

Minutes of Business Services Committee Meeting Of November 12, 2014

The Board of Education Harlem Consolidated School District

A Business Services Committee meeting of the Board of Education of Harlem Consolidated School District was held Wednesday, November 12, 2014, beginning at 6:00 PM in the Harlem Administration Center, 8605 North Second Street, Machesney Park, IL 61115.

1. Call To Order by George Russell at 6:00 p.m.
2. Roll Call (Committee Members & Other Attendees)
George Russell, Travis Turner, Julie Morris, Josh Aurand
Absent: Evelyn Meeks and Mindy Schumacher

Kris Arduino, Recording Secretary

3. Approval of the Agenda
Motion to approve Agenda
1st Russell 2nd Morris
Russell, Turner, Morris, Aurand – all aye
Motion carried
4. Approval of the October 8, 2014 Business Services Committee Meeting Minutes
Motion to approve Minutes of October 8, 2014
1st Russell 2nd Morris
Russell, Turner, Morris, Aurand – all aye
Motion carried
5. Comments from the Community
none
6. Mr. Aurand reviewed the Proposed Board Consent/Action Items for the November 17, 2014 Board Meeting
 - A. Recommendation to approve 2014 Certificate of Tax Levy
The committee reached consensus to approve the recommendation
 - B. Recommendation to approve 2014 Tax Levy Resolution
The committee reached consensus to approve the recommendation
 - C. Recommendation to approve 2014 Resolution to Levy 2014 Taxes for Certain Purposes
The committee reached consensus to approve the recommendation
 - D. Recommendation to award the Motor Vehicle Fuel Bid to Kelley Williamson for the 2014-2015 school year with supplier charge per gallon of unleaded at \$0.05 and supplier charge per gallon of diesel at \$0.035.

The committee reached consensus to approve the recommendation

- E. Copier contract (This Xerox contract termination is still being negotiated through Attorney Petrarca. Mr. Aurand distributed a FYH 15 copier summary, noting that the current recommendation is to award the contract with Nexus Office Systems at a monthly cost of \$2,751.00 plus maintenance cost of .0039 per copy. is in progress and will be placed on the 11-17 Board Agenda for full Board approval). They are a bit higher on the per copy maintenance cost but lower in total estimated monthly costs as compared to Gordon Flesch. There will be a total of 17 machines being received at the buildings and serviced by Nexus. He noted that an important advantage is that Nexus is local. Mr. Russell and Mr. Turner asked that there be some accountability for time as to service response and loss of time a machine may be down or liability. Mr. Russell asked Mr. Aurand to have counsel review the contract and add some language to protect the District as this issue.

The committee reached consensus to approve the recommendation

- F. Recommendation to renew Architectural Services with DLA Architects for FY15 With no increase in hourly fees.

The committee reached consensus to approve the recommendation

- G. SEC Agreement (Mr. Aurand noted that this Resolution is required by the Bonding company and will be drafted and placed on the November 17 Board meeting for approval as a form of self-reporting in cooperation with the U.S. Securities and Exchange Commission.
- H. Recommendation to approve Josten's contract for Harlem Middle School at a price of \$32.39 per book for FY2016. (Correction to name made from Joesten's)
The committee reached consensus to approve the recommendation
- I. Proposed Operations/Transportation Secretarial Realignment which includes elimination of a part time Transportation Secretary (who will be transferred) and Increasing the Hours of the Property Services Director Secretary to full time.
The committee reached consensus to approve the recommendation
- J. Recommendation to approve Resolution to Intervene in Tax Appeals for services through the law office of Timothy A. Miller, P.C. for the FY'15 school year.
The committee reached consensus to approve the recommendation
- K. Recommendation to accept July, 2014 Treasurer's Report (noted that August, 2014 is also included at the table)
The committee reached consensus to approve the recommendation

L. Other

7. Committee Consensus Items

A. Other - none

8. Informational Items

A. Contracts Under \$2,500 - none

B. Next Business Services Meeting Date: December 10, 2014 at 6:00 p.m.

C. Other

9. Adjournment

Motion to adjourn

1st Russell 2nd Morris

All aye

The Meeting adjourned at 6:48 p.m.

Respectfully submitted,

Kris Arduino, Recording Secretary