

North Boone Community Unit School District No. 200
Minutes of the Joint Business Services & Facilities Committee Meeting
District Office
6248 North Boone School Road
Poplar Grove, Illinois 61065
Tuesday, February 7, 2023
5:30 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Mary Maxey at 5:30 p.m. The following Committee members were present: Chad Cunningham, Marc Eckmann, Brian Haselhorst (joined 5:36 pm), Dr. Greenlee, Tom Kinser, Mary Maxey, Ed Mulholland (joined at 5:32), Jim Nolen, Nancy Schilling, Dean Schultz, Andrea Sowers, Heather Walsh and Dr. Zelek. Randy Porter was also present. Absent: Greg Stahler, Kelly Hanaman, Joe Haverly, Holly Houk, Sara Istad and Greg Stahler.

AUDIENCE TO VISITORS

(none)

AUDIT

Dr. Zelek stated that we have received our audit back and that in the past couple of years, it has not been unusual to receive the audit back this late. The good news is that in regards to Financial Recognition, the District is at 3.9, the highest you can receive is 4. The only reason the District is not at 4 is the outstanding debt at the moment, but Dr. Zelek is very please with the 3.9. A copy of the audit will be shared at the next Board Meeting. Dr. Greenlee asked the Board Members if this summary would be adequate for the upcoming Board Meeting and it was agreed that it would be acceptable.

Dr. Zelek presented a highlight of the year end. Previously, he had tried to project what the year-end would look like and it came to a surplus of about \$600,000. In reality it came to a surplus of about \$212,000 with the shortfall being in the ESSER Funds. With the timing of the expense reports, those expenses should have fallen in last year's numbers, but unfortunately are being shown in this year's numbers. Overall, the District is doing well with the surplus.

In regards to CPI, this year is at 6.5% which is even higher than last year. The average is at 2%. The last two years have definitely been different than in the past. The good news is that this revenue will help to pay for the additional costs that have occurred.

ESSER GRANTS

Dr. Zelek gave an update on the ESSER Grants. For ESSER II, there is a spending deadline of September 30, 2023. Dr. Zelek did do an expense report and it came to about \$600,000 for boilers and univents installation for this summer. This would leave us with about \$200,000 from ESSER II. ESSER III, which has a spending deadline of September 30, 2024, would then pick up the difference for the remaining phase I and II of HVAC work.

A question was asked on how much has been received and how much has the District spent? Right now, we have received about \$750,000 between ESSER II and ESSER III. ESSER II was approximately \$800,000 and ESSER III is approximately \$2.3 million. Currently, \$1.3 million is reserved for HVAC work.

It was asked how we missed \$110,000 in extras for the boilers at the Upper Elementary and Poplar Grove Elementary? There were inspections done and then 2 boilers went down. Why? There is no real answer as to why they went down. It can be looked into how they were missed, but there is no guarantee of an answer. Where will that extra money come from to fund those expenses?

DISTRICT PHONE SYSTEM, BELLS, PA'S AND CLOCKS

Dr. Greenlee noted that the District's phone system is no longer supported as of December 2022. We have gone out to bid with 4 different companies and have included the two quotes that were received back on the agenda. We did go to the Co-op and unfortunately they only offer leases on phone systems. Randy Porter was in attendance to answer any questions. One thing that we will need to address in the future is PA's, bells and clocks. Starting with the phone system, the two quotes received were from Heartland at \$128,260 and from Forest City Communications for \$122,027.

Per Mr. Porter, we would be getting rid of the Cisco servers and installing whichever system's servers into our virtual environment. A question was asked on the life expectancy of the new phone systems. Mr. Porter hopes to not have to change phone systems again. Would the PA's, bells and clocks be added to these systems? Currently not all of the schools have these tied into their system. This is something that we would like to have done for emergency reasons. A quote was received for the Upper Elementary for these to be added and it came to an additional \$90,000. For the High School, it would be an additional \$205,000. At some point, all of the buildings will be on the same system. It is recommended to do the phone systems this summer throughout the district and go building by building for the bells, PA's and clocks starting with the schools that need it the most. Currently some schools are working, but if the system goes down, there is no support. Poplar Grove's PA works in only portions of the building. Manchester's and Capron's bells do not work very well, however their PA systems do work.

Currently, the phones are operational, they are just not supported. A question was raised if we could do the phones building by building. We could but then the 4-digit internal dialing would not work and we are not guaranteed this price going building by building. Do we have any reserves to cover this expense? We have Summer Work funds that would go towards it. What is the lead time for the phones? Once we commit it is believed to be approximately 60 days. If our current systems go down what are we left with? No phones at this point. How old is our current system? Mr. Porter believes they are at least 9 years old. Currently, the phones all work, it is the system support that is no longer available.

This will be brought to the February Board Meeting. Mrs. Schilling does want to see more information for this entire project.

LAWN MOWER PURCHASE

Dr. Greenlee stated that we have received pricing for 72” and 60” mowers as we currently have a 72” and a 48” mower that are at their end of life. We received 2 prices for these from AHW and Johnson Tractor. AHW had the best pricing and we have put a letter of intent to purchase hold on those mowers. The Co-op did not have any mowers in stock. This will be brought to the February Board Meeting.

BUS PURCHASES

Dr. Greenlee noted that we currently have three 77 passenger buses that need to be rotated out due to no longer receiving any funding on them. He would like to trade the 3 buses and get 2 regular sized buses and 1 smaller white bus that are able to be utilized by coaches as needed due to driver shortage. We are currently getting pricing on these. Also, we have a minivan that was ready to be phased out last year and Dr. Greenlee would prefer to replace that with a Yukon if possible. The buses will not have airbrakes but will have hydraulic ones. This makes it easier to get drivers with this feature. The only downfall would be more frequent maintenance on the brakes.

CAPITAL PROJECTS PLANNING AND DEVELOPMENT

In regards to HVAC Phase I, all univents have been delivered and Hartwig Heating has been in preassembling them here in the shop. As soon as school is out for the year, they are ready to be installed. Previously, the Board was informed that we need to incur additional installation costs and Greg Stahler is getting this amount together for our review. The approximate amount will be \$70,000.

In regards to Phase II, which includes 5 rooftop units for Capron’s cafeteria and gym, Manchester’s gym and Poplar Grove’s gym, Greg Stahler is currently putting together an RFP for labor and equipment. Greg has a pre-bid meeting next week and should have the bids ready for the February Board Meeting. These would be installed next summer as there is a 34-40 week lead time. This would come out of ESSER III funds.

Dr. Zelek has brought some concepts to Dr. Greenlee’s attention recently that he would like him to share with the Committee and eventually to the Board in regards to upcoming projects. This is something that he had utilized in Grayslake and it was very beneficial. This concept would help with the continuity of work between architects, engineers and contractors. It would be a financial investment on the District side but in the long run, the District would come out ahead with efficiencies.

Dr. Zelek mentioned Owner’s Reps that would work with the District. The Reps that he has worked with in the past are the following:

- He has used International Contractors Inc. (ICI) in the past. They would consult directly with the owner, act under the owner’s direction, advocate and serve in the best interest of the owner. This would be very beneficial during the HVAC Phases I and II installation.
- Eriksson Engineering is a civil engineer that assists with site design and athletic field development for schools, traffic and parking and landscape projects. They would save money by meeting our needs without using an architect.

- Performance Services works with energy sustainability for public buildings. For operations and maintenance, they would conduct routine maintenance of facility systems, identifying any potential issues and correct them to ensure they are functioning efficiently. They work with lighting to turn off lights when not in use, maximize daylight and remove unnecessary lighting. For heating and cooling, they would monitor and adjust thermostats with seasonal changes, regularly change HVAC filters, use shades/blinds to control direct sun heating and seal exterior doors and windows when using HVAC. They also work with solar energy.

All of these companies would be an advocate for the District. They would eliminate duplicate services. This would cut down on change orders, less use of architects and they have engineering backgrounds. They would work on a project by project basis and charge as such. Is this something that the Board would like to receive more information on? It was agreed to bring it to the next Board meeting.

COMMUNITY INPUT

In a previous meeting, it was mentioned to have a Town Hall Meeting in regards to a new Stadium. Some dates need to be put together to get his going. Brian Haselhorst said that he will work with Nancy Schilling to get a meeting arranged.

SUMMER WORK

Dr. Greenlee listed the work that is slated to be done this summer including the following:

- HVAC
- Sealcoating some parking lots and all patchwork
- High School gym floor refinishing
- Painting and tuckpointing throughout the District
- New exterior doors at Capron
- Stage curtains at the Middle School
- Redo the Athletic storage shed
- Redo the girls' dugouts and some athletic field work
- Repair the exterior stairs at Manchester
- Repair the handicap switch at the Upper Elementary
- Replace a window in the upper level at Poplar Grove Elementary
- Power wash the front of Poplar Grove on State Street

Summer school will be held at Poplar Grove Elementary. Middle School will need to be held at the Upper Elementary. The High School can still remain in their building for credit recovery.

OTHER ITEMS

(none)

ANNOUNCEMENTS

(none)

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Submitted by:

Brian Haselhorst, Facilities Chair

Mary Maxey, Business Chair