

Business Office Update May 21, 2018 Meeting

Inter-Fund Transfers

- I am 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.
- The board will need to conduct a “Public Hearing” at the June 18, 2018 board meeting and then adopt a resolution authorizing the transfers.

Red Apple License Agreement

- Red Apple Academy rents one classroom at Millburn Elementary School through a license agreement. The addendum for the License Agreement is attached to the agenda for the Board’s approval.

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 recommending that the board approve the addendum to the Lease with Spectrum Center, Inc.

School Lunch Program

- Meal Pricing for 2018-19
 - I am recommending that the board approve an increase in the lunch 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.
- Automation of school lunch tickets
 - I am in the process of working with Arbor and the school office staff to explore options to automate the lunch line process.
 - I have been in contact with 4-5 companies that provide school lunch software. As the search progresses, I’ll update the board.

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 limited to the change in 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%.’
- Dr. Lind and I are recommending that the board approve the contract renewal with Arbor Management for the 2018-19 school year at an increase of 2.5%.

Audit

- Based on the discussion from the COW meeting, Dr. Lind and I are recommending that the fiscal year 2018 audit be completed by Eder, Casella, & Co. at a cost of \$13,900.
- The audit has been tentatively scheduled to begin on July 30, 2018
- In the fall, I will send out an RFP to auditing firms.

State Inspection of Millburn's Bus Fleet

- The state inspectors arrived on May 14, 2018 to inspect the Millburn School District 24 bus fleet. In addition to the annual inspections that we have completed at a local inspection facility, state inspectors come on-site every 3 years to inspect the buses.
- We had one bus that was taken out of service because the ABS light came on when the bus was started. This bus is one of our spare buses and was ok when it was driven the week prior. The problem was repaired and the bus is back in service.
- We had several other items that require us to repair within 30 days
 - We have to replace the rectangular reflectors on the bus with round reflectors
 - We had 5 buses with espar heat exhaust hoses that have to be replaced due to corrosion
 - We had 2 buses that we have to move the fire extinguisher bracket so the extinguisher is secure
 - We had one bus that had 3 of 16 LED lights on the stop arm that had to be replaced.
 - We have some small buses that had the back door hinges replaced. Midwest Transit replaced them with white hinges instead of yellow hinges. We are working with Midwest Transit to get them to replace the hinges at no cost to the district since it was their error.

CLIC Insurance Cooperative

- I recently attended the membership meeting of the CLIC Insurance Cooperative.
- Property/Casualty Insurance
 - We will see a 2.57% increase in property/casualty insurance for the 2018-19 school year.
 - We have had some large claims in the last two years and I was very happy to see the small increase in the premium. In 2015-16, we had claims of \$219,882 and an additional \$26,782 in 2016-17. The larger claim was for the replacement of the chiller at Millburn Middle School.
- Workers Compensation Insurance
 - We will see a reduction of 3.02% in our rates for Workers Compensation Insurance for the 2018-19 school year. Even with the reduction in rates, our experience modification factor increased from 1.02 to 1.09. This factor is determined by the last 3 years of claims history not including the current year. Unfortunately, we had a significant increase in claims for the last two years. Our loss ratio for 2014-15 was 17%, 2015-16 was 105%, and 2016-17 was 58%.

MES Water Issues

- As you are aware, we have been exploring options to filter sediment from the well in the 1999 addition of Millburn Elementary School. We have a proposal for the filtration system from Bates Water Solutions, Inc. The filtration system cost including installation and training of our staff is \$7895.36. There will be some additional cost from our plumbing company to cut the supply line and install shut-off valves for the system. This filter system will be paid from the Capital Projects Fund.
- The filtration system is similar to the system that we installed a few years ago on the boiler & chiller system that has worked well for us.

MMS HVAC Issue

- The rooftop unit for the MMS office has a 15 HP condenser fan motor that is failing. We believe that we can get through the remainder of the school year, but we will need to replace it this summer. The replacement and removal of the old motor will require the use of a crane. The proposal for this work from Grubbs Mechanical is \$5100. This work will be paid from the Capital Projects Fund.

National School Bus Illegal Passing Survey

- Millburn District 24 once again participated in the national survey to record how many times drivers passed Millburn buses illegally. This study was completed on May 9, 2018.
- Out of 19 buses on the road on May 9, 2018, five were passed illegally in the morning and one was passed illegally in the afternoon for a total of six (6) drivers that illegally passed Millburn buses.

Activities

- Attended the Cultural Competence meeting at Millburn Middle School on April 25, 2018
- Attended the Illinois Association of School Business Officials Conference on May 3 & 4, 2018
- Attended the Joint Board Dinner at Thompson School in Lake Villa on May 15, 2018
- Participated in a Webinar titled: Helpful Tips for Training your Multigenerational Staff offered by the Illinois School Nutrition Association on May 16, 2018. As the Foodservice Director, I'm required to have 12 hours of training annually related to school food service.
- Attended the CLIC Insurance Cooperative Meeting on May 17, 2018.