

North Boone Community Unit School District #200

Minutes of the Facilities/Long Range Planning Committee Meeting

District Office

6248 North Boone School Road

Poplar Grove, IL 61065

Thursday, September 11, 2025, at 6:30 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30 p.m. by Mrs. Judy Hutchinson. Members present were: Mrs. Hutchinson, Mr. O'Donnell, Mrs. Meyer (via Google Meet), Mrs. Schilling (via Google Meet), Dr. Cascio, Jim Nolen, Marc Eckmann, Chris McKibben, Jasen Chamberlain, Nick Augustine, and Joe Mullikin.

Members absent were: Chad Cunningham, Robert Dreyer, and Donnie Livdahl.

AUDIENCE TO VISITORS

(None)

UPDATE ON SUMMER PROJECTS

Mr. Nolen gave an update on the Summer Projects.

Completed Tasks:

- The painting at the Upper Elementary gym is finished.
- The roof replacement on the storage shed was completed on August 30, 2025.
- The LED lighting installation at the high school is nearly done. The final tie-in and syncing are scheduled for Monday.

Upcoming/Ongoing Work:

- The siding delivery for the storage shed is set for Friday, with installation to be completed on Saturday.
- Two new drinking fountains are expected to arrive on Monday or Tuesday for installation at Manchester Elementary and Poplar Grove Elementary.
- The high school bus area parking lot is still pending. Collins has been contacted again to follow up, and this item is confirmed as needing attention.

Budget Status:

- All mentioned activities are confirmed to be within budget.

GROUNDS PLAN

Mr. Nolen met with Dr. Mullikin to discuss a plan for the Grounds.

Summary of Grounds Plan:

- Mowing Schedule & Current Status

- A structured mowing schedule has been created for each building in the District.
- As of today, all district grounds, including sports fields, have been mowed, weeded, and trimmed.
- The grounds team will adhere to the schedule weekly until mowing is no longer needed.
- If emergencies or rain delays occur, the plan allows for flexible rescheduling to stay on track.
- Sports Fields Maintenance
 - Several fields are overgrown with weeds, particularly on the infields.
 - A cleanup of seven to eight fields is scheduled for next week, including two at Manchester Elementary, one at Capron Elementary, one at Poplar Grove Elementary, and four at the main campus.
 - This proactive maintenance is intended to prevent heavy overgrowth and clumps of grass in the off-season.
- Team Effort and Coordination
 - Jim and his team have been commended for their systematic, proactive approach, ensuring tasks are prioritized and completed efficiently.
 - Temporary staffing adjustments were made to get everything mowed on time, but the system ensures precise tracking of progress and quick recovery from disruption.

Key Request:

- Maintain open communication with Dr. Cascio and the team if mowing or grounds schedules need to pivot due to weather or other issues.
- Feedback from families, colleagues, and other teams has noted high grass on the soccer fields, so keeping everyone informed is essential.
- Mother Nature can cause unexpected schedule changes, so transparency about adjustments will help avoid confusion or complaints.

DISTRICT CAMERA/PA ASSESSMENT

The District conducted an internal assessment of its security cameras and public address (PA) systems to identify gaps, outdated equipment, and urgent needs. Randy Porter, Tech Director, has been working with building principals to review functionality and coverage. The goal is to ensure reliable surveillance and clear communication during emergencies, while beginning to explore pricing for upgrades.

Randy and his team will gather ballpark pricing for camera and PA upgrades by the next Facilities Committee Meeting on October 9, 2025. The committee may need to pursue formal RFPs if costs are high. A follow-up update will be shared at the next meeting to determine top priorities.

UNIVENT UPDATE

The District is currently in discussions with Greg Stahler to address the Univent situation.

RFQ FOR NEW ARCHITECT TIME LINE

Dr. Cascio noted that the District plans to issue a Request for Qualifications (RFQ) to hire a new architectural firm. Objectives include:

- Developing a multi-year master facilities plan for all district buildings and athletic fields.
- Conducting a 10-year life safety audit to prioritize facility needs.
- Assessing all property holistically to identify immediate, mid-term, and long-term projects.
- Providing a clear priority order to guide financial planning and budgeting.

Timeline and Process:

- RFQ creation began in late July/early August, working from October 13, 2025 (a non-student attendance day selected for facility tours).
- After the tours, architects will have time to submit qualifications.
- A district committee – likely drawn from current Facilities Committee members will:
 - Review submissions and select firms.
 - Conduct interviews and on-site visits with three finalists.
- REQ release is planned for the end of this month.

Outreach and Legal Requirements:

- Legally, the District's current architect must be included, even if they may not be interested.
- Additional firms suggested by board members or community contacts will also receive the RFQ.
- An architect from Meridian has already expressed interest before the formal release.
- The Board does not need to approve the RFQ for distribution, but was informed for transparency.

A comprehensive master plan will answer long-standing questions about what work is needed, in what order, and over what timeline. This effort is viewed as the launching point for future planning, providing the District with expert guidance on athletic fields, learning spaces, and building improvements. Some architects may decline if the scope is too broad, but the “the more the merrier” approach will maximize competitive responses.

HIGH SCHOOL DISHWASHER UPDATE

Mr. Nolen stated that the new dishwasher at the High School is scheduled for installation on Monday morning. The work will be completed in-house, not by a third party. The team will remove and dispose of the old unit, and the process will be documented and signed off on, as it is a school asset. As in past practice, usable parts from the old dishwasher may be salvaged to repair other district equipment, saving money on future repairs. The salvaged unit or parts will be clearly labeled to prevent accidental disposal.

TENNIS COURTS DISCUSSION

There has been some discussion regarding the tennis courts in front of the Middle School. A decision needs to be made on what can be done with them. Should they be removed or redone?

Several members recalled hearing that the Edwards family donated the tennis courts. Exact dates of installation are unclear, but they were confirmed to be in place by the early to mid-1980s when they were used during PE.

The courts are often described as an “eyesore” in their current state. There is no active tennis team at the school, and student or staff interest in tennis has been minimal for over a decade. PE classes rarely use the course, and outdoor basketball has been their primary use. Due to seasonal weather, outdoor use is limited to a few weeks in the fall or spring.

There is some community sentiment and concerns regarding the courts. Committee members expressed concern about making unilateral decisions that could upset community members, particularly if families or alumni have a strong emotional attachment to the courts. While many believe the majority of the residents might prefer removal, there is uncertainty about potential emotional or historic connections.

Options discussed included:

- Removal: Could be costly, but there are quick removal options.
- Relocation of Basketball Hoops: If the courts are removed, the hoops could be moved to other district playgrounds.
- Renovation or Maintenance: This would require effort and resources, but interest in tennis appears too low to justify the expense.
- Community Outreach: Mrs. Hutchinson offered to reach out to the Edwards family and other community members to gauge attachment or opposition before taking any action

BLACKTOP AT THE MIDDLE SCHOOL DISCUSSION

The current condition of the parking lot at the Middle School is poor and very noticeable to anyone driving or walking on it. All committee members agreed that it needs significant improvement. The foundation beneath the asphalt may be insufficient, dating back as far as 1968, meaning a full rip-out and replacement is probably required rather than resurfacing.

Because it is late in the paving season, factories will soon shut down, and colder weather, combined with moisture, could compromise installation quality. Attempting to rush the job now could result in subpar work. July and August of next year would be optimal. Even to meet a spring or summer timeline, the following steps will need to be completed:

- Prepare and issue an RFP (Request for Proposal) sooner rather than later.
- Collect bids (3-5 vendors are recommended).
- Obtain board approval, possibly by late winter or early spring.
- Secure a place on a contractor’s summer schedule, acknowledging that delays could push work into 2027.

Estimates are rough and uncertain, so gathering quotes now can help vendors lock in pricing. Completing the project over a single weekend would minimize school disruption, but that may be challenging. There is a need to coordinate around the school calendar to ensure student safety and operational continuity.

MIDDLE SCHOOL ROOF DISCUSSION

Recently, a small amount of vegetation was discovered growing on the roof of the Middle School. Mr. Nolen stated that his maintenance staff removed the weeds, cleaned the area, and inspected the roof to ensure that there was no structural damage or water-related problems.

Based on a comment from the District's architect, the roof was likely replaced within the last 8-9 years, though no documentation has yet confirmed this timeline.

The maintenance staff confirmed that internal drains and gutters are checked regularly to prevent clogging, especially during season changes. Inspections are typically done when the staff is already on the roof for filter changes or other maintenance tasks, effectively performing double-duty checks. An assurance was made that the High School roof is also included in their inspection rotation, even if not checked on the same day. Continued regular monitoring of roof conditions and drainage systems will take place, along with verifying documentation regarding the roof's installation date for future reference.

OTHER DISCUSSION/ANNOUNCEMENTS

Winter preparation is in place, including snowplow teams and equipment. The bids for sidewalk snow removal are in progress, and three vendors have been contacted. Staff will ensure that basketball games and other activities are supported during the holiday season, and maintenance stays ahead of any scheduling needs.

A question was raised on the status of the old football scoreboard and whether any community members had asked about keeping it as memorabilia. Mr. Nolen stated that Timeout LLC removed the scoreboard, and the contractor took it with him for disposal, as there is no storage area available to keep it. It was emphasized that documentation of the disposition of school assets is necessary to avoid confusion. If there is genuine interest in recovering the scoreboard for memorabilia, Timeout LLC will be contacted to confirm if it can be reclaimed.

ADJOURNMENT

Meeting adjourned at 7:35 p.m.

Submitted by:

Judy Hutchinson
Committee Chair

Russell O'Donnell
Committee Vice-Chair