

Business Office Update December 10, 2012 COW Meeting

Building & Grounds Update

- We are in the process of reviewing applications for the Head Custodian position at Millburn Elementary and hope to begin interviews later this week.
- The uneven sidewalks at Millburn Middle School were mud-jacked last week. Please be sure and note the difference the next time you are at the middle school. Additionally, some minor sidewalk repairs were completed at Millburn Elementary School.
- I have contacted the architect and he will draw up the specifications for the section of roof that we will be advertising for bids at Millburn Elementary in January. \$50,000 of this project was funded through the state construction grant we received last year. I anticipate that the board will be approving a bid award at the February or March board meeting.
- We continue to make progress on repairs of the HVAC systems at both buildings. In addition to making the necessary repairs to the systems, a preventative maintenance schedule is being developed to reduce the number of unanticipated repairs in future years.
- Arrangements are being made to do a tune-up of each of our seven boilers. These tune-ups will improve the district's energy efficiency as well as qualify for an energy rebate.
- The quotes for electric work at both buildings that primarily deal with lighting the flagpoles at both buildings, the new Millburn Elementary School sign, replacing/repairing other exterior lighting, and adding power for the new screen in the Millburn Elementary Cafeteria that was purchased with an anonymous donation that was received last school year. It is anticipated that some of the electrical improvements will also qualify for energy rebates.

Donations

- The following donations were received by the district:
 - Abbott Laboratory Employee Giving Program - \$149.75
 - Baxter Employee Giving Campaign - \$134.75

Professional Activities

- In November I attended the Triple I conference. During that conference, I served as the "School Business Manager" in a panel discussion that defined the roles and responsibilities of the Board of Education, Superintendent, Business Manager, Facilities Staff, and the consultant team in each phase of school renovation and construction.
- On Friday, December 7, 2012, I attended the Collective Liability Insurance Cooperative (CLIC) of which the district is a member. The highlight of the morning was hearing a presentation from Rick Phillips from Community Matters who presented on methods to use to prevent bullying in the school setting.