

Business Office Update June 13, 2016 Meeting

Lighting Update

- The lighting project is in full swing. The custodial staff worked until about 3:30 a.m. on Wednesday, June 8, 2016 to empty out all of the pre-1999 classrooms where lighting is being replaced. Demolition of the existing fixtures began later that morning.
- Both the gymnasiums and the classroom lights will have sensors that are activated by both motion and sound. The teaching wall will have a dimmer switch so the teacher can dim the row of lights closest to the projection wall.
- Here are some photos of the progress:



Ready for lighting demolition



Existing Lighting



Light Fixtures that were removed



New Lighting Fixture

Life Safety Update

- The state has accepted Millburn's Life Safety plan for both Millburn Elementary and Millburn Middle School. However, the state would not allow us to use Life Safety funds to provide ventilation in the rooms and offices that were identified as needing ventilation. The cost for the district to provide the ventilation is estimated at \$25,000.

E-Rate Funding

- Joanne Rathunde and I have completed the E-Rate process for internet access and the link between Millburn Elementary and Millburn Middle School.
- The district's internet access will be increasing from 100 mbps to 500 mbps. The link between Millburn Elementary and Millburn Middle School will be increasing from 50 mbps to 250 mbps.
- The net annual cost for the increased bandwidth is less than \$500 per month.
- The E-Rate program is in the process of phasing out funding of Plain Old Telephone Service (POTS). The 2016-17 fiscal year will be the first year that we will not receive any E-Rate funding for POTS. Two years ago, we received 40% reimbursement. This reimbursement was reduced to 20% this past school year and will be 0% for the 2016-17 year.

Paving Update

- The paving contractor began work on Thursday, June 9, 2016. So far, they have been removing asphalt in the areas where we will be replacing the pavement. The township of Old Mill Creek has assisted us in this project by hauling away the old pavement.
- Attached are some photos of the work thus far



GASB 45 Study

- School districts are required to conduct an actuarial study to determine the unfunded liability of post-retirement expenses. Our auditor requested that we engage another firm to conduct this study.
- I obtained two proposals for this service. I am in the process of engaging Lauterbach & Amen to conduct Millburn's GASB 45 study since their cost was less than half the cost of the other proposal. The cost of the study is \$3400.

HVAC Controls

- The HVAC control system was updated at Millburn Middle School in early May. This replaces a 12 year old personal computer that ran the HVAC system. The major concern was that if the computer failed, we would lose the ability to control the HVAC system.
- This upgrade centralizes the HVAC control hardware and allows remote access to this system in both buildings.

IMRF Audit Update

- Gary White and I participated in an exit review with the IMRF auditor.
- They did discover that we were deducting voluntary IMRF life insurance as a pre-tax deduction. This should be a post-tax deduction. Gary has made this change for the next payroll.
- Based on the exit interview, I also anticipate that we will need to separate the IMRF and Social Security/Medicare revenue and expenses. We have a separate tax levy, but the funds are comingled in the IMRF fund.
- We should have a final report from IMRF within the next month.

Property Tax Collection

- The district has collected \$5,061,915.51 of the 2015 pay 2016 property tax collection. At this time last year, we had only collected \$3,086,800.60. We have received approximately 37% of the property taxes that the district is scheduled to receive during calendar year 2016.

Activities

- On May 25, 2016, I participated in the Employee Information System for the Illinois State Board of Education (ISBE). ISBE will be requiring that each district also report the teacher evaluation ratings in addition to the data that is currently collected.
- On June 1, 2016, Terry Miller and I participated in the Lighting Project Meeting for the District's lighting project.