

**North Boone Community Unit School District No. 200**  
Minutes of the Business Services Committee Meeting  
District Office  
6248 North Boone School Road  
Poplar Grove, Illinois 61065  
Monday, August 11, 2025  
6:30 P.M.

**CALL TO ORDER AND ROLL CALL**

Mrs. Judy Hutchinson called the meeting to order at 6:30 p.m. The following Committee Members were present: Mrs. Hutchinson, Mr. O'Donnell, Mrs. Schilling, Dr. Cascio, Elaine Ahrens, Marc Eckmann, Heather Walsh, Cindy Kastning, Andrea Sowers, Rob Wessel, and William Randall.

Absent members: Randy Steen, Holly Houk, and Brad Crull.

**AUDIENCE TO VISITOR**

*(none)*

**FY26 TENTATIVE BUDGET**

Dr. Susan Harkin, a former CFO and Superintendent with extensive Illinois school finance experience, who is now consulting with Student Centered Services, is working with our District to prepare a stopgap FY26 tentative budget while they search for a new business official. Before going into detail on the budget, she did praise the District's excellent financial health.

**Budget Development Process:**

- Data Review – Dr. Harkin used FY25 financial data, with some June revenues not yet recorded (making revenue slightly understated).
- Focused on Operating Funds – Excludes debt service and capital projects to avoid volatility; covers salaries, benefits, transportation, food service, IMRF, etc.
- Assumptions Applied – Based on final FY25 spending, updated with:
  - CPI 3.4% for levy calculations, 2.5% in out-years.
  - New property growth of approximately \$2.5M/year.
  - Flat staffing levels, salary/benefit increases per current CBAs.
  - 5% increase for purchase services and utilities; 2% for other supplies.
  - 20% reduction in CPPRT revenue forecast.
  - Evidence-Based Funding: dropped from Tier 1 to Tier 2, reducing annual increases from approximately \$300,000 to approximately \$121,000

**FY26 Tentative Budget Projections:**

- Total Revenues (All funds) are approximately \$29,000,000.
- Total Expenditures (All Funds) are approximately \$28,500,000.
- Operating Funds: Revenues projected to exceed expenditures by approximately \$171,000
- All funds – Deficit of approximately \$1.3 M, largely from debt service timing and no planned capital projects (sales tax revenue will accrue for future use).

- Includes \$100,000 for professional services for master facilities 10-year life/safety study.
- Accounts for bus replacements (with later reimbursement).

Notable Budget Factors:

- Evidence-Based Funding drop impacts growth potential.
- CPPRT revenue decline expected.
- No major capital projects budgeted yet – pending facility planning.
- Debt service line shows anomalies due to past refunding/abatement handling; will be reconciled with PMA before final budget.
- All FY26 salary agreements settled, along with the insurance increase built in at 5%.

Timeline:

- In August, the Board should approve the tentative budget.
- At the September 9<sup>th</sup> Business Committee Meeting, any changes will be reviewed.
- At the September 23<sup>rd</sup> Board Meeting, a Public Hearing will be held and final adoption will be voted on.
- Then all required filings will follow state compliance rules.

Overall Assessment:

- The District remains financially strong and is functioning within its means.
- This is a conservative budgeting approach, with room for adjustments before final adoption.
- Sales tax revenue will bolster future capital projects.

**COPY PAPER UPDATE**

Dr. Cascio noted that the District is exploring shifting from traditional purchasing to bulk or on-demand delivery for copy paper. The on-demand option was the main topic in the last discussion, which is to commit to an annual paper volume, but receive deliveries in smaller shipments as needed, with a certain number of hours notice. The aim is potential cost savings and operational efficiency while maintaining paper quality.

Patty Moore has reached out to multiple companies with mixed results, such as:

- Some vendors will not provide on-demand service.
- Currently, there are only two bids received, and we are awaiting a third response from ODP before proceeding. No official action can be taken without three bids.

Things to take into consideration:

- Volume commitments – an example is 400 cases/year, which would be delivered by skid or case to buildings as needed.
- Pricing – a skid = 40 cases, with the pricing so far appearing to include shipping.
- Approximate known price from one school's pallet purchases is \$1,800 for 40 cases, which comes to \$45 per case.
- Bulk purchasing could potentially lower unit price versus current ad hoc buying.
- Paper quality – this must match the current paper type to avoid copier issues

Next Steps:

- If a bid from ODP is received before next week's board agenda is posted, the committee agrees to forward all three bids directly to the full board for action.
- If it is not received, the decision will be deferred to the September 9<sup>th</sup> Business Services Committee Meeting for full vetting.
- Regardless of the decision, we will ensure that all schools will have an adequate paper supply.

### **HIGH SCHOOL DISHWASHER PURCHASE**

The high school requires a new dishwasher. Three bids were received and are, from lowest to highest price:

- Bid #1 (Central) - \$36,300 (shipping included, pending confirmation on lift gate cost and any possible surcharges.
- Bid #2 (Restaurant Supply) – \$36,461.77 (shipping included, lists \$150 lift gate fee and notes possible tariff/surcharge).
- Bid #3 (Paulson Specialties) - \$44,410.00 (significantly higher cost with incomplete date and unclear on shipping details).

The key things to consider with these quotes are that the District does not have a standard-height dock, so lift gate service will be required. There is a concern about unlisted “tariff/surcharge” fees on Bid #1. Both of the lower-cost options note additional charges if a special delivery setup is needed.

Decision and next steps:

- The Committee's recommendation is to proceed with Bid #1 from Central as the preferred option pending confirmation of lift gate availability and cost, and that there are no tariff or surcharge fees beyond the quoted price.
- All three bids will be presented to the Board with the recommendation to go with Central's bid.
- The aim is to secure the purchase quickly to ensure timely installation.

### **TYLER TECHNOLOGY UPDATE**

Tyler Technology was purchased with implementation beginning earlier in the year. The implementation was paused in mid-June after the Business Manager's departure and will remain paused until a new Executive Director of Business is onboarded.

In the meantime, the District will continue to use the existing DSI system.

A scheduled Tyler fee for early September has been deferred until the leadership transition is complete. The contract has been shared with the District attorney to ensure readiness in case of a potential change in direction (no decision to change course has been made at this time).

### **EXECUTIVE DIRECTOR OF BUSINESS HIRING UPDATE**

Dr. Cascio gave an update on the search for a new Executive Director of Business. There were 5-6 applications, and These were narrowed down to three to be interviewed initially by multiple committees, which included staff and administrators. This was then brought down to two finalists who

both seemed very capable, with the committee focusing on long-term commitment, avoiding heavy outside consulting, and ensuring daily reliability.

Taking this into consideration, a verbal offer was given last Friday with a contract sent and an agreement reached, in principle, just prior to tonight's meeting. The next step is to present this to the Board in Executive Session at Tuesday night's board meeting for approval. Onboarding will begin as soon as possible.

### **SCHOOL RESOURCE OFFICER (SRO) UPDATE**

Dr. Cascio met with Scott Yunk regarding the School Resource Officer (SRO) position. Once this is approved to move forward, hiring and placement of an SRO would take 5-12 months. If action is taken this month, the earliest start date would be in January of 2026.

The estimated cost would be \$70,000-\$80,000 annually, billed in three installments. For a half-year start, the cost would be roughly \$35,000-\$40,000 this year. This expense is currently not in the budget, but room exists, given the current surplus, and would require a budget adjustment.

The Board must approve and sign an Intergovernmental Agreement with the police department before moving forward. A draft of this agreement is ready.

With a strong consensus, the committee agreed to proceed, citing student and campus safety as a priority. The agreement will be brought to the Board Meeting in August for approval.

The current cycle for Grant Funding has been missed, but the District will apply in the next cycle with help from the incoming Executive Director of Business.

### **NEXT MEETING DATE**

The next Business Services Committee Meeting will be held on September 9, 2025, at 6:30 p.m.

### **ADJOURNMENT**

The meeting adjourned at 7:40 P.M.

Submitted by:

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Judy Hutchinson, Vice-Chair

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Russell O'Donnell, Vice-Chair