

**North Boone Community Unit School District No. 200**  
Minutes of the Facilities-Long Range Planning Committee Meeting  
North Boone District Office  
6248 North Boone School Road  
Poplar Grove, IL 61065  
Thursday, March 12, 2026  
6:30 P.M.

**I. Call to Order**

The Facilities-Long Range Planning Committee Meeting was called to order by Chair, Russell O'Donnell at 6:30 P.M.

**II. Roll Call**

Roll call was conducted by the Secretary.

**Members Present:** Mr. O'Donnell, Mrs. Schilling, Mrs. Meyer, Dr. Cascio, Dr. Mullikin, Mr. Eckmann, Chris McKibben, Nick Augustine, Donnie Livdahl

\*\*\*\*Jasen Chamberlain arrived at 6:32 P.M.\*\*\*\*

**Members Absent:** Mrs. Hutchinson, Chad Cunningham, Robert Dreyer

**III. Audience to Visitors (None)**

**IV. Architect**

**A. 10 Year Life Safety Audit- Summer 2026**

- Discussion focused on the upcoming 10-year Life Safety Audit scheduled for Summer/Fall 2026.
- Scott Johnson from Richard L. Johnson Architects will conduct the audit independently after school ends, aiming for completion around September/October 2026 to meet the December ISBE filing deadline.
- The audit categories include:
  - Category A: Immediate issues (6-12 months)
  - Category B: Mid-term issues (3-5 years)
  - Category C: Life safety topics with no state timeline
- The turnaround for state review is approximately 3 weeks.
- Follow-up planned to confirm exact start date once school ends.

**B. Master Facilities Planning Late Summer/ Early Fall 2026**

- Separate from the life safety audit, this planning reviews space utilization, security, and student needs.

- Strategic planning is underway as the current plan sunsets in June.
- Preliminary talks with a consultant for strategic planning to be discussed at upcoming board meeting.
- Master planning will consider findings from the strategic plan, especially regarding space needs such as Career and Technical Education (CTE).
- Repurposing existing space is preferred over new construction for cost reasons, pending study outcomes.

#### **V. Middle School/Upper Elementary Asphalt Project**

- Discussion centered on replacing deteriorating asphalt at the middle school and improving traffic flow.
- Current condition poses safety concerns (e.g., potholes, unsafe traffic patterns).
- Proposed changes include:
  - New traffic lanes using former tennis courts
  - Parking lot reconfiguration to separate bus and car traffic
  - Potential addition of a turnaround to improve traffic flow
- Core drillings and topographic surveys are underway
- Estimated project cost: 1.0 million (best case) to 1.44 million (worst case), excluding curbs.
- Safety remains the biggest concern in finalizing designs.
- Discussion included parking availability during events and possible relocation or removal of trees to accommodate changes.

#### **VI. Director of Facilities Search Update**

- Top candidate has received strong references.
- Candidate to provide a 4-week notice, with anticipated start in mid to late April following board approval.
- Interim staff currently managing facilities during transition.
- Emphasis on leadership, communication improvement, and process implementation such as work order systems.

#### **VII. Summer Projects/Employment**

- Minor projects identified including installation of door holders, dugout repairs at Poplar Grove, and ventilation improvements (e.g., social worker's office).
- Discussion on snow removal and salt application explored options for internal management versus contracting, including equipment costs and cost-effectiveness.

- Additional cascading needs include scoreboard and shot clock replacements, district-wide camera updates, and forklift replacement.

### **VIII. Master Library**

#### **A. Work Order System**

- Current work order system is inadequate with thousands of tickets unresolved.
- New system (Master Library) implementation underway with waived costs until July 1, 2026.
- Features include inventory and asset management, integrated ticketing for technology and facilities, and connection with Arbiter (event worker scheduling and payments).
- System will enable better tracking of assets such as buses, rooms, and technology equipment.
- Facility scheduling calendar to be integrated for improved event management and communication.
- Anticipated go-live date: late April to early May, allowing testing before school year end.
- Expected to improve communication, reporting, and operational efficiency significantly.

#### **B. Asset Inventory**

- Current capital asset records are incomplete; auditors have recommended improvement.
- Goal is to establish reliable records for assets.
- Integration with new work order system to enhance tracking and reporting.

### **IX. Adjournment**

The committee adjourned at 7:58 P.M. by unanimous consent.

Submitted by:

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Russell O'Donnell, Chair

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Judy Hutchinson, Vice-Chair

APPROVED: \_\_\_\_\_