

North Boone Community Unit School District No. 200

Minutes of the Regular Meeting of the
Board of Education

District Office

6248 North Boone School Road, Poplar Grove, IL 61065

Tuesday, August 20, 2024

6:30 p.m.

CALL TO ORDER AND ROLL CALL

The Regular Meeting of the Board of Education was called to order at 6:30 p.m. by President Ed Mulholland.

Present: President Ed Mulholland, Secretary Brian Haselhorst (arrived at 6:31 p.m.), Joe Haverly, Judy Hutchinson, Tom Kinser, Vice President Mary Maxey, and Nan Schilling

APPROVAL OF AGENDA

A motion was made by Mrs. Maxey and seconded by Mr. Haverly to approve the Agenda as presented.

The motion carried with unanimous roll call.

AUDIENCE TO VISITORS

Ms. Roxann Grenlund spoke in regards to the financial software that was presented at the Business Services Committee Meeting.

Ms. Jessica Borchardt spoke in regards to the budget and the monthly bills.

Mr. William Randall spoke in regards to the financial software that was presented at the Business Services Committee Meeting.

TREASURER'S REPORT

The Treasurer's Report is as presented.

Discussion:
(none)

SUPERINTENDENT'S REPORT

Dr. Greenlee introduced the new administrators to the District. Kelly Kerchner is the new Principal at Capron Elementary School, Brandon Meyer, while not new to the District, is the new Principal at Manchester Elementary School. Tasha Rayas is the new Principal at North Boone Upper Elementary School. Lisa Walls is the new Assistant Principal at North Boone Upper Elementary and Middle Schools.

Dr. Greenlee stated that the start of the school year went smoothly.

Dr. Greenlee asked Mr. Marc Eckmann, Principal of North Boone High School, to talk in regards to a T-Mobile grant. Mr. Eckmann explained that T-Mobile has what is called a Friday Night 5G Lights Grant that offers a grand prize of \$2 Million to rebuild a stadium. There is also \$25,000 in grants for finalists. This will be running now through October with more information to come.

Dr. Greenlee gave an update on the projects throughout the District.

- HVAC Phase I -There will be a meeting this week to try to resolve the install issues.
- HVAC Phase II - Everything is currently up and running. There was a slight software glitch at Capron Elementary School but that is being resolved.
- High School Bathroom – Everything is up and running.

The Board Committee Meetings schedule has been included in the Board Members' folders.

The Unified Track Team will be recognized at the September Board Meeting.

COMMITTEE REPORTS

Policy Committee

There is a Policy Committee Meeting scheduled for September 18, 2024 at 6:00 p.m.

Business Services Committee

Business Services Committee met on August 13, 2024. Topics discussed were the 2025 Tentative Budget, Finance Software, and County Tax Levy Error.

Facility/Long Range Planning Committee

There is a Facility/Long Range Planning Committee Meeting scheduled for September 17, 2024 at 6:00 p.m.

Curriculum, Instruction and Assessment Committee

There is a C.I.A. Committee Meeting scheduled for September 18, 2024 at 4:45 p.m.

CONSENT AGENDA

A motion was made by Mrs. Maxey and seconded by Mr. Haverly to approve the Consent Agenda as presented.

- A. Minutes of the Regular Board Meeting – July 16, 2024
- B. Personnel

Site	Person	Position	Salary	Effective/ End Date
1. Certified - Hire				
CES	Kelly Kerchner	Principal	\$90,000 plus TRS	July 1, 2024
2. Certified - Resignation				
PGE	Tylor Behrends	Special Education Teacher	N/A	June 25, 2024
3. Certified – Change/Transfer				
MS/UE to MES	Brandon Meyer	Assistant Principal to Principal	\$80,000 plus TRS	July 1, 2024
3. Non-Certified – Change/Transfer				
HS to District	Julie Antonsen	Head Cook to Food Service Director	\$45,000 plus IMRF	July 1, 2024
4. Non-Certified - Hire				
District	Ward Green	Bus Driver	\$33.00/Route	TBD
District	Colin Olsen	Bus Driver	\$33.00/Route	TBD
5. Non-Certified - Resignation				
MS	Jason Mamer-Cox	Nurse	N/A	End of 23/24 Year
District	Samantha Kern	Bus Aide	N/A	July 10, 2024
UE	Amanda Harris	Teacher Assistant	N/A	End of 23/24 Year
6. Non-Certified – FMLA				
District	Matt Williams	Grounds	N/A	July 8, 2024
7. Extra-Curricular - Hire				
MS	Anthony Libit	Athletic Director	Group III, Year 1	24/25 School Year
PGE	Linnea Lerch	Mentor (half stipend)	Group VI, Year 3	24/25 School Year
District	Alexis Booth	Mentor (half stipend)	Group VI, Year 1	24/25 School Year
HS	Kathleen Podraza	Mentor (half stipend)	Group VI, Year 1	24/25 School Year
HS	Diana Vlase	Mentor (half stipend)	Group VI, Year 1	24/25 School Year
HS	Megan Nilson	Mentor (half stipend)	Group VI, Year 3	24/25 School Year
UE	Elaine Aherns	Mentor	Group VI, Year 8	24/25 School Year
8. Extra-Curricular - Resignation				
MS	Jason Mamer-Cox	Athletic Director	N/A	End of 23/24 Year
HS	Johnny Lammersfeld	Instrumental	N/A	End of 23/24 School Year
HS	Johnny Lammersfeld	Vocal	N/A	End of 23/24 School Year
MS	Johnny Lammersfeld	Instrumental	N/A	End of 23/24 School Year

HS	Megan Nilson	Color Guard Coach	N/A	End of 23/24 Season
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C. Approval of Treasurer’s Bond

Discussion:

Mrs. Hutchinson inquired as to the approval of the Treasurer’s Bond. Ms. Stacey Corder, Executive Director of Business, stated that every year the Board will vote to determine their treasurer who in turn then needs to be bonded. Code does state that once the bond is approved through the insurance company that the School Board then has to approve the bond which in turn gets sent to the ROE stating the date that it was approved along with a copy of the Bond.

The motion carried with unanimous roll call.

NEW BUSINESS

A. Superintendent Search

Mr. Mulholland stated that he included three different kinds of Superintendent Search firms’ information in the Board Member’s folders indicating their criteria. This was done as informational to start some conversation as to which way the Board would like to take on this hiring task. There will be an opportunity this evening to adjourn to Executive Session to discuss further.

Discussion:

The Board would like to move forward with this starting sooner than later and will discuss further in Executive Session.

B. August 2024 Bills

A motion was made by Mr. Kinser to approve the August 2024 bills as presented and was seconded by Mrs. Maxey.

Discussion:

A question arose as to why bills from a previous year were being paid for and booked in this year? Ms. Corder stated that it is being done that way because our system has the fiscal year in the account number, but that doesn’t dictate what fiscal year it is being put towards. It is purely for tracking as if it was an expense that it is coming out of a grant based on when it was awarded.

A reminder was made that all questions in regards to the monthly bills, per the Board Agreement, do need to be brought forward before noon on the day of the Board Meeting.

Ayes: Mr. Haselhorst, Mr. Kinser, Mrs. Maxey, and Mr. Mulholland

Nays: Mrs. Hutchinson and Mrs. Schilling

Abstain: Mr. Haverly

The motion carried with 3 Ayes, 2 Nays and 1 Abstention.

C. Approval of FY25 Tentative Budget

A motion was made by Mrs. Maxey to approve the FY25 Tentative Budget as presented and was seconded by Mr. Kinser.

Ms. Corder presented the Tentative Budget after receiving input from the Business Services Committee Meeting as follows:

Goal:

- Balanced budget in total over all funds excluding Debt Service.
- Not impact programs.

Steps Taken:

- Looked at all revenue and evaluated.
 - Added the revenue received in FY25 for FY24 grants. \$393,422
 - Increased Federal Lunch Revenue by \$50,000.
 - Adjusted other revenues closer to what we received in FY24.
- Adjusted Expenses
 - Removed duplicate expense for the Contracted staffing.
 - Reduced energy cost in O&M by \$50,000. Budgeted amount is still an acceptable increase over FY24. \$25,000
- Transfers
 - From Working Cash Fund to Ed Fund \$100,000 for financial software.
 - From Working Cash Fund to Tort Fund \$50,000 for the amount that was deficit spent in FY24. The 2022 levy was reduced in this fund and increased cost played a factor.
 - These will be done later in the year when we can evaluate if it really needs to be done and if so exact amounts.
- Adjusted to be made in the future
 - Adjust 2024 tax levy reducing amount levied in the Transportation Fund. Increasing ED, Tort and Fire/Life Safety Funds.
 - Still drilling down on salary and benefit cost, this will be completed for the September Board Meeting.

Other Notes:

- Additional Psychologist – still in the budget.
- \$50,000 short in Capital Projects was received in FY24.
- Did not budget for an increase in tax levy funds, the amount that we could increase can be used towards correcting Boone County's error.
- Medicaid Revenue
 - Still a little conservative on this revenue. Even with the additional staff to concentrate on this area. Not exactly sure how long it will take for the adjustments to catch up in the revenue.

Things to Keep in Mind – Policy:

- Board Policy 4:20
 - District seeks to maintain a year-end fund balance to revenue ratio of no less than 15-20%.
 - Operating funds we are at 84% with proposed tentative budget.

Things to Keep in Mind – Profile Score:

- District Profile score – Ratios – based on Operating Funds only.
 - Fund Balance to Revenue (35% weight)
 - Expenditures to Revenue (35% weight)
 - Days Cash on Hand (10% weight)

Things to Keep in Mind:

- Fund Balance to Revenue (35% weight).
 - We are at 84% with proposed budget.
 - This puts us at a category 4 (greater or equal to 25%) the lowest risk.
- Expenditures to Revenue (35% weight).
 - We are at .99 with proposed budget.
 - This puts us at a category 4, the lowest risk.
 - District is spending \$1.00 or less for every dollar they are receiving.
- Days Cash on Hand (10% weight)
 - We have over 300 days cash on hand in our operating funds.
 - This puts us at a category 4 (at least 180 days cash on hand) the lowest risk.
 - With the 6/30/24 ending fund balances, the District could go over 300 days (308 to be exact) without receiving any revenue and still pay out for expenses.

Ongoing Goals:

- Continue to prioritize our people!
 - Recruit and retain highly qualified staff across the District.
 - Encourage current staff to grow in North Boone.
 - Advancing education to fill those hard to fill positions and areas of need.
- Never forget our number one priority: to provide our students an education so that they can be successful in whatever career they choose.

Discussion:

Was the interest debt income adjusted? Yes, some were adjusted.

Clarification was given on the “levy cushion”. Ms. Corder stated that the CPI that we will be able to use for the levy is 3.4%. That amount was not included in this budget because she did not want that amount to appear as Revenue for the District to spend because the consensus is that we want to look at giving that money back to the taxpayers to help to correct Boone County’s error. One way to achieve that is to reduce our Levy. The 3.4% would be just under \$400,000.

In regards to the addition of a Psychologist, this position is still being analyzed as to the timelines that are necessary in our special education department and currently only having one on staff. This is a place holder just in case.

How is Cash on Hand configured? First, take the expenses by funds and divide by 365 which give you your daily expense rate. You would then take the Fund Balance and divide by that number.

In regards to the Transportation Fund, the Levy has not yet been finalized in that respect but can be fixed moving forward. We are still receiving money from the 2023 Levy.

This is a tentative budget that can be changed prior to approval during this upcoming month.

It was noted that if any projects do come up to be completed during the year, transfers and amendments can be done to the budget.

The motion was carried by unanimous roll call.

D. Reschedule September's Regular Board of Education Meeting

Dr. Greenlee requested for the Board meeting date in September be changed due to the amount of time that the Tentative Budget needs to be on display in the District Office.

A motion was made by Mrs. Hutchinson to reschedule September's Regular Board of Education Meeting from September 17, 2024 to September 24, 2024 and was seconded by Mr. Haselhorst.

Discussion:
(none)

The motion carried with unanimous roll call.

E. Approval of new Finance Software

A motion was made by Mrs. Maxey to approve the purchase of new financial software from Tyler Technologies as presented and was seconded by Mr. Haverly.

Discussion:

Mrs. Hutchinson recommended to postpone the purchase of new software as we are in the middle Superintendent Search and the new Superintendent may opt to bring their own people in to work along with them and this software may not be conducive to their needs or wants and we could possibly be in the same situation as we are with DSI.

Mr. Haverly asked to hear Dr. Greenlee's input on the purchase. Dr. Greenlee stated that the Business Manager needs to be comfortable with the program that they are working with and it is the Business Manager's recommendation. As a Superintendent he knows that Business Managers are super hard to find and we need to be mindful of giving them the tools they need to be successful. Mr. Haverly asked for verification that this process followed District Policy? Yes, because it is a software item, it does not have to go through the RFP process and quotes are all that is necessary.

Mrs. Maxey had no questions.

Mr. Haselhorst was this the recommendation from Business Services Committee? It was a topic of discussion and there was not a vote stating that this would be recommended to the Board however some more information was requested. All members of the committee were asked their opinions and the consensus was to move forward.

Mrs. Schilling expressed concern that there were not 3 bids that did not include DSI and is concerned as to what reports will look like.

Mr. Kinser explained that this was reviewed at the Business Services Committee meeting and felt that the consensus did defer to Ms. Corder's opinion. He feels that functionality of the software is key and that Ms. Corder's team has looked into that aspect. There was also a concern on if there was room in the budget for any unforeseen issues and it was confirmed that there is room.

Mr. Haverly questioned if this is a timely issue? If it is not approved, it will push back implementation and deadlines. Ideally, payroll will need to be done in January and the finance portion in July. Mr. Haverly noted that he does trust Ms. Corder's decisions on what software will work best for her and her team.

Ayes: Mr. Haselhorst, Mr. Haverly, Mr. Kinser, Mrs. Maxey, and Mr. Mulholland
Nays: Mrs. Hutchinson and Mrs. Schilling

The motion carried with 5 Ayes and 2 Nays.

EXECUTIVE SESSION

A motion was made at 7:51 p.m. by Mrs. Maxey and seconded by Mr. Haverly to recess to Executive Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1).

The motion was carried by unanimous roll call.

The following members were present: Secretary Brian Haselhorst, Joe Haverly, Judy Hutchinson, Tom Kinser, Vice President Mary Maxey, President Ed Mulholland and Nan Schilling. Also present: Dr. Greenlee.

A motion was made at 8:35 p.m. to resume Open Session by Mrs. Maxey and was seconded by Mr. Haselhorst.

The motion carried by unanimous roll call.

ANNOUNCEMENTS & OTHER INFORMATION

- A. FOIA Log
- B. Student Activity Fund Reports

In regards to the Boone County tax error, Mr. Mulholland proposed that Mr. Kinser, with the help of Mrs. Schilling, chair a task force/committee to perhaps reach out to some elected officials to do the best that we can to get the best number to put forward to address this with the tax payers. Community members that are knowledgeable in the tax process are more than welcome to assist with this project. We are ideally looking for the best effort in regards to the situation. This would then be taken to the Business Services Committee prior to the Levy. It was also recommended that the emails from Mr. Newport be shared with the Board for a baseline of information.

ADJOURNMENT

A motion was made by Mrs. Maxey and seconded by Mrs. Hutchinson to adjourn at 8:39 p.m. The motion was carried by unanimous voice call.

PRESIDENT _____

SECRETARY _____

APPROVED: