

Business Office Update February 13, 2013 COW Meeting

Donations

- The following donations were received by the district:
 - Approximately 150 large D-ring binders - Potash Group

24 Hour Challenge

- The 24 Hour Challenge resulted in the following donations from the school district:
 - One Hope United \$1118.68
 - Susan G. Komen \$1118.67

Roofing Project – Millburn Elementary School

- Terry Miller & I have been working with the architect on the roof bid project.
 - The base bid is the roof area over the computer lab that had originally been the gym & then the library before becoming the computer lab. The plans call for removing the skylights that make it easy to see above the drop ceiling, but serve no other purpose.
 - At my request, the plans call for an alternate bid that includes the roof section in the front of the building that is over the two-story addition between the original 1960's era building and the main office.
 - It is always good to have alternates. If pricing comes in good, it is typically more cost-effective to do more work since there is a cost included in the bid for the company to mobilize by moving equipment onto the site.
 - If we do both the base bid and alternate, there is one additional section of roof that will need to be replaced within the next 3-5 years
 - Once we receive bids, Mr. Lind & I will make a recommendation to the board for the board's approval. The time schedule for this process is as follows:
 - February 8, 2013 - Pre-bid meeting held for the roofing project
 - February 20, 2013 – Roof Bids will be opened
 - February 27, 2013 – Estimated roof bid award
 - June 10, 2013 – Project begins
 - August, 2013 – Project completed

Building & Grounds Update

- We are continuing to make progress on the HVAC systems at both buildings. On February 6, 2013 we had McQuay, Johnson Controls & Grubbs Mechanical investigating problems in the 200 & 300 rooms. The univents in this section of the building have a McQuay controller that talks to the Johnson Control software. We were able to determine the cause of some of the problems. It was a mix of software issues and mechanical issues. While we still have more rooms to investigate, we got a great start on some of our more challenging HVAC problems.

Cash Flow

- As of February 8, 2013, the district is owed \$425,925.94 in state funding.
- We were able to get through the first payroll of February without accessing our TAW's. Depending on what additional revenue we receive in February, we will need to borrow \$500,000 prior to either the February 22 or March 8 payroll.

Wellness Screening

- The district's wellness screening was held on Thursday, February 8, 2013. We had approximately twenty staff members participate in the wellness activities.

Health Insurance

- Seven months into the plan year, the Cooperative's premium to claims ratio is at 59.6%. If this trend continues, I believe that we will be looking at a health insurance increase of 2-4%

Professional Activities:

- Attended the Coop 90's Health Insurance Cooperative meeting
- Attended the Lake County Personnel Administrators meeting and participated in the second state webinar on the new Employee Information System.
- Joanne Rathunde, Chris Griesheimer, and I attended a meeting at the Tech Campus for the E-Rate program (reimbursement the district receives to help pay for telecommunications (phone & internet) that is funded through taxes that are added to everyone's monthly phone bill).
- Participated in a webinar regarding the new online process for completing the district's liability and workers comp insurance renewal paperwork.