

Minutes of Business Services Committee

The Board of Trustees Harlem Consolidated School District

A Business Services Committee of the Board of Education of Harlem Consolidated School District was held Wednesday, December 12, 2012, beginning at 6:00 PM in the Harlem Administration Center, 8605 North Second St., Machesney Park, IL 61115.

1. Call To Order

Kathy Geyer, Chairman, called the meeting to order at 6:00 p.m.

2. Roll Call (Committee Members & Other Attendees)

Board Members present: **Kathy Geyer, Heather Kelley, George Russell, Jacqueline Ruch**

Other Members present:

Administration Attendees:

Julie Morris, Superintendent

Joshua Aurand, Assistant Superintendent

Mindy Schumacher, Recording Secretary

3. Approval of the Agenda

Josh added an item under section 6H. Other; Recommendation to accept FY12 Comprehensive Annual Financial Report (CAFR).

Kathy Geyer recommended approval of the December 12, 2012 Business Services Committee Meeting Agenda as amended.

Motion to Approve: 1st Kelley, 2nd Morris

The committee reached consensus to approve the agenda.

4. Approval of the November 7, 2012 Business Services Committee Meeting Minutes

Kathy Geyer recommended approval of the November 7, 2012 Business Services Committee Meeting Minutes.

Motion to Approve: 1st Morris, 2nd Ruch

The committee reached consensus to approve the minutes.

5. Comments from the Community

None

6. Proposed Board Consent/Action Items for the December 17, 2012 Board Meeting

A. Recommendation to accept Memo of Understanding from DLA Architects for Loves Park Roof Replacement Project

Josh recommended that the Board accept the Memo of Understanding from DLA

Architects for the Loves Park Elementary School Roof Replacement Project.
The committee reached consensus to approve the recommendation.

B. Spectrum Lease Update

Josh recommended that the Board approve the District's entering into an Educational Broadband Service (EBS) lease agreement with Clearwire Spectrum Holdings III LLC for the District's FCC-licensed EBS Station WNC538, under the terms and conditions as proposed, such terms to include a prepayment fee of \$50,000, a monthly fee of \$5,775 increasing 3% annually, a monthly service credit of \$1,000 increasing 3% annually, and a maximum lease term of up to 30 years. We also ask that the Superintendent or Assistant Superintendent for Business & Operations be authorized to execute the lease agreement on behalf of the District.

The committee reached consensus to approve the recommendation.

C. Recommendation to approve Reclaiming Youth International Consultation Agreement

Josh recommended that the Board approve the agreement with Reclaiming Youth International for consultation services in the amount of \$5,000 plus travel expenses for the FY13 school year, to benefit the Therapeutic Day program.

The committee reached consensus to approve the recommendation.

D. Recommendation to approve Forecast5 Analytics Agreement

Josh recommended that the Board approve the agreement with Forecast5 Analytics for data analysis services in the amount of \$8,100 for the FY13 school year.

The committee reached consensus to approve the recommendation.

E. Recommendation to approve Kunkel Consulting Agreement

Josh recommended that the Board approve the agreement with Kunkel Consulting in the amount of \$26,750 for the FY13 school year.

The committee reached consensus to approve the recommendation.

F. Recommendation to approve CLIC Resolution

Josh recommended that the Board approve the Resolution to support CLIC in efforts to prevent the passage of anti-pooling legislation.

The committee reached consensus to approve the recommendation.

G. Recommendation to accept July, August and September 2012 Treasurer's Reports

Josh recommended that the Board accept the July, August and September 2012 Treasurer's Reports.

The committee reached consensus to approve the recommendation.

H. Other

Recommendation to accept FY12 Comprehensive Annual Financial Report (CAFR)

The committee reached consensus to approve the recommendation.

7. Committee Consensus Items

A. EPA Grant Application

Josh reviewed the IL EPA grant application for clean diesel incentives. Currently, the state is offering a 50/50 match for funds. It has the potential to become 100% reimbursed. Josh will bring the results back to the Board after the application is reviewed, and the Board can then determine if we will proceed with the project based on the percentage that can be reimbursed through the grant.

B. Other

8. Informational Items

A. Contracts Under \$2,500

Josh discussed the contracts under \$2,500 that were approved by him and the Superintendent since the last Board meeting.

B. Next Business Services Meeting Date: January 9, 2013 at 6:00 p.m.

C. Other

Josh discussed a proposal we received from Springfield Electric for replacing light bulb fixtures in the high school gymnasium. The costs could be substantially supported by DCEO energy efficiency grant funds, and it is estimated that the uncovered portion could be saved by reducing electricity usage within 12 months. Replacement projects could also be extended to the middle school and elementary school gymnasiums. Josh is going to look into the prospect further and bring more information to the Board.

9. Adjournment

The meeting adjourned at 6:44 p.m.

Motion to approve: 1st Russell, 2nd Morris

All were in favor

Respectfully submitted,

Mindy Schumacher

Recording Secretary