

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, June 10, 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, Mrs. Schilling, Dr. Greenlee, Stacey Corder, Wendy Spence (for Holly Houk), Elaine Ahrens, Marc Eckmann, Heather Walsh, Andrea Sowers, Brad Crull, and William Randall. Absent were Mr. O'Donnell, Cathy Nelson, Cindy Kastning, and Rob Wessel.

AUDIENCE TO VISITOR

(none)

SUBSTITUTES

Ms. Stacey Corder gave an overview of the substitutes from the 24/25 school year.

- The certified staff fill rate was 75.91% (through Frontline)
- The non-certified staff fill rate was 32.9% (857 jobs needed, 282 filled through Frontline)
- Substitute costs (external only) were \$118,479.30
- Remaining unfilled jobs are often covered internally (leading to strain on staff/resources)

Ms. Corder also shared the FY25 absence data. The non-certified roles (paras, cooks, nurses) are the hardest to fill. Paras with sub-certificates often subbed for certified staff, leaving their own roles unfilled. This also causes a loss of intervention services.

Pay comparisons and trends were also discussed.

Recommendations included waiting until July to see where other districts set their FY26 rates, then consider raising our rates competitively. Compare the cost of internal vs. external subs. Consider full-time building subs. Recruitment strategies include better marketing on social media, highlighting relaxed sub requirements, and promoting how to become a sub or a para.

The next steps are to present the comparable rates at the July Committee Meeting and discuss what to bring to the July Board Meeting for approval, with the assistance of the new Superintendent.

COMPUTER HARDWARE PURCHASE

Jerry Rudolph presented the quotes received for Chromebook Purchases and the Refresh Plan. He is requesting to purchase 365 Dell 3120 Chromebooks (non-touch screen, 11.6", 8GB RAM) for the students in 1st grade, 5th grade, and 9th grade. These devices are durable, easy to repair, and the

increased RAM improves performance, particularly for students who use their tabs heavily. He is also looking to replace 80 Windows Laptops, 40 desktops, and 16 Chrome Boxes. The reason for this is that Windows 10 reaches end-of-life in October 2025, with no further security or technical support.

The total technology purchase cost would be \$187,820, and the chosen vendor is Technology Plus, located in Lake Geneva. The annual tech budget is \$640,000, and the estimated total planned spending for hardware, software, internet, etc., is \$630,932, which leaves room in the budget, potentially reduced further by grant funds and title allocations.

The Warranty is the standard 1-year warranty, which is used minimally due to in-house repairs. The Chromebooks do not come with bags included. Insurance and optional accessories will be promoted for parents to purchase separately.

The motion was passed to recommend this purchase to the Board at the June Board Meeting.

HIGH SCHOOL DISHWASHER PURCHASE

The current dishwasher at the high school is approximately 22 years old and was originally installed in the building. It has undergone multiple repairs but is no longer cost-effective to maintain.

Three quotes were received, all for the same model of dishwasher. The lowest cost came from Central Restaurant at \$36,300. The total cost exceeds the \$35,000 threshold, which in turn requires a formal Request for Proposals (RFP) per Board Policy. An RFP will be issued, which will include the three current vendors, ensuring all-inclusive pricing.

PSIC INSURANCE RENEWAL

A review of the PSIC Insurance renewal was presented. For clarification, PSIC covers Property and Liability Insurance, which should not be confused with other types of insurance.

PSIC is part of the Curry State Insurance Cooperative. The co-op goes out to bid every year and holds an annual meeting where bidding data is shared. Being in a co-op provides risk-sharing benefits, such as not absorbing 100% of claims and protection from being dropped after a large claim.

There is a 34% increase in workers' compensation costs due to past claims exceeding premiums paid over the last five years. Workers' comp is a no-fault insurance, meaning most claims are paid out. Claims affect rates for 3-5 years after occurrence. Rising salaries increase comp payouts, and possible classification errors in job types by new auditors might have skewed costs.

The Property and Liability Insurance premium increased by 12%. The Loss history shows this area is not as overpaid as workers' comp, meaning costs may normalize if future claims remain low. The group fared better than the co-op average, which saw a 15.4% increase.

Next steps will be to invite Joe Clinton, the District's broker, to speak at the June Board Meeting to clarify the workers' compensation data and increases, liability limits, and administrative/broker fees.

It was also requested to add to the February or March calendar to begin exploring competitive quotes via an RFP for the next cycle, earlier, to avoid being locked in.

ATHLETICS INFORMATION

Concerning athletics, the discussion focused on the budgeting and purchasing process, specifically prompted by a question about why the District didn't pay for a football sled (which was funded by the Booster Club). The process of how athletic costs are estimated and prioritized was explained using information provided by Aaron Sullivan, the Athletic Director. Board members expressed a desire to see clear budget allocations for each sport, so that coaches know the resources available to them. A concern was raised that some coaches may not fully understand their budgets and, as a result, may be denied requests, leading them to approach the Board directly. Efforts are underway to enhance communication and ensure fairness in the distribution of funds and the handling of requests.

DISPOSAL/SALE OF DISTRICT ASSETS – WRESTLING MATS

The District has old wrestling mats that are no longer needed due to the purchase of the new mats. A wrestling club has offered to purchase our old mats. Selling the mats is viewed as a beneficial way to avoid storage issues and generate some revenue. By policy, the proceeds from the sale will go to the District's general revenue, not directly back to the wrestling program. It was suggested that the funds at least stay within the athletic budget to help offset overall athletic costs, since athletics generate little revenue.

Clarification was given on the timing of the new mat purchase. It was originally planned as a 25-26 budget item; however, due to long lead times, the mats may not arrive or be billed before July 1st, which would move them to the FY26 Budget.

CURRENT YEAR BUDGET STATUS

Ms. Corder presented the April Financial Report, as the most recent monthly update is not yet completed. A more detailed update, including budget pacing (where the District currently stands financially), will be presented at the June Board Meeting. No concerns have been identified at this point. A snapshot summary comparing this year to last year will be prepared to highlight key financial trends and projections.

A request was made to break down capital project spending.

5-YEAR BUDGET REVISIONS

There have been no significant updates since the last review due to time constraints, but key assumptions and projections were outlined.

Revenue adjustments included in the projections were a projected property tax reduction in FY26 and interest income expected to decline over five years due to falling interest rates. ESSER grant funding ends after FY25, and the Teacher Vacancy Grant (\$95,000) will be finished after FY26.

Expense assumptions included an average annual salary increase of 4%. Benefits are projected to increase by 7%. ESSER-funded expenses are removed beginning FY26. PSIC insurance renewal cost increases are included. There is a capital line increase in Transportation due to the need for a new white bus and to plan for bus replacement and other departmental needs. And finally, regarding utilities, a 7% increase was added to the supply line due to the expected rate hikes that begin July 1st.

Updated five-year projections will continue to evolve as the FY26 budget is finalized.

COUNTY TAX ERROR

There was a discrepancy between the District's and the County's tax calculations, with a difference of approximately \$250,000. The Board did choose to go with the County's number, despite the District having calculated a different amount. The issue is expected to resurface in October/November during levy planning. A request was made for Business Committee members to review the tax numbers again for accuracy and understanding. Mr. Randall volunteered to work with Mrs. Schilling on this task. Others are welcome to join.

A question was raised about whether funds have been transferred to cover the abatement approved by the Board. No transfers have been made as of yet; this will be handled in the FY26 budget, as the revenue is expected then.

REBATES

Currently, the District receives rebates from vendors such as Gordon Food Service (GFS) and Menards. The GFS rebates usually come as checks, which are then put into the food service revenue account under "food service other revenue". The Menards rebates are typically store credits, not cash. These are sent to the District Office and used by staff (e.g., bus mechanics) to offset their purchases, so the savings benefit the District indirectly.

There is interest in tracking the total rebate amounts to understand the savings better.

TRANSPORTATION REIMBURSEMENTS

The District files an annual transportation claim (which is due by August 15th) to the state for reimbursement. The claim is based on detailed data entered into a workbook, including student counts by distance from school, mileage separated into regular education, special education, and non-claimable mileage.

Non-reimbursable mileage examples include transporting students to athletic, academic, or extracurricular events, field trips that don't meet reimbursement criteria, summer school transportation (except extended special education), and mileage covered by grant funds (e.g., Title I).

Questions and further clarifications will be addressed in future meetings.

FREE LUNCHES

The Committee would like to explore if the District can qualify for free lunches under state programs. While it may be too late for the current year, there is interest in pursuing it for the future.

IASB CONFERENCE COST

It has been noted that another District did approve IASB Conference Costs, and it was questioned whether North Boone should also seek Board approval, as the total does exceed \$10,000.

The Board will discuss how much they want to invest in the conference and at what level of participation. A suggestion was made to begin budget discussions in March to determine financial readiness and plan accordingly. This topic was mainly informational, but it also prompts the Board to reflect on priorities and cost commitments moving forward.

VENDOR LISTING

A list of vendors was created to identify which bills can be paid before Board approval, mainly to avoid late fees or service disruptions.

Opinions included holding off prepaying vendors such as Amazon and BMO as those expenses should be reviewed by the Board first. Emphasis was placed on ensuring transparency and oversight, rather than automatic payments. Concerns were raised about the timing of credit card payments, with only a short window to process them once the statement arrives. A suggestion was made to adjust the due date, possibly find a different bank or credit card with better terms, and to investigate whether the card earns cash back or perks, and where that money goes.

The final consensus was that most vendors, especially those with utilities and required services, are fine to pre-approve. Amazon and BMO should be excluded from automatic payments for now. The Board would like to continue reviewing all bills before payment when feasible, especially non-critical ones.

OTHER ITEMS FOR DISCUSSION

A discussion was held regarding the reintroduction of a trades program into the District's curriculum, acknowledging that it would be a significant undertaking involving curriculum, facilities, and funding. This will be kept on future agendas.

The Board also acknowledges the need for better time management for future meetings.

ANNOUNCEMENTS

(none)

ADJOURNMENT

The meeting adjourned at 8:39 P.M.

Submitted by:

Judy Hutchinson, Vice-Chair

Russell O'Donnell, Vice-Chair