

Business Office Update May 14, 2018 Meeting

Inter-Fund Transfers

- At the May 28, 2018 board meeting, I will be requesting permission to publish a legal notice for a Public Hearing regarding the inter-fund transfers included in the FY2018 adopted budget. Attached is a copy of the legal advertisement.

Capital Improvements – Summer 2019

- Dr. Lind, Mr. Miller, and I met with the architect on May 7, 2018 to discuss possible projects for the summer of 2019. The architect will develop cost estimates for each of the projects as a part of the process. The plan is to let bids in the fall of 2018 for the summer of 2019. Some items will be included in the Fall, 2018 bid and other items will be planned for the future. Items discussed with the architect included the following:
 - Install Kindergarten cubbies in the hall; remove the existing cubbies and attached storage; and add countertop and storage along the wall
 - Boiler replacement at MES
 - Replace pneumatic controls in the older section of MES
 - Life Safety work including fire alarm upgrades, adding smoke/heat detectors, adding ventilation in areas where storage areas are serving as office spaces, adding door closers to older classrooms at MES, adding ADA approved door hardware, replacing fire doors that don't meet the life safety code, etc...
 - Explore the cost of modifying and/or replacing existing door hardware to allow teachers to lock their classroom doors from inside the classroom and a cost to have a deadbolt mechanism incorporated into the door hardware.
 - Adding drainage near the glass entrance to the cafeteria at MES
 - Creating STEM labs at MES & MMS
 - Creating breakout spaces in the media centers at both buildings
 - Modifying the courtyard entrance/exit in the media center to eliminate water coming into the media center
 - Removing playground that isn't appropriate for a K-5 building and adding some playground equipment that is better suited for preschool and Kindergarten age students
- Update on projects that are being considered for this summer's list include:
 - Adding sound absorption material near the circulation desk at the media center at MES to eliminate or reduce the echo
 - Modifying the stage floor in the MES cafeteria so that flooring will stay on the floor. We are looking at possibly installing cement board so the floor doesn't flex
 - Exterior siding repairs to the house by MES to stop water infiltration at the windows

Red Apple License Agreement

- Red Apple Academy rents one classroom at Millburn Elementary School through a license agreement. I am anticipating that we will have the renewal for the 2018-19 school year ready for Board approval at the May or June board meeting.

Spectrum Center, Inc. Lease Agreement

- The district leases four classrooms and an office space to Spectrum Center, Inc. Spectrum is a private day school located in the 1961 section of Millburn Elementary School. I am also anticipating that they will be renewing the lease for the 2018-19 school year.

Meal Pricing for 2018-19

- Meal prices will be increasing by \$0.05 per meal for both students and adults for the 2018-19 school year.
- I am recommending that there be no change in the price of the ala carte items.

Arbor Management Renewal

- We have received the contract renewal for the 2018-19 school year. Our last contract was bid in the Spring of 2017 and we are completing our first year of the contract. The contract allows the district to renew the contract one year at a time for up to four renewals. The increase is tied to the “Food Away from Home Consumer Price Index.” For the 2018-19 renewal, the “Food Away From Home CPI was 2.5% and the recommended increase in the contract is 2.5%.’
- The recommendation to renew the contract with Arbor Management for the 2018-19 school year at an increase of 2.5% will be on the May 21, 2018 board agenda.

Summer Help

- Each year we hire summer staff primarily for custodial/maintenance tasks. However, we have some summers when we have hired extra help to assist with technology. I calculate summer staffing based on an average of 69 days of 8 hours per day for one summer full-time equivalent (FTE). We have been hiring between 5 & 6 FTE each summer and I don’t anticipate any change for 2018.

Auditor

- I recently received the letter of engagement from the auditor, Eder, Casella, & Company. They provided us with pricing for a 3-year agreement. I have communicated with Eder, Casella & Company that the Board had previously indicated their interest in conducting a Request for Proposal for the 2019-20 school year. They are also be agreeable to a one year agreement.
- The pricing on the three year agreement is as follows:
 - FY 21018 audit \$13,900
 - FY 2019 audit \$14,300
 - FY 2020 audit \$14,725

*Please place the following **black-bordered** legal notice **one time only**. Please publish the advertisement on June 4 or 5, 2018.*

LEGAL NOTICE of PUBLIC HEARING

Notice is hereby given by the Board of Education of School District No. 24, in the County of Lake, State of Illinois, that a Public Hearing will be held on the issue of a fund transfer in the amount of \$25,000 from the Education Fund to the Capital Projects Fund; a fund transfer in the amount of \$200,000 from the Operations and Maintenance Fund to the Capital Projects Fund; and a transfer of interest from the Debt Service Fund, the Education Fund, and the Transportation Fund to the Operations and Maintenance Fund.

Notice is further hereby given that a public hearing on this issue will be held at 7:00 P.M. on the 18th day of June, 2018 at Millburn Elementary School, 18550 W. Millburn Road, Wadsworth, IL 60083

Board of Education of Millburn C. C. School District No. 24
18550 Millburn Road
Wadsworth, IL 60083

Submitted by: Carissa Casbon-LaTourette
President, Board of Education

Jason Lind, Superintendent