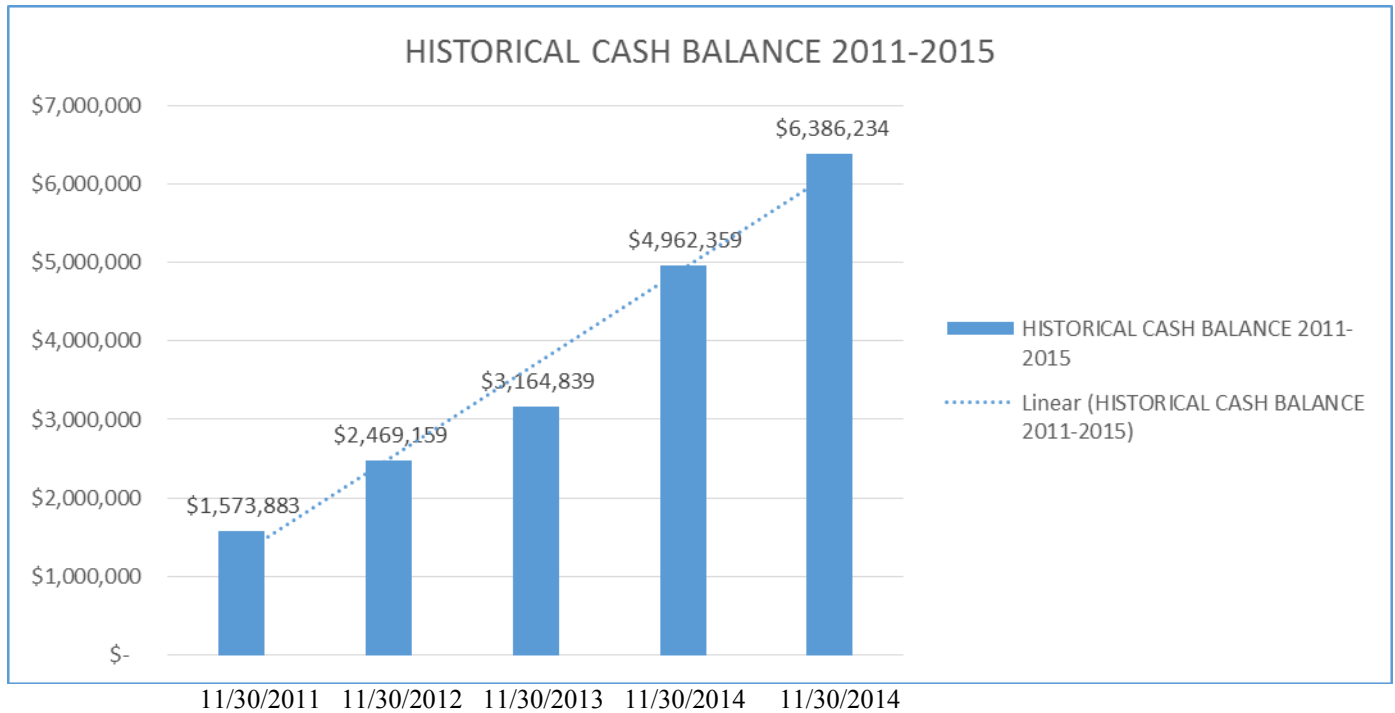


**Business Office Update
December 14, 2015 Meeting**

Cash Flow & Graph

- The district revenue and expenses continue to be close to the cash flow estimate. However, I doubt if we will have another month like last month where the difference was only \$398. This month, we are \$22,738 ahead of the cash flow estimate. Revenues were \$83,078 less than anticipated and expenditures were \$105,816 less than anticipated.
- We ended November with a cash balance of \$5,992,886 for all funds except Debt Service and \$6,386,234 including Debt Service.
- Listed below are the November 30 cash balances for 2011 through 2015:



Carbon Monoxide Monitoring

- We have now been instructed by the State Superintendent Tony Smith to hold off on purchasing any carbon monoxide equipment until after the State Fire Marshal's office sets the rules for implementation.
- Dr. Smith's correspondence is as follows: "The rules will not be set by Jan. 1, 2016. And as such, we recommend districts hold off on purchasing the equipment pending the promulgation of the rules. Full enforcement will not occur until the regulations have been approved. The Fire Marshal's Office will be in contact once those rules are adopted, at which time we then recommend districts purchase the correct detectors in order to ensure they have the proper apparatus."

Roofing Project – Deduct Change Order

- On the board agenda is a deduct change order for the summer, 2015 roofing project.
- Because of the potential for additional costs for the roofing project, a \$10,000 allowance was included in the specifications. The primary concern was related to securing the new roof to the existing roof deck because of the age of the building and not knowing how the previous roofs were secured.
- We had good luck and there were no problems with the project or securing the new roof to the existing roof deck. Since the \$10,000 allowance wasn't needed, it needs to be deducted from the contract amount before the district can make the final payment.
- The deduct change order formally reduces the amount of the roofing contract from \$258,900 to \$248,900.

Lighting & Paving/Landscape Project Schedule

- Listed below are the items that are targeted for the lighting and paving/landscape bids. The actual work awarded is subject to funds available. The bids will include some alternates to give us flexibility if the bids come in higher than anticipated.

- Lighting Project
 - Replacement of T-12 lighting in the older section of Millburn Elementary
 - Replacement of lighting in the East & West gymnasium at both buildings
 - Replacement of the parking lot lighting at both buildings
 - Lighting Project Tentative Timeline
 - December 21-22, 2015 - Dillon Mitchell from Fanning-Howey will be onsite to complete a lighting survey.
 - February 3, 2016 – Out to Bid
 - February 29, 2016 – Bid Opening
 - March 7, 2016 – Contract Awarded
 - March 19-28, 2016 – Replacement of lighting

- Paving/Landscape Project
 - Crack fill, seal & stripe all paved areas at both buildings
 - Remove and replace paving on the east side of Millburn Elementary that is used for a hard surface playground and special education buses.
 - Remove and replace the rear bus loop at Millburn Elementary
 - Paint games on the pavement at both buildings. Paint lines for PE & track on the fire lane at Millburn Middle School.
 - Remove/replace soil and plant sod in play area behind the East Gym at Millburn Elementary School
 - Project Tentative Timeline
 - January 20, 2015 – Out to Bid
 - February 15, 2015 – Bid Opening
 - February 22, 2015 – Bid Award
 - Summer, 2016 - Construction

Electrical Demand Response Agreement

- After obtaining more information, I submitted our application for the Electrical Demand Response program. There are a limited number of slots available and there is no penalty if we are unable to meet the electrical demand reduction in any year. All we lose is the economic incentive.
- The next step will be a conference call involving our technician from Johnson Control, PJM Interconnection, Terry Miller, and me. The call will give our tech from Johnson Controls a better idea of what is needed to meet the necessary reductions in power consumption for an electrical emergency.

Property Tax Collection

- The district has received the last payment of the 2014pay2015 tax revenue.
- The district received all but \$22,291.52 of the anticipated property tax revenue.
- This resulted in a collection rate of 99.83% for 2014pay2015 versus a 99.89% collection for the 2013pay2014 taxes

Private Day School

- Elizabeth Keefe and I met with representatives from Spectrum Center Schools and Programs on Wednesday, December 9, 2015. They are exploring the possibility of starting a private day school in Lake County. They came to look at the possibility of renting classroom space at Millburn Elementary School as early as the summer of 2016.
- If the program were to come to Millburn or another location in Lake County, there is the potential that some of our students that travel long distances each day could be served locally instead of travelling to neighboring counties.
- If they decide to pursue an agreement with Millburn for classroom space, the agreement would need to be finalized by the end of February or the beginning of March.

Internet Fiber Build-Out Option

- I participated in a webinar with Joanne Rathunde, Tech Director, and our two district computer technicians. The webinar explained some of the changes in the E-Rate program that subsidizes bringing internet services to school districts and libraries throughout the United States. Millburn receives a 40% discount on eligible services as a result of the E-Rate tax on each of our telecommunication bills.

- The webinar was presented by the Illinois Century Network. The E-Rate program began changing this past year by beginning the phase-out of subsidies for plain old telephone services (POTS), cellular services, and hosting services (e.g. our First Class Email). That phase-out resulted in freeing up funds that allow the program to focus on improving local and wide area networks as well as bringing more robust and faster connections to local schools. Since we just replaced our wireless routers and network switches, we would be wise to wait two to three years to upgrade our wireless nodes & local area networks.
- The program will now allow subsidies for the laying of fiber lines as well as purchasing existing fiber that is not in use. The program allows that cost to be spread out over four years so that is more affordable. We are currently exploring the possibility of possibly getting up to gigabit access versus the 100 megabit that we currently receive.
- In order to get pricing for this process, we will include this in our E-Rate form 470. Form 470 is used to solicit pricing from interested vendors. Contracts will need to be signed in April or May so that they are in place when the 2016 program year begins on July 1, 2016.

State Revenue

- As of December 13, 2015, the State of Illinois has vouchered for \$437,285.56 for Millburn payments that are outstanding. The Comptroller pays bills when funds become available. Approximately 75% of the unpaid vouchers are for transportation and special education programs. They are commonly referred to as “categorical programs.”

Activities

- November 6, 2015 – Attended the Volcano meeting at Deerfield Elementary District. We discussed upcoming surveys. The student fee survey is currently being conducted. I am working with Greg Himbaugh from Deerfield Elementary to develop a building rental survey that will be conducted in January, 2016. Both of these surveys will be helpful as we begin discussion of fees in early 2016.
- November 11, 2015
 - Terry Miller and I met with companies that are available to assist us with snow plowing to go over paperwork and pricing for their services on an as-needed basis.
 - I met with Gary White to update me on the process that we will use to generate the new Affordable Care Act forms that every employee will receive with their W-2's regarding health insurance coverage
- November 13, 2015 –
 - I met with Computer Power Systems regarding a maintenance contract for software and hardware maintenance for the camera systems installed at both buildings.
 - I also met with a group of business managers in Libertyville, IL. This is informal, but we talked about property tax levies, de-annexation, business office staffing issues, etc...
- November 18, 2015 – I met with Mark Almburg from Sedgwick regarding Millburn Workers Compensation program. Mark and I looked at locations where we have had employees injured. I showed him some of the drainage improvements that were made last year and we discussed other areas where changes could be made to reduce the district's risk exposure.
- November 18 & 19, 2015 – I participated in a conference call/webinar where we finalized our presentation for the Triple I Conference titled: The 10 Year Life Safety Survey – Why is it Required?
- November 20-22, 2015 – Attended the Triple I Conference in Chicago, IL
- November 24, 2015 – I met with Representative Carol Sente at Hawthorn School District along with Brad Goldstein, Associate Supt of Finance and Business Operations; Barry Bolek, Associate Supt for Finance from Township High School District 113; and the Nick Brown, Hawthorn's Superintendent. It was a very productive meeting and the meeting resulted in the idea for the Northeastern Illinois Association of School Business Officials hosting a legislative forum at the January 15, 2016 meeting.
- December 1, 2015 – I met with Charli Johnsos from Fanning Howey and George Dreger from Eriksson Engineering regarding the paving and drainage projects for the summer of 2016.
- December 3, 2015 – I attended a demonstration of the Navigate safety program at District 117. Area districts are starting to adopt this program that allows staff and first responders to have access to the emergency plan on their cell phone or other electronic device.
- December 10, 2015 – I attended the CLIC insurance cooperative meeting in Itasca, IL. Some of the topics that were discussed were: the new law regarding concussions, indoor air quality (e.g. mold issues), carbon monoxide detectors, the importance of reporting workers compensation claims promptly, etc...
- December 11, 2015 – I chaired the Northeastern Illinois IASBO meeting in Buffalo Grove, IL. The program dealt with changing how we present information to individuals, teachers, school board, etc... The speaker demonstrated how we can tell our story for maximum effectiveness.