

**Business Office Update
 April 24, 2013, 2013 COW Meeting**

Property Tax Levy

- The “Levy Extension” worksheets were received on April 16, 2013. Mr. Lind and I made the required adjustments and the sheets were returned to the County Clerk’s Office.
- Next, I will be receiving the “Final Certification” that will be reviewed for accuracy before the rates are certified by the Treasurer’s Office and the property tax billing process begins.
- The EAV of the district dropped by 9.19% from 2011 to 2012. I had estimated an 8% drop.
- The 2012 Levy adopted and the anticipated final levy amounts for the funds that are subject to PTELL are listed below.
- I had estimated a levy of \$9,160,629.77 assuming \$500,000 of new construction. Our new construction numbers came in at \$193,352. It looks like the actual levy will end up at \$9,148,956.51.

Fund	Adopted Levy	Anticipated Levy	Difference
Education	\$7,122,882.00	\$ 6,671,594.21	\$ (451,287.79)
Op Bldg & Maint	\$1,100,000.00	\$ 1,101,562.02	\$ 1,562.02
Special Education	\$ 200,000.00	\$ 200,493.51	\$ 493.51
Transportation	\$ 500,000.00	\$ 500,081.50	\$ 81.50
Working Cash	\$ 115,000.00	\$ 115,226.16	\$ 226.16
IMRF	\$ 287,529.00	\$ 265,020.15	\$ (22,508.85)
Tort Immunity	\$ 125,000.00	\$ 126,748.77	\$ 1,748.77
Social Security	\$ 190,815.00	\$ 168,230.19	\$ (22,584.81)
	\$ 9,641,226.00	\$ 9,148,956.51	\$ (492,269.49)

Possible Need for a Budget Amendment

- In reviewing the status of the individual funds:
 - The Debt Service Fund will be approximately \$1500 over budget due to underestimating the copier leases and the annual fees we pay to the bank for paying the bond holders of the District’s bonds.
 - The Operations and Maintenance Fund is running at 74% of budget as of March 31, 2013. This is very close to budget, but we have had some costly and unavoidable repairs over the last few months. It is possible that we may end the year under budget, but I can’t make any promises. The budget will be very close.
- I did speak to the auditor, David Cain, regarding the need for a budget amendment. Mr. Cain told me that a budget amendment was not necessary, but there would be a note in the audit. He doesn’t recommend that the district go through the amendment process due to the work needed to prepare, advertise, and hold the public hearing and file the amended budget with the state and the County Clerk. Variances from each fund budget are allowed up to 10% over the adopted budget.
- In summary, the total combined budget will end the year under the budget adopted by the Board in September, 2012. However, two individual funds have the potential to be slightly over budget.
- I need direction from the board since the amended budget would need to be approved for public display at the first meeting in May and adopted at the regular board meeting in June to comply with the notice requirements.

Food Service

- The food service bid process that we went through last summer allows the district to renew the current contract with Arbor Management as long as the increase doesn't exceed the CPI increase for "Food Away from Home" (2.5%).
- I am recommending that the board approve the extension of the Arbor Management Contract for the 2013-14 school year. The contract reflects a 2.5% increase over the current contract.

Summer Help Hiring Process

1. Temporarily increase hours of current part-time custodial staff (total of 5 hours daily)
2. Advertise for summer help on the District Website
3. Review and select applicants with Millburn District 24 experience for interviews. Recommendations will be based on their interview and prior work record with the district.
4. For any additional open positions, applicants would be selected from the remaining applicant pool and interviews would be scheduled.

Summer Projects Requested & Summer Routine Maintenance

- Attached is a list that separates "Summer Projects Requested" from "Summer Routine Maintenance" as requested by the Board at the April COW meeting.

Building & Grounds Update

- On Monday, April 15, 2013, we had another fire alarm occur after students had left for the day. A sensor/module in the LRC had failed. The Newport Fire Department took the alarm out of service. We arranged for custodial coverage overnight to be on "Fire Watch" to protect the building in case of a fire. The sensor/module was replaced on Tuesday, April 16, 2013 and the fire alarm was placed back in service by the Newport Fire Department.

Professional Activities:

- I attended the Illinois Association of School Business Officials "Planning & Construction Professional Development Committee" meeting on April 17, 2013.

2013 SUMMER PROJECT REQUESTS	SCHOOL
Install lights for flagpole	Both
Parking lots - patch, reseal & re-stripe	Both
Move selected classrooms and offices (within buildings)	Both
Explore addt'l intercom/phone access for Office	Both
Add smoke detectors to computer labs moved summer 2012	Both
Update/Replace Parking Lot Signage	Both
Replace Building Interior Signage as needed	Both
Re-seal Wood Gym Floors	Both
Replace/Repair restroom stalls (2nd & 5th grade area @ MES)	MES
Door Repair/Replacement - Northest Corner of Old Building (by Room 208)	MES
Sidewalk Repairs	MES
Paint stair railings (supplies only)	MES
Repaint select classrooms (Supplies - District/Labor - Volunteers)	MES
Repaint Visitor Restrooms by Cafeteria	MES
2nd Grade Bathroom Remodel (partitions & paint)	MES
Paint Cafeteria & Clean Sound Baffles	MES
Replace floor tiles on stage in cafeteria	MES
Replace light covers in west stairwell	MES
Millburn Elementary - Lighting for New Sign	MES
Wireless Access upgrade	MES
Repaint Offices - District Labor	MES
Replacement of a portion of the Cafeteria Tables	MES
Install handrail - Northwest Corner Entrance	MES
Adjust/Repair sound systems (Gymnasium & Cafeteria)	MES
Install Security Mirror in front entrance	MES
Install Hard-wired intercom for front entrance	MES
Roof Replacement (Computer Lab & 2 story classrooms - Garden Level)	MES
First floor common areas - strip many years of wax build-up	MES
Repaint Roofline Flashing on front of Building	MES
Replace/Repair restroom stalls (2nd & 5th grade area @ MES)	MES
Pour pad for recycling dumpster & install fence enclosure	MES
Paint, repair, & resurface lockers	MMS
Replace/Repair restroom stalls	MMS
Repaint cafeteria, locker rooms & gymnasiums	MMS
Re-weld lock connections on fire lane gates	MMS
Install energy saving exit signs, water flow adapters, etc... (Lights for Learning Fundraiser)	MMS
Replace or remove playground canopies	MMS
Install permanent table(s) on playground	MMS
Re-build retaining wall by park next to parking lot	MMS
HVAC - Clean univent A/C coils in every univent	Both

2013 SUMMER ROUTINE MAINTENANCE	SCHOOL
Change oil & filters in chiller	Both
Inspect/Repair man lifts used to change lights, etc	Both
Maintenance & Repair of bleachers	Both
HVAC - Clean Univents, lubricate, & change HVAC filters	Both
HVAC - Annual Maintenance of Boilers	Both
Maintenance/repair of water faucets, toilets, etc...	Both
Clean windows in stairwells	Both
Clean/sanitize lockers and windows	Both
Landscape clean-up	Both
Move selected classrooms and offices (within buildings)	Both
Playground Repairs (Equipment repairs, rust on stairs, fresh top coat of mulch)	Both
Touch-up painting	Both
Replace ceiling tile as needed	Both
Clean carpets in all office areas	Both
Clean all light covers	Both
Clean ductwork - all rooftop units	Both
Move selected classrooms and offices	Both
Lubricate cafeteria table hardware	Both
Dishwasher Repair/Maintenance	Both
Replace light bulbs in parking lot	Both
Lubricate Basketball Backboard Mechanisms & Hoops	Both
Wax floors	Both
Maintenance of Operable Walls	MMS
Paint stair railings (supplies only)	MES
Repaint select classrooms (Supplies - District/Labor - Volunteers)	MES
Repaint Visitor Restrooms by Cafeteria	MES
2nd Grade Bathroom Remodel (partitions & paint)	MES
Paint Cafeteria & Clean Sound Baffles	MES
Repaint Offices	MES
Replace Cafeteria Tables	MES
Install handrail - Northwest Corner Entrance	MES