

Business Office Update November 13, 2017 Meeting

Wellness Screening

- The Coop 90's health insurance cooperative sponsored a "Wellness Screening" at both Millburn Elementary and Millburn Middle School on October 11, 2017. A total of 37 Millburn staff members participated in the screening.

Property Tax Collection

- We have received all but one of the property tax collections for the 2017 property taxes.
- At this point, we have collected \$13,861,222.95 of the \$13,941,025.78 scheduled for collection.
- This represents a 99.43% collection.

Cafeteria Tables

- The torsion bar on almost half of the cafeteria tables at Millburn Elementary School has failed. This has created a situation where the tables are very difficult to fold for cleaning on a daily basis. The tables have a 10 year warranty. Unfortunately, the company is no longer in business and thus the warranty is essentially null and void. This is also a safety issue for the custodial staff that raise and lower these tables on a daily basis. We have been unable to find anyone to repair the tables due to liability issues.
- I have gotten pricing from three companies to replace some or all of the tables. I am in the process of arranging to obtain a sample table from each company so we can determine which table will meet the needs at Millburn Elementary. This purchase will be in excess of \$10,000, so I wanted the board to know that the board will be receiving a request to approve purchasing some new cafeteria tables in the near future.

Millburn Audit

- The auditors will present the audit at the November 27, 2017 board meeting.

Activities

- October 26, 2017 – Attended the Coop 90's board meeting
- October 29-31, 2017 – Attended the Midwest Facilities Conference, Baraboo, WI
- November 2, 2017 – Attended the Editorial Advisory Board for the Illinois Association Of School Business Officials for their quarterly journal. I will be authoring an article in their September 2018 Facilities issue dealing with starting the construction planning process with stakeholders.
- November 8, 2017 – Bonnie White and I participated in a webinar that reviewed the Illinois Programming and Accounting Manual.
- November 9, 2017 – Attended the Volcano meeting and delivered the Audit to the Regional Office of Education.