

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, April 18, 2013
6:30 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Chairperson Laura Zwart at 6:30 p.m. The following Committee members were present: Mrs. Rhonda Boeke and Mrs. Jeannine Plath. Absent were Dr. Steven Baule, Ms. Emily Gregory, Mrs. Kelly Hanaman, Mr. Tom Kinser, and Mr. Mike Wesbecher. Mr. Don Ward was also present.

AUDIENCE TO VISITORS

(No Audience to Visitors)

REVIEW OF MONTHLY FINANCIALS (March)

Mrs. Boeke distributed copies of Financial Highlights for the period ending March 31, 2013.

OTHER ITEMS FOR DISCUSSION

Review Facilities Usage Fees

After discussion, the Committee agreed to recommend to the Board that Categories C and D be renamed and include the following groups:

Category C: Non-Profit Groups

This category includes uses related to the specific interests of a nonprofit community groups or organizations, such as:

- Recreational groups
- Social organizations
- Support groups
- Class reunions

Category D: Other Groups

This category includes *the* use of school facilities by any group or organization reasonably designed to generate direct or indirect financial gain regardless of whether the primary purpose of the use is to generate such gain, *such as:*

- *Federal or state government agencies*
- *Religious groups (for regular church services)*
- *Political groups, including governmental entities using facilities as a polling place and precinct caucuses (Manchester Elementary use for a polling place is exempt)*
- *Private, not-for-profit child care programs*
- *Training programs provided by non-profit educational institutions*

The Committee agreed to recommend the facility rentals require a two-hour minimum and the following changes to the Fee Schedule (locations alphabetized). The Committee felt they may want to revisit the fees in Category D at a future date.

	A	B	C	D
Baseball Field	NO CHARGE	\$250/season \$10/hour	\$100/event \$15/hour	\$100/hour
Cafeteria	NO CHARGE	\$100/season \$10/hour	\$50/event \$15/hour	\$25/hour
Classroom	NO CHARGE	\$100/season \$10/hour	\$25/event \$15/hour	\$25/hour
Computer Lab	NO CHARGE Not Available	\$150/season Not Available	\$50/event Not Available	\$25/hour Not Available
District Board Rm.	NO CHARGE Not Available	\$150/season Not Available	\$75/event Not Available	\$75/hour Not Available
Elementary Fields	NO CHARGE	\$200/season	\$100/event	\$100/hour
Football Field (K-6)	NO CHARGE	\$250/season \$10/hour	\$100/event \$15/hour	\$100/hour
Gymnasium (K-8)	NO CHARGE	\$150/season \$10/hour	\$30/event \$15/hour	\$25/hour
High School Lindberg Gym	NO CHARGE	\$240/season \$40/hour	\$120/event \$45/hour	\$100/hour
High School Auxiliary Gym	NO CHARGE	\$20/hour	\$25/hour	\$80/hour
Kitchen*	NO CHARGE	\$100/season \$30/hour	\$50/event \$35/hour	\$25/hour
Library	NO CHARGE Not Available	\$75/season Not Available	\$25/event Not Available	\$25/hour Not Available
Locker Room	NO CHARGE	\$150/season \$10/hour	\$100/event \$15/hour	\$100/hour
PE Equipment	NO CHARGE	\$150/season \$10/hour	\$100/event \$15/hour	\$100/hour
Press Box	NO CHARGE Not Available	\$100/season Not Available	\$50/event Not Available	\$50/hour Not Available
Public Address System	NO CHARGE Not Available	\$200/season Not Available	\$100/event Not Available	\$100/event Not Available
Scoreboard	NO CHARGE Not Available	\$200/season + operator Not Available	\$100/event + operator Not Available	\$100/hour + operator Not Available
Soccer Field	NO CHARGE	\$200/season \$10/hour	\$100/event \$15/hour	\$100/hour
Softball Field	NO CHARGE	\$250/season \$10/hour	\$100/event \$15/hour	\$100/hour
Stadium	NO CHARGE Not Available	\$450/season Not Available	\$300/event Not Available	\$300/hour Not Available
Stadium Concession Stand	NO CHARGE	\$100/season \$30/hour	\$100/event \$35/hour	\$100/hour
Stage	NO CHARGE	\$100/season \$10/hour	\$75/event \$15/hour	\$25/hour
Track	NO CHARGE	\$200/season \$10/hour	\$100/event \$15/hour	\$100/hour
Weight Room	Not Available	Not Available	Not Available	Not Available
Custodian	Any necessary cleaning will be charged at the actual cost to the district. This may be waived by the building principal.	No Charge if school district employee involved or it takes place when a custodian is normally in the building. Otherwise, \$35/hr. Any necessary post event cleaning will be charged at the actual cost to the district or \$35/hr., whichever is higher.	\$35/hour	\$35/hour
Kitchen Personnel	\$20/hour	\$20/hour	\$20/hour \$35/hour	\$20/hour \$35/hour
Security Officer	Current Rate/hr.	Current Rate/hr.	Current Rate/hr.	Current Rate/hr.
Open/Close Building	No Charge if school district employee involved or it takes place when a custodian is normally in the building. Otherwise a key may be requested with the appropriate key deposit.	No Charge if school district employee involved or it takes place when a custodian is normally in the building. Otherwise a key may be requested with the appropriate key deposit.	\$25—open \$35 - open \$25—close \$35 - close	\$25—open \$35 - open \$25—close \$35 - close
Key/Damage Deposit**	\$50/key/\$100 damage	\$50/key/\$100 damage	\$50/key/\$100 damage	\$200/key/\$100 Damage
Equipment Rental: \$2.00/table / \$.50/chair				

* Staff Member Required.

** ~~Stadium includes use of football field, track, bleachers, concession stand, press box, PA system & scoreboard.~~

- ** Deposit will be forfeited if possession of key is used by unauthorized individuals.
Damage deposit will be used if any damage found, plus organization will be billed for any additional charges.
Cancellation Fee: \$100 or cost of facility rental, whichever is less.

Miscellaneous

The Committee also discussed unpaid registration and extra-curricular fees. It was agreed that only registration fees can be put on a payment plan. Extra-curricular fees must be paid in full before students may participate in the activity. Mr. Ward commented that if all the pertinent fee information is on the payment plan form and the parent signs it, the signed payment plan can be used to take to court for collections. He asked that this form be furnished to him for review. The consensus was also that extra-curricular fees should not be waived.

The recommendation of the Committee was that if a student's fees are in arrears, that student cannot participate in extra-curricular activities, cannot obtain a parking permit and cannot walk at graduation.

ANNOUNCEMENTS

The next Business Services Committee meeting was not scheduled at this time.

The meeting adjourned at 8:10 p.m.

Submitted by:

Laura Zwart, Chairperson