

**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  
Wednesday, February 9, 2022  
5:00 p.m.

**CALL TO ORDER AND ROLL CALL**

There was no quorum, so agenda items were just presented. The following Committee members were present: Melissa Geyman, Kelly Holsker, Mary Maxey, Ed Mulholland (arrived at 5:12 p.m.) and Nancy Schilling. Absent: Marc Eckmann, Dr. Greenlee, Kelly Hanaman, Tom Kinser and Mary Piskie. Also Present: Judy Hutchinson.

**AUDIENCE TO VISITORS**

*(none)*

**BUDGET UPDATE AND REVIEW**

Ms. Geyman provided an overview of the budget and said part of the stimulus money was for digital equity to close the digital divide. She also noted instructional coaches came out of the MTSS process, and would be funded by Title and ESSER money. For FY22, we received \$8,212,729 for evidence based funding. Ms. Geyman said we are a Tier 1 school with 65% adequacy. She outlined federal grants, revenue collected, expenditures and fund balances.

The overview of the budget included the anticipated 1.9% CPI for tax levy and keeping funding flat. Budget considerations included instructional coaches, student technology (grant), Capron parking lot, phone systems, HVAC project and resources to support strategic plan and MTSS.

**TRANSPORTATION PURCHASES**

Ms. Geyman said we are currently seeking bids for the bus and van purchase for the FY22 school year. They are working with Midwest Transit and they have (2) 2020 buses that are available for purchase with delivery in July. Midwest will gather quotes on 3 and 5 year warranties. The buses are 77 passenger air brake buses, and are quoted at \$68,652 each. Midwest will visit us to quote a trade in on three buses. We are also looking at purchasing a van as well. Mrs. Schilling asked about the cost of insurance for bus drivers, as other districts are offering incentives. Ms. Geyman said the cost is approximately \$8-10K per person, and she will look into hiring incentives.

**PHONE SYSTEMS**

Our current phone system has been in place since 2014. The backbone of the system will no longer be supported after December 31, 2022. Due to this, a decision must be made on how to move forward. Mrs. Schilling asked why an architect needed to be involved in the phone system. Ms. Geyman will check with the IT Department to clarify that need. The meeting attendees felt migrating to a new system

might be the best option. Ms. Geyman will check on the next steps. Mrs. Schilling suggested checking into co-ops on this topic.

### **STUDENT FEES**

Ms. Geyman provided an update on outstanding fees and recommendation for 2022-2023 fees. We currently have \$71,473 due in outstanding fees. All registration fees in 2021-2022 were waived, and most recently, North Boone has had some of the lowest registration fees amongst area small schools. Ms. Geyman recommended keeping fees the same as 2020-2021 or waiving them. Mrs. Schilling asked how we can keep waving fees and abating CPI when we don't have updated facilities. Mrs. Hutchinson thought we should reinstate fees at reasonable costs. Mr. Mulholland felt lowering or waiving athletic fees would increase participation. Mrs. Hutchinson asked how to get efunds reimbursed. Ms. Geyman will ask Mrs. Burmeister about graduates with remaining balances in efunds. Mrs. Schilling asked for any data points that correlated between fees and participation. She also asked to see actual fee costs by school. The meeting attendees felt lunch prices and transportation fees could remain the same as 2021-2022.

### **TIMECARD VENDOR**

The Business office is looking to streamline payroll by using software for timecard entry. Costs to use our current Frontline system would be an annual fee of \$8,534, and a one-time implementation fee of \$7,500. Only staff submitting extra hours would be affected. Mrs. Hutchinson suggested staying with Frontline to make it as easy as possible for staff.

### **LIABILITY INSURANCE**

Ms. Geyman said we currently have \$148,184 in equity at Prairie State Insurance Cooperative (PSIC), and have been refunded \$82,238 during our time in the cooperative. The average increase is about 2.34% per year, with the 2021-2022 premium at \$232,913. Loman-Ray would be \$240K per year with no cyber or student coverage. With Wright and Liberty, we would be standalone and not part of a co-op. Their first year price is 5-15% lower, but we would have no equity. Ms. Geyman said she has been extremely happy with PSIC and has not had any problems. The concern is that we need to decide before premium costs are released. Mrs. Hutchinson and Mrs. Schilling felt we should stay with PSIC.

### **SECURITY KEY FOR MFA**

In an effort to increase digital security and comply with cyber security insurance requirements, we are looking to require multi-factor authentication for staff. The cost is estimated to be \$10,575. Mrs. Hutchinson would like to see a replacement cost of \$20 assessed to staff. Mrs. Schilling asked which other schools were using Yubico.

### **GROUNDS EQUIPMENT**

The District proposed that we set up an O&M / Grounds equipment plan to address larger equipment used for building and grounds. They are proposing to allot \$30,000 a year for the equipment plan. For FY23, they would like to replace the 48" Cub Cadet with a commercial 72" mower and replace the large tractor with a one that had a cab in order to be used in all types of weather. Mr. Mulholland asked about the 15' mower. Mrs. Schilling asked if we would be going through a co-op. Ms. Geyman will follow up on both questions.

**OTHER ITEMS FOR DISCUSSION**

*(none)*

**ANNOUNCEMENTS**

*(none)*

**AJOURNMENT**

The meeting adjourned at 6:00 p.m.

Submitted by:

Mary Maxey / S /  
Mary Maxey, Chair