

Business Office Update February 11, 2019 Meeting

Summer Projects

- Tim McGrath & Kirsta Ehmke from WOLD will present the Summer Work Update for the summer of 2019
- Two of the projects will have a direct impact on instruction
 - The STEM lab space will provide new learning opportunities for students
 - The specific pieces of equipment that are included in the Pre-K – Grade 2 playground are designed to provide the experiences that will impact the children's
- As they have completed field verification of the Health Life Safety (HLS) items, they found a few items that can be removed from the Life Safety Plan and they found a few items that will need to be added to the plan.
- Very few HLS items will remain to be completed after the work is completed this summer.
- Additionally, we are planning on
 - sealcoating, crack filling, and striping both parking lots this summer
 - Upgrading the wireless access at both buildings as well as extending the access to outside learning spaces (40% of this cost will be paid by E-Rate funding).
 - Adding additional cameras to both buildings

iPad Protection Plan

- Damages
 - We are in the second full year of making the iPad Protection Plan available to parents
 - In the 2017-18 school year, we had 39 iPads that we had to send out for repairs. So far this school year, we have 28 iPads that required outside repairs.
 - We have had 286 keyboards that were damaged since the fall of 2017. Both the keyboards and the case have a 3-year warranty. So far, all of the damaged keyboards have been replaced under warranty. If we had to replace them, the cost would have been \$24.50 for the parent and \$24.50 would have been charged to the protection plan.
 - At the end of this school year, the staff will be examining the non-keyboard half of the cases for damage so we can get replacements under the warranty.
 - We will have to start paying for replacement keyboards and cases at the start of the 2020-21 school year
- Revenue & Expenses
 - We currently charge parents \$30 per year for the iPad Protection Plan. There is a \$50 deductible for repairs. If they damage or lose a charger, cable, etc... they pay 50% of the replacement cost. If it is something that is not covered under warranty, the parents pay 50% of the replacement cost.
 - For the 2016-17 and 2017-18 school years, we collected a total of \$31,790.45 and had expenditures of \$6025.83. As of the end of the 2017-18 school year, the fund had a balance of \$25,764.62. The protection plan currently has a balance of \$45,156.33.

Audit Update

- The audit presentation is scheduled for the March 11, 2019 meeting

E-Rate Funding

- We are once again in the process of soliciting bids for E-Rate services. This program provides discounted service to schools and libraries and is funded through a tax on our telephone bills. Reimbursement levels are based on the percentage of free/reduced students in the National School Lunch Program. Millburn currently gets the base level of 40% reimbursement due to the fact that we have a relatively low percentage of free/reduced students.
- We are bidding out our internet service and our lit fiber lines that transport the internet service to the building and between buildings. We will be able to enter into contracts on February 13, 2019. I'm not anticipating any changes in the internet speed that we purchase, however the wireless upgrade that is in the works will increase the internet speed for devices connected to the network.

Plain Old Telephone Service (POTS) and Long Distance Service

- I currently have one quote to change our service provider for our POTS lines and our long distance service. By changing providers, we would save approximately \$17,000 per year.
- We are waiting on an additional quote to see if we can get additional savings from another vendor.

Phone System

- With the savings generated by changing providers for our POTS and Long Distance Service, we are exploring the possibility of using these savings to replace our aging phone systems at both buildings.
- We are looking at the cost to the district of a new Voice over Internet Protocol (VOIP) phone system that would be housed within the district as well as a hosted phone system where the equipment would be located off-site and we would pay a monthly fee for our phone service and we would have no physical phone system within either of our buildings with the exception of the phones that would be located in our district.
- I would anticipate that we will get 2-3 quotes prior to coming to the board with a recommendation.

Automating the Purchase of Lunches

- I am in the process of setting up a demonstration with one of the vendors that Mrs. Hanna and I saw at the Triple I Conference. One positive item with regard to this vendor is that the vendor is a partner with PowerSchool. This may make the integration of the system with parent access easier than a vendor that isn't a PowerSchool partner.
- We will also be looking at systems from other vendors prior to making a recommendation to the Board.

ComEd Energy Efficiency Program

- Mr. Miller and I had a meeting with representatives from ComEd last week to review energy savings recommendations they came up with as a result of their audit of district energy usage.
- If we were to implement all of the recommendations, we would save approximately 30% in energy costs for both buildings. The amount of energy saved would be enough energy to power 100 average homes for a year.
- The area that would give us the biggest savings without incurring a large out-of-pocket cost would be to re-wire our existing fluorescent T-8 fixtures to bypass the ballast and install LED lamps in the existing fixtures. This is something that we could do over time.
- This re-lamping portion of the recommendations would have a payback period of approximately 1.2 years. After that, the district would see ongoing savings.
- I will provide information on the remainder of the recommendations in a future report to the Board.

Solar and Alternative Energy Sources

- Dr. Lind and I received some preliminary information from one of the solar vendors regarding the purchase a solar system. The energy savings to the district are not as large as they be due to the fact that we currently receive very competitive pricing for electricity through the Intergovernmental Utilities Purchasing Cooperative (IUPC). The vendor reported that the cost of electricity for his clients have ranged from 5.5 cents per Kwh to 7.5 cents per Kwh. Our current electric supply rate is 5.5 cents per Kwh.
- There are two options for solar available to school districts.
 - Option 1 is to allow someone else to install a system on your roof and offer the district a discounted electric energy rate.
 - Option 2 is for the district to install and own the system.
- We will need to check with our attorneys if we would decide to pursue option 1. If it is perceived that we are renting roof space to the vendor for the solar panels, we would need clarification from the attorney to see if that would impact the tax exempt status of the building bonds at Millburn Middle School.

Bus Lease

- Our current bus lease ends this summer.
- For the next lease, I want to look at the option of both new and one-year-old buses and I also want to look at the option of both diesel and gasoline engines. Many of the neighboring districts are switching to gasoline engines due to lower maintenance costs for oil changes as well as easier starting in cold weather.
- The bid documents will go out next week and I am planning on having the bid opening the first week of March. I would like to request a special meeting for March 11 so the Board can award the bus lease.