

**Business Office Update
 Board Meeting
 November 30, 2020**

FY2020 Property Tax Levy

- The 2020 Property Tax Levy will be on the agenda for adoption. The levy information is linked to the November 9, 2020 Special Meeting Agenda. There is no need to publish a Truth-in-Taxation notice because the recommended increase is less than 5%.

FY2020 Property Tax Levy Calendar

• Develop 2020 Truth in Taxation Notice if needed		Business Office
• First reading of the 2020pay2021 Tax Levy for FY 2022	November 9, 2020	Board of Education
(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)		
• Approval for publication of the "Truth in Taxation Statement" if needed	November 30, 2020	Board of Education
• Publish Truth in Taxation Notice of Public Hearing if needed	December 3, 2020	Business Office
(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 1, 2020 and December 7, 2020)		
Board of Education Meeting	December 14, 2020	Board of Education
• Hold 2020 Truth in Taxation Hearing if needed		
• Adoption of 2020 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 29, 2020 - County Clerk's Office Closed 12/24 & 12/25)	After 12/14/20, but no later than 12/29/20	Business Office

Damage from Lightning Strike – July 10, 2020

- The district will be receiving a check from the insurance company for \$10,880 to reimburse the district for damage on July 10, 2020. Rooftop HVAC units were damaged at Millburn Middle School and gym lighting was damaged at Millburn Elementary School. We will be the entire cost of the repairs less the \$2500 deductible.

Fire Department Request

- I will be meeting with the architect and the fire department this month to discuss the request of the Lake Villa Fire Department to relocate the fire department connection (FDC) on the north side of Millburn Middle School that doesn't meet the fire code for clear space around the connection.

Report on Shared Services and Outsourcing

- A copy of the report on shared services is attached to the agenda. This document is required to be shared with the School Board annually. It also is included as a part of the Annual Financial Report (AFR) that is completed by the Auditor.

Audit Update

- The audit is close to completion. I anticipate that it will be ready to present to the Board at one of the January Board meetings.

Phone System

- We have been discussing replacing our existing phone system for a few years now. The replacement of the phone system is a part of the Life Safety Plan. We now have enough funds in the Life Safety Fund to begin the process to replace the system in the near future.
- We have started the process to explore options to replace the existing phone system. There are now more options available to the district than when we purchased the existing system.
- Technology items are not required to be bid, but we also need to be transparent about the process we use to make a recommendation.
- We can meet and talk with a number of vendors or we can do a Request for Proposal (RFP) so that can attract several vendors to provide us with proposals.

Property Tax Collection

- The property tax collection rate on 11/16/20 is 2.08% less than it was last year on 11/14/19. In dollars and cents, this equates to \$310,991.67 less in collection at this point in the property tax collection cycle.

	2019pay2020	% of levy		2018pay2019	% of levy
Levy	\$ 15,554,041.60		Levy	\$ 14,772,349.73	
Date	Amt Rec'd	% of Levy	Date	Amt Rec'd	% of Levy
5/21/2020	\$ 1,079,172.82	6.94%	6/6/2019	\$ 1,614,366.61	10.93%
6/4/2020	\$ 3,598,179.56	23.13%	6/14/2019	\$ 3,391,628.01	22.96%
6/23/20	\$ 2,258,983.21	14.52%	6/27/2019	\$ 2,304,192.51	15.60%
7/2/2020	\$ 447,471.88	2.88%	7/18/2019	\$ 251,323.31	1.70%
7/24/2020	\$ 225,773.40	1.45%	8/15/2019	\$ 200,635.36	1.36%
8/20/20	\$ 475,190.73	3.06%	9/5/2019	\$ 1,192,933.50	8.08%
9/03/20	\$ 1,187,779.38	7.64%	9/12/2019	\$ 3,502,424.82	23.71%
9/17/20	\$ 3,763,209.02	24.19%	9/26/2019	\$ 1,836,054.99	12.43%
10/15/20	\$ 1,622,367.49	10.43%	10/16/2019	\$ 119,488.82	0.81%
11/16/20	\$ 306,371.17	1.97%	11/14/2019	\$ 106,385.67	0.72%
12/4/20	\$ 168,714.71	1.08%	12/5/2019	\$ 83,424.00	0.56%
Rec'd to Date	\$ 15,133,213.37	97.29%		\$ 14,602,857.60	98.85%

Winter Custodial Projects

- On December 4, 2020, the Principals' and I met with the two head custodians and the Director of Building & Grounds to review projects that can be accomplished during the time that the students are all remote learning.
- A copy of the projects is included in this report. The items in green are items that we anticipate being able to work on this winter.

Replacement Copier

- I received a call from David Ursin at TechStar regarding the copier we ordered. He offered to provide the district with an upgraded copier (9003 model) that will copy at 90 pages per minute instead of the one that we originally discussed that would copy 75 pages per minute at the same cost.

FY21 PROJECTS	SCHOOL	CUST/MAINT		CONTRACTOR
		STAFF		
Prep for Future Garage Sale - excess/outdated equipment (e.g. old overhead projector)	Both	X		
Install handrail - Northwest Corner Entrance (evaluate if needed)	MES	X		X
Purchase and install Walk Pads near Chiller	MES	X		
Replace Guardrail by playground	MMS			X
Remove invasive trees from detention ponds	Both	X		
Repair laminate on tables/casework as needed	MES	X		
Replace broken classroom shades	BOTH	X		
Grates over window wells - derust/paint ? just make presentable!	MES	X		
Add bathroom urinal partitions	MMS	X		
Install classroom projectors in classrooms - Do we also want to look at wiring for future projectors such as in the gym, other classrooms, etc...	Both			X
Begin to replace Existing Electric Plugs with Plugs with USB ports - WE CAN HAVE GABRIEL TRAIN OTHERS. DO WE STILL HAVE THE LOCKOUT-TAGOUT KITS?	Both	X		
Replace broken floor tiles	MES	X		MES- vestibule by east gym & other locations
Clean light fixtures - Bugs	Both	X		MES- stairwells on west side of building & lights in the halls just outside of stairwell
Replace stained ceiling tiles throughout building	Both	X		MES- Gedville's office in main office, Vestibule by east playground, water stained tiles outside of- east gym, Rm 609, Rm 605, Rm 604 also end of 4th grade hall, top of stairs by 629, middle stairwell by Rm 621
Playground mulch	MES	X		
Blinds for doors and windows	Both	X		We will need to get a list and then order more
Clean/replace broken screens	both	X		Determine locations where they need repair/replaced. If frames are broken, will need a contractor to fabricate a new frame.
Clean stair treads in stairwells	MES	X		
Paint rusted stringers in stairwells	MES	X		
THEY JUST NEED CLEANED	MES	X		
on Lift and Scaffolding	Both	X		
build up turf around drains outside East Gym playground area to reduce tripping hazard	MES	X		
Move risers out of the closet and move boxes into the closet	MES	X		
Defrost and unplug refrigerators that aren't being used	Both	X		
Dust top of lockers - This should be part of our routine cleaning - at least weekly	Both	X		
above, 2 cabinets go to closet, three available	MES	X		
Clean up name/room number plates outside of classrooms	MES	X		and black tape. Is there a way to repaint the

FY21 PROJECTS	SCHOOL	CUST/MAINT STAFF	CONTRACTOR
Pull tape remnants off door by Rm 219	MES	X	
Remove staples and paper from cork strip by STEM lab	MES	X	
get up there	MES	X	
Gabriel meet with Steve to assist him in developing schedules for his staff		X	
Overseed in areas where grass is thin, need to locate grass seed	Both	X	
General Gymnasium damages, Scoreboard - working?, drywall divider door,	Both	X	