

**North Boone Community Unit School District No. 200**  
**Minutes of the Facilities-Long Range Planning Committee Meeting**  
**North Boone District Office**  
6248 North Boone School Road  
Poplar Grove, IL 61065  
Thursday, April 9, 2026  
6:30 P.M.

**I. Call to Order**

The Facilities-Long Range Planning Committee Meeting was called to order by Chair, Russell O'Donnell at 6:30 P.M.

**II. Roll Call**

Roll call was conducted by the Secretary.

**Members Present:** Mr. O'Donnell, Mrs. Hutchinson, Mrs. Schilling, Mrs. Meyer, Dr. Cascio, Dr. Mullikin, Mr. Eckmann, Nick Augustine, Jasen Chamberlain, Jimmy Helmick

\*\*\*\* Chris McKibben arrived at 6:32 P.M. \*\*\*\*

**Members Absent:** Chad Cunningham, Robert Dreyer, Donnie Livdahl

**III. Audience to Visitors (None)**

**IV. Introduction of Director of Facilities**

- Dr. Cascio introduced Jimmy Helmick as the new Director of Facilities.
- Mr. Helmick shared his background: experience in manufacturing and healthcare; new to education sector.
- Outlined a 90-day plan focusing on:
  - Learning about staff, buildings, and current status.
  - Meeting with a wide range of stakeholders (teachers, custodians, principals, maintenance techs).
  - Prioritizing safety features and learning the new work order system.
  - Committed to collaborative communication and resource prioritization based on impact (80/20 rule).
  - Work Order System:
    - Expected to be implemented within 60-90 days.
    - Focus on user-friendliness and broad adoption across district staff.
    - System will track work orders, response times, and improve accountability.
    - Addressed questions about who can submit work orders — anyone in the district potentially can, with controls to manage types and access.

#### **V. Master Facilities Plan- Guest Speaker from Richard L. Johnson/GMB- Jeff Hoag**

- Jeff Hoag introduced as architect with 22 years of experience in educational facilities across multiple states.
- He gave an overview of a Master Facilities Plan:
  - Tool to help prioritize projects with finite resources.
  - Aligns with district's strategic plan update scheduled for summer.
  - Evaluates physical condition of buildings (roofs, mechanical systems, parking lots) and their utilization.
  - Considers educational programming needs (e.g., CTE programs) and future space requirements.
  - Engages with principals and staff for input on functional issues and safety.
- Timing and Process:
  - Data collection and building walkthroughs to start soon, possibly before strategic plan completion.
  - Exploration and concept development expected to take 3-4 months.
  - Coordination with separate 10-year life safety audit led by Scott Johnson.
- Key distinctions between Master Plan and Life Safety Audit:
  - Life Safety Audit is regulatory focused on immediate safety compliance.
  - Master Plan is forward-looking, addressing space utilization and programmatic needs.

#### **VI. Middle School/Upper Elementary Asphalt Project**

**A. Core cuts** – Completed

**B. Surveying** -Completed

**C. Final Design**

- Design and construction plan for traffic flow improvements near middle school and upper elementary discussed:
  - New asphalt and parking adjustments to improve bus and car traffic flow.
  - Installation of fencing and gates around basketball courts
  - Sidewalk improvements discussed.
  - Placing signs in the ground discussed

**D. Most Current Estimate**

- Discussion of estimated project costs: approximately \$1.38 million, with contingencies included (~10%).

- Plans to publish bidding notices mid-April with pre-bid meetings in late April and bid openings in early May.
- Funding sources identified as capital projects funds and fire prevention/life safety funds, avoiding operating funds.
- Committee agreed to send to business committee for funding and then to board by unanimous consent

**VII. Adjournment**

The committee adjourned at 7:45 P.M. by unanimous consent.

Submitted by:



Russell O'Donnell, Chair



Judy Hutchinson, Vice-Chair

APPROVED: 4/21/2026