

Business Office Update February 9, 2015 Meeting

Millburn Elementary Roof Project

- A pre-bid meeting was held on Wednesday, January 14, 2015 for the 2015 Millburn Elementary Roofing Project. Six roofing companies were represented at the pre-bid meeting.
- The bid opening was held on Wednesday, January 28, 2015 at 2:00 p.m. The district received five bids. The base bid includes a 30 year roofing warranty. The alternate includes a 20 year roofing warranty.
- Mr. Terry Miller and Mr. Ed Sawa from Fanning Howey conducted Post Bid Interviews with the two low bidders on Monday, February 2, 2015 .
- Both Terry and Ed are recommending that the board approve the low bid from Wetherguard Roofing Company, Elgin, IL in the amount of \$258,900 at the February 23, 2015 board meeting.

Security Camera Installation

- After Fanning-Howey reviewed the camera system quotes I received last year when I applied for the grant, it was determined that the systems that had been quoted were lower-end systems that are more typically used in residential installations. Fanning Howey proposed a mid-range commercial system that will allow us to grow the system over time.
- As a result, the Principals strategically located and reduced the number of cameras. We will have the ability to add additional cameras as funds become available up to 16 cameras per building. At this point, I am anticipating that the district will need to use approximately \$10,000 in local capital projects funds in addition to the grant funding that is available for this project. To put this in perspective, from December, 2011 through September, 2014, the district experienced \$45,000 in losses from vandalism and theft. The district cost in insurance deductibles during this period was \$12,500.
- The specifications for the security cameras at both Millburn Elementary and Millburn Middle School are now complete and have been provided to several companies for quotations.
- Fanning Howey will provide me with a recommendation on February 13, 2015 that I would like the board to approve at the February 23, 2015 meeting so that equipment can be ordered and available for installation during Spring Break (March 23-27, 2015).
- The breakdown on cameras being requested is as follows:
 - Millburn Elementary School
 - five (5) indoor cameras
 - three (3) outdoor cameras
 - Millburn Middle School
 - One (1) indoor camera
 - Five (5) outdoor cameras

Activities

- January 26, 2015 – Meeting at SEDOL to complete the “Excess Cost” calculation required by ISBE.
- January 28, 2015 – Roof bid opening
- January 29, 2015 – Illinois Association of School Business Officials Leadership Day focused on presentation skills.
- January 30, 2015 – Illinois Association of School Personnel Administrators Conference – Performance Evaluation Reform Act (PERA) and collective bargaining.

- February 4, 2015 – Meeting at SEDOL to complete the “Maintenance of Effort” calculation required by ISBE.