

4/11/2024,

To:

North Boone Community Unit School District #200
FOIA Compliance Officer
6248 North Boone School Road
Poplar Grove, IL 61065

From:

William Randall
7090 Randall Road
Poplar Grove, IL 61065
ifihave1@yahoo.com

I am requesting the following documents be provided to me via email if available, or otherwise as may be necessary. Please contact prior to making paper copies with regard to a fee.

1. All documents, written notes, emails and electronic communications with regard to any members of the board, staff, employees or administration from July 1, 2023 through April 11, 2024 referencing any of the following: cash handling, cash handling procedures, safe(s), drop safe, cash receipts, deposit guidelines, cash control, missing money, lost money, money bag, cash box, loan from petty cash, money taken home, money stored in file cabinet, money left in drawer, money sent through interoffice mail, embezzlement, misappropriation of funds, falsification of records, fake vendors, payroll fraud, inflated expenses, missing receipts, unusual transactions or sudden lifestyle changes.
2. All emails to or from any board member or the superintendent from March 5th 2024 through March 29th 2024 that reference the Regular Board Meeting, attendance, public comment, or any business conducted at the March 19, 2024 meeting.
3. All District Email Communications during the time frame October 1, 2023 through April 11, 2024 in which THE SUBJECT MATTER OR CONTENT contains or references: Bill, William or Mr Randall; or Jamie Richardson, or Mr. Richardson. (WR)
4. All emails to or from the members of the school board, or the superintendent referencing the purchase or intent to purchase of the property now used as the Capron school parking and bus lanes. (Formerly known as the Adele Grover Home) I am also requesting any closed session minutes on this topic which have been approved for release to the public.
5. All Email communications by board members in which the SUBJECT MATTER OR CONTENT contains or references Emily, or Emily Wykes from the time period October 1, 2023 through April 11, 2024.

Thank You for your cooperation in the FOIA process,

William Randall



Received
APR 11 2024
North Boone CUSD
District Office

Cash Handling & Fraud

Stay Out of the Newspaper!!

This presentation is to be informative and not to promote specific products, services companies, etc. Illinois ASBO Sponsored Programs are permitted to promote products and services in accordance with the Service Associate Ethics Policy and Code of Conduct.



2024 BOOKKEEPERS CONFERENCE
March 15, 2024 | Rolling Meadows, Illinois

Introductions

Stacey Corder, (Speaker)

- *Executive Director of Business, North Boone CUSD 200*



Andrew Mace, (Speaker)

- *CPA, CFE, Consultant, Meristem Advisors*

**Place
Logo Here**



2024 BOOKKEEPERS CONFERENCE

March 15, 2024 | Rolling Meadows, Illinois

Agenda

- Cash Handling Best Practices
 - Internal Controls
 - Cash Handling Procedure
- Fraud



2024 BOOKKEEPERS CONFERENCE
March 15, 2024 | Rolling Meadows, Illinois



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March 15, 2024 | Rolling Meadows, Illinois

Cash Handling – Internal Controls

- Internal controls are accounting and auditing processes used in a finance/business department that ensure the integrity of financial reporting and regulatory compliance.
- Internal controls starts with your procedures and guidelines.
 - Limiting access to cash, inventory, check stock, safe, or other assets
 - Controlled access to accounting and financial reporting system
 - Two-person approval process of deposits, reconciliations, and journal entries.
 - Utilizing financial software for purchasing, ex. PO's.
 - Cross training for financial related responsibilities. (bookkeeper, AP)
 - Yearly training for those involved to remind of policies and procedures.



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March 15, 2024 | Rolling Meadows, Illinois

Cash Handling- Best Practices

- Maintain a cash handling policy and procedures
- Adequate safeguards for handling, transporting and storing cash (safe)
- Pre-numbered cash receipts used (also for credit card and check payments)
- Payment processing accounts (PayPal, GoFundMe, etc.) not encouraged
- Establish deposit guidelines (daily, weekly)
- Cash is never handled by only one person and should be controlled until it is deposited into the bank account
- All checks received need to be made out to the District and not an individual
- Encourage the Webstore use when possible



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March 15, 2024 | Rolling Meadows, Illinois

Cash Handling- Best Practices

- Use a drop-box safe when appropriate for evenings and weekend events
- Money should not be taken home, left in a desk drawer, file cabinets, on desk or through interoffice mail
- Reimbursements are not to be made from deposits
- Refunds are not given from deposits
- Expenses for an event are not paid from deposits
- Cash advances or loans are strictly prohibited

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March 15, 2024 | Rolling Meadows, Illinois

Cash Handling- Best Practices

- Proper segregation of duties
- Reconciliation of deposits
- Management oversight and review
- Ensure correct individuals are on file at the bank - review annually
- Limit or discontinue the use of Petty Cash funds
 - if necessary, counted and reconciled regularly
- Areas of concern
 - Pop machine collections
 - Gate/Event receipts

Opening Remarks:(5 minutes)

- Welcome everyone and thank them for attending.
- Introduce the importance of the topic and its relevance to the school district.

Definition of Fraud:

- Define fraud and its various forms (embezzlement, misappropriation, falsification of records, etc.).
- Emphasize how fraud can impact school finances and operations.

The fraud triangle:

- i. Opportunity -
 1. Lack or end-around of internal controls
 2. Senior management not watching
- ii. Motive/Pressure -
 1. Personal financial pressure
 2. Addiction. etc.
- iii. Rationalization -
 1. I haven't received a raise I deserve
 2. It's only a loan - I'll pay it back

The Cost of Fraud:

- Discuss the financial implications of fraud in educational institutions.
- Highlight real-life examples of fraud incidents in school districts.Introduction: (5 minutes)



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March 15, 2024 | Rolling Meadows, Illinois

Understanding Fraud Risks: (10 minutes)

Common Fraud Schemes in School Districts:

- Discuss common fraud schemes targeting school districts (fake vendors, payroll fraud, inflated expenses, etc.).
 - Provide examples and case studies to illustrate each scheme.
- Identifying Red Flags:**
- Educate on the signs of potential fraud (unexplained budget variances, unusual transactions, sudden lifestyle changes, etc.).
 - Encourage staff to remain vigilant and report suspicious activity promptly.



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March 15, 2024 | Rolling Meadows, Illinois

Preventing Fraud: (10 minutes)

Establishing Internal Controls:

- Explain the importance of robust internal controls in preventing fraud.
- Discuss segregation of duties, regular audits, and proper authorization processes.

Cultivating a Culture of Integrity:

- Emphasize the role of organizational culture in fraud prevention.
- Promote ethics training, whistleblower policies, and transparent communication channels.

Leveraging Technology:

- Introduce technological solutions for fraud prevention (accounting software, data analytics tools, etc.).
- Highlight the benefits of automation in detecting and preventing fraudulent activities.



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March 15, 2024 | Rolling Meadows, Illinois

Responding to Fraud Incidents: (5 minutes)

Establishing Internal Controls:

Reporting Procedures: importance of robust internal controls in preventing fraud.

- Outline the steps to take if fraud is suspected, and proper authorization processes.

Cultivating a Culture of Integrity:

- Stress the importance of a strong organizational culture in fraud prevention.
- Stress the importance of whistleblower policies, and transparent communication channels.

Leveraging Technology:

- Discuss the role of automation in detecting and preventing fraudulent activities.
- Stress the importance of prompt reporting and collaboration with law enforcement.

Investigation and Recovery: importance of automation in detecting and preventing fraudulent activities.

- Briefly discuss the investigation process following a fraud incident.
- Mention strategies for recovering lost funds and restoring financial integrity.



2024 BOOKKEEPERS CONFERENCE

March 15, 2024 | Rolling Meadows, Illinois

Questions and Answers

We thank you for your time!



2024 BOOKKEEPERS CONFERENCE
March 15, 2024 | Rolling Meadows, Illinois

Presenters:

PANELISTS INFO:

Stacey Corder, Executive Director of Business, North Boone CUSD 200
(815) 765-9437; scorder@nbcusd.org

Name, Job Title; School District, Business
(123) 456-7890; email



2024 BOOKKEEPERS CONFERENCE
March 15, 2024 | Rolling Meadows, Illinois

Operational Services

Administrative Procedure - Checklist for Internal Controls

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented. This includes:
 - No check is issued without pre-approved documentation for the expenditure pursuant to the Local Government Travel Expense Control Act, 50 ILCS 150/10, e.g., 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
 - No bank account is opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number without pre-approved documentation.
 - No credit or procurement card is assigned to an individual without pre-approved documentation. All use of a credit or procurement card must be in compliance with Board policy 4:55, *Use of Credit and Procurement Cards*, and administrative procedure 4:55-AP, *Controls for the Use of District Credit and Procurement Cards*.
 - Every receipt to and expenditure from a revolving fund and a petty cash fund are supported with clear documentation and otherwise comply with Board policies 4:50, *Payment Procedures*, and 4:80, *Accounting and Audits*.
 - A record is made of all checks issued and all payments made by credit or procurement cards that includes descriptive information sufficient to allow assignment of the appropriate code.
2. Financial records and data must be accurate and complete. This includes:
 - Data entries are timely made.
 - Cash handling is properly recorded.
 - Checks are sequentially numbered and missing checks are accounted for.
 - Financial reporting deadlines are followed.
3. Accounts payable must be accurate and punctual. This includes:
 - Payments are made on a timely basis.
 - A thorough explanation is provided for any over/underpayments.
 - Payroll and benefits are reviewed and continually updated.
4. District assets must be protected from loss or misuse.
 - The District implements a Fraud, Waste, and Abuse Awareness Program. See 4:80-AP2, *Fraud, Waste and Abuse Awareness Program*.
 - Valuable technology assets are safeguarded from theft or loss.
 - A backup and recovery system is developed for electronic systems.
 - Only authorized individuals have access to various systems.
 - Passwords are kept secure and frequently changed.
 - Keys are kept secure and accounted for.
 - District property is not *borrowed* or otherwise used for private purposes.
 - District personal property having a monetary value (excluding, for example, trash, out-dated equipment, consumed consumables, and spoilage) is discarded only with the Board's prior approval.
5. Incompatible duties should be segregated, if possible. This includes:
 - Transaction approval is separated from disbursement approval duties, as well as record-keeping duties so that no single individual or two individuals control all phases of the claim payment process.

- Reconciliation of checking accounts and credit cards is performed by an individual who does not have check-writing authority, and if possible, by someone who does not record checks and credit card payments in the District's books.
 - Other controls are used if segregation of duties is impossible.
6. Accounting records are periodically reconciled. This includes:
- All accounts are balanced monthly.
 - All statements from checking accounts and credit cards are reconciled monthly.
 - Expenses are verified against receipts.
 - Out-of-balance conditions are investigated.
7. Equipment and supplies must be safeguarded. This includes:
- Inventories are periodically taken and inspections are frequently made.
 - A reliable record is kept identifying what technology assets have been provided to specific employees.
 - Access to supplies is limited and controlled.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
- Responsibilities match job descriptions.
 - If required by State law, staff members are appropriately bonded.
 - Staff members are held accountable for complying with Board policies and administrative processes or procedures that have been established to safeguard the District's financial condition.
 - Staff members are appropriately trained and evaluated.
 - Staff members are encouraged to notify their supervisors or the Superintendent of risks, losses, and/or concerns.
9. Any unnecessary weaknesses or financial risks must be promptly corrected. This includes:
- Internal control concerns raised by the District's independent auditor in connection with the annual financial audit or by the Ill. State Board of Education in connection with its administration of the Grant Accountability and Transparency Act or a monitoring visit are properly addressed.
 - Internal or external auditors are annually engaged to assess risk and/or test existing internal controls for those areas not included within the scope of the annual financial audit; concerns are promptly address

REVISED: June 2023

Payment Receipt

CoreNotifications@bqe.com Susan Bunton

Monday, October 30, 2023 at 2:23:23 PM Central Daylight Time

To: sgb@lechtenberglawfirm.com Susan Bunton

To: mgreenlee@nbcusd.org

Cc: pml@lechtenberglawfirm.com, nlw@lechtenberglawfirm.com, sgb@lechtenberglawfirm.com

Thank you for choosing Lechtenberg & Associates LLC as your legal advisor.

This email is sent to acknowledge receipt of funds sent by you for legal fees. Thank you for your payment.

Best regards,

Susan Bunton, Firm Administrator
Lechtenberg & Associates LLC
1235 N Mulford Rd, Ste 208 | Rockford, IL | 61107
P (779) 210-2940 | F (779) 210-2941
sgb@lechtenberglawfirm.com

Attachments:

Cash Receipts.pdf 53k

mgreenlee@nbcusd.org Greenlee, Mike

Monday, October 30, 2023 at 2:32:27 PM Central Daylight Time

To: pmoore@nbcusd.org Moore, Patricia, scorder@nbcusd.org Stacey Corder

----- Forwarded message -----

From: **Susan Bunton** <CoreNotifications@bqe.com>

Date: Mon, Oct 30, 2023 at 2:23 PM

Subject: Payment Receipt

To: <mgreenlee@nbcusd.org>

Cc: <pml@lechtenberglawfirm.com>, <nlw@lechtenberglawfirm.com>, <sgb@lechtenberglawfirm.com>

Thank you for choosing Lechtenberg & Associates LLC as your legal advisor.

This email is sent to acknowledge receipt of funds sent by you for legal fees. Thank you for your payment.

Best regards,

Susan Bunton, Firm Administrator
Lechtenberg & Associates LLC
1235 N Mulford Rd, Ste 208 | Rockford, IL | 61107
P (779) 210-2940 | F (779) 210-2941
sgb@lechtenberglawfirm.com

--
Dr. Michael J. Greenlee
Superintendent
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

Attachments:

Cash Receipts.pdf 53k

Lechtenberg & Associates LLC

CASH RECEIPTS

INV DATE	PAY DATE	INV NUM	CLIENT	MATTER	METHOD	AMOUNT
10/5/2023	10/30/2023	8265	North Boone CUSD #200		CHECK	\$2,500.00
October 2023 TOTAL:						\$2,500.00
GRAND TOTAL:						\$2,500.00

** Total excludes Used Retainers and Used Trust Fund.*

North Boone Audit Svs RFP - Q&A

scorder@nbcusd.org Corder, Stacey

Monday, March 18, 2024 at 9:38:05 AM Central Daylight Time

To: scorder@nbcusd.org Stacey Corder

Bcc: kdemus@benninggroup.com Kyle DeMus, lindsey.fish@sikich.com Lindsey Fish

North Boone CUSD 200

Audit Services RFP Questions and Answers

1. Do the auditors maintain any records for the District?
 - a. Yes, the auditors currently maintain the capital assets, long-term debt and schedule of federal expenditures.
2. Did the auditors provide any adjusting journal entries for the District's audit for the year ended June 30, 2023?
 - a. Yes, there were adjusting entries for FY23, see attached. One thing to know is FY23 was a transition year for North Boone. The previous Business Manager left and there was an interim that only worked 120 days. Therefore, the team had to do things the best they could.
3. Did you receive a management letter from the auditors?
 - a. Yes, see attached.
4. Did you encounter any challenges with the FY23 audit?
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5. What were the fees for the 2023 audit? Were there any additional billings?
 - a. \$25,405.00
 - b. There were no additional billings to date.
6. When is the District typically ready for preliminary and final fieldwork?
 - a. I am not sure much preliminary work had been done in the past. I would like to have preliminary work completed. I am open to working on setting that time frame, perhaps in late April to May.
7. The FY23 AFR on the website previously did not have all of the supplemental reports and notes. It has been updated. Attached is a copy as well.

If you have further questions please let me know. If any other questions are asked I will update in the same manner.

Thank you!

--

Stacey Corder, MBA

Executive Director of Business

North Boone Community Unit School District 200

815.765.3322 Direct Line 815.765.9437



Attachments:

North Boone CUSD #200 - 2023 Journal Entries.pdf 75k

North Boone CUSD #200 - 2023 Letter to Governance (1).pdf 240k

North Boone CUSD #200 - 2023 Audit.pdf 2.4M

kdemus@benninggroup.com Kyle DeMus

Monday, March 18, 2024 at 9:48:11 AM Central Daylight Time

To: scorder@nbcusd.org Corder, Stacey

Thank you, Stacey!!

Kyle

From: Corder, Stacey <scorder@nbcusd.org>

Sent: Monday, March 18, 2024 9:38 AM

To: Stacey Corder <scorder@nbcusd.org>

Subject: North Boone Audit Svs RFP - Q&A

North Boone CUSD 200

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Stacey Corder, MBA

Executive Director of Business

North Boone Community Unit School District 200

815.765.3322 Direct Line 815.765.9437



Attachments:

~WRD0000.jpg 823

Lindsey.Fish@sikich.com Lindsey Fish
To: scorder@nbcusd.org Corder, Stacey

Monday, March 18, 2024 at 12:52:15 PM Central Daylight Time

Thanks Stacey! When do you anticipate being ready for final fieldwork?

LINDSEY A. FISH, CPA

Partner

O: 630.566.8400

C: 815.994.0237

lindsey.fish@sikich.com

SIKICH LLP

1415 W. Diehl Road, Suite 400

Naperville, IL 60563

SIKICH.COM

From: Corder, Stacey <scorder@nbcusd.org>

Sent: Monday, March 18, 2024 9:38 AM

To: Stacey Corder <scorder@nbcusd.org>

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Stacey Corder, MBA

Executive Director of Business

North Boone Community Unit School District 200

815.765.3322 Direct Line 815.765.9437



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Sikich2024

scorder@nbcusd.org Corder, Stacey
To: Lindsey.Fish@sikich.com Lindsey Fish

Monday, March 18, 2024 at 3:42:07 PM Central Daylight Time

If all goes well I could easily be ready by the end of July.

On Mon, Mar 18, 2024 at 12:52 PM Lindsey Fish <Lindsey.Fish@sikich.com> wrote:

Thanks Stacey! When do you anticipate being ready for final fieldwork?

LINDSEY A. FISH, CPA

Partner

O: 630.566.8400

C: 815.994.0237

lindsey.fish@sikich.com

SIKICH LLP

1415 W. Diehl Road, Suite 400

Naperville, IL 60563

SIKICH.COM

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North Boone CUSD 200

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North Boone Community Unit School District 200

815.765.3322 Direct Line 815.765.9437



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exempt from disclosure under applicable law. If the reader of this e-mail message is not the intended recipient, or the employee or agent responsible for delivery of the message to the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication is prohibited. If you have received this e-mail in error, please notify us immediately by telephone at 630.566.8400 or the relative office number and also indicate the sender's name. Thank you.

Sikich2024

--
Stacey Corder, MBA
Executive Director of Business
North Boone Community Unit School District 200
815.765.3322 Direct Line 815.765.9437



kdemus@benninggroup.com Kyle DeMus
To: scorder@nbcusd.org Corder, Stacey

Monday, March 18, 2024 at 3:49:48 PM Central Daylight Time

Hey Stacey,

Based on the CARES worksheet there is over \$900k of expenditures between ESSER II and III (+ other ARP programs) so I assume you were Single Audit for FY23. This doesn't even touch on Title and other standard Federal programs...

Did Gorenz issue a separate report for the Single Audit component? If so, can you send that to me, please?

Thanks,

Kyle

From: Corder, Stacey <scorder@nbcusd.org>
Sent: Monday, March 18, 2024 9:38 AM
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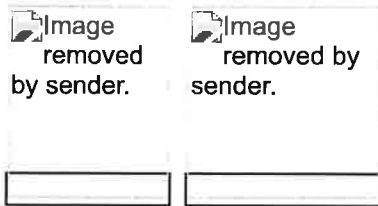
--

Stacey Corder, MBA

Executive Director of Business

North Boone Community Unit School District 200

815.765.3322 Direct Line 815.765.9437



Attachments:

~WRD0003.jpg 823

scorder@nbcusd.org Corder, Stacey
To: kdemus@benninggroup.com Kyle DeMus

Monday, March 18, 2024 at 4:01:47 PM Central Daylight Time

I am still waiting for the SEFA from them. They were still working on it. I will send it if I get it before the bid closes.

On Mon, Mar 18, 2024 at 3:50 PM Kyle DeMus <kdemus@benninggroup.com> wrote:

Hey Stacey,

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To: Stacey Corder <scorder@nbcusd.org>
Subject: North Boone Audit Svs RFP - Q&A

North Boone CUSD 200

Audit Services RFP Questions and Answers

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If you have further questions please let me know. If any other questions are asked I will update in the same manner.

Thank you!

--

Stacey Corder, MBA

Executive Director of Business

North Boone Community Unit School District 200

815.765.3322 Direct Line 815.765.9437



--

Stacey Corder, MBA

Executive Director of Business

North Boone Community Unit School District 200

815.765.3322 Direct Line 815.765.9437



Attachments:

~WRD0003.jpg 823

kdemus@benninggroup.com Kyle DeMus

Monday, March 18, 2024 at 4:33:59 PM Central Daylight Time

To: scorder@nbcusd.org Corder, Stacey

Ok, thank you! It should have it's own opinion letter with it. And hopefully an in-relation to opinion on the CYEFR.

Thanks!

Kyle

From: Corder, Stacey <scorder@nbcusd.org>
Sent: Monday, March 18, 2024 4:02 PM
To: Kyle DeMus <kdemus@benninggroup.com>
Subject: Re: North Boone Audit Svs RFP - Q&A

I am still waiting for the SEFA from them. They were still working on it. I will send it if I get it before the bid closes.

On Mon, Mar 18, 2024 at 3:50 PM Kyle DeMus <kdemus@benninggroup.com> wrote:

Hey Stacey,

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Did Gorenz issue a separate report for the Single Audit component? If so, can you send that to me, please?

Thanks,

Kyle

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Sent: Monday, March 18, 2024 9:38 AM
To: Stacey Corder <scorder@nbcusd.org>
Subject: North Boone Audit Svs RFP - Q&A

North Boone CUSD 200

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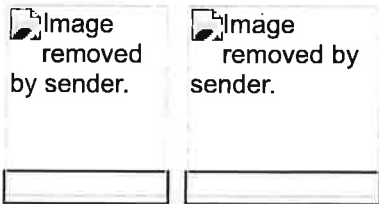
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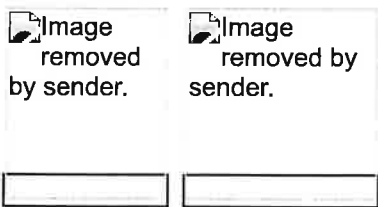
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 815.765.3322 Direct Line 815.765.9437



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Attachments:
 image001.jpg 823

scorder@nbcusd.org Corder, Stacey
 To: kdemus@benninggroup.com Kyle DeMus

Monday, March 18, 2024 at 4:47:30 PM Central Daylight Time

Ok. I have reached out to them to follow up on it.

On Mon, Mar 18, 2024 at 4:34 PM Kyle DeMus <kdemus@benninggroup.com> wrote:

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North Boone CUSD 200

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815.765.3322 Direct Line 815.765.9437

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Attachments:

image001.jpg 823

kdemus@benninggroup.com Kyle DeMus
To: scorder@nbcusd.org Corder, Stacey

Monday, March 18, 2024 at 5:52:24 PM Central Daylight Time

Thanks. Jenny just advised me those reports are due 3/31. so hopefully you see it soon!

Kyle

From: Corder, Stacey <scorder@nbcusd.org>
Sent: Monday, March 18, 2024 4:48 PM
To: Kyle DeMus <kdemus@benninggroup.com>
Subject: Re: North Boone Audit Svs RFP - Q&A

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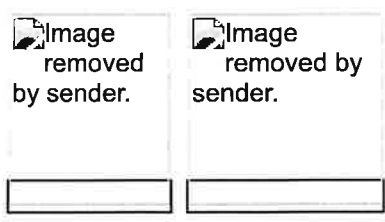
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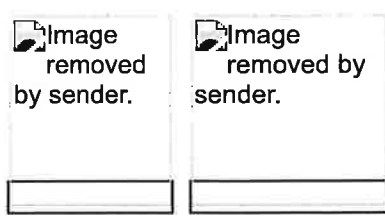
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Attachments:

image001.jpg 823

scorder@nbcusd.org Corder, Stacey

Tuesday, April 2, 2024 at 11:44:36 AM Central Daylight Time

To: scorder@nbcusd.org Stacey Corder

Bcc: lindsey.fish@sikich.com Lindsey Fish, kdemus@benninggroup.com Kyle DeMus

Attached you will find the 2023 SEFA.

Thank you!

On Mon, Mar 18, 2024 at 9:38 AM Corder, Stacey <scorder@nbcusd.org> wrote:
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Attachments:

North Boone - 2023 Single Audit Report.pdf 593k

kdemus@benninggroup.com Kyle DeMus
To: scorder@nbcusd.org Corder, Stacey

Tuesday, April 2, 2024 at 11:56:34 AM Central Daylight Time

Thank you.

Kyle

From: Corder, Stacey <scorder@nbcusd.org>
Sent: Tuesday, April 2, 2024 11:45 AM
To: Stacey Corder <scorder@nbcusd.org>
Subject: Re: North Boone Audit Svs RFP - Q&A

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North Boone Community Unit School District 200

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Attachments:

~WRD0001.jpg 823

Money

tnolen@nbcusd.org Nolen, Traci
To: **dvlase@nbcusd.org Diana Vlase**

Monday, February 5, 2024 at 12:35:30 PM Central Standard Time

I have the money bag.

--

Traci Nolen
Student Services
Administrative Assistant

North Boone High School
17823 Poplar Grove Rd
Poplar Grove, IL 61065
815-765-3311 ext. 3109 (option 8)

If you are requesting your official transcript and are a current student or graduated from NBHS between 2016 and 2023, please visit www.nbcusd.org/schools/north-boone-high-school/counseling/ to place your request online. All other transcript requests must be processed through the main office at 815-765-3311.

Money Bag Concessions

sSquires@nbcusd.org Squires, Stephanie
To: JEmbry@nbcusd.org Jodie Embry

Friday, January 26, 2024 at 7:39:15 AM Central Standard Time

Good morning.

I will need a money bag for concessions for the dance tomorrow night. Is that possible? I would like it to be different money than the dance ticket money. However, I definitely don't need as much as \$100 or anything.

Thank-you!

JEmbry@nbcusd.org Embry, Jodie
To: sSquires@nbcusd.org Squires, Stephanie

Friday, January 26, 2024 at 7:42:40 AM Central Standard Time

What kind of change do you need?

On Fri, Jan 26, 2024 at 7:39 AM Squires, Stephanie <sSquires@nbcusd.org> wrote:

Good morning.

I will need a money bag for concessions for the dance tomorrow night. Is that possible? I would like it to be different money than the dance ticket money. However, I definitely don't need as much as \$100 or anything.

Thank-you!

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Jodie L. Embry
High School Registrar
Office Secretary
Community Service Adviser

North Boone High School
17823 Poplar Grove Road
Poplar Grove, IL 61065

Phone: 815-765-3311
Fax: 815-765-3316
jembry@nbcusd.org

sSquires@nbcusd.org Squires, Stephanie
To: JEmbry@nbcusd.org Embry, Jodie

Friday, January 26, 2024 at 8:51:15 AM Central Standard Time

Well, I am selling donuts for \$1. Water bottles probably \$1 or \$2. So I am assuming dollar bills or \$5 bills.

On Fri, Jan 26, 2024 at 7:42 AM Embry, Jodie <JEmbry@nbcusd.org> wrote:

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17823 Poplar Grove Road
Poplar Grove, IL 61065

Phone: 815-765-3311
Fax: 815-765-3316
jemby@nbcusd.org

JEmbry@nbcusd.org Embry, Jodie
To: sSquires@nbcusd.org Squires, Stephanie

Friday, January 26, 2024 at 8:55:28 AM Central Standard Time

Ok, sounds good.

On Fri, Jan 26, 2024 at 8:51 AM Squires, Stephanie <sSquires@nbcusd.org> wrote:

Well, I am selling donuts for \$1. Water bottles probably \$1 or \$2. So I am assuming dollar bills or \$5 bills.

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Fax: 815-765-3316
jembry@nbcusd.org

JEmbry@nbcusd.org Embry, Jodie
To: sSquires@nbcusd.org Squires, Stephanie

Friday, January 26, 2024 at 10:11:50 AM Central Standard Time

It's ready Stephanie. You can come pick it up anytime.

On Fri, Jan 26, 2024 at 8:55 AM Embry, Jodie <JEmbry@nbcusd.org> wrote:

Ok, sounds good.

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jembry@nbcusd.org

Cash Box for tomorrow

rkelly@nbcusd.org Kelley, Ryan
To: JEmbry@nbcusd.org Embry, Jodie

Thursday, October 26, 2023 at 10:45:51 AM Central Daylight Time

Hi Jodie,

We have a parent that volunteered to sell the remaining playoff hoodies tomorrow night during the football game. Would I be able to get a cash box for her to collect and store money in please? Or if there is some other way you'd rather have us do it that is fine too.

Thank you!

--

Ryan Kelley

Physical Education Teacher
Head Football Coach
North Boone High School
(815) 765-9602
<https://linktr.ee/northboonefootball>

JEmbry@nbcusd.org Embry, Jodie
To: rkelly@nbcusd.org Kelley, Ryan

Thursday, October 26, 2023 at 10:53:42 AM Central Daylight Time

Sure. I'll put one in your mailbox.

On Thu, Oct 26, 2023 at 10:46 AM Kelley, Ryan <rkelly@nbcusd.org> wrote:

Hi Jodie,

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jembry@nbcusd.org

rkelley@nbcusd.org Kelley, Ryan
To: JEmbry@nbcusd.org Embry, Jodie

Thursday, October 26, 2023 at 11:01:54 AM Central Daylight Time

Thank you so much!

On Thu, Oct 26, 2023 at 10:53 AM Embry, Jodie <JEmbry@nbcusd.org> wrote:
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Typing

scorder@nbcusd.org Corder, Stacey
To: asowers@nbcusd.org Sowers, Andrea

Friday, August 25, 2023 at 10:54:29 AM Central Daylight Time

Andrea,
Can you finish putting the answers from the PDF to the word doc for me please?

--
Stacey Corder, MBA
Executive Director of Business
North Boone Community Unit School District 200
815.765.3322



Attachments:

- E.6c - Management Fraud Questionnaire (1).pdf** 169k
- Management Froud Questionnaire.docx** 29k

asowers@nbcusd.org Sowers, Andrea
To: scorder@nbcusd.org Corder, Stacey

Friday, August 25, 2023 at 11:29:49 AM Central Daylight Time

Here you go!

On Fri, Aug 25, 2023 at 10:54 AM Corder, Stacey <scorder@nbcusd.org> wrote:
Andrea,
Can you finish putting the answers from the PDF to the word doc for me please?

--
Stacey Corder, MBA
Executive Director of Business
North Boone Community Unit School District 200
815.765.3322



Andrea Sowers

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
NBCUSD 200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065
☎ 815-765-9420 - office
✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

Attachments:

Management Fraud Questionnaire 23-24.docx 29k

Management Fraud Questionnaire

June 30, 2023

The following are our responses to the inquiries regarding fraud:
(Please attach explanations if not enough space is provided.)

Actual, Suspected, and Alleged Fraud:

1. Are you aware of any actual instances of fraud within the District?
I am not aware of any actual instances of fraud within North Boone CUSD 200
2. Do you have any reason to suspect that fraud may be occurring within the District? If so, where and how?
I do not have any reason to suspect fraud.
3. Have you received any communications from employees, former employees, regulators, or others alleging fraud?
I have not received any communications from staff regarding fraud. We have run into issues in the past with checks and fraud from external sources but the bank now calls us if there is a concern.
4. Have you seen any changes in employee or volunteer behaviors?
Staff members change due to outside circumstances but nothing would indicate that the changes are not due to normal life situations.

Risks of Fraud:

1. Which types of transactions, account balances, financial statement classifications, or district locations are most at risk for intentional misstatement or theft?
Activity Accounts are at risk as well as any cash accepted for fees or lunch money. Keys, and access to buildings, technology and supplies are all at risk.
2. Have you identified any specific risks of fraud within the District or within any particular location within the District?
Risks include technology, copier and phone usage, electronic records, office supplies, cash and inventory of office supplies. This can happen at any of our locations.
3. Does the District use source documents that could be easily accessed and forged?
Yes, in some instances, especially student records.

4. What would be the easiest way for someone to misstate the financial statements or misappropriate assets without getting caught?
Staff would need access to our financial system which is limited based upon usage. Most individuals that have access to the system are limited to add a PO or view only account records. Staff can however see the PO number before approval so this can create situations where orders are placed too early. We have an individual that enters vendors and only selected individuals can post to accounts.
5. How could a false entry be entered into the accounting system?
The individual would need to gain access to our system first. They could post a PO to a fake vendor and send an invoice for payment.
6. Where are the weaknesses in the District's internal controls?
Due to a small number of staff, we are limited on our internal controls.
7. Which controls can be bypassed or overridden?
At this time, we try to ensure that there are checks and balances for our system in place. Since there are limited internal controls there are some processes that are completed by the same individual.
8. Are there instances where controls have been bypassed or overridden in the past?
The PO process is at risk as well as using the credit card to charge items. Both of these have been addressed with staff and no instances have occurred this year.
9. If someone were going to overstate or understate revenue, how would they do it?
Most of our revenue is directly deposited into our bank and then needs to be accounted for when reconciling the accounts. Cash taken at the schools for lunch money and fees can be at risk.

Communicating the Importance of Ethical Behavior:

1. What instructions do you give to employees about how they are expected to conduct business?
We value honest and ethical behavior in the district. I encourage staff to come to leadership if there are concerns or questions. The district also maintains a Risk Management Plan that is updated yearly and shared with administration.
2. How do you make it clear to employees that fraudulent or unethical behavior will not be tolerated?
We lead by example in the district and handle any situation that arises. We have had professional development opportunities regarding ethical behavior. The district also maintains a Risk Management Plan.

Programs and Controls:

1. Do you conduct an employee meeting that addresses fraud risk areas and make it clear that fraudulent or unethical behavior will not be tolerated?
The review and revision of our Risk Management Plan and policies will also be continued to be monitored and updated.

2. What measures have you implemented to address specific risks of fraud within the District?
In the business department we are working on delegating tasks to ensure that there are multiple sets of approvals needed for checks and balances. Principals implement and monitor internal controls within their building and activity accounts. Our Director of Building and Grounds monitors capital projects and other work done around the district to ensure accuracy and limit risk. We have moved to an online payment system for parents to reduce the amount of cash in schools.
3. What controls have been put in place to prevent one person from perpetrating and concealing a fraud when segregation of duties is not possible?
Communication is a vital piece in a risk management process. Even though there is not always formal segregation of duties in place, there are informal ways to continue to check and ensure that ethical practices are being followed. These can include the treasurer's report monthly that highlights account balances. To add a vendor to the system it must go to a specific individual and our system allows for access to only specific areas which helps limit risk.
4. What procedures are in place for initiating, approving, and processing non-routine transactions?
All transactions start with the first staff member to approve. From there it goes to the next level which is often the Superintendent or Business Manager. All checks are approved by the board on a monthly basis. The business manager signs off on all of the bills each month to check and ensure that everything is appropriate. All new purchases over \$10,000 must have board approval.
5. Has the District established a whistle-blowing policy that provides for the confidential receipt, retention, and treatment of complaints regarding suspected fraudulent activities?
The district has a Uniform Grievance Procedure in place. This policy includes a guideline for individuals to provide information regarding a concern. There is two people assigned as contact staff members to handle these complaints.
6. Are there any other significant programs and controls in place to help prevent, deter, or detect fraud?
The district has implemented a key fob system to help monitor access to buildings. We have controls set on our wireless system and technology inventory. The district set up an internal audit system in the FY19 school year to assist with risk control.
7. How are anti-fraud programs and controls monitored?
Administration is responsible for monitoring fraud in their specific content areas. Each administrator sets up internal control to assist with monitoring risk in their specific building.

Other:

1. Do fraud risks exist and are they more likely to exist in particular locations?
I have no reason to believe that fraud is happening in the district. When dealing with an organization there are risks involved but there is no location more at risk than any others. Each location has individually identified their specific risks and taken steps to minimize the risk of missing supplies.
2. How do you monitor the District's operating locations to reduce the likelihood of fraud occurring and going undetected?
Our financial system is district wide so I can monitor the POs virtually to ensure appropriate purchasing. POs are approved by the district office and cannot be approved if over budget without district administration approval. District office inputs all vendors to help reduce risk

of “fake” vendors. Supplies are monitored by building administration and district office staff.

3. Have you reported to the audit committee (or its equivalent) about how the District’s internal control serves to prevent, deter, and detect material misstatements due to fraud?

The administration meets twice a month to discuss current topics in the district and concerns regarding risks can be discussed at this time.

Sincerely,

North Boone CUSD 200

Signature
Superintendent
Title

Date

Signature
Executive Dir. Of Business
Title

Date

Alpha Baking

pmoore@nbcusd.org Moore, Patricia
To: jcarollo@nbcusd.org Jamie Carollo

Wednesday, April 3, 2024 at 9:20:39 AM Central Daylight Time

Capron

Missing Receipts - 3/11 240147071012 \$41.83
3/18 240147078012 \$21.35

Poplar Grove

3/18/24 240147078013 \$35.58

Upper Elem

3/25/24 240147085009 \$23.72

Thanks!

--

Patty Moore

Accounts Payable and Purchasing Specialist

North Boone CUSD #200

6248 North Boone School Rd.

Poplar Grove, IL 61065

Phone: 815-765-3322

Fax: 815-765-2053

Credit Card

pmoore@nbcusd.org Moore, Patricia

Thursday, March 21, 2024 at 8:26:24 AM Central Daylight Time

To: scorder@nbcusd.org Stacey Corder, kneri@nbcusd.org Kari Neri, kmaville@nbcusd.org Kimberly Maville, KPrince@nbcusd.org Kathy Prince, jcarollo@nbcusd.org Jamie Carollo, MPiskie@nbcusd.org Mary Piskie, asowers@nbcusd.org Sowers, Andrea, vaaby@nbcusd.org Vienna Aaby, RTimmerman@nbcusd.org Ronald Timmerman

Hi All,

These are the missing receipts for last month:

2/9 Amazon 80.00
2/22 Walmart 63.80
2/22 SP MHS:Multi Health Toronto 220.00
2/22 Walmart 16.94

If any of these charges ring any bells to anyone, please let me know. I'm ready to dispute them all. Usually Amazon charges are just for gift cards, the rest is by invoice. Thanks for your help!

--

Patty Moore
Accounts Payable and Purchasing Specialist
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

pmoore@nbcusd.org Moore, Patricia

Thursday, March 21, 2024 at 8:32:13 AM Central Daylight Time

To: kkrup@nbcusd.org Kerri Krup

So sorry I forgot you!

----- Forwarded message -----

From: **Moore, Patricia** <pmoore@nbcusd.org>

Date: Thu, Mar 21, 2024 at 8:26 AM

Subject: Credit Card

To: Stacey Corder <scorder@nbcusd.org>, Kari Neri <kneri@nbcusd.org>, Kimberly Maville <kmaville@nbcusd.org>, Kathy Prince <KPrince@nbcusd.org>, Jamie Carollo <jcarollo@nbcusd.org>, Mary Piskie <MPiskie@nbcusd.org>, Sowers, Andrea <asowers@nbcusd.org>, Vienna Aaby <vaaby@nbcusd.org>, Ronald Timmerman <RTimmerman@nbcusd.org>

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Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

--
Patty Moore
Accounts Payable and Purchasing Specialist
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

kkrup@nbcusd.org Krup, Kerri

Thursday, March 21, 2024 at 8:47:09 AM Central Daylight Time

To: pmoore@nbcusd.org Moore, Patricia

I sent you an email that I found from 2/22 from Jamie. Maybe she needed last minute things from Walmart?

On Thu, Mar 21, 2024 at 8:32 AM Moore, Patricia <pmoore@nbcusd.org> wrote:

So sorry I forgot you!

----- Forwarded message -----

From: **Moore, Patricia** <pmoore@nbcusd.org>

Date: Thu, Mar 21, 2024 at 8:26 AM

Subject: Credit Card

To: Stacey Corder <scorder@nbcusd.org>, Kari Neri <kneri@nbcusd.org>, Kimberly Maville <kmaville@nbcusd.org>, Kathy Prince <KPrince@nbcusd.org>, Jamie Carollo <jcarollo@nbcusd.org>, Mary Piskie <MPiskie@nbcusd.org>, Sowers, Andrea <asowers@nbcusd.org>, Vienna Aaby <vaaby@nbcusd.org>, Ronald Timmerman <RTimmerman@nbcusd.org>

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6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

--
Patty Moore
Accounts Payable and Purchasing Specialist
North Boone CUSD #200

6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

kmaville@nbcusd.org Maville, Kimberly
To: pmoore@nbcusd.org Moore, Patricia

Thursday, March 21, 2024 at 8:59:00 AM Central Daylight Time

Patty,
Is the SP MHS from the Connors I asked you to order? I know MHS is the platform for the tests.

Kim Maville

Director of Special Education
North Boone School District
6248 N. Boone School Rd.
Poplar Grove, IL 61065
(815) 765-3322 ext. 9432

On Thu, Mar 21, 2024 at 8:26 AM Moore, Patricia <pmoore@nbcusd.org> wrote:
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North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

KPrince@nbcusd.org Prince, Kathy
To: pmoore@nbcusd.org Moore, Patricia

Thursday, March 21, 2024 at 9:04:14 AM Central Daylight Time

not me, sorry

On Thu, Mar 21, 2024 at 8:26 AM Moore, Patricia <pmoore@nbcusd.org> wrote:
Hi All,

These are the missing receipts for last month:

2/9 Amazon 80.00
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2/22 Walmart 16.94

If any of these charges ring any bells to anyone, please let me know. I'm ready to dispute them all. Usually Amazon charges are just for gift cards, the rest is by invoice. Thanks for your help!

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6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

--

Kathy Prince
Payroll/HR Specialist
North Boone CUSD # 200
(815)765-9615

Credit Card

pmoore@nbcusd.org Moore, Patricia

Friday, February 23, 2024 at 2:28:36 PM Central Standard Time

To: bShook@nbcusd.org Shook, Bridgette, HWalsh@nbcusd.org Heather Walsh

Hello,

I have 2 items that are missing receipts. I can't pay without a receipt. On Jan 10 - ISU Conferences \$348.00 and January 24 - ROE \$150.00

Do either of you have receipts for these?

Thanks!!

--

Patty Moore
Accounts Payable and Purchasing Specialist
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

bShook@nbcusd.org Shook, Bridgette

Friday, February 23, 2024 at 2:30:38 PM Central Standard Time

To: pmoore@nbcusd.org Moore, Patricia

Cc: HWalsh@nbcusd.org Heather Walsh

I just forwarded you the receipt for the ROE. Let me figure out what the other one is and I will get back to you soon.

On Fri, Feb 23, 2024 at 2:28 PM Moore, Patricia <pmoore@nbcusd.org> wrote:

Hello,

I have 2 items that are missing receipts. I can't pay without a receipt. On Jan 10 - ISU Conferences \$348.00 and January 24 - ROE \$150.00

Do either of you have receipts for these?

Thanks!!

--

Patty Moore
Accounts Payable and Purchasing Specialist
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

Bridgette Shook

ADMINISTRATIVE ASSISTANT
POPLAR GROVE ELEMENTARY

☎ 815-765-3113

✉ BShook@nbcusd.org

bShook@nbcusd.org Shook, Bridgette

Friday, February 23, 2024 at 2:36:05 PM Central Standard Time

To: pmoore@nbcusd.org Moore, Patricia

Cc: HWalsh@nbcusd.org Heather Walsh

The other is for the kindergarten conference. I have attached it below. Sorry about that Patty I thought I sent them.

On Fri, Feb 23, 2024 at 2:30 PM Shook, Bridgette <bShook@nbcusd.org> wrote:

I just forwarded you the receipt for the ROE. Let me figure out what the other one is and I will get back to you soon.

On Fri, Feb 23, 2024 at 2:28 PM Moore, Patricia <pmoore@nbcusd.org> wrote:

Hello,

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Poplar Grove, IL 61065
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Fax: 815-765-2053

Bridgette Shook

ADMINISTRATIVE ASSISTANT
POPLAR GROVE ELEMENTARY

☎ 815-765-3113

✉ BShook@nbcusd.org

--

Bridgette Shook

ADMINISTRATIVE ASSISTANT
POPLAR GROVE ELEMENTARY

☎ 815-765-3113

✉ BShook@nbcusd.org

Attachments:

2976_001.pdf 39k

Credit Card

pmoore@nbcusd.org Moore, Patricia
To: jrudolph@nbcusd.org Jerry Rudolph
Cc: scorder@nbcusd.org Stacey Corder

Thursday, December 21, 2023 at 10:07:31 AM Central Standard Time

Missing receipts for:

Nov 11 - Study.com \$647.99

Nov 29 - Learning A-Z PO #H0700 for \$80.66, Credit Card shows \$161.32

Nov 29 - Event Brainstorm WI TYSONS CORNERVA \$370.00

Nov 29 - Kalahari Resort \$101.00

I have a Best Buy invoice for \$420.25 (PO H0682) - Credit Card shows \$41.25 on Nov 29

Please send receipts ASAP>

Thanks!

Patty

--

Patty Moore
Accounts Payable and Purchasing Specialist
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

rudolphj@nbcusd.org Rudolph, Jerry
To: pmoore@nbcusd.org Moore, Patricia
Cc: jrudolph@nbcusd.org Jerry Rudolph, scorder@nbcusd.org Stacey Corder

Wednesday, December 27, 2023 at 10:53:15 AM Central Standard Time

Nov 11 - Study.com \$647.99 This is a charge for UE. Do they have a credit card that this could be switched to?

Nov 29 - Learning A-Z PO #H0700 for \$80.66, Credit Card shows \$161.32 PO H0699 is the \$161 purchase

Nov 29 - Event Brainstorm WI TYSONS CORNERVA \$370.00 PO: H0703

Nov 29 - Kalahari Resort \$101.00 PO: H0761

I have a Best Buy invoice for \$420.25 (PO H0682) - Credit Card shows \$41.25 on Nov 29

I'm not showing anything in our BB account for the 29th. I searched my email to see everything on that date and for the price amount. Nothing came through.

I would tell them that one is not us and to cancel it.

image.png

On Thu, Dec 21, 2023 at 10:07 AM Moore, Patricia <pmoore@nbcusd.org> wrote:

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Patty Moore

Accounts Payable and Purchasing Specialist

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6248 North Boone School Rd.

Poplar Grove, IL 61065

Phone: 815-765-3322

Fax: 815-765-2053

--
Jerry Rudolph - ITC

North Boone School District 200

<http://www.nbcusd.org/> @NBCUSD200

Attachments:

image.png 24k

pmoore@nbcusd.org Moore, Patricia
To: rudolphj@nbcusd.org Rudolph, Jerry

Wednesday, December 27, 2023 at 11:04:32 AM Central Standard Time

Thanks Jerry!!

On Wed, Dec 27, 2023 at 10:53 AM Rudolph, Jerry <rudolphj@nbcusd.org> wrote:

Nov 11 - Study.com \$647.99 This is a charge for UE. Do they have a credit card that this could be switched to?

Nov 29 - Learning A-Z PO #H0700 for \$80.66, Credit Card shows \$161.32 PO H0699 is the \$161 purchase

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A placeholder for an image file named 'image.png'.

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Please send receipts ASAP>

Thanks!

Patty

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Patty Moore
Accounts Payable and Purchasing Specialist
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

--

Jerry Rudolph - ITC
North Boone School District 200
<http://www.nbcusd.org/> @NBCUSD200

--
Patty Moore
Accounts Payable and Purchasing Specialist
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
Phone: 815-765-3322
Fax: 815-765-2053

Attachments:

image.png 24k



Sowers, Andrea <asowers@nbcusd.org>

Board Update

1 message

Greenlee, Mike <mgreenlee@nbcusd.org>
To: SchoolBoard <schoolboard@nbcusd.org>

Thu, Mar 7, 2024 at 1:00 PM

Good Afternoon,

Here is some information that the Board has requested.

Board Treasurer: Judy requested the past actions the Board has taken to put a treasurer in place. I provided the documentation of the Board's actions over the last 10 years. I have also provided some guidance that is shared with the administration for Board protocols that we have received. I am sharing this with all members which follows our Board agreements. Judy - you also asked if our treasurer was paid. Since I have been here it has been Mark Olson who was an auditor that helped straighten out the books when I first arrived. We chose to keep him on as an outside party overseeing our records and we paid him \$100 a month.

Open Meetings Act: I have also been asked to provide a clarification on the Open Meetings Act with regards to streaming meetings. I have requested that information from Scott Nemanich and we will be addressing that as an agenda item for the March Board Meeting.

Design Build Concept: At our Facilities Committee Meeting Tuesday night, we touched base on the new Design Build Concept the schools can now use as of January 1st, 2024. I am still investigating this process and want to make sure we understand all of the steps and rules of this new process that districts can take advantage of. The benefits that are supposed to benefit districts are that it eliminates change orders and it gives you one entity that designs, handles the contractors, and oversees the work. It eliminates the fingerpointing on construction jobs. As I said, I am still gathering information on the formal process, but it appears we would need to do a request for a proposal to these design builders with all of the potential projects your district has in the near future. You when then interview these companies and choose the one you best feel meets your needs. This process is the same one you use for choosing an architect. Districts can choose to use these contractors in place of an architect or continue to also have an architect. I will continue to get more information on this new process and I have attached an informational PowerPoint that was shared with me. **UPDATE: Scott Nemanich is still looking into the new laws with this and will be providing me details shortly. As soon as I have them, I will communicate them to you.**

Dates To Remember

Mar. 19 - Board Meeting

Mar. 25-29 - Spring Break

Apr. 9 - Facilities Committee Meeting

Apr. 16 - Board Meeting

--

Dr. Michael J. Greenlee
Superintendent

North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

2 attachments

 **J Hutchinson Request.pdf**
7707K

 **Informational.pdf**
125K

March Board Meeting Agenda

asowers@nbcusd.org Sowers, Andrea

Thursday, March 7, 2024 at 9:43:07 AM Central Standard Time

To: mgreenlee@nbcusd.org Mike Greenlee, scorder@nbcusd.org Stacey Corder, kneri@nbcusd.org Kari Neri, kmaville@nbcusd.org Kim Maville

Good morning!

I have attached the tentative Board Meeting Agenda for the March meeting. I added what I thought would be included in the agenda already. Not sure if any of it needs to be changed or moved to a different section or not. I also went back to previous agendas for the March meeting and found the following that I am not sure if we will be covering or not...

- Lunch Fees
- Resolution Authorizing notice of dismissal of Non-tenured Teachers other than Final Year Probationary Teachers
- Transportation fees for paid riders
- Consolidated District Plan

I am sure there is more or less or whatever.....but here is the start.

--

Andrea Sowers

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
NBCUSD 200

6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065

☎ 815-765-9420 - office

✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

Attachments:

2024-03-19 Regular Board Agenda - tentative.docx 18k

kneri@nbcusd.org Neri, Kari

Friday, March 8, 2024 at 8:43:28 AM Central Standard Time

To: asowers@nbcusd.org Sowers, Andrea

Cc: mgreenlee@nbcusd.org Mike Greenlee, scorder@nbcusd.org Stacey Corder, kmaville@nbcusd.org Kim Maville

Hi,

I know that we won't have the CDP ready.

Are we doing a Board Update on the Strategic Plan?

Kari L. Neri

Chief Academic Officer

North Boone School District

815-765-3322

Twitter: @karineri_curr

On Thu, Mar 7, 2024 at 9:43 AM Sowers, Andrea <asowers@nbcusd.org> wrote:

Good morning!

I have attached the tentative Board Meeting Agenda for the March meeting. I added what I thought would be included in the agenda already. Not sure if any of it needs to be changed or moved to a different section or not. I also went back to previous agendas for the March meeting and found the following that I am not sure if we will be covering or not...

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- Transportation fees for paid riders
- Consolidated District Plan

I am sure there is more or less or whatever.....but here is the start.

--

Andrea Sowers

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
NBCUSD 200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065
☎ 815-765-9420 - office
✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

scorder@nbcusd.org Corder, Stacey

Friday, March 8, 2024 at 9:07:39 AM Central Standard Time

To: kneri@nbcusd.org Neri, Kari

Cc: asowers@nbcusd.org Sowers, Andrea, mgreenlee@nbcusd.org Mike Greenlee, kmaville@nbcusd.org Kim Maville

Lunch Fees- We do not have the calculator from the state.

Fees for paid riders- this is something I would like to hold off on until we can look further into salary structure and the number of drivers.

On Fri, Mar 8, 2024 at 8:43 AM Neri, Kari <kneri@nbcusd.org> wrote:

Hi,

I know that we won't have the CDP ready.

Are we doing a Board Update on the Strategic Plan?

Kari L. Neri

Chief Academic Officer

North Boone School District

815-765-3322

Twitter: @karineri_curr



On Thu, Mar 7, 2024 at 9:43 AM Sowers, Andrea <asowers@nbcusd.org> wrote:

Good morning!

I have attached the tentative Board Meeting Agenda for the March meeting. I added what I thought would be included in the agenda already. Not sure if any of it needs to be changed or moved to a different section or not. I also went back to previous agendas for the March meeting and found the following that I am not sure if we will be covering or not...

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Stacey Corder, MBA
Executive Director of Business
North Boone Community Unit School District 200
815.765.3322 Direct Line 815.765.9437



mgreenlee@nbcusd.org Greenlee, Mike

Friday, March 8, 2024 at 9:15:30 AM Central Standard Time

To: kneri@nbcusd.org Neri, Kari

Cc: asowers@nbcusd.org Sowers, Andrea, scorder@nbcusd.org Stacey Corder, kmaville@nbcusd.org Kim Maville

Yes, that is the plan. Let's make it short. Any good quick items to touch on MTSS update? Maybe we add the TOSA position in there and then an agenda item to get it posted? Open to other thoughts.

Mike

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Dr. Michael J. Greenlee
Superintendent
North Boone CUSD #200
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Poplar Grove, IL 61065
(815)765-3322

scorder@nbcusd.org Corder, Stacey

Friday, March 8, 2024 at 9:26:20 AM Central Standard Time

To: mgreenlee@nbcusd.org Greenlee, Mike

Cc: kneri@nbcusd.org Neri, Kari, asowers@nbcusd.org Sowers, Andrea, kmaville@nbcusd.org Kim Maville

I do have a report I have built that I would like to share with the board. I am not sure where it should go because it is not part of the treasurer's report.

On Fri, Mar 8, 2024 at 9:16 AM Greenlee, Mike <mgreenlee@nbcusd.org> wrote:

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Stacey Corder, MBA
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North Boone Community Unit School District 200
815.765.3322 Direct Line 815.765.9437



kneri@nbcusd.org Neri, Kari

Friday, March 8, 2024 at 9:30:37 AM Central Standard Time

To: scorder@nbcusd.org Corder, Stacey

Cc: mgreenlee@nbcusd.org Greenlee, Mike, asowers@nbcusd.org Sowers, Andrea, kmaville@nbcusd.org Kim Maville

We don't really have any decisions to report from MTSS. But, I could do an overview of the February Institute Day topics and how they align to the Strategic Plan.

Kari L. Neri
Chief Academic Officer
North Boone School District
815-765-3322
Twitter: @karineri_curr



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mgreenlee@nbcusd.org Greenlee, Mike

Friday, March 8, 2024 at 9:32:39 AM Central Standard Time

To: kneri@nbcusd.org Neri, Kari

Cc: scorder@nbcusd.org Corder, Stacey, asowers@nbcusd.org Sowers, Andrea, kmaville@nbcusd.org Kim Maville

I like that idea.

On Fri, Mar 8, 2024 at 9:31 AM Neri, Kari <kneri@nbcusd.org> wrote:

We don't really have any decisions to report from MTSS. But, I could do an overview of the February Institute Day topics and how they align to the Strategic Plan.

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Sowers, Andrea <asowers@nbcusd.org>

Additional board meeting agenda items

1 message

Mulholland, Ed <emulholland@nbcusd.org>
To: SchoolBoard <schoolboard@nbcusd.org>
Cc: "Greenlee, Mike" <mgreenlee@nbcusd.org>

Fri, Mar 15, 2024 at 12:04 PM

A request to add additional items to the board agenda has been received. They have been denied as they do not align with the Board/Supt Communication Expectations we renewed at the previous meeting items 1-4. Please reach out individually with any questions or concern's.



Sowers, Andrea <asowers@nbcusd.org>

Message to the Board Members

2 messages

Sowers, Andrea <asowers@nbcusd.org>
To: Mike Greenlee <mgreenlee@nbcusd.org>

Wed, Mar 20, 2024 at 8:11 AM

North Boone Board of Education Members,

At last night's meeting during Audience to Visitor, Mr. Randall mentioned the December Board Agenda that was posted online was different from the Agenda distributed at the meeting. His comment really stuck with me last night and after I got home, I did look into it further. He is correct. The vote was not on the online agenda and I take full responsibility for that omission. I could try and make an excuse for it being omitted, but in the end, I was the one to not update the online portion when the Word Document was updated. I would like to offer my sincere apologies to all of you for this mistake and can only say that I will do my hardest to make sure that something like this does not happen again as I fully realize that it was an important item to have made such a mistake with.

Thank you for your time.

--

Andrea Sowers

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✉ ASowers@nbcusd.org

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Greenlee, Mike <mgreenlee@nbcusd.org>
To: SchoolBoard <schoolboard@nbcusd.org>
Bcc: asowers@nbcusd.org

Wed, Mar 20, 2024 at 11:12 AM

Good Morning,

Andrea and I were organizing thoughts, notes, and next steps from the meeting last night. She really wanted me to forward this to you, because she felt bad about what Bill referenced last night and did not want that to reflect on the Board. She works extremely hard for our district and I truly appreciate all she does for us.

Our apologies,

Mike

[Quoted text hidden]

--

Dr. Michael J. Greenlee

Superintendent

North Boone CUSD #200

6248 North Boone School Rd.

Poplar Grove, IL 61065

(815)765-3322

Meeting Minutes

4 messages

Sowers, Andrea <asowers@nbcusd.org>
To: Nan Schilling <nschilling@nbcusd.org>
Cc: Mike Greenlee <mgreenlee@nbcusd.org>

Wed, Mar 20, 2024 at 9:51 AM

Mrs. Schilling,

I would like to ask you for a couple of days extension on getting you last night's meeting minutes. With this month being busy with several different personnel items, it will consume more of my time in the next couple of days. I will try my best to get them as per your request, but would be greatly appreciative of some extra time this month.

Thank you.

--



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✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

Schilling, Nan <nschilling@nbcusd.org>
To: "Sowers, Andrea" <asowers@nbcusd.org>
Cc: Mike Greenlee <mgreenlee@nbcusd.org>

Wed, Mar 20, 2024 at 6:00 PM

Andrea:

No problem at all. Thanks for reaching out and letting me know.

Nancy

[Quoted text hidden]

Mike Greenlee <mgreenlee@nbcusd.org>
To: "Schilling, Nan" <nschilling@nbcusd.org>
Cc: "Sowers, Andrea" <asowers@nbcusd.org>

Wed, Mar 20, 2024 at 8:25 PM

Thank you Nan. That is much appreciated.

Mike

Sent from my iPad

On Mar 20, 2024, at 6:00 PM, Schilling, Nan <nshilling@nbcusd.org> wrote:

[Quoted text hidden]

Sowers, Andrea <asowers@nbcusd.org>
To: Mike Greenlee <mgreenlee@nbcusd.org>
Cc: "Schilling, Nan" <nshilling@nbcusd.org>

Thu, Mar 21, 2024 at 6:11 AM

Thank you so much! I greatly appreciate it.

Andrea Sowers

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☎ 815-765-9420 - office

✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

[Quoted text hidden]

March Board Meeting Minutes

asowers@nbcusd.org Sowers, Andrea

Tuesday, March 26, 2024 at 5:22:34 PM Central Daylight Time

To: TKinser@nbcusd.org Tom Kinser, nschilling@nbcusd.org Nan Schilling, jhaverly@nbcusd.org Haverly, Joe,
mmaxey@nbcusd.org Mary Maxey, bhaselhorst@nbcusd.org Brian Haselhorst, jhutchinson@nbcusd.org Judy Hutchinson,
emulholland@nbcusd.org Mulholland, Ed
Cc: mgreenlee@nbcusd.org Mike Greenlee

Good evening.

As requested, attached are the tentative minutes to the March 19, 2024 Board Meeting. I appreciate the extra time allotted as it was a very busy personnel week following the meeting.

Have a Happy Easter!

--



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Attachments:

2024-03-19 Minutes Regular Board Meeting - tentative.pdf 296k

Agenda

asowers@nbcusd.org Sowers, Andrea

Monday, March 18, 2024 at 10:23:12 AM Central Daylight Time

To: TKinser@nbcusd.org Tom Kinser, nschilling@nbcusd.org Nan Schilling, jhaverly@nbcusd.org Haverly, Joe, rmaxey@nbcusd.org Mary Maxey, bhaselhorst@nbcusd.org Brian Haselhorst, jhutchinson@nbcusd.org Judy Hutchinson, emulholland@nbcusd.org Mulholland, Ed

Good morning.

An additional attachment to the Agenda has just now been uploaded as the document was just received in our office. It is in regards to the 10-Year Life Safety Audit.

Thank you.

--

Andrea Sowers

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POPLAR GROVE, IL 61065

📞 815-765-9420 - office

✉️ ASowers@nbcusd.org

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Agenda Items

nschilling@nbcusd.org Schilling, Nan
To: mgreenlee@nbcusd.org Mike Greenlee

Wednesday, March 13, 2024 at 5:12:55 PM Central Daylight Time

Mike:

I am hereby requesting that the following items be placed on the upcoming board meeting agenda for March 19, 2024:

1. Taking board action outside of a public, open meeting, and
2. Status of resolution of the HVAC issues and impact upon the next phase.

I will be providing to you later this evening corresponding documents which I am requesting be attached to the agenda regarding item #1.

If you have any questions, please give me a call.

Nancy

mgreenlee@nbcusd.org Mike Greenlee
To: nschilling@nbcusd.org Schilling, Nan

Friday, March 15, 2024 at 6:22:56 AM Central Daylight Time

Good morning, I shared your agenda item request with Ed. In the meantime I uploaded the original agenda that we had put in place before the request, but we can modify today when a decision is made. Your item number 2 is already in my superintendent's report with an update from our meeting this week. Are you ok with it there? Board members could still comment on it there and there is no action being asked at the moment or would you ask to have it as a separate agenda item? Mike Sent from my iPad > On Mar 13, 2024, at 7:04 PM, Schilling, Nan wrote: > > Mike: > > I am hereby requesting that the following items be placed on the upcoming board meeting agenda for March 19, 2024: > > 1. Taking board action outside of a public, open meeting, and > 2. Status of resolution of the HVAC issues and impact upon the next phase. > > I will be providing to you later this evening corresponding documents which I am requesting be attached to the agenda regarding item #1. > > If you have any questions, please give me a call. > > Nancy

nschilling@nbcusd.org Schilling, Nan
To: mgreenlee@nbcusd.org Mike Greenlee

Friday, March 15, 2024 at 9:10:04 AM Central Daylight Time

Morning Mike:

Thanks for the update. Due to the large dollar amount of the HVAC project, I would like for it to be a separate item on the agenda for purposes of transparency.

I have no objection to discussing it as well during your report.

I will wait for ED's response to the other proposed agenda item.

Sincerely,
Nancy

On Fri, Mar 15, 2024 at 7:23 AM Mike Greenlee <mgreenlee@nbcusd.org> wrote:
Good morning,

I shared your agenda item request with Ed. In the meantime I uploaded the original agenda that we had put in place before the request, but we can modify today when a decision is made. Your item number 2 is already in my superintendent's report with an update from our meeting this week. Are you ok with it there? Board members could still comment on it there and there is no action being asked at the moment or would you ask to have it as a separate agenda item?

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Sent from my iPad

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>

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>

> If you have any questions, please give me a call.

>

> Nancy

New Treasurer's Reports

nschilling@nbcusd.org Schilling, Nan

Wednesday, March 13, 2024 at 7:19:16 AM Central Daylight Time

To: mgreenlee@nbcusd.org Mike Greenlee, scorder@nbcusd.org Stacey Corder

Stacey:

During my review of all the bank statements and treasurer's reports for the last nine (9) months I noticed that we are not providing a total of the amount spent each month by the district in relation to the district's approved budget. Specifically, I want to create a treasurer's report which will contain a column which will set forth the total annual approved budget for each fund and then a percentage of the amount spent by the district for that fund each month. Thus, we, the board and community, would know at each monthly board meeting, the exact amount of money spent from each fund and the remaining % in that fund for future expenditures in accordance with that's year budget. Do you have a report or does the Decision System software generate a report or other document(s) which would provide me with this information? I believe that this information would be very helpful to the board and community and I have found that other districts include this information on their treasurer's reports.

Thanks for the help,
Nancy

scorder@nbcusd.org Corder, Stacey

Wednesday, March 13, 2024 at 3:33:01 PM Central Daylight Time

To: nschilling@nbcusd.org Schilling, Nan

Cc: mgreenlee@nbcusd.org Mike Greenlee

Nan,

I had already created this report that will be on the agenda for this month's meeting. Let me know if you have any questions.

Can you clarify where you are getting nine (9) months? July to February is only eight (8) months.

On Wed, Mar 13, 2024 at 7:19 AM Schilling, Nan <nschilling@nbcusd.org> wrote:

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Thanks for the help,
Nancy

Stacey Corder, MBA
 Executive Director of Business
 North Boone Community Unit School District 200
 815.765.3322 Direct Line 815.765.9437



Attachments:

Finance Update Feb. 2024.pdf 256k

nschilling@nbcusd.org Schilling, Nan
 To: scorder@nbcusd.org Corder, Stacey

Wednesday, March 13, 2024 at 4:41:50 PM Central Daylight Time

Stacey:

That's great that you have this information and thank you for providing it to me. The nine (9) months were the June 2023 through February 2024 treasurer reports and supporting documents. July 2023 through September 2023 reports and supporting documents were provided to me in January 2024. Then in February 2024, I just received the remaining treasurer reports and supporting documentation for the five (5) months of October 2023 through February 2024. However, as we previously discussed via emails, there were issues with the June report and balances as well. I know we were both concerned about the June balances not matching. So those are the nine (9) months.

I actually went back and reviewed my emails from June 8th and June 16, 2023 and at that time I was informed that the March, April and May 2023 treasurer's reports were all "straightened out" and therefore the supporting documentation (bank statements, etc) should have been readily available. As a result, the March and April reports were not furnished until June 2023. So in actuality I have been attempting to get current treasurer's reports since March of 2023. So throughout my entire term as treasurer I have never been provided a current treasurer's report and supporting documentation. As a result, the district exceeded its approved budget by \$1,596,000 last year and we have approved a deficit budget this year for approximately \$1,000,000. I completely understand that you did not begin until July 2023 and were placed in a very difficult situation, but I too have been in an extremely difficult position as treasurer.

Thanks again and can you please email me the proposed treasurer report as well?

Nancy

On Wed, Mar 13, 2024 at 3:33 PM Corder, Stacey <scorder@nbcusd.org> wrote:

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scorder@nbcusd.org Corder, Stacey
To: nschilling@nbcusd.org Schilling, Nan
Cc: mgreenlee@nbcusd.org Mike Greenlee

Thursday, March 14, 2024 at 8:21:19 AM Central Daylight Time

Nan

If I recall, at the January meeting there was an agreement that FY23 was in the past and we were going to move forward. I sent you the June reconciliation on August 8, 2023. At that time we knew that I could no longer make any adjustments to FY23 we had to wait on the auditors.

What proposed Treasurer report are you asking that I email you? February's reports were uploaded into the shared file.

On Wed, Mar 13, 2024 at 4:42 PM Schilling, Nan <nschilling@nbcusd.org> wrote:

Stacey:

That's great that you have this information and thank you for providing it to me. The nine (9) months were the June 2023 through February 2024 treasurer reports and supporting documents. July 2023 through September 2023 reports and supporting documents were provided to me in January 2024. Then in February 2024, I just received the remaining treasurer reports and supporting documentation for the five (5) months of October 2023 through February 2024. However, as we previously discussed via emails, there were issues with the June report and balances as well. I know we were both concerned about the June balances not matching. So those are the nine (9) months.

I actually went back and reviewed my emails from June 8th and June 16, 2023 and at that time I was informed that the March, April and May 2023 treasurer's reports were all "straightened out" and therefore the supporting documentation (bank statements, etc) should have been readily available. As a result, the March and April reports were not furnished until June 2023. So in actuality I have been attempting to get current treasurer's reports since March of 2023. So throughout my entire term as treasurer I have never been provided a current treasurer's report and supporting documentation. As a result, the district exceeded its approved budget by \$1,596,000 last year and we have approved a deficit budget this year for approximately \$1,000,000. I completely understand that you did not begin until July 2023 and were placed in a very difficult situation, but I too have been in an extremely difficult position as treasurer.

Thanks again and can you please email me the proposed treasurer report as well?

Nancy

On Wed, Mar 13, 2024 at 3:33 PM Corder, Stacey <scorder@nbcusd.org> wrote:

Nan,

I had already created this report that will be on the agenda for this month's meeting. Let me know if you have any questions.

Can you clarify where you are getting nine (9) months? July to February is only eight (8) months.

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Thanks for the help,
Nancy

--

Stacey Corder, MBA
Executive Director of Business
North Boone Community Unit School District 200
815.765.3322 Direct Line 815.765.9437



--

Stacey Corder, MBA
Executive Director of Business
North Boone Community Unit School District 200
815.765.3322 Direct Line 815.765.9437



nshilling@nbcusd.org Schilling, Nan
To: scorder@nbcusd.org Corder, Stacey
Cc: mgreenlee@nbcusd.org Mike Greenlee

Thursday, March 14, 2024 at 9:13:56 AM Central Daylight Time

Stacey:

Your email asked for clarification regarding the 9 months I was referring to, which encompasses June 2023. You are absolutely correct that we could not ascertain the exact amount the board exceeded FY23's budget until the auditors completed their review, which did not occur until January 2024. That is the reason I referenced June, because it was not finalized until January 2024, which is the 9 months I referenced.

Yes, the treasurer's report was attached. My apologies I missed that in the shared folder. Can you explain to me why the site and construction account is showing a negative cash balance of (\$449,154.56). I am unclear how the district's cash account is negative and to that extent. Also, why is the year to date interest in this account also a negative (\$70,348.12). Again, I am unclear as to how the district is earning YTD negative interest.

I appreciate the help and know you want to get these numbers figured out as much as I do.

Sincerely,
Nancy

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 815.765.3322 Direct Line 815.765.9437



scorder@nbcusd.org Corder, Stacey
 To: nschilling@nbcusd.org Schilling, Nan
 Cc: mgreenlee@nbcusd.org Mike Greenlee

Thursday, March 14, 2024 at 10:28:50 AM Central Daylight Time

Nan,

The Capital Projects Fund is not negative in total at the end of February the fund balance was \$852,780.03. Yes the cash line was negative. All of the expenses for the steam damage were paid out of this fund. We are currently waiting for the checks from the insurance company to reimburse us for the expenses less our deductible. These checks will be just over \$800k in total. I did not want to transfer money out of the investments and lose interest there when I know we have the money coming in and very little expenses going out of the fund currently.

Interest: This will be corrected as of March. I also noticed this when I was doing some verifying of revenue last week. When I made the entry for the December bond payments I had fat fingers and posted to fund 60 (capital projects) instead of fund 30 (debt service) in the amount of \$139,700. There will also be an adjustment for a tax payment that the revenue posted to interest revenue account and not the tax revenue account (across all funds). I periodically check and verify the revenue accounts match records, this is how I found these two things that need to be corrected.

On Thu, Mar 14, 2024 at 9:14 AM Schilling, Nan <nschilling@nbcusd.org> wrote:

Stacey:

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Board Meeting Protocols

emulholland@nbcusd.org Mulholland, Ed
To: schoolboard@nbcusd.org SchoolBoard

Thursday, February 29, 2024 at 7:19:12 PM Central Standard Time

All-
Scott N will be at the March board meeting and will address the board meeting protocols concerns that were discussed at the previous meeting. Please refrain from directing calls and e-mails to the district office on this matter.

Ed

jhutchinson@nbcusd.org
To: asowers@nbcusd.org Andrea Sowers

Tuesday, March 5, 2024 at 8:39:47 PM Central Standard Time

Here is another one that mentions communications with staff.
Sent from my iPhone

Begin forwarded message:

From: "Mulholland, Ed" <emulholland@nbcusd.org>
Date: February 29, 2024 at 7:19:25 PM CST
To: SchoolBoard <schoolboard@nbcusd.org>
Subject: Board Meeting Protocols

All-

Scott N will be at the March board meeting and will address the board meeting protocols concerns that were discussed at the previous meeting. Please refrain from directing calls and e-mails to the district office on this matter.

Ed

asowers@nbcusd.org Sowers, Andrea
To: jhutchinson@nbcusd.org

Tuesday, March 5, 2024 at 9:31:08 PM Central Standard Time

Thank you!

Andrea Sowers

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
NBCUSD 200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065
☎ 815-765-9420 - office
✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

On Tue, Mar 5, 2024 at 8:40 PM <jhutchinson@nbcusd.org> wrote:
Here is another one that mentions communications with staff.
Sent from my iPhone

Begin forwarded message:

From: "Mulholland, Ed" <emulholland@nbcusd.org>
Date: February 29, 2024 at 7:19:25 PM CST

To: SchoolBoard <schoolboard@nbcusd.org>

Subject: Board Meeting Protocols

All-

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Ed

Board Agenda Item 1 Attachments

nschilling@nbcusd.org Schilling, Nan
To: mgreenlee@nbcusd.org Mike Greenlee

Wednesday, March 13, 2024 at 8:19:48 PM Central Daylight Time

Mike:

Attached hereto are the public documents I am requesting be attached to the board agenda for the March 19th meeting.

Sincerely,
Nancy Grimme Schilling

Attachments:

Board Action.pdf 1.1M

mgreenlee@nbcusd.org Greenlee, Mike
To: senemanich@ktjlw.com Scott E. Nemanich, emulholland@nbcusd.org Mulholland, Ed

Thursday, March 14, 2024 at 9:24:34 AM Central Daylight Time

Here is what she provided for the additional agenda item #1

----- Forwarded message -----

From: **Schilling, Nan** <nschilling@nbcusd.org>
Date: Wed, Mar 13, 2024 at 8:20 PM
Subject: Board Agenda Item 1 Attachments
To: Mike Greenlee <mgreenlee@nbcusd.org>

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Dr. Michael J. Greenlee
Superintendent
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

Attachments:

Board Action.pdf 1.1M

senemanich@ktjlw.com Scott E. Nemanich
To: mgreenlee@nbcusd.org Greenlee, Mike

Thursday, March 14, 2024 at 9:34:22 AM Central Daylight Time

Do your board members have the right to have agenda items added or does it take you, or Ed or 2 or more board members?



SCOTT E. NEMANICH
Partner

senemanich@ktjlaw.com
o: 708.349.3888 | c: 815.347.7851

15010 S. Ravinia Avenue, Ste 10
Orland Park, IL 60462 | p: 708.349.3888

ktjlaw.com

From: Greenlee, Mike <mgreenlee@nbcusd.org>
Sent: Thursday, March 14, 2024 9:25 AM
To: Scott E. Nemanich <senemanich@ktjlaw.com>; Mulholland, Ed <emulholland@nbcusd.org>
Subject: Fwd: Board Agenda Item 1 Attachments

Caution: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe. -IT Department

Here is what she provided for the additional agenda item #1

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From: **Schilling, Nan** <nschilling@nbcusd.org>
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To: Mike Greenlee <mgreenlee@nbcusd.org>

Mike:

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Sincerely,

Nancy Grimme Schilling

Dr. Michael J. Greenlee

Superintendent

North Boone CUSD #200

6248 North Boone School Rd.

Poplar Grove, IL 61065

(815)765-3322

Attachments:

image001.png 181

image002.png 1.6k

mgreenlee@nbcusd.org Greenlee, Mike
To: senemanich@ktjlaw.com Scott E. Nemanich

Thursday, March 14, 2024 at 9:47:53 AM Central Daylight Time

Under our Board agreements that were approved in February, #1 says they may request to put agenda items on the agenda, the Board President and superintendent will confer and decide.

Mike

On Thu, Mar 14, 2024 at 9:34 AM Scott E. Nemanich <senemanich@ktjlaw.com> wrote:

Do your board members have the right to have agenda items added or does it take you, or Ed or 2 or more board members?



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Partner

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North Boone CUSD #200
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Attachments:

- image001.png** 181
- image002.png** 1.6k

mgreenlee@nbcusd.org Greenlee, Mike
To: senemanich@ktjlaw.com Scott E. Nemanich

Friday, March 15, 2024 at 10:15:17 AM Central Daylight Time

----- Forwarded message -----

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Attachments:

Board Action.pdf 1.1M

senemanich@ktjlaw.com Scott E. Nemanich
To: mgreenlee@nbcusd.org Greenlee, Mike

Sunday, March 17, 2024 at 2:37:00 PM Central Daylight Time

Mike, can you please send me the policy as to the power of the president and also whatever you did find as to the board and streaming and repeating video of bd. meetings? Thanks Scptt N



SCOTT E. NEMANICH
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From: Greenlee, Mike <mgreenlee@nbcusd.org>
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Attachments:

- image001.png** 181
- image002.png** 1.6k

mgreenlee@nbcusd.org Greenlee, Mike
To: senemanich@ktjlaw.com Scott E. Nemanich

Monday, March 18, 2024 at 7:39:17 AM Central Daylight Time

Good Morning Scott,

I will forward you 3 emails with policies and board agreements for your info. I may try to touch base with you one more time after you get a chance to prep for the meeting.

Thanks,

Mike

On Sun, Mar 17, 2024 at 2:37 PM Scott E. Nemanich <senemanich@ktjlaw.com> wrote:

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Sent: Friday, March 15, 2024 10:15 AM

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image002.png 1.6k

Message to the Board Members

2 messages

Sowers, Andrea <asowers@nbcusd.org>

Wed, Mar 20, 2024 at 8:11 AM

To: Mike Greenlee <mgreenlee@nbcusd.org>

North Boone Board of Education Members,

At last night's meeting during Audience to Visitor, Mr. Randall mentioned the December Board Agenda that was posted online was different from the Agenda distributed at the meeting. His comment really stuck with me last night and after I got home, I did look into it further. He is correct. The vote was not on the online agenda and I take full responsibility for that omission. I could try and make an excuse for it being omitted, but in the end, I was the one to not update the online portion when the Word Document was updated. I would like to offer my sincere apologies to all of you for this mistake and can only say that I will do my hardest to make sure that something like this does not happen again as I fully realize that it was an important item to have made such a mistake with.

Thank you for your time.

--



EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
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☎ 815-765-9420 - office
✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

Greenlee, Mike <mgreenlee@nbcusd.org>

Wed, Mar 20, 2024 at 11:12 AM

To: SchoolBoard <schoolboard@nbcusd.org>

Bcc: asowers@nbcusd.org

Good Morning,

Andrea and I were organizing thoughts, notes, and next steps from the meeting last night. She really wanted me to forward this to you, because she felt bad about what Bill referenced last night and did not want that to reflect on the Board. She works extremely hard for our district and I truly appreciate all she does for us.

Our apologies,

Mike

[Quoted text hidden]

--

Dr. Michael J. Greenlee

Superintendent

North Boone CUSD #200

6248 North Boone School Rd.

Poplar Grove, IL 61065

(815)765-3322

Reference

mmaxey@nbcusd.org Maxey, Mary

Wednesday, March 20, 2024 at 3:47:25 PM Central Daylight Time

To: mgreenlee@nbcusd.org Mike Greenlee, scorder@nbcusd.org Stacey Corder, emulholland@nbcusd.org Mulholland, Ed

Mike and Stacey,

I've attached the Mailer that Mr. Randall referenced last night along with the levy presentation from the October 2020 board meeting documents. See slide 29 of the levy presentation for the planned abatements totaling \$9,142,473.00. This would have been the most current document and estimates for abatement at the time we were running for re-election.

The Mailer and newspaper ad that was run was 100% truthful of the plans that were in place at the time we were running for re-election.

I'll be sending a copy of this to Mr. Randall.

Mary

Attachments:

10. B-Levy October 2020.docx.pdf 731k

2021 Election Mailer.pdf 47k

scorder@nbcusd.org Corder, Stacey

Thursday, March 21, 2024 at 7:51:54 AM Central Daylight Time

To: mmaxey@nbcusd.org Maxey, Mary

Cc: mgreenlee@nbcusd.org Mike Greenlee, emulholland@nbcusd.org Mulholland, Ed

Mary,

Please wait to send this to Mr. Randall if you have not already done so. I would like to do some checking into things before, if you wouldn't mind.

When did you send this mailer out?

On Wed, Mar 20, 2024 at 3:47 PM Maxey, Mary <mmaxey@nbcusd.org> wrote:

Mike and Stacey,

I've attached the Mailer that Mr. Randall referenced last night along with the levy presentation from the October 2020 board meeting documents. See slide 29 of the levy presentation for the planned abatements totaling \$9,142,473.00. This would have been the most current document and estimates for abatement at the time we were running for re-election.

The Mailer and newspaper ad that was run was 100% truthful of the plans that were in place at the time we were running for re-election.

I'll be sending a copy of this to Mr. Randall.

Mary

--
Stacey Corder, MBA

Executive Director of Business

North Boone Community Unit School District 200

815.765.3322 Direct Line 815.765.9437



ATTACHMENT X-B

ATTACHMENT X-B: Levy
Recommended Action: Hear the Information

Please find an attached presentation on the tax levy. Information presented will be for discussion and will be further discussed at the Business Committee meeting on November 4th and the November Board of Education meeting. Public hearing on the tax levy with a final vote by the Board of Education is schedule for December 15, 2020. The tax levy must be filed with the County Clerk by December 29, 2020.

Tax Levy

North Boone Board of Education
October 20, 2020



Levy Timeline

October 20, 2020: Board of Education Meeting

*Tax Levy Presentation Overview

November 4, 2020: Business Committee Meeting

*Tax Levy Presentation

November 10, 2020: School Board Meeting

*Tax Levy Presentation

December 15, 2019: School Board Meeting

*Public Hearing on Tax Levy

*Adopt the Tax Levy

By law the levy must be filed with the County Clerk by December 29, 2020.

Revenue to School District

Education Funding in Illinois comes from:

*Local: Property taxes (these numbers are generated through the tax levy process)

*State: Evidence Based Funding
North Boone is considered a Tier 1 School in the EBF model
(funding level is the same as FY20)

*Federal: Grants (special education, medicaid, ELL, etc.)

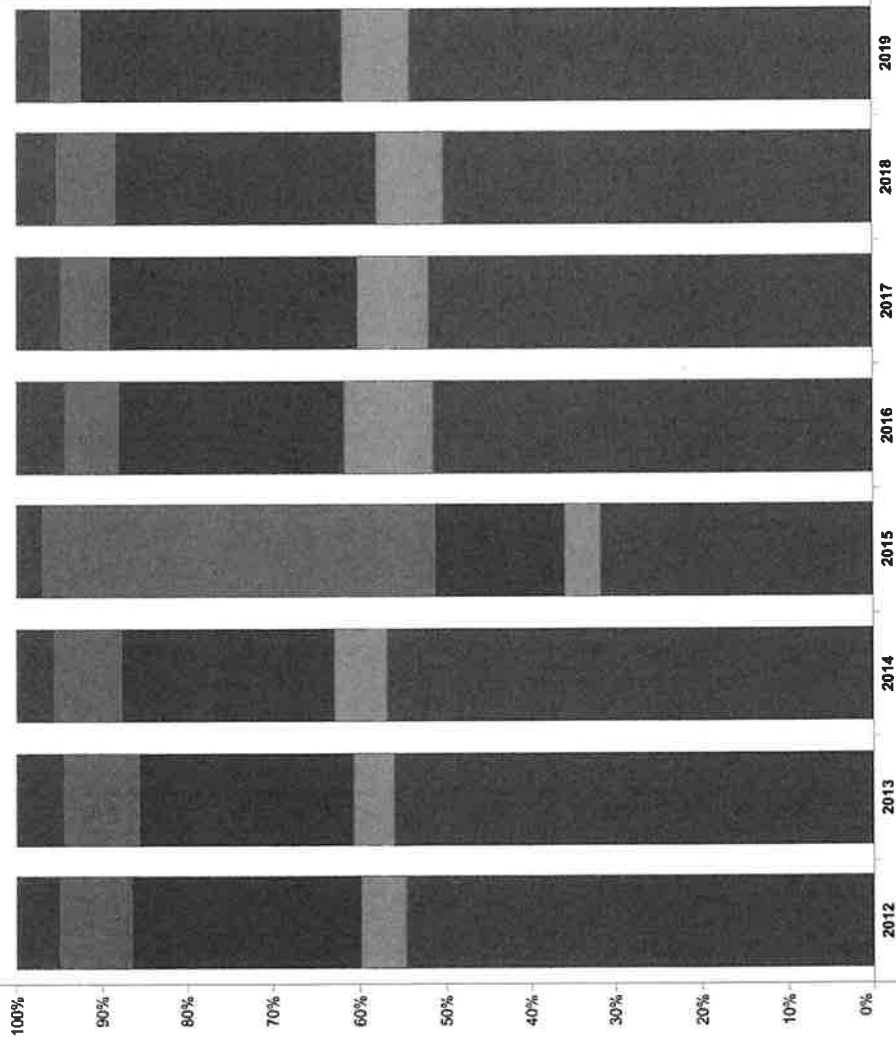
Per Student Revenue By Source

Selected Funds Only Included

Source: 5 Year AFR

% of Selected Actual - \$ Per Student

North Boone CUSD 200



Blue: Property Taxes

Orange: Other Local Revenue

Red: Evidence Based Funding

Purple: Other State Sources

Brown: Federal Sources

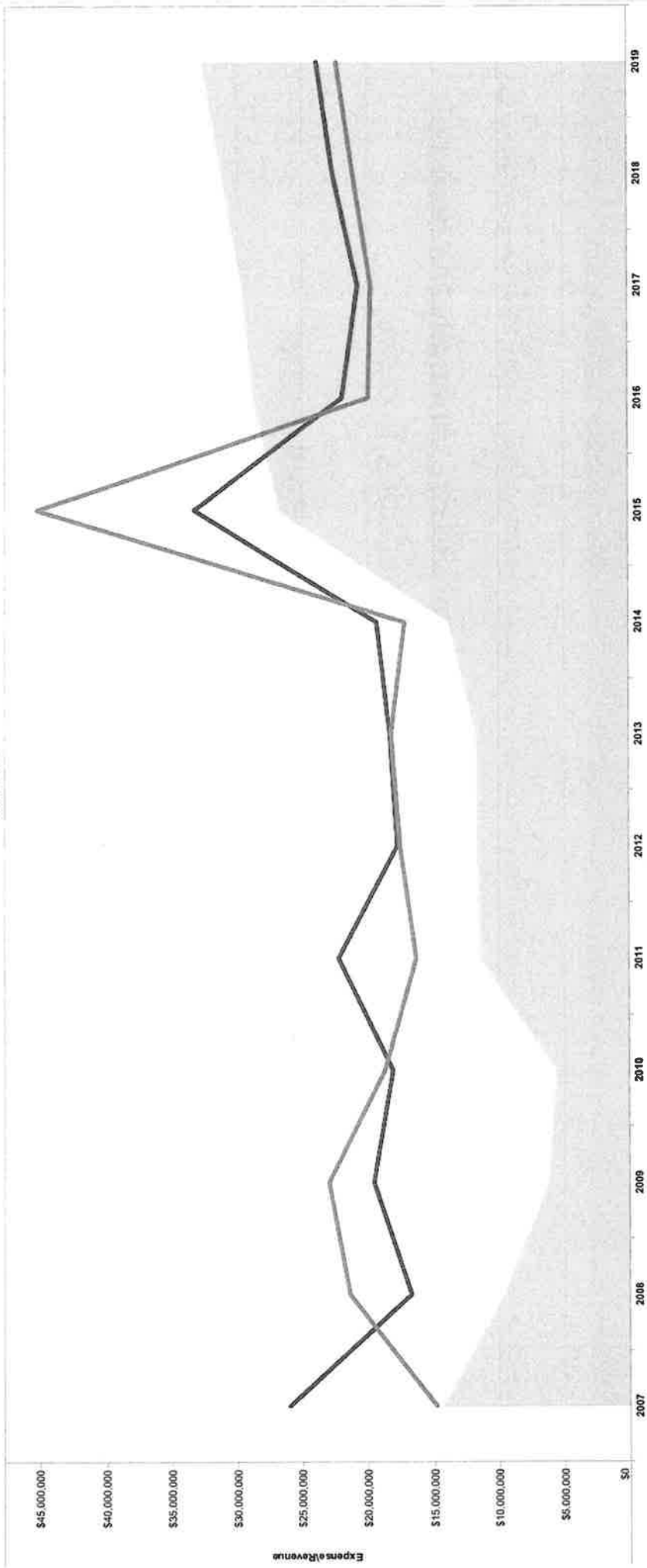
Fund Balances

10 Education:	\$14,174,523.57
20 Operations and Maintenance:	\$1,343,425.72
30 Debt Services:	\$13,604,770.25
40 Transportation:	\$1,659,388.39
50 Retirement/Social Security:	\$622,443.42
60 Capital Projects:	\$993,014.17
70 Working Cash:	\$974,151.33
80 Tort:	\$252,120.21
90 Fire Prevention:	\$153,027.84

*Unaudited Year End FY20

Revenue, Expenditures and Changes in Fund Balance

District: North Boone CUSD 200
Source: AFR



Blue shading: Fund Balances
Orange: Expenditures by Fund
Green: Revenue by Fund

What is a tax levy?

A tax levy is the total amount of taxes imposed by a school district. Annually the Board of Education based upon budgeted needs must adopt a Tax Levy

This accounts for over 50% of the revenue for a school district.

This year the levy is due to the counties by December 29, 2020

Tax-Capped Vs. Non-Tax-Capped

Tax-Capped: The Property Tax Extension Limitation Law (PTELL) is also known as tax caps. This means that the amount of tax extension is limited to the increase of lesser of 5 percent or CPI, additional amount for new construction and voter approved increases.

The purpose of a tax cap is to decrease taxes rapidly increasing.

Non-Tax-Capped: The voters approve maximum rates for Education, O & M and other operating funds.

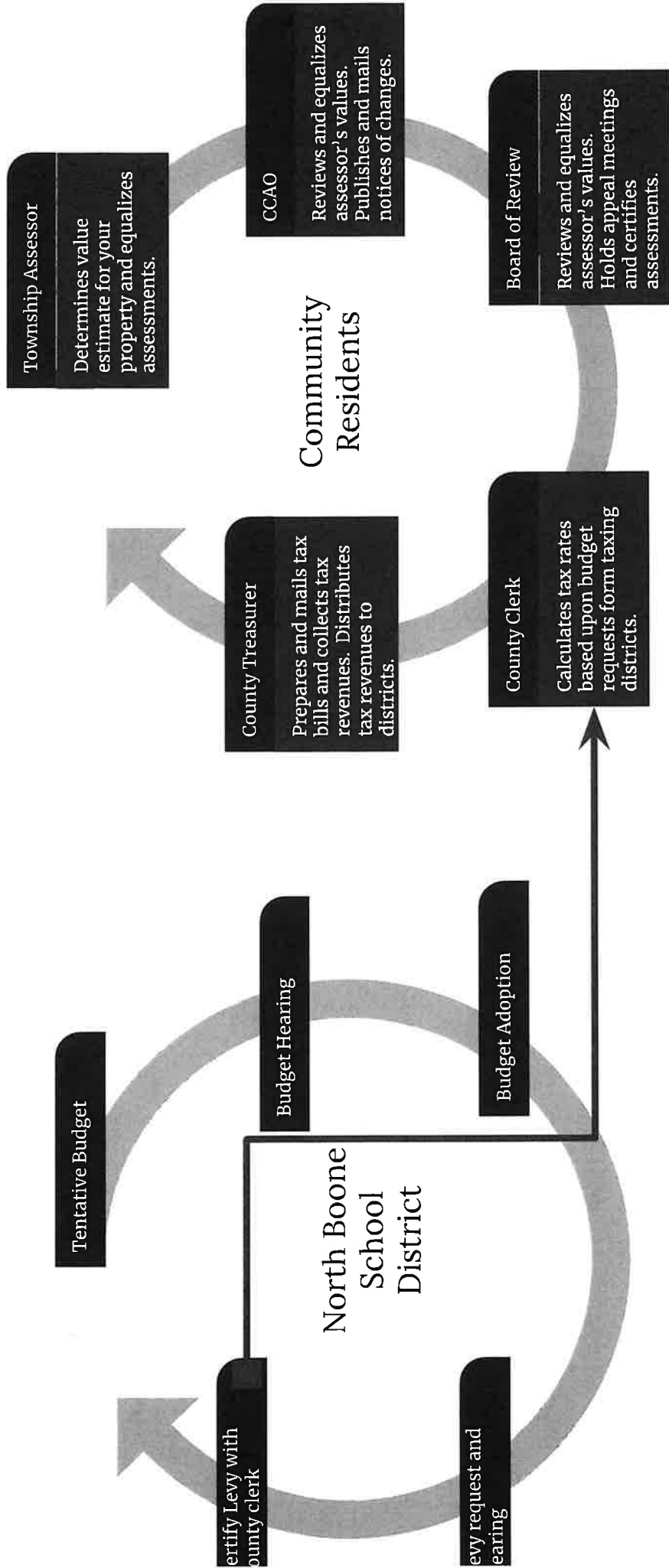
*North Boone is a Tax-Capped District

New Property

New property includes the assessed value of improvements or additions to existing improvements on any parcel that increased the assessed value.

Examples include home additions, new residential and commercial, former government property, etc.

In a tax capped district new property can provide additional tax revenue if captured in the levy.



Property Tax Cycle
 *Taken from Boone County Change of Assessment Form

Equalized Assessed Valuation (EAV)

The Equalized Assessed Valuation (EAV) is not known when the levy is adopted. Therefore, the EAV must be predicted so that estimates of taxes can be generated in funds with maximum rates can be made

Property is assessed at $\frac{1}{3}$ its fair market value.

The administration must assume what percentage of taxes actually will be collected.

Rate Setting EAV

2019: 163,760,038

2018: 154,816,039

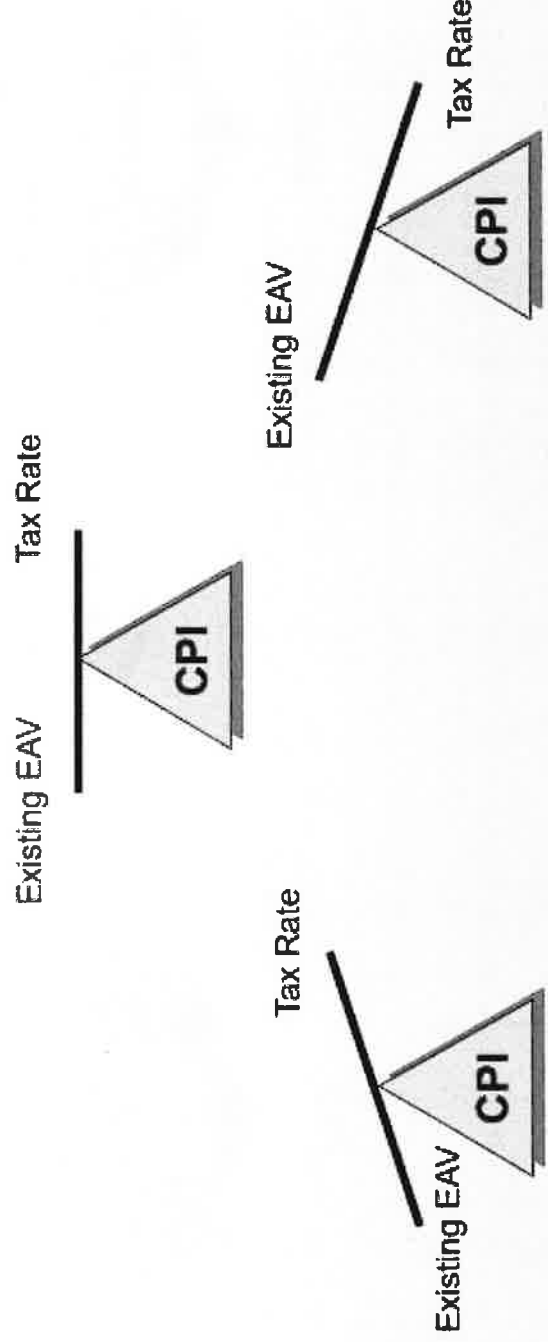
2017: 142,632,072

2016: 135,449,486

Estimated EAV Including new construction: \$175,462,296

Estimated New Construction: \$1,279,386

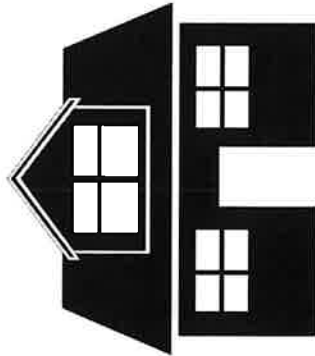
EAV Change, CPI and Tax Rate



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EAV Impact

2019



\$150,000

Tax Rate: 7.47912



2020



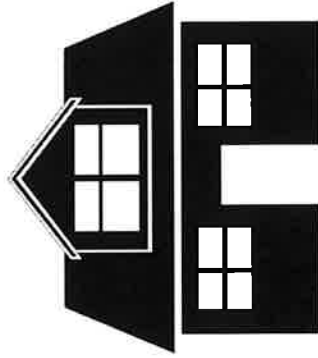
\$150,000

Tax Rate: 6.5919%

Possible savings of \$231.97

*EAV Impact

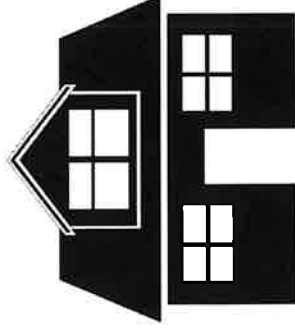
2019



\$150,000

Tax Rate: 7.47912

2020

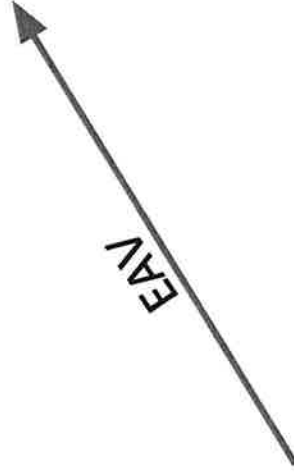


\$175,000

Tax Rate: 6.5919%

Taxes will increase

EAV



Consumer Price Index (CPI)

In addition to using the EAV to determine a levy, the CPI is also taken into account. The All Urban Consumers for year ending on December 31st is used to determine CPI.

2018 CPI: 2.1%

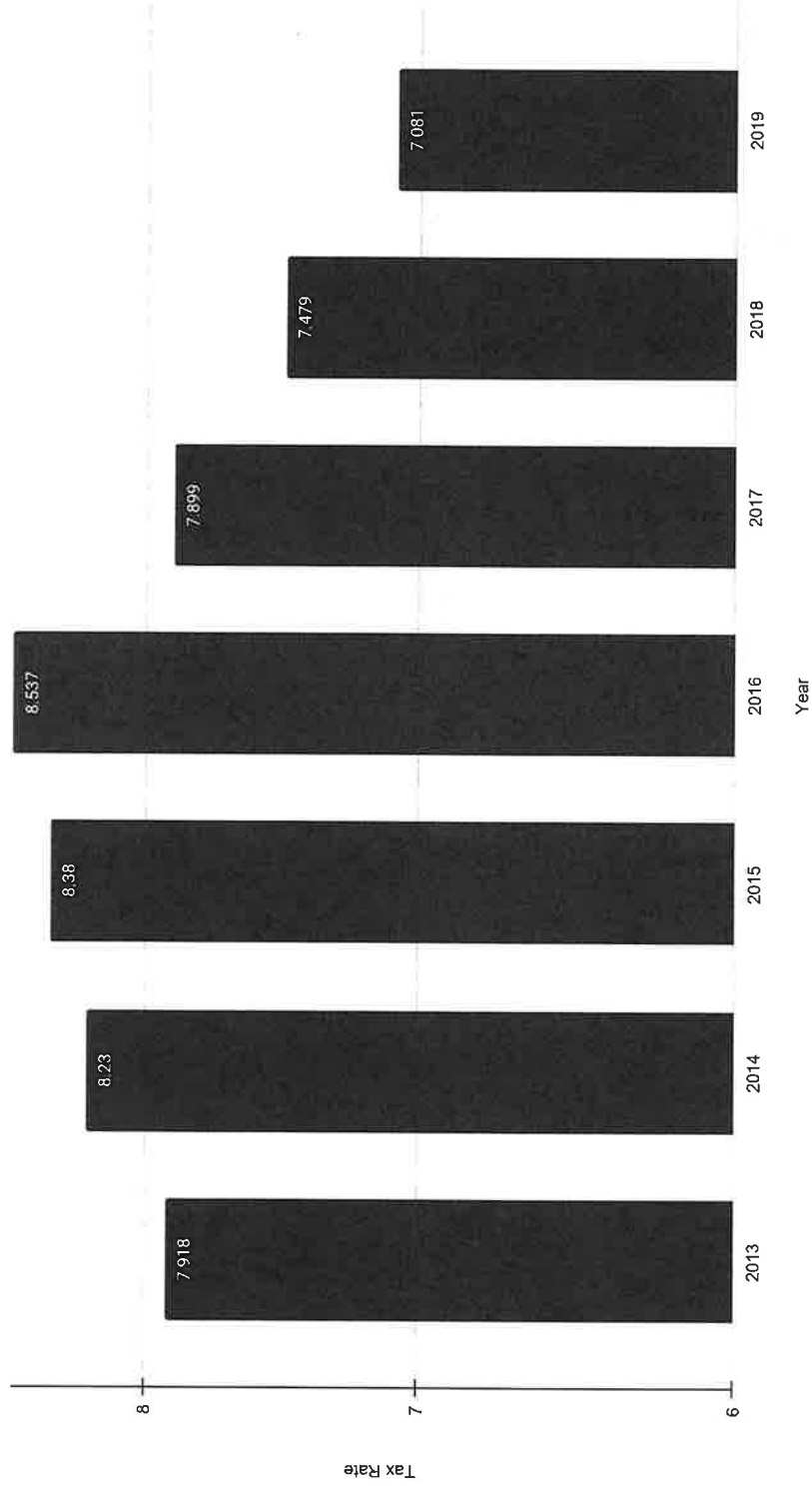
2019 CPI: 1.9%

2019 CPI: 2.3%

Tax rate

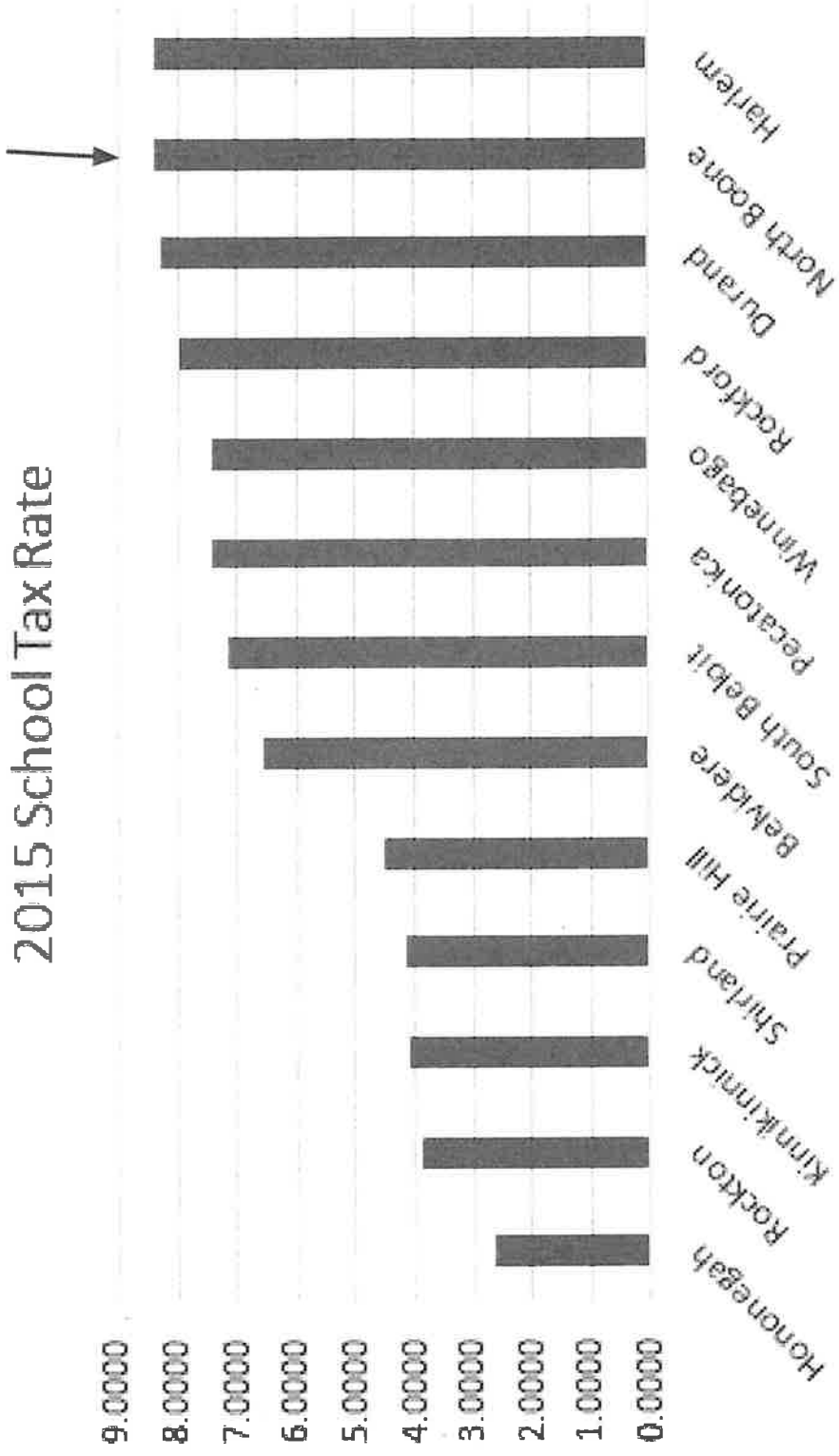
A tax rate in Illinois reflects the dollars levied per \$100 of equalized assessed valuation of real property. A tax rate is calculated by dividing the dollar amount of the tax levy by the total equalized assessed valuation (EAV) of the taxing district and multiplying the product by 100. For example, a levy of \$5,500,000 divided by a tax base of \$155,000,000 would produce a tax rate of \$.3548 per \$100 of EAV.

Tax Rate vs. Year



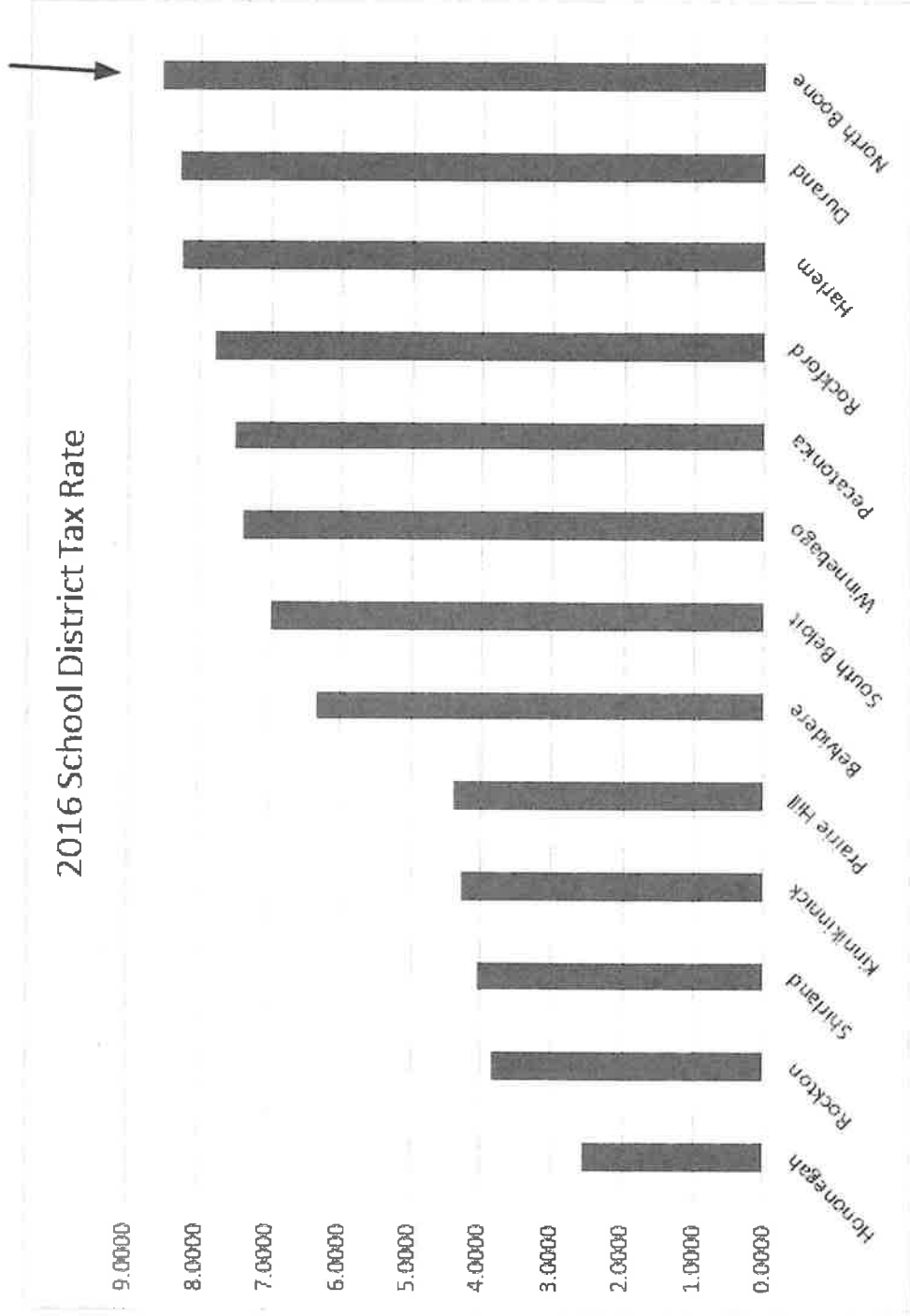
Tax Rate

2015 School Tax Rate

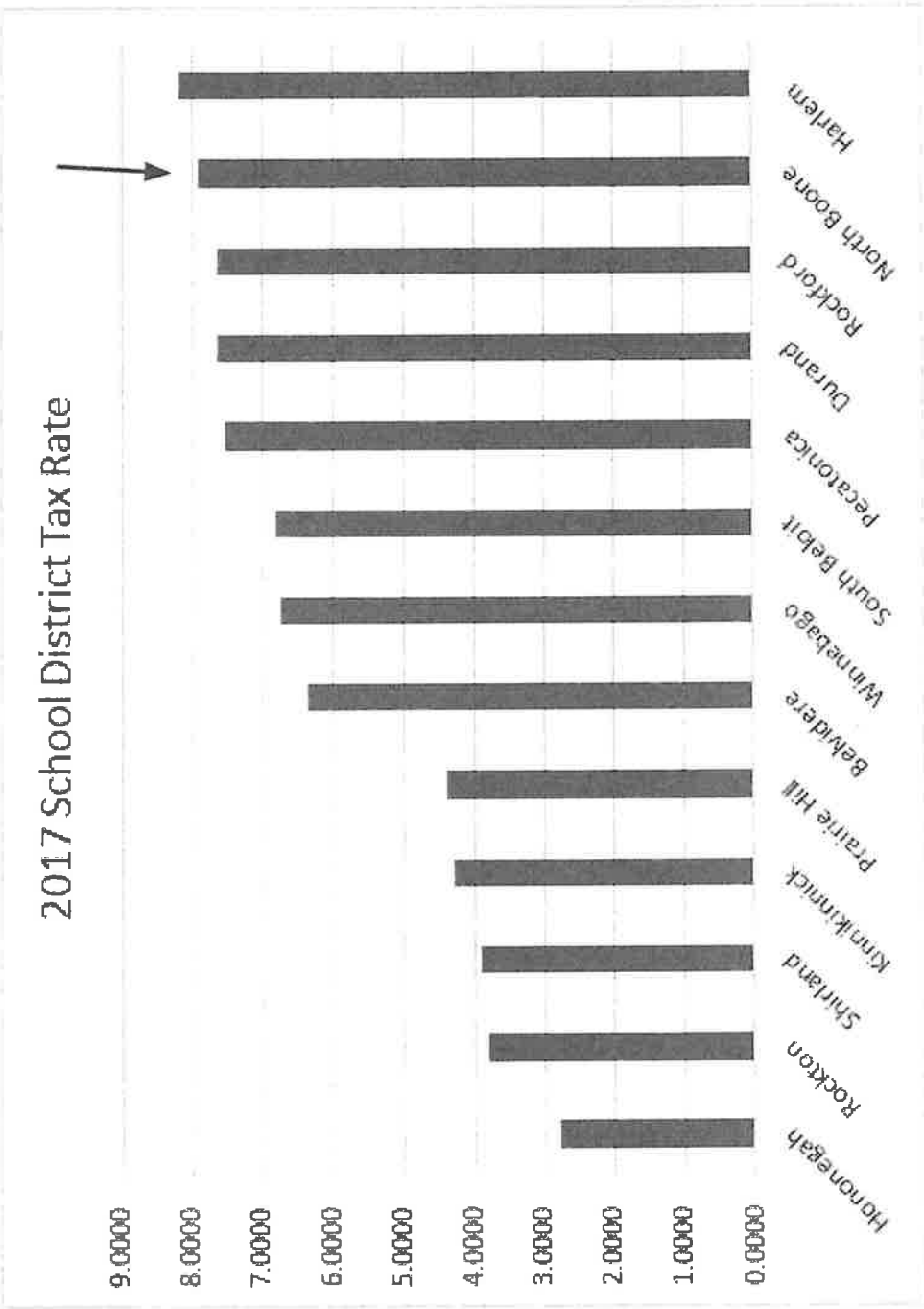


Tax Rate

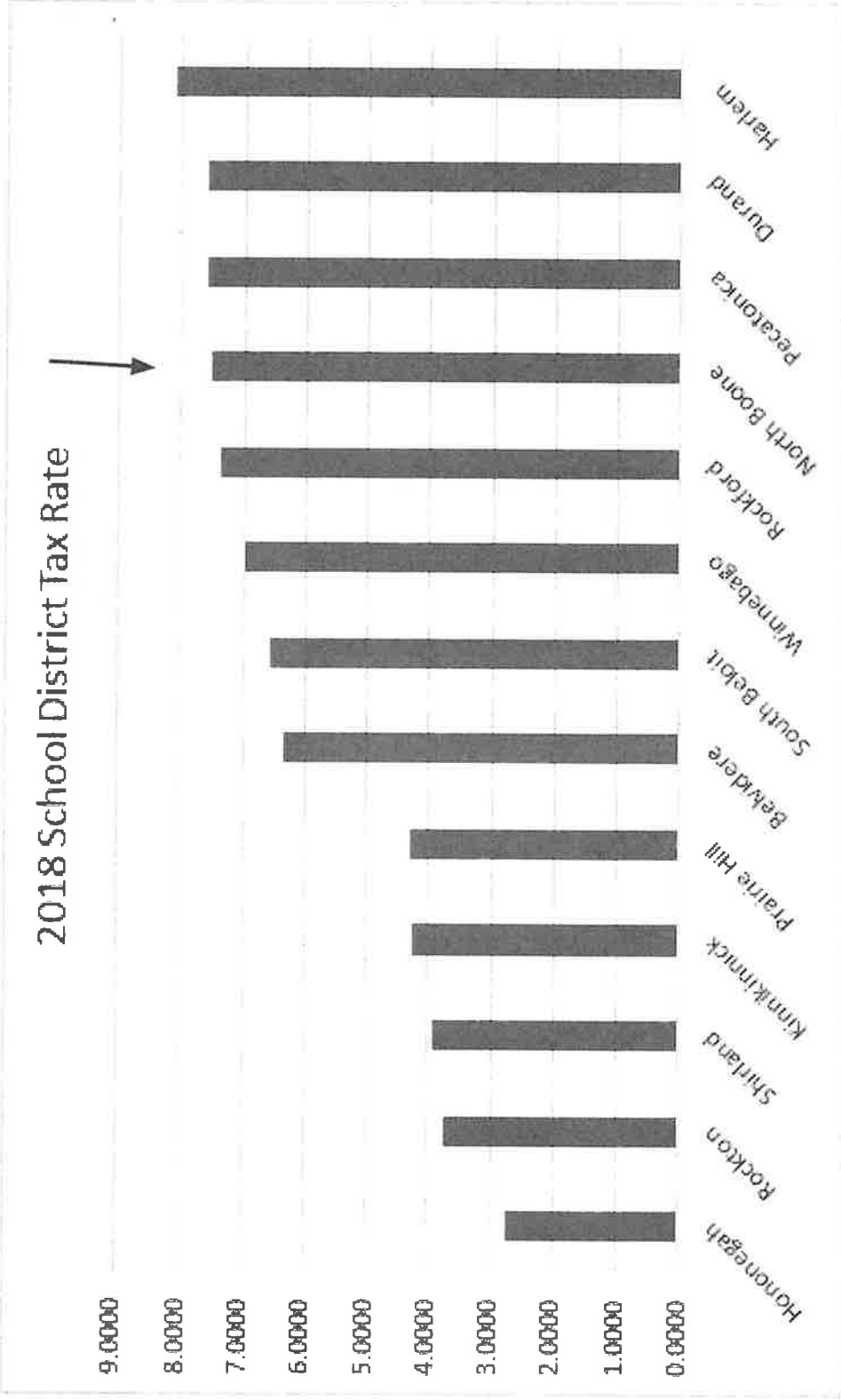
*Data provided by the ROE



Tax Rate
 *Data provided by the ROE



Tax Rate
 *Data provided by the ROE



Tax Rate
 *Data provided by the ROE

What happens after the levy is adopted?

Once the tax levy is adopted by the Board of Education, a copy of the resolution indicating that public hearing was held in accordance with the Truth in Taxation Act and a copy of the published certificate is submitted to the county clerk. Upon receipt of the tax levy the county clerk becomes responsible for generating individual tax bills for the property owners.

Tax Appeal process

Property owners have the right to appeal the assessed value of their property. An appeal can be made in writing to the county board of review and can also be appealed to the State Property Tax Appeal Board or Circuit Court. (PTAB)

School districts are entitled to notice when there is an appeal of over \$100,000

Appeals can delay the collection and distribution of some property taxes.

TIF-Tax Increment Financing

Some municipalities use TIF districts to help encourage redevelopment for commercial or residential use.

In a TIF district the tax revenue is used for the municipality for infrastructure and is not available to the school for 23 years or longer.

North Boone does not have any TIF districts.

Maximum Rate

Funds have a maximum rate established for each fund with the exception of Debt Services and IMRF/Social Security which reflect the District needs.

If a District levies over the maximum rate the District must decide how to allocate the tax revenue between the funds without going over the maximum rate. This is done before final tax bills are sent out to determine the tax rate.

Previous Tax Levy

	2019 Tax Request	Total Extension
Education	\$5,300,000	\$5,300,022.35
O&M	\$1,200,000	\$1,199,999.46
Transportation	\$1,100,000	\$1,038,660.81
Working Cash	\$45,000	\$32,973.36
Municipal Retirement	\$358,000	\$346,220.27
Social Security	\$388,000	\$362,706.95
Fire Prevention	\$54,000	\$0.00
Tort	\$206,000	\$197,840.16
Special Education	\$1,000,000	\$920,368.89
Leasing	\$4,761	\$0.00
Total (capped)	\$9,655,761	\$9,398,792.25

Abatement of Bonds

Tax abatement

Abatement is a process by which school district (and other entities) reduce their request for tax money (the levy).

For 2019 the district abated

*\$1,100,000

For 2020 the district is schedule to abate

*\$1,400,000

Future Abatement of Bonds

*Planned abatement schedule

Levy Year	Total	Abatement 1	Abatement 2	Net Levy
2020	\$3,554,400	(\$1,200,000)	(\$200,000)	\$2,154,400
2021	\$4,454,400	(\$2,200,000)	(\$200,000)	\$2,054,400
2022	\$4,404,400	(\$2,250,000)	(\$200,000)	\$1,954,400
2023	\$4,749,400	(\$2,692,473)	(\$200,000)	\$1,856,927
2024	\$2,064,400		(\$328,577)	\$1,735,823

Property Tax Relief Grants

Provides school districts with high tax rates relative to other school districts with an opportunity to lower the property tax burden on local taxpayers with the state replacing a portion of foregone tax revenue with state funds.

Grant is due in January 2021

*Option 1

*Levy CPI (2.3%)

*Levy additional money for increase in final EAV & new construction

*Abate bonds at previously agreed upon amount of \$1,400,000

*Estimated Levy Rate 6.9007%

Total Capped:	9,694,007
+	
Bond/Interest:	2,154,400
=	
Total all funds	11,848,408

*Option 2

*Levy CPI (2.3%)

*Levy additional money for increase in final EAV & new construction

*Abate bonds at previously agreed upon amount of \$1,400,000

*Abate additional CPI % of about \$225,000

*Estimated Levy Rate 6.7697%

Total Capped: 9,694,007

+

Bond/Interest 1,929,400

=

Total all funds 11,623,408

*Option 3

*Do not levy CPI increase of 2.3%

*Abate bonds at previously agreed upon amount of \$1,400,000

*Estimated Levy Rate 6.7738%

District can potentially lose up to \$225,000 in revenue

Total Capped: 9,476,058

+

Bond/Interest 2,154,400

=

Total all funds 11,630,459

Overview of Options

	Option 1	Option 2 (abate extra)	Option 3 (No CPI)
Estimated Tax Rate	6.9007%	6.7697%	6.7738%
Capped	\$9,694,007	\$9,694,007	\$9,476,058
Not Capped	\$2,154,400	\$1,929,000	\$2,154,400
Total	\$11,848,408	\$11,623,408	\$11,630,459

Questions?

Further Recommendations

Next meeting for the Levy is November 4, 2020

Melissa Geyman

Contact: mgeyman@nbcusd.org

or (815) 765-9437

MULHOLLAND • HAVERLY • MAXEY NORTH BOONE SCHOOL BOARD



Please Vote On April 4th!

We are proud of the conservative record we've maintained as integral members of the NBCUSD Board that:

- *Worked diligently to reduce the tax rate from 8.38% to 6.47%
- *Abated over \$6,000,000 in taxes on district bonds over the past 8 years with an additional \$9,000,000 of abatements planned over the next 4 years
- *Built a new parking lot at Capron Elementary
- *Reduced registration fees by 50%
- *Focused time and energy on improved teacher retention
- *Hired and retained an effective Administrative Team that has not only greatly improved academics but has also positively impacted district-wide culture
- *Update our entire bus fleet and paved the Administrative Building's bus parking lot
- *Received a rating of 3.9 (out of 4) on the most recent audit of the District finances

All Of The Above, Without Raising Your Taxes!

DEDICATED • COMMITTED • EXPERIENCED

FOIA Request

asowers@nbcusd.org Sowers, Andrea

Tuesday, March 5, 2024 at 8:20:24 AM Central Standard Time

To: TKinser@nbcusd.org Tom Kinser, nschilling@nbcusd.org Nan Schilling, jhaverly@nbcusd.org Haverly, Joe, mmaxey@nbcusd.org Mary Maxey, bhaselhorst@nbcusd.org Brian Haselhorst, jhutchinson@nbcusd.org Judy Hutchinson, emulholland@nbcusd.org Mulholland, Ed

Good morning!

I am in receipt of a FOIA request asking for the following information:

"All emails, texts, letters, or messages, to or from, any School Board Member, Dr. Greenlee, Administration Staff or Principals of the district, which discuss, order, suggest, or which mentions attendance by staff, at the School Board Meeting held February 20, 2024. From the time period 1-1-2024 thru 2-21-2024."

If you are in possession of any of this information, please forward a copy to me as soon as possible. If you do not have any, please respond to this email stating this.

Thank you.

--

Andrea Sowers

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
NBCUSD 200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065
815-765-9420 - office
ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

jhaverly@nbcusd.org Haverly, Joe

Monday, March 18, 2024 at 10:30:27 AM Central Daylight Time

To: asowers@nbcusd.org Sowers, Andrea, mgreenlee@nbcusd.org Mike Greenlee, emulholland@nbcusd.org Ed Mulholland

Good morning folks.

When we got this email from Andrea, it asked for the emails and correspondences regarding:

"All emails, texts, letters, or messages, to or from, any School Board Member, Dr. Greenlee, Administration Staff or Principals of the district, which discuss, order, suggest, or which mentions attendance by staff, at the School Board Meeting held February 20, 2024. From the time period 1-1-2024 thru 2-21-2024."

I had no emails of that sort. Was that a request of Nans?

But, when I look at the email forwarded by Mike with all of those attached correspondences, I see that William Randal requested emails discussing "harassment or inappropriate behaviors". I DID send an email two days after that request was made that was not included.

I just wanted to make sure that I was/we were clear about the difference between Andrea's request for correspondences regarding "staff attendance" (which I think was Nan's request) and Williams request for correspondences regarding in appropriate behavior.

Are we good?

On Tue, Mar 5, 2024 at 8:20 AM Sowers, Andrea <asowers@nbcusd.org> wrote:

Good morning!

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Thank you.

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Andrea Sowers

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
NBCUSD 200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065
815-765-9420 - office
ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

asowers@nbcusd.org Sowers, Andrea

Monday, March 18, 2024 at 10:33:36 AM Central Daylight Time

To: jhaverly@nbcusd.org Haverly, Joe

Cc: mgreenlee@nbcusd.org Mike Greenlee, emulholland@nbcusd.org Ed Mulholland

Hello!

The entire FOIA Request did come from William Randall. As for the email that you sent, I just searched through my emails and did not see it. What was the date of your email and who did you send it to?

On Mon, Mar 18, 2024 at 10:28 AM Haverly, Joe <jhaverly@nbcusd.org> wrote:

Good morning folks.

When we got this email from Andrea, it asked for the emails and correspondences regarding:

"All emails, texts, letters, or messages, to or from, any School Board Member, Dr. Greenlee, Administration Staff or Principals of the district, which discuss, order, suggest, or which mentions attendance by staff, at the School Board Meeting held February 20, 2024. From the time period 1-1-2024 thru 2-21-2024."

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If you are in possession of any of this information, please forward a copy to me as soon as possible. If you do not have any, please respond to this email stating this.

Thank you.

Andrea Sowers

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
NBCUSD 200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065

☎ 815-765-9420 - office

✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

Andrea Sowers

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
NBCUSD 200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065

☎ 815-765-9420 - office

✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

Nbcusd Nov packet enrollment

wfrii2001@yahoo.com Bill

Sunday, November 12, 2023 at 8:27:19 PM Central Standard Time

To: wfrii2001@yahoo.com Bill

To: emulholland@nbcusd.org emulholland@nbcusd.org

Ed,

Please review the enrollment numbers listed under the Nov regular board meeting. 2023 to 2024 a drop of over 400 students? I believe 2023 grossly exaggerated the prek-4 numbers. If not please choose 2 schools to shutter immediately. Thanks Bill Randall

Sent from Yahoo Mail on Android

Director of Business Services

wfrii2001@yahoo.com Bill

Wednesday, March 20, 2024 at 6:20:33 PM Central Daylight Time

To: wfrii2001@yahoo.com Bill

To: mGreenlee@nbcusd.org mGreenlee@nbcusd.org

Dear Dr Greenlee,

Would you please thank Ms Corder on my behalf for her finance presentation at the March board meeting. That update was certainly needed after the audit summary in January. Ms Corder was able to explain the differences between certain numbers, what they represented and why she chose to track certain data. I am encouraged by the growth of her presentation skills.

I was particularly thankful for the total YTD revenue received and the current YTD revenue received in the education fund.

Thank you!

William Randall

Yahoo Mail: Search, Organize, Conquer

mgreenlee@nbcusd.org Greenlee, Mike

Thursday, March 21, 2024 at 8:28:59 AM Central Daylight Time

To: wfrii2001@yahoo.com Bill

Thank you for the email and nice words. Those are appreciated right now!!!! Always feel free to set a time with Stacey or I if you need any information or clarifications. We appreciate your effort to be accurate and informed.

Have a great weekend.

Mike

On Wed, Mar 20, 2024 at 6:20 PM Bill <wfrii2001@yahoo.com> wrote:

Dear Dr Greenlee,

Would you please thank Ms Corder on my behalf for her finance presentation at the March board meeting. That update was certainly needed after the audit summary in January. Ms Corder was able to explain the differences between certain numbers, what they represented and why she chose to track certain data. I am encouraged by the growth of her presentation skills.

I was particularly thankful for the total YTD revenue received and the current YTD revenue received in the education fund.

Thank you!

William Randall

Yahoo Mail: Search, Organize, Conquer

--
Dr. Michael J. Greenlee
Superintendent
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

Treasurer's report by fund for June 2023

wfrii2001@yahoo.com wfrii2001

Friday, November 17, 2023 at 2:02:08 PM Central Standard Time

To: nschilling@nbcusd.org

Dear Mrs Schilling,

I glanced over the June 2023 treasurer's report and noticed the Fire Prevention and Safety fund had a balance listed as \$294,042.72. I also viewed the unaudited FY23 Fund balances 06/30/23 and the Fire/Life Safety fund reflected \$63,437.

I attached copies of the documents I was trying to compare.
Am I missing some logical reason for such a difference?

Thank you,

William Randall

Sent from my Galaxy

Attachments:

Screenshot_20231116-121316_YouTube.jpg 142k

20231117_135659.jpg 1.2M

nschilling@nbcusd.org Schilling, Nan

Wednesday, November 22, 2023 at 3:25:35 PM Central Standard Time

To: wfrii2001@yahoo.com wfrii2001

Mr. Randall:

Thank you so much for your email and also for attending the board meeting. I truly appreciate your questions and participation at the meeting. You are correct those numbers should match. I contacted the business manager to get an answer for you. Unfortunately, I was not the treasurer then and I still have no documents for July forward. Once the audit is complete which should be done by December, I am told the numbers will be final. Once I hear back from the business manager, Stacy I will let you know her response.

Thank you again and please continue to attend the board and facilities meetings as well.

Sincerely,

Nancy Grimme Schilling

On Fri, Nov 17, 2023 at 3:02 PM wfrii2001 <wfrii2001@yahoo.com> wrote:

Dear Mrs Schilling,

I glanced over the June 2023 treasurer's report and noticed the Fire Prevention and Safety fund had a balance listed as \$294,042.72. I also viewed the unaudited FY23 Fund balances 06/30/23 and the Fire/Life Safety fund reflected \$63,437.

I attached copies of the documents I was trying to compare.
Am I missing some logical reason for such a difference?

Thank you,

William Randall

Sent from my Galaxy

Chronic Absenteeism

kneri@nbcusd.org Neri, Kari

Thursday, November 16, 2023 at 1:19:39 PM Central Standard Time

To: meckmann@nbcusd.org Marc Eckmann, mgreenlee@nbcusd.org Greenlee, Mike

Hi,

William Randall visited the office today. He let me know that we misspoke at the Board meeting about Chronic Absenteeism. We said that it's 10 or more days of being absent, when it's really 10%. He would like us to inform the Board formally.

Mike, would you like me to send the Board an email?

Kari L. Neri
Chief Academic Officer
North Boone School District
815-765-3322
Twitter: @karineri_curr



mgreenlee@nbcusd.org Greenlee, Mike

Thursday, November 16, 2023 at 6:48:44 PM Central Standard Time

To: kneri@nbcusd.org Neri, Kari

No - I will clarify it at the next Board meeting during superintendent's report

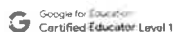
On Thu, Nov 16, 2023 at 1:20 PM Neri, Kari <kneri@nbcusd.org> wrote:

Hi,

William Randall visited the office today. He let me know that we misspoke at the Board meeting about Chronic Absenteeism. We said that it's 10 or more days of being absent, when it's really 10%. He would like us to inform the Board formally.

Mike, would you like me to send the Board an email?

Kari L. Neri
Chief Academic Officer
North Boone School District
815-765-3322
Twitter: @karineri_curr



--
Dr. Michael J. Greenlee
Superintendent
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

4/22/24, 2:23 PM

Google Vault - Chronic Absenteeism

kneri@nbcusd.org Neri, Kari

Monday, November 20, 2023 at 9:47:53 AM Central Standard Time

To: mgreenlee@nbcusd.org Greenlee, Mike

Sounds good.

Kari L. Neri
Chief Academic Officer
North Boone School District
815-765-3322
Twitter: @karineri_curr



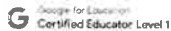
On Thu, Nov 16, 2023 at 6:49 PM Greenlee, Mike <mgreenlee@nbcusd.org> wrote:
No - I will clarify it at the next Board meeting during superintendent's report

On Thu, Nov 16, 2023 at 1:20 PM Neri, Kari <kneri@nbcusd.org> wrote:
Hi,

William Randall visited the office today. He let me know that we misspoke at the Board meeting about Chronic Absenteeism. We said that it's 10 or more days of being absent, when it's really 10%. He would like us to inform the Board formally.

Mike, would you like me to send the Board an email?

Kari L. Neri
Chief Academic Officer
North Boone School District
815-765-3322
Twitter: @karineri_curr



--
Dr. Michael J. Greenlee
Superintendent
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

Response to OMA Request from Mr. Randall

nschilling@nbcusd.org Schilling, Nan
To: mgreenlee@nbcusd.org Mike Greenlee

Monday, April 8, 2024 at 2:06:25 PM Central Daylight Time

Mike:

I received the OMA Violation submitted by Mr. Randall from Ed. Can you please advise me as to when the board will be meeting to discuss the same? If the board will not be meeting, can you please advise me as to how a response will be provided and how board input will be obtained regarding the same?

Thanks,
Nancy

mgreenlee@nbcusd.org Greenlee, Mike
To: nschilling@nbcusd.org Schilling, Nan

Monday, April 8, 2024 at 2:27:00 PM Central Daylight Time

We submitted all of our documentation to Mr. Nemanich who is working with the official response to the attorney general and will direct us with the details for responding. I will share it with the Board when I get his direction.

Mike

On Mon, Apr 8, 2024 at 2:06 PM Schilling, Nan <nschilling@nbcusd.org> wrote:

Mike:

I received the OMA Violation submitted by Mr. Randall from Ed. Can you please advise me as to when the board will be meeting to discuss the same? If the board will not be meeting, can you please advise me as to how a response will be provided and how board input will be obtained regarding the same?

Thanks,
Nancy

--
Dr. Michael J. Greenlee
Superintendent
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

Requested information

scorder@nbcusd.org Corder, Stacey
To: ifihave1@yahoo.com
Cc: asowers@nbcusd.org Sowers, Andrea

Monday, March 11, 2024 at 8:35:31 AM Central Daylight Time

Mr. Randall

You had left me a voicemail requesting the following information:
The amount of revenue that has been received this year in the Education Fund that was not budgeted.
That is not something I track.

Thank you!

Stacey

--
Stacey Corder, MBA
Executive Director of Business
North Boone Community Unit School District 200
815.765.3322 Direct Line 815.765.9437



ifihave1@yahoo.com ifihave1@yahoo.com
To: ifihave1@yahoo.com ifihave1@yahoo.com
To: scorder@nbcusd.org
Cc: asowers@nbcusd.org Sowers, Andrea

Monday, March 11, 2024 at 8:41:40 AM Central Daylight Time

Thank you for your reply.

Yahoo Mail: Search, Organize, Conquer

On Mon, Mar 11, 2024 at 8:35 AM, Corder, Stacey
<scorder@nbcusd.org> wrote:

Mr. Randall

You had left me a voicemail requesting the following information:
The amount of revenue that has been received this year in the Education Fund that was not budgeted.
That is not something I track.

Thank you!

Stacey

--
Stacey Corder, MBA
Executive Director of Business
North Boone Community Unit School District 200
815.765.3322 Direct Line 815.765.9437



W Randall

asowers@nbcusd.org Sowers, Andrea

Thursday, November 30, 2023 at 11:01:42 AM Central Standard Time

To: mgreenlee@nbcusd.org Greenlee, Mike, scorder@nbcusd.org Stacey Corder

I have a list of information from Mr. Randall that you can have ready for Tuesday's meeting.

- For the FY 23 Budget, he has questions on the Board approved slide numbers vs. the reconciled numbers. Looking for a reason why, specifically with the Debt Service Fund and the expenditure amount. It is over by \$500,000 and he is curious if this is regarding the GASB (GAFB?) rule change?
- Also has a question on the initial budget starting funds.
- He would like to see an abatement schedule.
- He would like the information on the outstanding bonds.
- Concerned on Treasurer Reports and how the Treasurer keeps stating she does not have any reports.

I was taking notes as he spoke so hopefully this makes sense.

--

Andrea Sowers

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT
NBCUSD 200
6248 NORTH BOONE SCHOOL ROAD
POPLAR GROVE, IL 61065

☎ 815-765-9420 - office

✉ ASowers@nbcusd.org

"Never stop learning, because life never stops teaching"

Mr Randall's comments

jhaverly@nbcusd.org Haverly, Joe

Tuesday, November 28, 2023 at 6:05:53 PM Central Standard Time

To: emulholland@nbcusd.org Ed Mulholland, mgreenlee@nbcusd.org Mike Greenlee

Related to Mr Randalls comments, it might not be a bad idea for each of the committees to review their roles as stated in the Policies so we aren't missing anything.

Just an idea.

emulholland@nbcusd.org Mulholland, Ed

Tuesday, November 28, 2023 at 8:35:03 PM Central Standard Time

To: jhaverly@nbcusd.org Haverly, Joe

Agreed...but at the same time, every board packet has up to date enrollment spread sheets in them.

On Tue, Nov 28, 2023 at 6:06 PM Haverly, Joe <jhaverly@nbcusd.org> wrote:

Related to Mr Randalls comments, it might not be a bad idea for each of the committees to review their roles as stated in the Policies so we aren't missing anything.

Just an idea.

Tractor purchase

jamierichardson@dekalbimpco.com Jamie Richardson

Wednesday, February 21, 2024 at 3:48:14 PM Central Standard Time

To: MGreenlee@nbcusd.org MGreenlee@nbcusd.org

Cc: nschilling@nbcusd.org nschilling@nbcusd.org

Mr. Greenlee

I attended last night's meeting and spoke to you and the board about the purchasing process. I work for Dekalb Implement and we are a John Deere Dealer in Rockford, Sycamore and Rochelle. We would like the opportunity to give NBHS a bid for a new JD tractor. I have a similar tractor on hand or I could also order a new 5067E If you have to have that particular model? If I were to order one today, we would see it in appx 10 weeks. Could I get the specs you are looking for and I will get something put together?
Look forward to hearing from you.

Thanks,
Jamie

Jamie Richardson
Sales Dept.
Dekalb Imp.
Rockford IL 61102
815-871-4501....cell
815-489-0700...office
www.dekalbimpco.com

mgreenlee@nbcusd.org Greenlee, Mike

Friday, February 23, 2024 at 9:12:27 AM Central Standard Time

To: jamierichardson@dekalbimpco.com Jamie Richardson, scorder@nbcusd.org Stacey Corder

Cc: nschilling@nbcusd.org Schilling, Nan

Good Morning Mr. Richardson,

Thank you, I will let you know when we get that together and put it out for bid.

Mike

On Wed, Feb 21, 2024 at 3:48 PM Jamie Richardson <jamierichardson@dekalbimpco.com> wrote:

Mr. Greenlee

I attended last night's meeting and spoke to you and the board about the purchasing process. I work for Dekalb Implement and we are a John Deere Dealer in Rockford, Sycamore and Rochelle. We would like the opportunity to give NBHS a bid for a new JD tractor. I have a similar tractor on hand or I could also order a new 5067E If you have to have that particular model? If I were to order one today, we would see it in appx 10 weeks. Could I get the specs you are looking for and I will get something put together?
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--
Dr. Michael J. Greenlee
Superintendent
North Boone CUSD #200
6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

Friday, February 23, 2024 at 10:59:17 AM Central
Standard Time

jamierichardson@dekalbimpco.com Jamie Richardson

To: mgreenlee@nbcusd.org Greenlee, Mike, scorder@nbcusd.org Stacey Corder
Cc: nschilling@nbcusd.org Schilling, Nan

Thank you

Get Outlook for iOS

From: Greenlee, Mike <mgreenlee@nbcusd.org>
Sent: Friday, February 23, 2024 9:12:27 AM
To: Jamie Richardson <jamierichardson@dekalbimpco.com>; Stacey Corder <scorder@nbcusd.org>
Cc: Schilling, Nan <nschilling@nbcusd.org>
Subject: Re: Tractor purchase

Good Morning Mr. Richardson,

Thank you, I will let you know when we get that together and put it out for bid.

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On Wed, Feb 21, 2024 at 3:48 PM Jamie Richardson <jamierichardson@dekalbimpco.com> wrote:
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Jamie

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(815)765-3322

mgreenlee@nbcusd.org Greenlee, Mike
To: jamierichardson@dekalbimpco.com Jamie Richardson

Thursday, April 11, 2024 at 3:42:51 PM Central Daylight Time

Good Afternoon Mr. Richardson.

We have our documentation pulled together for the RFP process. We will be sending them in next week to publish. Once I have details of when they will be published, I will let you know the exact date.

Mike

On Wed, Feb 21, 2024 at 3:48 PM Jamie Richardson <jamierichardson@dekalbimpco.com> wrote:

Mr. Greenlee

I attended last night's meeting and spoke to you and the board about the purchasing process. I work for DeKalb Implement and we are a John Deere Dealer in Rockford, Sycamore and Rochelle. We would like the opportunity to give NBHS a bid for a new JD tractor. I have a similar tractor on hand or I could also order a new 5067E. If you have to have that particular model? If I were to order one today, we would see it in appx 10 weeks. Could I get the specs you are looking for and I will get something put together?
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Dr. Michael J. Greenlee
Superintendent
North Boone CUSD #200

6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

jamierichardson@dekalbimpco.com Jamie Richardson

Thursday, April 11, 2024 at 4:14:17 PM Central
Daylight Time

To: mgreenlee@nbcusd.org Greenlee, Mike

Thank you, Mike

Great I will be watching for it, will I get email notification or watch for it on the website? I hope the board will be considering all bids presented to them.

On a side note..... The manner of which your current President has been purchasing equipment on behalf of the District 200 is alarming and reflects poorly on current board. The bid that was presented to you in January from AHW was not a State contract quote, your school board President should know that considering his position!! The fact that he didn't raises a lot of questions and concern from my perspective. I don't care what color tractor or what brand of vehicle's are purchased, I just want North Boone School's to be getting the best deals they can. Schools have a lot of resources available to them when it comes to purchasing, we should be using them when we can.

I would like to discuss this with you more if you wouldn't mind?..... best # to reach me at is 815-871-4501 any time is good.

Thank you for reaching out to me!!

Jamie Richardson
Sales Dept.
DeKalb Imp.
Rockford IL 61102
815-871-4501....cell
815-489-0700...office
www.dekalbimpco.com

From: Greenlee, Mike <mgreenlee@nbcusd.org>
Sent: Thursday, April 11, 2024 3:42 PM
To: Jamie Richardson <jamierichardson@dekalbimpco.com>
Subject: Re: Tractor purchase

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--
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North Boone CUSD #200
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Poplar Grove, IL 61065
(815)765-3322

mgreenlee@nbcusd.org Greenlee, Mike
To: jamierichardson@dekalbimpco.com Jamie Richardson

Friday, April 12, 2024 at 9:59:06 AM Central Daylight Time

I will send you an email when I have the specifics

On Thu, Apr 11, 2024 at 4:14 PM Jamie Richardson <jamierichardson@dekalbimpco.com> wrote:

Thank you, Mike

Great I will be watching for it, will I get email notification or watch for it on the website? I hope the board will be considering all bids presented to them.

On a side note..... The manner of which your current President has been purchasing equipment on behalf of the District 200 is alarming and reflects poorly on current board. The bid that was presented to you in January from AHW was not a State contract quote, your school board President should know that considering his position!! The fact that he didn't raises a lot of questions and concern from my perspective. I don't care what color tractor or what brand of vehicle's are purchased, I just want North Boone School's to be getting the best deals they can. Schools have a lot of resources available to them when it comes to purchasing, we should be using them when we can.

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From: Greenlee, Mike <mgreenlee@nbcusd.org>
Sent: Thursday, April 11, 2024 3:42 PM
To: Jamie Richardson <jamierichardson@dekalbimpco.com>
Subject: Re: Tractor purchase

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--

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(815)765-3322

--

Dr. Michael J. Greenlee
Superintendent

North Boone CUSD #200
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(815)765-3322

Point of clarification

jhaverly@nbcusd.org Haverly, Joe

Tuesday, February 20, 2024 at 7:03:46 PM Central Standard Time

To: emulholland@nbcusd.org Ed Mulholland, mgreenlee@nbcusd.org Mike Greenlee

Can someone please look into the following and share with the Board the following information:

- Can you please share something that explains what a state contract is and how it differs from the normal bidding process to address what Mr Richardson was getting at?
- I do not think that livestreaming is policy. Can someone please look into that? I didn't see it in our policy but perhaps I missed it.
- Is livestreaming part of the Open Meetings Act? Again, I thought "no" but perhaps I am mistaken and would like to know.

Thanks and my apologies for taking your time on this.

mgreenlee@nbcusd.org Greenlee, Mike

Tuesday, February 20, 2024 at 8:03:56 PM Central Standard Time

To: jhaverly@nbcusd.org Haverly, Joe

Cc: emulholland@nbcusd.org Ed Mulholland

Yes - when I get a chance I will get that for you.

On Tue, Feb 20, 2024 at 7:03 PM Haverly, Joe <jhaverly@nbcusd.org> wrote:

Can someone please look into the following and share with the Board the following information:

- Can you please share something that explains what a state contract is and how it differs from the normal bidding process to address what Mr Richardson was getting at?
- I do not think that livestreaming is policy. Can someone please look into that? I didn't see it in our policy but perhaps I missed it.
- Is livestreaming part of the Open Meetings Act? Again, I thought "no" but perhaps I am mistaken and would like to know.

Thanks and my apologies for taking your time on this.

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Dr. Michael J. Greenlee
Superintendent
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6248 North Boone School Rd.
Poplar Grove, IL 61065
(815)765-3322

North Boone

Community Unit School District 200

Dr. Michael Greenlee, Superintendent
Ms. Melissa Geyman, Director of Business Services

Dear Grover Family,

This letter describes the intent of North Boone CUSD 200 to purchase the real estate located at 230 N. Wooster St, Capron, IL.

The total purchase price proposed is \$110,000. Included in this purchase proposal, North Boone CUSD will purchase the following

- The house, land, and associated property for the given address above for \$90,000
- Removal and hauling of all structures associated with the property address given above at \$20,000.

Should you have questions or need further information please reach out to Dr. Michael Greenlee at mgreenlee@nbcusd.org.

Respectfully,

Dr. Michael Greenlee
Superintendent

Draft

MGeyman@nbcusd.org Geyman, Melissa
To: mgreenlee@nbcusd.org Greenlee, Mike

Tuesday, October 13, 2020 at 9:29:17 AM Central Daylight Time

Hi,
Here is a draft. Let me know what you think.
Thanks!
Melissa Geyman
Director of Business Services & Transportation, CSBO
North Boone School District
P: (815) 765-3322 ext. 9437
F: (815) 765-2053

Attachments:

203 N. Wooster.docx 23k