

**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, April 18, 2017  
6:30 p.m.

**CALL TO ORDER AND ROLL CALL**

The meeting was called to order by Ed Mulholland at 6:30 p.m. The following Committee members were present: Dr. Mike Greenlee, Kelly Hanaman, Kelly Holsker, Ed Mulholland, Jamie Pearce, Mary Piskie and Julia Saunders. Present via phone: Brian Reininger. Also present: Allison Louis.

**AUDIENCE TO VISITORS**

*(none)*

**INSURANCE COMMITTEE UPDATE**

Mrs. Saunders stated the Insurance Committee had met and reviewed presentations from Aflac and Allstate for accidental, disability and critical care insurance. The Insurance Committee unanimously agreed on Allstate, and felt their service would be a good fit for our staff. Mrs. Saunders said there would be no cost to the Board and signup would be the last day of school, with the insurance effective July 1<sup>st</sup>.

Mrs. Saunders also mentioned they are looking at offering a Health Reimbursement Account (HRA) in the future. She had asked Gallagher to review our last three years to see if increasing our deductible would have been beneficial to the District. Mrs. Hanaman said it was a concern of NBEA and NBESS that once the deductible changes, it is difficult to return to a lower deductible per the insurance agent.

**BAKERY AND MILK PRODUCT BIDS**

Mrs. Saunders noted Hononegah, Kinnikinnick, Prairie Hill, Shirland, Rockton and South Beloit went out to bid together for bakery and milk products. She stated Muller Pinehurst was the only bidder for milk, and Alpha Baking was the only bid for bakery. Mrs. Saunders said the prices will be about the same as in the past.

**UPDATE ON FEE WAIVERS**

Mrs. Saunders shared the updated form 4:140-E1 – Application for Fee Waiver. The suggested change included the sentence “applications must be received within thirty (30) days of the date your child(ren) enter(s) school for the current school year.

### **DELINQUENT FEES**

Dr. Greenlee told the Committee we had \$63K in outstanding fees at the end of last school year. He stated we currently have \$107K outstanding. He asked the Committee how they felt about sending past students to collection. The Committee agreed to bring this to the next Regular Board Meeting.

### **EMPLOYEE PAY PERIODS**

Mrs. Saunders said in an effort to not overpay 11 and 12 month employees if they terminate prior to the end of their contract, the Business Office is proposing 27 paychecks for the 2017-2018 school year. This change would affect NBESS custodians, District Office employees and Administrators. After discussion, it was determined all employees will remain at 26 pay periods.

### **BUDGET PROGRESS**

Dr. Greenlee noted we are waiting on registration numbers and the finalization of the NBEA contract, but in the meantime they plan to build 2-3 extra FTE's in the future budget as placeholders for the K-4 positions that weren't being filled due to low numbers in pre-registered students. He also mentioned we were adding YMCA care at Capron and Manchester, but recognized they have no evening custodians. He said he would work with Jim Novak on a solution.

Dr. Greenlee shared they would be serving lunch at the UE next year. He said lunch times would return to the middle of the day. Dr. Greenlee stated they would just need to purchase warming carts and he does not anticipate needing any new staff. Mr. Mulholland asked if sidewalk modifications were needed for the carts. Dr. Greenlee thought sidewalk or pavement modifications may be necessary.

Dr. Greenlee said we have a one-time \$40K grant which must be used by June 30, 2017. He noted the plan is to purchase Chromebooks and to cycle and upgrade devices for grades K-6. If the grant is approved by the state, it will free up money to enhance science resources.

He shared ECRA currently houses our data at approximately \$36K per year. Dr. Greenlee said they are piloting Insight for \$1 per student. He also noted we are looking at Chalk.com for curriculum maps and guides at a cost of \$2500. Dr. Greenlee said we are investigating disciplinary software and are awaiting bids. He said they are considering replacing MAPS at the HS level with Master Manager. Dr. Greenlee felt replacing ECRA with new vendors may result in a significant savings.

Mrs. Saunders reviewed the budget handout with the Committee. She stated Mr. Novak did a good job in keeping costs down on purchased services, supplies and capital outlay. She felt for next year we would not put in three state aid payments of \$274K each in O&M, but put \$500K total into O&M. She suggested to keep at least \$1M in the O&M fund.

Mrs. Saunders proposed purchasing only two buses next year, until we hear about state payments. Mr. Mulholland asked Mrs. Saunders to have a conversation with Scott Vanderlee from Midwest Transit regarding a discussion held with Board members at a November conference.

#### **OTHER ITEMS FOR DISCUSSION**

The budget information will be summarized at the next Board meeting.

#### **ANNOUNCEMENTS**

The next meeting is TBA. A future meeting could be scheduled with PMA prior to the next Regular Board meeting.

#### **ADJOURNMENT**

The meeting adjourned at 8:06 p.m.

Submitted by:

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Ed Mulholland, Co-Chair