

**Business Office Update
 March 14, 2016 Meeting**

Budget Amendment

- As Mr. Lind and I were developing the District five-year projection and finalizing the bid specs for the summer paving, drainage and lighting projects, it became apparent that the budget could support a larger one-time capital improvement investment than had previously been budgeted (\$650,000 instead of \$450,000). It also became apparent that a larger investment this summer will mean lower ongoing maintenance and utility costs for the district.
- This larger investment as well as the additional cost related to programs, schedules, and staffing were included in the projection that was presented on February 22, 2016.
- I did contact David Cain from our auditing firm and he is recommending that we amend the budget because this will result in a change from the original budget. The resulting amended budget will remain a balanced budget so that the district is in compliance with Board Policy 4:20.
- The adoption schedule for the amendment would be:

FY 2016 BUDGET AMENDMENT SCHEDULE

3/29/2016	Review of tentative budget. Board approval to put tentative budget on public display.
3/31/2016	Place legal notice of Public Hearing on the budget in newspaper. Public notice of availability of tentative budget published at least 30 days prior to adoption by the Board, ILCS 5/17-1
5/23/2016	Public Budget Hearing and Budget Adoption. Last day to adopt the annual budget is September 30, 105 ILCS 5/17-1
May/June	Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none"> • Filed with the County Clerk • Transmitted electronically with a deficit reduction plan (if necessary) to ISBE • Posted on the District Website • Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)

Paving/Drainage Project

- The bid opening was held on Wednesday, March 2, 2016 @ 2:00 p.m.
- The district received five (5) bids. The civil engineer, George Dreger, from Ericksson Engineering is recommending awarding the bid to Maneval Construction.
- I concur with Mr. Dreger and recommend the board award the bid to Maneval Construction for the base bid and all alternates for a total cost of \$320,150. This bid was structured with a base bid and five (5) "add" alternates. This increases the likelihood that a portion of the project could be completed if the bids came in higher than anticipated. Pricing was very competitive and that is why the recommendation is to award all of the work that was specified.

- The work includes the following:
 - Crack filling, seal coating, and striping of all district parking lots and drives.
 - Replacing the pavement, adding drainage structures, and painting various games on the paved play area at Millburn Elementary School
 - Replacing the entire bus loop at the rear of Millburn Elementary School and improving the drainage from the parking lot into the detention pond
 - Replacing the gravel with asphalt in the bus area where the district's small buses are parked.
 - Sealcoating the emergency road and play area at Millburn Middle School as well as striping the emergency road to act as a track in PE. It would also include painting games such as four-square on the asphalt section of the playground.
 - Removing and replacing soil behind the East gym at Millburn Elementary School and re-sodding the area.

Lighting Project

- The bids for the lighting project were received on Friday, March 4, 2016 at 3:00 p.m.
- The district received five (5) bids. Dillon Mitchell from Fanning-Howey is recommending that the board award the bid to Foresite Electric.
- I concur and am recommending that the board award the bid to Foresite Electric for the base bid of \$387,130. This bid included six (6) deduct alternates. In this case, the base bid included all of the work that the district would like to have completed. Deduct alternates give the district the option to narrow the scope of the project if bids come in higher than the budget can tolerate.
- The lighting work includes the following:
 - Replacing all of the T-12 lighting fixtures with LED fixtures at Millburn Elementary School (everything except the 1999 addition that has T-8 lighting). This also includes adding occupancy sensors in the hallways and classrooms where lighting is being replaced.
 - Adding a drop ceiling in several classrooms and relocating sprinkler heads in the areas that are sprinkled.
 - Replacing the metal halide lighting in all four gymnasiums with LED lighting
 - Replacing exterior lighting at both schools with LED lighting (except where it was already replaced).
 - Adding motion sensors on the exterior pole lights. The existing poles will be re-used and new lighting fixtures will be installed. The lights will be on a timer, but will also be controlled by a sensor that will raise the lighting level from 10% to 100% when motion is detected.

Life Safety Plan

- The Life Safety Plan is ready for final board review and approval. A copy of the plan and the signature form are attached to the agenda.
- In addition to what you saw previously, the plan includes additional video cameras at both buildings and a new phone system at Millburn Elementary as "recommended" items. This doesn't require the district to do the work, but it allows Life Safety Funds to be used to pay for these items during the ten (10) year duration of the Life Safety Plan.
- Except for these two changes, the Life Safety Plan is unchanged from what was presented at the February 8, 2016 Committee of the Whole meeting.

Destruction of Records

- Bernadette Hanna and I met with Steve Colaizzi, Field Representative for the Local Records Unit of the Illinois State Archives on Thursday, March 10, 2016. Millburn currently has no state approved plan for destruction of records. We also are running out of room to store fifty-five (55) years of district records.
- Our first step in this process is to complete the application for the authority to dispose of local records, but we need to compile a listing of the records to be destroyed. This process will result in the district receiving a list that will recommend the shortest timespan that specific records will need to be kept.
- We are hopeful that this summer, we can dispose of at least a couple of decades of records that are no longer required to keep.

Summer Help

- The district is getting ready to begin accepting applications for summer help. We are looking to hire approximately 7 full time equivalents for the summer. For purposes of summer work, 1 FTE would work 69-70 days @ 8 hours per day. As a result, we may have more than 7 individuals providing the 7 FTE of summer help.
- We have typically offered our part-time custodians the opportunity to work an 8 hour shift starting the week before Memorial Day and running through the first full week of the new school year. The part-time custodians are paid at their hourly rate for the additional hours.
- Over the last couple of years, we have also had several of our school-year staff members that have applied and worked as summer help. For these individuals, we have paid them at the starting hourly custodial salary (\$12.75).
- We have also hired summer help from outside the district. For these individuals, our starting rate is \$9.00 per hour. For individuals that return for subsequent summers, we have provided an increase in their salary of \$0.50 per hour for each additional year.

Insurance

- Once again, we will see little change in our insurance rates.
- Our PPO health insurance, dental insurance, vision insurance, life, & long-term disability rates will remain unchanged for the next year. The HMO plan will increase by 3.8% beginning June 1, 2016.
- The Cooperative also offers a high deductible PPO plan available that Millburn currently doesn't offer. The premiums for this plan will decrease by 9%. We will begin to work with the insurance committee to look at the details regarding this plan option this Spring, but I don't anticipate that Millburn will offer this plan for our June 1, 2016 renewal until the committee has had a chance to fully study the plan.

Track & Soccer Fields

- Tempel Farms has started the work to solve the erosion problem that had been getting worse. They believe that they have found and opened the blockages in the field tiles. They are ready to begin on the next step that involves restoration of the damaged areas.

Donations

- A donation was received from Abbvie Employee Giving in the amount of \$92.34

Activities

- I attended the Illinois Association of School Business Officials Planning and Construction Meeting on Thursday, February 18, 2016.
- George Pierce, Terry Miller and I attended a School Safety Symposium in Buffalo Grove sponsored by the Northeastern Illinois Association of School Business Officials on February 19, 2016.
- I attended the Cooperative 90's Insurance meeting on February 25, 2016.
- I also attended the WGLM (Grayslake High School feeder districts) business manager meeting on Monday, February 29, 2016.
- Terry Miller and I attended the IASBO Facility Conference on Wednesday, February 9, 2016. I was a speaker in a presentation on developing district "Facility Standards" for construction projects.
- On March 10, 2016, Charli Johnsos and I met with Ms. Trudy Matta from the Newport Fire Department to review the plans to lower sprinkler heads as a part of the lighting project. Fanning-Howey will provide the fire department information on the submittals for the sprinkler heads as well as a copy of the final test results after the work is completed so that we can be assured that the sprinkler system will work properly in the event of a fire.
- Charli Johnsos, Jason Lind, and I met with Larry Leffingwell from the Village of Old Mill Creek to review our plans for paving and drainage work.