

**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  
Monday, July 10, 2023  
6:00 P.M.

**CALL TO ORDER AND ROLL CALL**

Mrs. Maxey called the meeting to order at 6:03 P.M. The following Committee members were present: Dr. Greenlee, Mary Maxey, Judy Hutchinson, Stacey Corder, Nancy Schilling, Holly Houk and Andrea Sowers. Absent: Ed Mulholland, Marc Eckmann and Kelly Hanaman. Also present: Michael Zelek.

**AUDIENCE TO VISITORS**

*(none)*

**HVAC PHASES I & II – ESSER FUNDS**

**A. Phases I & II**

Dr. Greenlee stated that Dr. Zelek will be presenting a Summary of the HVAC Phases I & II breakdown. Dr. Zelek reviewed the Summary of Phases I & II which include the base bids and the Board approved Alternate Bids. Also added on to the total is the additional labor costs for the installation of the univents that were purchased previously. Dr. Zelek did receive an email today stating that the amount shown here is actually \$10,000 less. Greg Stahler is still working with Hartwig on these charges to hopefully lower it even more. With the total amount of ESSER that was dedicated to these projects there is approximately \$170,000 that would need to be paid out of Operating Funds or out of Capital Projects, if there are not any additional change orders. As a reminder, Phase II has not even started yet. That is scheduled for next Summer.

Mrs. Hutchinson asked, under the assumption that there will be more change orders, is there a way to fund that through ESSER II funds so that we are not having to take from Capital Projects? Dr. Zelek stated that both ESSER funds will be tapped out with the Board approved bids. We currently have \$2.3 million in ESSER funds and the project, without any additional change orders, is sitting at \$2.4 million. Dr. Zelek did say that ESSER III does have to be reapplied for since the state has made some changes to it. With that there is a small possibility that there may be more available to the HVAC projects, but not enough to cover it 100%. Mrs. Schilling questioned if those numbers included the two boilers that were missed. Dr. Zelek said that they did not because those boilers were not included in the bid process. They are a separate project all together. Those boilers were paid for out of O&M. Mrs. Schilling did request a breakdown of all HVAC expenditures since Phase I was awarded, including the repairs done that were not included in the Phase I bid. This will be put together.

**B. Breakdown by Contractor**

Dr. Zelek showed a breakdown for Phase I of the additional labor cost from Hartwig and all of the contractors with their jobs that they are completing. The contract amounts were included

along with what has been paid to date, contract balance and if there are any proposed changes. These amounts are still being reviewed by Stacey, Mike, Greg Stahler and Hartwig. The \$40,000 worth of allowances for Phase I will not be applied until the end of the project. The project should be completed by the middle of August. Phase II will begin after the next school year ends in May 2024. The detail on the allowance and labor will be discussed with Greg Stahler and the findings will be sent to the Board in Dr. Greenlee's weekly Board Report.

**C. ESSER II and II Reimbursements as of 5/24/23**

The use of the funds was broken down and shown as of May 24, 2023 which includes the reimbursements that the District has received.

**CAPITAL IMPROVEMENT FUNDING**

In regards to Capital Improvement Funding, Dr. Zelek stated that in 2014, when the previous Board elected to put the Capital Development dollars into Debt Service in order to abate in future years, the interest that has been earned is \$2.6 million. He is currently prepping a resolution to transfer those funds into Capital Projects. This will need to go to the Board for approval. This can be used on our priorities for safety, parking lots, playgrounds, and athletic fields. There is one more abatement left and there could be some funds left over from Capital Development dollars that balance could also be transferred to O&M and Capital Projects. This might be the time to move the funds and reinvest as the laws may change. There was some discussion on paying off bonds that are able to be paid. Our current Bond representative is no longer with Baird. It was suggested getting some information on different companies at this time for Bonds. Dr. Zelek said the best way to go about doing so would be getting Request for Qualifications for a new Bond Representative.

**CELL TOWERS**

Dr. Greenlee noted that we have two cell towers at Manchester Elementary School and Capron Elementary school that we no longer utilize. The company that owns them has offered to sell the District the towers for \$1.00 each. At this point, we do not want or need them any longer. If we do not buy them, the owners would need to remove them.

Tom Kinser asked if we were sure that there is no use for them, perhaps leasing them out to another company. Dr. Greenlee is going to have Jerry Rudolph look into this more to see if there is anyone interested. This will also be shared in the Facilities/Long Range Planning Committee Meeting.

**2023/24 SUB RATES**

Dr. Greenlee presented the tentative Substitute Rates for the 2023-24 School Year. The rates for certified positions is \$10 higher than last year keeping us competitive with the top rates in the area. We currently have a 65% fill rate, which is not the best but it is higher than surrounding school districts. He recommends that we present these rates to the Board for approval. Mrs. Hutchinson asked how getting rid of our Permanent Long-Term Substitute teachers affects these numbers? It does not affect it that much and he has been talking with Stacey Corder, while she is working with the budget, in regards to the Permanent Subs. He has not given up on having them entirely even if we have to combine these with home school tutoring for servicing our students. Not necessarily 6, but at least a few. Mrs. Maxey asked how effective we feel the bonuses are for the long-term substitutes, how many have been paid out? Per Stacey there were not that many this year and adjusting the bonus is not going to change

anything. The rate of pay seems more important to the substitutes. The recommendation was to bring these rates to the Board for approval.

### **INITIAL 2024 BUDGET SUMMARY**

Stacey Corder presented the FY24 Tentative Budget. This is a very rough draft of the budget as she has only been with us for 3-1/2 days. She personally prefers to go to the lower amount in Revenue if she is not 100% sure where it will be. In regards to the Revenue, she does not have the final numbers to know exactly where we will be coming in at. It has been a work in progress because during FY23 things were not put into correct account numbers, mostly due to not having proper direction and training with not having a full time Business Manager.

Stacey will be working with Mary Piskie and completely reviewing all of the Fiscal 2023 Grants next week. She will also be looking closely at each of the buildings' budgets as well.

There was some discussion in regards to the 2023 deficit that is showing, looking further into local revenue and what work will be done. This will be looked into and brought to the Board meeting on July 18<sup>th</sup> as informational.

### **OTHER ITEMS FOR DISCUSSION**

Mrs. Hutchinson had a question in regards to grants. Who is writing them? Jerry Rudolph has a great handle on any tech grants. Depending on what the grant is for depends on who will write the grant. We did change the format some this year as to who is writing which grant. Kari Neri will be writing for Grants 1, 2 and 4. 1 is Title I Grant, 2 is Staff Development Grant and 4 is Technology and Safety Grant. Nicole Difford writes for the Title III, Bi-lingual Grant and Pre-K Grant. We do not have a Grant Writer but we pick the best person to write it depending on what the grant is geared towards. Are there grants out there for playground equipment? Stacey said that there are not as many out there as one would think. Several of those are "matching grants" meaning the District will have to put up a certain amount of money to receive the remaining portion needed in a grant.

### **ANNOUNCEMENTS**

The next Business Services Committee Meeting will be held on November 7, 2023 at 6:00 p.m.

### **AJOURNMENT**

The meeting adjourned at 7:10 P.M.

Submitted by:

Mary Maxey /s/  
Mary Maxey, Co-Chair

Judy Hutchinson /s/  
Judy Hutchinson, Co-Chair