

Business Office Update August 27, 2018 Meeting

Report of Shared Services or Outsourcing

- The “Report of Shared Services or Outsourcing” is attached the board agenda. This report must be approved by the board on an annual basis and posted on the District website in order to be in compliance with ILCS 5/17-1.1

Property Tax Collection

- As of August 16, 2018, the district has received \$8,690,987.98 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 approximately 60% 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 is scheduled for August 28, 2018.

Transportation

- The school year has gotten off to a good start in the student transportation area. As is typical, we have and will continue to make some minor adjustments to bus routes over the next couple of weeks.

Annual Life Safety Inspection

- The annual Life Safety Inspection by the Regional Office of Education is scheduled for the afternoon of Thursday, October 18, 2018.

Fraud Prevention

- The district is now required, as a part of the Grant Accountability and Transparency Act (GATA), to provide annual training to all staff to identify and report fraud, waste, and abuse. The district also has to provide an anonymous method for staff to report suspected fraud, waste, and abuse.
- This training was conducted as a part of the Business Office presentation on Wednesday, August 22, 2018.

Summer 2018 Capital Projects and Life Safety Work

- Dr. Lind and I met with Tim McGrath on the morning of Thursday, August 23, 2018 to review possible summer projects. Tim and the WOLD staff will develop options and costs for a variety of projects on the district’s long-range project list.
- Once we identify the projects for the summer of 2019, WOLD will begin preparing specifications so that we can advertise for bids in either November/December or January.

Millburn Elementary School Water System

- The filter for the Millburn Elementary School water system in the 1999 addition has finally been shipped and should be arriving soon. We are planning on installing the filter on the October 5, 2018 Teacher Institute Day since it will require that the water be shut off in the 1999 addition.

Activities

- July 16, 2018 – Laura Sikorski and I attended a webinar to learn the process to notify Benefit Advantage to send a COBRA notice to our employees when they are first hired and when they leave the district or lose insurance eligibility.
- July 18 & 19, 2018 – I attended two webinars on the Employee Information System reporting that was due on August 15, 2018.
- July 20, 2018 – Bernadette Hanna, Joanne Rathunde, Brit Conley, Sloane Knutson, and I attended a webinar on PowerLunch that is a part of the PowerSchool program that the district uses. After seeing what their lunch management system doesn't include, we decided to examine other school lunch software programs.
- July 23, 2018 – Elizabeth Keefe and I completed and submitted to ISBE the new Foster Care Transportation Plan that is a new requirement for all districts this year.
- July 25 & 27, 2018 – Mr. Miller and I participated in the walk-through for the vendors that were interested in submitting a proposal for replacement of the boiler at Millburn Elementary School.
- August 9, 2018 – I met with bus drivers to select their routes for the 2018-19 school year.
- August 16, 2018 – The administrative staff held a "New Staff Orientation" for all new teachers.
- August 21, 2018 – A representative from North Shore Gas visited Millburn Elementary to verify the capacity of the boiler we are replacing for the boiler rebate we have applied to receive. She also took a photo of the remaining 250 gallon water heater that we anticipate replacing no later than the summer of 2019.
- August 21, 2018 – Bob Griffeth, Associate Loss Control Consultant from Gallagher Bassett conducted a safety training with our bus drivers.
- I submitted the General State Aid and Transportation reports to the Illinois State Board of Education that were due August 15, 2018.