

**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  
Tuesday, April 14, 2026  
6:30 P.M.

**I. Call to Order**

The Business Services Committee Meeting was called to order by Chair Judy Hutchinson at 6:30 P.M.

**II. Roll Call**

Roll call was conducted by Secretary.

**Members Present:** Mrs. Hutchinson, Mrs. Schilling, Dr. Cascio, Dr. Mullikin, Elaine Ahrens, Mr. Eckmann, Mrs. Walsh, Cindy Kastning, Brad Crull

**Members Absent:** Mr. O'Donnell, Randy Steen, Holly Houk, Rob Wessel, William Randall

\*\*\* Also Present: Kari Neri\*\*\*

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

**IV. Financial Update-** Dr. Mullikin gave an update on the following:

**A. Financial Update**

- Primary Changes from February to March
  - 3<sup>rd</sup> State Categorical Payments: 3<sup>rd</sup> quarter payments for transportation and private facility tuition were vouchered
  - PMA Facility Tax Account: All monies were expended to cover the costs of the uninvent work and this account has been closed
  - CSFT: \$92,230.81 received in March (23.40%+)
  - Interest: \$41,859.94 (\$716,879.18 FY to date) 86.22% of our budgeted revenue for interest
- General Updates
  - Winnebago County Tax Extension: Lower than our ask, but around what is anticipated. We expected Boone County to come this month.
  - Prairie State Insurance Cooperative (PSIC) & Medical Insurance Updates
  - Utilities, Fuel, and Non-Discretionary Supply Costs
- Quick Updates
  - Each month Dr. Mullikin to provide a monthly financial detail to show where money came in and what disbursements were to be transparent with community and save time in the business meeting.

**B. FY26 Audit Actions & FY27 Audit Prep**

- Fiscal Year 26 Audit Action Items:

- Internal Controls
  - P-Card Procedures
  - Separation of Duties
  - Reconciliation Documentation
  - Asset Management and Audit
- Fiscal Year 27 Audit Preparation
  - Initial pre-work has begun
  - Improved documentation and systems
  - Fraud survey for Board of Education Member changing to random members

### **C. FY26 Amended Budget Update & Timeline**

- Fiscal Year 26 Amended Budget Timeline
  - May Business Services Meeting
    - Initial presentation of the FY26 Amended Budget
  - May Board of Education Meeting
    - Presentation of the FY26 Amended Budget
  - June Business Services Meeting
    - Any adjustments or changes are presented to the Business Services Committee prior to the public hearing at the June Board of Education meeting
- Pending board of education approval, the timeline for budget adoption will continue as follows:
  - May 13, 2026 Administration publishes public hearing notice
  - June Board of Education Meeting: Board holds public hearing on and votes on the adoption of the Amended Fiscal Year 2025-2026 budget
  - By June 30, 2026 budget is filed with all parties and posted on the district website

### **D. Working Cash Interest Transfer, Rationale, & Process**

- Working Cash Interest Transfer
  - Per 105 ILCS 5/20-5, interest gained in Fund 70- Working Cash, may be transferred, without repayment, to any Fund the District determined is most in need.
- Rationale: PTELL and Fund 80-Tort
  - As a PTELL District, we are limited in our ability to levy in Fund 80- Tort without impacting other Fund revenues. As costs have risen related to worker's compensation and liability insurance, our revenue has not kept pace.
- Recommendation and Timeline
  - Designate interest gained in Fund 70-Working Cash for both Fiscal Year 2025 and 2026 and make a one-time, permanent transfer to Fund 80-Tort
  - May Board of Education Meeting: Adopt a resolution designating interest in Fund 70-Working Cash
  - June Board of Education Meeting: Adopt a resolution transferring the interest from Fund 70-Working Cash to Fund 80- Tort

## **V. New Website Update**

- Changing websites to Apptegy. Annual fee starts in July for FY27. Launching in July 2026.

## **VI. Solution Tree Purchase Agreement**

Kari Neri addressed the committee on Solution Tree Purchase Agreement stating the following:

- Solution Tree is used for MTSS professional development services
- First day of professional development will be admin only. Second day is teachers' in-service date
- Will be paid out of next year funding. Ms. Neri will be writing the purchase into the grant for Title II funds.
  - Grant monies anticipated to be less than past years
  - Next steps:
    - Present the consolidated plan to the Board of Education for approval
    - Submit to ISBE
      - Once approved by ISBE the grant amounts will be released

Recommendation to move forward with sending the Solution Tree Purchase Agreement to the April Board of Education meeting for approval passed by unanimous consent.

## **VII. Athletic Trainer Contract Continuation**

- Contract is with Precision Sports
- Previous was a 3-year contract for \$90,000 per year
- Current contract waiting for approval is 3 years for \$100,000 per year
  - Committee is asking if they can obtain a 5-year contract for \$100,000 per year. However, it is acceptable to move forward with the 3-year contract if we are unable to get the 5-year contract.

Recommendation to move forward with sending the Athletic Trainer Contract to the April Board of Education meeting for approval passed by unanimous consent.

## **VIII. Group II E-Rate Funding**

Dr. Mullikin noted the district is currently running on half of the bandwidth due to a line down. Group II E-Rate is for Infrastructure for distributing the services.

- Project, Cost, & Recommendation
  - Project: Purchase 2 updated firewalls, along with all supporting software and licenses
- Total Cost: Approximately \$150,000
  - One Firewall: \$27,000 in local funds
  - Two Firewalls: \$67,000 in local funds
- This would cover the district's costs for the firewall and annual costs through the 2028-2029 school year.

Recommendation to move forward with sending the Group II E-Rate funding agreement to purchase two firewalls to the April Board of Education meeting for approval passed by unanimous consent.

### **IX. Asphalt Design Invoice**

The design invoice is \$10,500, which requires Board of Education approval. The facilities/long range planning committee asked it be brought to the business committee for approval before sending to the Board of Education.

Recommendation to move forward with sending the Asphalt Design Invoice to the April Board of Education meeting for approval passed by unanimous consent.

### **X. Master Facilities/Long Range Plan Proposal/Contract**

Dr. Cascio shared that Mr. Hoag gave a presentation at the facilities/long range planning committee showing what steps his firm can offer with the development of the Master Facilities Plan. This will cost \$24,500, which requires Board of Education approval. The facilities/long range planning committee approved and asked the business committee to weigh in.

Recommendation to move forward with sending the master facilities/long range plan proposal/contract to the April Board of Education meeting for approval passed by unanimous consent.

### **XI. 10 Year Life/Safety Proposal/Contract**

Dr. Cascio shared the differences between the Master Facilities/Long Range Plan Proposal/Contract and the 10-year Life/Safety Proposal/Contract.

- Two separate contracts for two separate services
  - Master facilities/long range plan concentrates on how to use the facilities we have and repurpose into what we need. \$24,500
  - The 10-Year life safety concentrates on safety issues over a number of years by what is categorized by needs. \$42,000

Recommendation to move forward with sending the 10-year life/safety proposal/contract to the April Board of Education meeting for approval passed by unanimous consent.

### **XII. Joint Annual Conference**

Dr. Cascio stated the joint annual conference will be starting to book for the event soon. Information was shared concerning how it is a good professional development opportunity. Mrs. Schilling and Mrs. Hutchinson shared that even though it is expensive, it has been well worth the money for the information and resources they bring back to the district.

### **XIII. Adjournment**

The committee adjourned at 7:14 P.M. by unanimous consent.

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