

**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, May 13, 2025

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 Nan Schilling.

Present: President Nan Schilling, Secretary Russell O'Donnell, Vice President Judy Hutchinson, Mary Maxey, and Sarah Meyer

Absent: Joe Haverly

**APPROVAL OF AGENDA**

Mrs. Hutchinson made a motion to approve the agenda as presented, which Mr. O'Donnell seconded.

The motion carried with a unanimous roll call.

**AUDIENCE TO VISITORS**

*(none)*

**TREASURER'S REPORT AND FINANCE UPDATE**

The April Treasurer's Report and Finance Update are as presented.

Mrs. Meyer moved to approve the April Treasurer's Report and Finance Update as presented, and Mrs. Hutchinson seconded the motion.

Discussion:

*(none)*

The motion carried with a unanimous roll call.

**SUPERINTENDENT'S REPORT**

Dr. Greenlee extended his best wishes to the Unified Track Team as they are heading to the State finals on May 29, 2025.

The \$1800 refund check from Stalker Flooring has been received.

Regarding the LED lighting project, all elementary schools are complete, the middle school is in process, and the high school and football field will be completed after graduation.

### **COMMITTEE REPORTS**

**Policy Committee-** The committee met on May 7, 2025, to complete the IASB Questionnaire for the Policy Manual Customization project. Revisions to Policy 2:110 will be discussed in tonight's meeting. The next meeting is scheduled for August 5, 2025, at 6:30 p.m.

**Business Services Committee**—The committee met on May 6, 2025. Discussions included the Accounts Payable procedures and Tyler software updates. The next meeting is scheduled for June 10, 2025, at 6:30 p.m.

**Facility/Long-Range Planning Committee**—The committee met on May 6, 2025. They reviewed the summer jobs list and discussed the carpet bids, scoreboard delivery, field drainage, gym painting, and LED lighting updates. The next meeting is scheduled for June 12, 2025, at 6:30 p.m.

**Curriculum, Instruction, and Assessment Committee**—The committee met on May 7, 2025, to receive updates on the instructional coaches and review curriculum adoptions. The next meeting is TBD.

### **CONSENT AGENDA**

Mrs. Hutchinson motioned to approve the Consent Agenda as presented, and Mrs. Meyer seconded it.

- A. Minutes of the Regular Board Meeting, April 22, 2025
- B. Personnel
- C. Title I Schoolwide Plans
- D. 25-26 Consolidated District Plan

Discussion:  
(none)

AYES: Mrs. Hutchinson, Mrs. Meyer, Mr. Mulholland, Mr. O'Donnell, and Mrs. Schilling  
ABSTAIN: Mrs. Maxey

The motion carried with 5 Ayes and 1 Abstention.

### **UNFINISHED BUSINESS**

- A. Approval of Flooring Bid

After posting the RFP in the Rockford Register Star, three bids were received. Benchmark Flooring submitted the best bid at \$110,500 for work at Manchester Elementary, Capron

Elementary, and the Middle School. Benchmark has a history of good work and service with the District. The target completion date is August 1, 2025. Funding will come from the FY26 budget.

Mrs. Hutchinson moved to approve the \$110,500 flooring proposal from Benchmark as presented, and Mr. O'Donnell seconded the motion.

Discussion:  
(none)

The motion carried with a unanimous roll call.

#### B. 10-Year Life Safety Survey

The Facilities-Long Range Planning Committee recommended rescinding Cashman and Stahler's 10-year life safety survey contract. To date, no charges have been incurred. A new architect will then need to conduct the required survey by the Summer of 2026. The compliance deadline is December 2026.

Mr. O'Donnell moved to rescind the 10-year life safety survey contract with Cashman and Stahler, and Mrs. Hutchinson seconded the motion.

Discussion:  
(none)

AYES: Mrs. Hutchinson, Mrs. Meyer, Mr. O'Donnell, and Mrs. Schilling  
NAYS: Mrs. Maxey and Mr. Mulholland

The motion carried with 4 Ayes and 2 Nays.

#### C. RFQ - Architect

The Facilities-Long Range Planning Committee recommended issuing an RFQ (Request for Qualifications) to hire a new district architect.

Mrs. Hutchinson moved to send out a Request for Qualification for a new District Architect, and Mr. O'Donnell seconded the motion.

Discussion:  
The RFQ will be developed by the administration with input from other districts, along with legal review.

AYES: Mrs. Hutchinson, Mrs. Meyer, Mr. O'Donnell, and Mrs. Schilling  
NAYS: Mrs. Maxey and Mr. Mulholland

The motion carried with 4 Ayes and 2 Nays.

D. Motion to Reconsider Treasurer

The original motion to appoint Mr. Randy Steen as the Board Treasurer lacked a start date and compensation.

Mrs. Hutchinson motioned to reconsider the appointment of Mr. Randy Steen as Board Treasurer starting July 1, 2025, for \$425 per month, and Mrs. Meyers seconded it.

Discussion:

Mr. Steen's qualifications were questioned. He has 30+ years in school administration but is not a CPA.

AYES: Mrs. Hutchinson, Mrs. Meyer, Mr. O'Donnell, and Mrs. Schilling

NAYS: Mrs. Maxey and Mr. Mulholland

The motion carried with 4 Ayes and 2 Nays.

**NEW BUSINESS**

A. May 2025 Bills

Mrs. Maxey motioned to approve the May 2025 Bills as presented, and Mrs. Hutchinson seconded it.

Discussion:

It was noted that the current process involves approving bills after they have already been paid. The Business Services Committee is working to revise the process to ensure that invoices are reviewed before payment.

The motion carried with a unanimous roll call.

B. Geology Mapping and Drilling

Dr. Greenlee noted that the University of Illinois Prairie Research Institute requested permission to drill 1-2 holes (up to 100 feet deep) near the North fence line behind the high school in order to aid geological mapping and study Boone County's water supply.

Mrs. Meyer motioned to approve the U of I Prairie Research Institute to drill 1-2 holes on the high school property, and Mrs. Hutchinson seconded it.

Discussion:

If approved, the Board would like to add some conditions to the drilling. There will be minimal disruption to sports fields and facilities, use of JULIE to avoid utility damage, safety standards upheld (e.g., fenced, no open holes overnight), the District is to receive a copy of the research findings, work to be completed by August 1, 2025 to avoid interfering with school activities, and to notify neighboring property owners.

The motion carried with a unanimous roll call.

C. 5<sup>th</sup>-8<sup>th</sup> Grade Science Resource Adoption

Kari Neri presented Amplify Science Resource Adoption for Grades 5-8. The team began reviewing early in the year with vendor presentations. Amplify Science was piloted after January, and the team made the final recommendation in April based on the evaluation rubric. The cost is \$70,233.19 for three years, which includes consumables and online resources. The funding would be from FY26 local district funds.

Mrs. Hutchinson motioned to approve the Adoption of the 5<sup>th</sup>-8<sup>th</sup> Grade Science Resource from Amplify Science, and Mr. O'Donnell seconded it.

Discussion:  
(none)

The motion carried with a unanimous roll call.

D. 5<sup>th</sup> Grade Math Resource Adoption

Mrs. Neri presented Reveal Math for 5<sup>th</sup>-grade resource adoption. This will align with 6<sup>th</sup>-8<sup>th</sup>-grade materials that were adopted last year. The cost is \$23,236.94 for a 5-year contract, including annual consumable delivery. The funding would be from FY26 district funds.

Mrs. Meyer motioned to approve the adoption of the 5th Grade Resource of Reveal Math, and Mr. O'Donnell seconded it.

Discussion:  
(none)

The motion carried with a unanimous roll call.

E. Capital Improvement – Football Blocking Sled

The Booster Club donated funds to purchase a new blocking sled for the football team. The school initially paid for the sled, and the Booster Club reimbursed the school's activity fund. Under Policy 8:80, school board approval is required for donations over \$500.

Mrs. Hutchinson motioned to approve the donation from the Booster Club of a Football Blocking Sled, and Mrs. Meyer seconded it.

Discussion:  
Concerns were raised about why the athletic budget didn't cover such an essential piece of equipment.

The current sled has been in use for over 30 years.

Board members suggested this type of capital improvement should fall under the District's financial responsibility, not the Booster Club's. However, the District was not informed of the need.

Plans were made to review the athletic budget protocols and discuss these issues further at the Business Services Committee, including inviting the athletic director to clarify budget allocation.

The motion carried with a unanimous roll call.

#### F. Revisions to Policy 2:110 – Qualifications, Terms, and Duties of Board Officers

The board discussed proposed revisions to Policy 2:110, focusing on the duties of the Treasurer. The intent is to streamline the policy by eliminating duties (lines 1-5) and replacing them with simplified responsibilities: access to financial records, preparation of monthly reports, and making recommendations.

However, it is clarified that Illinois law still requires the Treasurer to be bonded, even if they do not physically handle funds. As a result, the revised amendment keeps:

- Line 1 (requirement to furnish a bond),
- Line 2
- Line 3
- Line 5

And strike Line 4, while also adding the new simplified duties.

Mrs. Hutchinson motioned to approve the first reading of Policy 2:110 with the adjusted changes, and Mr. O'Donnell seconded it.

Discussion:  
(none)

The motion carried with a unanimous roll call.

#### G. Community Committee

A proposal was introduced to create a new Community Committee composed of community members, board members, teachers, and staff. The goal is to involve the community in various supportive activities, such as organizing events, beautification projects around school buildings, and responding to personal or district-wide tragedies with support efforts. The idea originated from community interest.

Mrs. Meyer motioned to approve the formation of a Community Committee, and Mrs. Hutchinson seconded it.

Discussion:  
This would be set up similar to existing committees, with a chair or co-chair, a membership list submitted to the administration, and communication supported by the District. Huntley CUSD

was mentioned as a model, as they have a similar committee. The board's current policies may need to be updated to reflect the addition of a new committee.

The motion carried with a unanimous roll call.

At 7:13 p.m., Mrs. Hutchinson made a motion to adjourn to Executive Session to discuss the following:

*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 of 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) and,*

and

*Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11)* was seconded by Mr. O'Donnell.

The motion carried with a unanimous roll call.

#### **EXECUTIVE SESSION**

- A. Personnel
- B. Student Discipline
- C. Litigation

#### **RETURN TO OPEN MEETING**

At 8:48 p.m. Mrs. Hutchinson motioned to return to open session and was seconded by Mr. O'Donnell.

The motion carried with a unanimous roll call.

#### **RECOMMENDATIONS FROM EXECUTIVE SESSION**

*(none)*

**ANNOUNCEMENTS & OTHER INFORMATION**

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

**ADJOURNMENT**

A motion was made by Mrs. Hutchinson and seconded by Mrs. Meyer to adjourn at 8:50 p.m.

The motion carried with a unanimous roll call.

**PRESIDENT** \_\_\_\_\_

**SECRETARY** \_\_\_\_\_

**APPROVED:**