

North Boone Community Unit School District No. 200
Minutes of the Business Services Committee Meeting
District Office
6248 North Boone School Road
Poplar Grove, Illinois 61065
Tuesday, June 16, 2020
6:30 p.m.

CALL TO ORDER AND ROLL CALL

The meeting was called to order by Tom Kinser at 6:30 p.m. The following Committee members were present: Melissa Geyman, Dr. Mike Greenlee, Joe Haverly, Kelly Holsker and Ed Mulholland. Absent: Kelly Hanaman, Jake Hubert and Mary Piskie. Also Present: Brian Haselhorst, Mary Maxey and Carl Rudy (joined at 7:15).

AUDIENCE TO VISITORS

(none)

DRAFT BUDGET

Ms. Geyman had presented the draft budget at March Business meeting and provided updates today. She noted for FY21, the percentage of uncollected property taxes may rise and for FY22, CPI may be reduced. For FY21 interest revenue, interest rates have decreased which may continue into FY22 and beyond. FY21 state funding may be held flat and categorical payments may be delayed. For FY22, funding may be flat or reduced due to the state budget. FY20 expenditures have decreased in areas of energy, transportation and food service. Mr. Kinser asked where there may be opportunities to cut costs if we don't receive full payments from the state. Ms. Geyman noted as of right now, we are trending about the same as last year as far as payments received and receipt of tax money.

403(b) PLAN ADMINISTRATOR

Ms. Geyman presented the current and proposed 403(b) plan structure. She is recommending using a third party vendor to oversee the plan. The vendor would also represent the district for audit purposes. The cost is expected to be \$2.00 per month per participant. We currently have an approved plan in place from January 2009. Mr. Kinser was in favor of the plan.

TRANSPORTATION ROUTES UPDATE

The District is planning to hold the routes as is until we receive additional information about possible changes for the upcoming school year.

UTILITY CONTRACTS

The current prices were shared to give the Committee an idea of where we were at in our contracts. Ms. Geyman said we could sign new contracts now while prices are low if the Committee desired. Mr. Kinser recommended investigating hourly pricing, and suggested inquiring about obtaining a 12-month comparison from Ballard. Mr. Haverly asked what happened to the solar project. Mr. Haselhorst recalled project costs were over \$1,000,000 and we could not take advantage of many of the incentives.

Mr. Kinser felt more than one Board member should have this as a goal before time is invested into research of large projects. Mr. Mulholland was on board with investigating this opportunity. Ms. Geyman will inquire if potential solar energy would impact our contract.

BMO POLICIES FOR P-CARD

The Purchase Card Program Cardholder Procedure Manual was provided. The committee approved moving this forward for approval.

INSURANCE APPROVAL FOR PRAIRIE STATE

Ms. Geyman provided the costs for the 2020-2021 renewal for property, liability, auto and umbrella insurance. The cost is \$117,039, which is a 32% increase from this last year. Mr. Kinser questioned the increased liability rates when our buses have been idle for the last few months. Ms. Geyman will check to see if there is a rebate due to us. She did note we should receive \$17,000 back from Prairie State, but will ask the representatives what alternatives we have and why exactly we had a 32% increase.

FEMA GRANT

Ms. Geyman shared the FEMA grant application. We have incurred \$21,000 in extra costs for cleaning supplies and labor due to COVID-19.

APPROVAL OF HS STUDENT PARKING REFUNDS

With the extended closure of schools due to COVID-19, the Committee recommended reimbursing 119 students for the cost of their 4th quarter parking fee. The refund would be \$25 each, with a total of \$2,975.

UNEMPLOYMENT INSURANCE ACT

Some non-instruction staff may be newly eligible for summer unemployment. The committee felt contesting the claims would be appropriate.

OTHER ITEMS FOR DISCUSSION

(none)

ANNOUNCEMENTS

(none)

ADJOURNMENT

The meeting adjourned at 7:38 p.m.

Submitted by:

Tom Kinser / S /
Tom Kinser, Chair