spare buses has decreased. It was suggested to trade in 10 buses, purchase 5 special needs buses, 2 buses with undercarriage (77 passenger) and 2 buses (77 passenger) along with 1 white bus (in addition to the one we have). Ms. Geyman has budgeted \$725,000 for transportation vehicles this year. She is planning to trade in buses 53, 61, 62, 63, 65, 106, 107, 111, 112 and 113 at a value of \$65,400, and purchase 9 used buses for \$627,521, for a total of \$562,121. The replacement buses would include (4) 2019 IC 77 passenger air brake buses – 2 with luggage; (1) 2017 Chevrolet 32 passenger bus; (1) 2018 Chevrolet wheelchair bus; (2) 2019 IC wheelchair 51 passenger buses; and (1) 2020 IC wheelchair hydraulic brake 60 passenger bus. Ms. Geyman provided the specifications for the buses. She said we can expect to see approximately 80% of the cost of the buses in reimbursements. We would take delivery of the buses in summer 2020. Ms. Geyman will contact Midwest to confirm how long the quotes are in effect. The Committee was not opposed to trading in an additional bus or two if we did not have a need to keep them as spares.

The plan for 2020-2021 would include trading 6 buses, purchase 1 with undercarriage (77 passenger), purchase 3 buses (77 passenger), purchase a Yukon or District van for a potential budget of \$375,000.

The 2021-2022 plan would include trading in 3 buses, purchasing 3 buses, and possibly replacing a van for a potential budget of \$300,000. For 2022-2023 and beyond, it was suggested we trade in 5 or 6 buses on a 5 year rotation at a potential budget of \$400,000.

Mr. Muholland suggested an incentive program for coaches to drive the white bus.

### **OTHER ITEMS FOR DISCUSSION**

Ms. Geyman said the audit report has not yet been received, but by law, it must be submitted by December 15<sup>th</sup>. Once received, it will be uploaded to the December Board packet for acceptance.

She also noted Gallagher Benefits is working with Prairie State Insurance on various options. Once received, she will present to the Insurance Committee and the Business Committee.

Ms. Geyman stated the District Treasurer has been out of state, but noted we have been submitting our reports for signature on a regular basis. We will upload those signed Treasurer's Reports to the Board packet once received.

### **ANNOUNCEMENTS**

*(none)*

### **ADJOURNMENT**

The meeting adjourned at 8:30 p.m.

Submitted by:

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Tom Kinser, Chair