

Business Office Update October 22, 2018 Meeting

Property Tax Collection

- As of October 18, 2018, the district has received \$14,330,667.17 in property tax revenue. The total property tax revenue that we anticipate receiving in 2018 is \$14,471,194.57. At this point, the district has received 99.03% of the property tax revenue due in calendar year 2018. The property taxes are calculated using the equalized assessed value (EAV) of property within the district boundaries in calendar year 2017.
- The district typically receives approximately 50% of the property taxes due from May through July each year with the remainder being received from August through November. The next property tax distribution will be on November 8, 2018.

Audit Update

- I anticipate that the auditors will be presenting the audit to the board in either November or December.

Boiler Update

- The boiler is installed and producing heat. There are still a few more items that need to be completed, but we have heat.
- A part of this project is upgrading the HVAC controls. I am working with the vendor, Johnson Controls, to finalize some of the contract language.

Summer 2019 Construction

- Dr. Lind and I met with the architect today to narrow the scope of the Summer 2019 projects so that the total estimated expenditures is closer to the funds that we will have available to spend.
- Capital Projects Fund – Including the boiler work that is still open, we have approximately \$963,950 available for projects.
 - We started by looking at **maintenance items** that need to be addressed.
 - Millburn Elementary
 - Tuckpoint the boiler room chimney
 - Hot water tank replacement at MES (serving the entire new addition except the cafeteria)
 - Library courtyard water infiltration at the exterior doors
 - Cafeteria entrance water infiltration
 - Replace garage siding/soffits due to water damage and age (East Playground)
 - Millburn Middle School
 - Repair exterior soffits
 - We then looked at **safety related** items
 - Secured entry vestibule with Ai phone system & cameras

- Additional cameras
- Next came **curricular related** items
 - Stem/Steam lab at MES
- **Future items** include:
 - Millburn Elementary School
 - Updating west playground (Grades 1-4)
 - Remove cubbies from 3 classrooms & replace lockers with cubbies; Add new counter/storage to replace what was removed
 - Breakout spaces & replacement furniture in the media center
 - Echo issue near circulation desk
 - Millburn Middle School
 - Breakout spaces & replacement furniture in the media center
 - Stem/Steam Lab
- Life Safety Funds – Approximately \$422,600 will be available
 - Millburn Elementary School
 - Kiln exhaust in the art room
 - Add fire alarm devices & pull stations
 - Add smoke and heat detectors
 - Replace corridor with 90-minute fire rated
 - Add door closers and handicapped accessible door hardware (older sections of the building)
 - Millburn Middle School
 - Kiln exhaust in the art room
 - If funds are still available after the items above are programmed, the architect will select the next highest priority items on the Life Safety list based on the funds available.

Annual Life Safety Inspection

- The Regional Office of Education Annual Life Safety Inspection was conducted on October 18, 2018. While I don't have the report yet, the following problem areas were noted by the inspector:
 - Electrical panels must have 3' space in front of the panel without any obstructions
 - Doors may not be propped open when they have a door closer because this serves as a barrier if there were a fire (we find lots of door stops)
 - All upholstered furniture must be fire-rated.
 - Electrical extension cords cannot be daisy chained together. These should be replaced with a power strip that has a long cord.
 - Need to re-work the swings in the motor room so that there is no opening in the ceiling because the plenum (space above the ceiling tile acts to slow fire throughout the building should one occur)

Upcoming 2018 Property Tax Levy

- The 2018 property tax levy will be used to calculate the property tax bills that taxpayers will receive in calendar year 2019. The revenue from the 2018 property tax levy is the district's revenue for the FY 2020 budget.
- The calendar for the adoption of the Property Tax Levy is below:

NOVEMBER		
• Develop 2017 Truth in Taxation Notice		Business Office
• First reading of the 2017pay2018 Tax Levy for FY 2019 (Estimated property tax levy must be presented to the Board at least 20 days prior to the adoption of the property tax levy, 35 ILCS 200/18-60)	November 12, 2018	Board of Education
• Approval for publication of the "Truth in Taxation Statement" if needed	November 26, 2018	Board of Education
• Publish Truth in Taxation Notice of Public Hearing if needed (Published no more than 14 days nor less than 7 days prior to the date of the hearing, 35 ILCS 200/18-80) (Between December 3, 2018 and December 10, 2018)	December 5, 2018	Business Office
Board of Education Meeting	December 17, 2018	Board of Education
• Hold 2017 Truth in Taxation Hearing if needed		
• Adoption of 2017 Tax Levy		
• Certificate of Tax Levy (ISBE 50-02) must be filed with county clerk on or before the last Tuesday in December (105 ILCS 5/17-11 and 35 ILCS 200/18-15. NOTE: Last Tuesday is December 25, 2017 - County Clerk's Office Closed 12/24 & 12/25/18)	After 12/17/18, but no later than 12/21/17	Business Office

Activities

- September 24, 2018 – Met with Trudy Maata from the Newport Twp Fire Department regarding adding a room divider in one of the Spectrum classrooms.
- September 25, 2018 – Participated in a webinar on the Employee Information System changes for the 2018-19 school year
- September 28, 2018 – Attended the Northeastern Illinois Association of School Business Officials meeting as an ordinary member after completing 3 years as the chair. The program was on legislative changes that impact the business office.