

**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, November 7, 2023  
6:00 P.M.

**CALL TO ORDER AND ROLL CALL**

Mrs. Maxey called the meeting to order at 6:00 P.M. The following Committee members were present: Mary Maxey, Judy Hutchinson, Ed Mulholland, Dr. Greenlee, Stacey Corder, Nan Schilling, Marc Eckmann, Andrea Sowers and Tom Kinser (arrived at 6:03). Also present was Brian Haselhorst. Absent were Kelly Hanaman and Holly Houk.

**AUDITOR UPDATE**

Stacey Corder stated that the auditors are getting close to being finished. They are asking for a few minor items and do need to have it completed by December in order to file on time. The official report will be presented at the December Board Meeting.

**2023 TAX LEVY**

Stacey Corder presented the information on the 2023 Tax Levy. She explained the general information in regards to a Tax Levy including “What is a Certificate of Tax Levy?”, “When must a school board hold a public hearing on a proposed tax levy?”, “When must a school board estimate its annual aggregate tax levy?”, “What amounts may a school board levy in the Educational Fund, Operations and Maintenance Fund and Transportation Fund?” and “What is a tax rate and how is it calculated?”. Ms. Corder also explained the Tax Levy Timeline and the Budget and Levy Cycle. It was explained that a Levy is the local government taxing district’s request to the county for property taxes (LEVY = ASK) vs. an Extension where the total amount of property taxes billed on the behalf of local government taxing districts (EXTENSION = GIVE).

The 2023 Levy Calculation Page was then explained followed by the Levy Recommendation and a Comparative Analysis of Equalized Assesses Valuation. As it sits right now, we will be requesting a 9.51% increase over last year but we will only be awarded 5% to start. Should the amounts come in higher than 5% but lower than 9.81%, we will receive those additional funds. All of this will be brought to the Board Meeting on November 14, 2023. After some discussion about raising the requested amount, Ms. Corder can bring different amounts to the Board for further discussion at that time. It was also asked for a Bond Schedule to be provided.

**INFORMATION ON PUBLIC HEARING FOR LIMITATION OF ADMINISTRATIVE COSTS**

At the November Board Meeting, there will be a public hearing for a waiver for limitation of administrative costs. When the budget was presented, Ms. Corder mentioned that the state has an administrative cost limitation which we are not allowed to grow more than 5% each year. For this year

however, with the hiring of our new Special Education Director and placing her salary with experience and keeping it at a competitive rate along with additional wage increases, we have exceeded the 5% increase. We must now apply for a waiver of this limitation. There are several steps that take place to achieve this with the next step being the Public Hearing at the Board Meeting and Board review and approval.

### **TRANSIT VAN PURCHASE**

Dr. Greenlee started off by stating that we have 3 buses that are due to be traded in. Rather than trade for 3 additional buses, he is proposing that one of these be a transit van. Currently, we are struggling with finding enough drivers just for the to and from school routes. We also need to look into vehicles that offer flexibility for coaches to drive as well as a smaller vehicle for driving students that are outplaced. He has received information on 3 different vehicles and feels that the 2021 Ford Transit Passenger Van from Hamblock is the best bet. Our mechanic has looked at it and researched it as well and agrees. This is already in the Transportation Budget for this year and is reimbursable. The Committee agreed to bring this to the November Board meeting for approval.

### **TRANSPORTATION SOFTWARE UPDATE**

The current software for the Transportation Department, Versa Trans, is becoming obsolete. It will no longer be updated and the company will no longer offer support. The transition would be to their new system call Traversa which is the updated version with the initial year coming in at \$30,951, which is included in the budget for this year and is also reimbursable. This program will continue to communicate with PowerSchool. The Committee agreed to bring this to the November Board meeting for approval.

### **OTHER ITEMS FOR DISCUSSION**

In regards to bringing costs down and bringing back in outplaced students, Dr. Greenlee stated that he has met with Greg Stahler and walked around the central campus to discuss the areas that are in need of ADA compliance, specifically for the Life Skills students as they continue to grow and head to high school. One of the items that will be needed to accomplish this is a bathroom at the high school for the life skills students. Dr. Greenlee wanted the Committee to be aware that he would like to start looking into concepts for this project to bring to the Facility Committee meeting for the bathroom. While there will be some costs up front for accomplishing this, there is a school maintenance grant for \$50,000 that can be applied for and considering it is currently costing the District over \$50,000 per semester to outplace 2 students, this amount would be recouped within the first year. This would be for next fiscal year.

Ms. Corder discussed the pay rates for the game workers at the sporting events. It currently looks as if we pay them a flat amount for the time period that they are there which comes out to less than \$10 per hour. We are also struggling to get workers for each event as well. After looking around at other districts, our pay rate is at the very bottom. The Committee agreed to have Ms. Corder bring new pay rate amounts to the Board for approval.

**ANNOUNCEMENTS**

*(none)*

**ADJOURNMENT**

The meeting adjourned at 7:12 P.M.

Submitted by:

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Mary Maxey, Co-Chair

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Judy Hutchinson, Co-Chair