

**Business Office Update
May 22, 2013**

Donations

- Abbott Employee Giving - \$71.67
- Baxter Employee Giving - \$616

School Maintenance Project Grants

- I am recommending that the Millburn School District 24 apply for a \$50,000 matching School Maintenance Project Grant to re-roof the oldest section of the building that currently houses the Red Apple Program and the Special Services and Technology offices. The estimated cost of the project is approximately \$215,000.

Lights for Learning

- Millburn Middle School participated in the Lights for Learning Program through the Midwest Energy Efficiency Alliance. The program was a fundraising activity (selling energy efficient light bulbs). In addition to the profits that the students received from the fundraiser, the school is eligible to receive \$5000 worth of energy saving items for the school. The district will be responsible for the installation. The majority of the installation can be completed by the Millburn custodial/maintenance staff. On May 6, 2013, a walk-through was conducted with Chelsea Lamar from the Midwest Energy Efficiency Alliance. Many of these items were recommended in the SEDAC report that was recently completed. As a result, Millburn Middle school will be receiving the following energy efficient items through this program:
 - 25 LED Exit Signs
 - 8 Faucet Aerators (.5 gallons per minute)
 - 5 Kitchen Swivel Faucet Aerators (1.5 gallon per minute)
 - 2 Niagra Green Conservation Spray Nozzles
 - 29 Occupancy Wall Switches (for restrooms, locker rooms, storage rooms, offices)
 - 2 Vending Mizer Switches that will power down the lights in the two vending machines until someone approaches the machine.

Summer Projects Requested & Summer Routine Maintenance

- Attached is an updated list that separates “Summer Projects Requested” from “Summer Routine Maintenance”.

Budget Development

- I am in the process of beginning to put together the line item expenditure budget for FY2014. The biggest item that may impact the expenditure side of the budget is the potential for school districts to pick up a portion of the pension costs.
- I am also in the process of putting together the revenue side of the budget as well. The state revenue estimates will once again be very tentative until after the legislature completes their work. All indications point to reduced state revenue in FY2014. The only question is how much the reduction in state revenue will be in FY2014.

Building & Grounds Update

- We are in the process of interviewing the summer job applicants.
- The district will be receiving \$1842.75 from the Public Sector Energy Efficiency Program. This represents 75% of the district cost of the boiler tune-ups that were completed this winter. The district is eligible for the boiler tune-up reimbursement every 3 years.
- When the district purchased the new HVAC controller for Millburn Elementary School, we were unsure as to the number of points in the building that were controlled. As we worked through some problems with the HVAC control software, it was determined that the school has approximately 1500 points and the controller we purchased is designed to handle 1000 points. As a result, Johnson Controls programmed and installed an additional controller at Millburn Elementary on May 15, 2013 at **NO COST** to the district.

Professional Activities:

- I attended the SEDOL budget meeting on May 8, 2013 at the Antioch High School Administrative Office. On a positive note, SEDOL's tuition rates will be decreasing by 3% for FY14. However, our costs for SEDOL tuition will increase by approximately \$28,000 next year due to an increase in the number of Millburn students that are enrolled in SEDOL programs.
- I attended a Data Control Research (our financial software vendor) user group meeting on May 9, 2013. Items reviewed were:
 - Creating next year budget
 - End of Fiscal year reports, backups, closing
 - Teacher Retirement Reporting
 - Employee Information System (EIS) salary reporting
- I attended the IASBO conference on May 15-17, 2013. I was a part of a panel presenting and answering questions regarding Facility Planning & Design on the afternoon on Thursday, May 16, 2013.

2013 SUMMER PROJECT REQUESTS	SCHOOL	EST COST
Install lights for flagpole	Both	\$ 1,000.00
Parking lots - reseal & re-stripe	Both	\$ 20,000.00
Parking Lots - Evaluate condition and review options for repair	Both	
Explore add'l intercom/phone access for Office	Both	
Add smoke detectors to computer labs moved summer 2012	Both	
Update/Replace Parking Lot Signage	Both	
Replace Building Interior Signage as needed	Both	
Re-seal Wood Gym Floors - June	Both	
HVAC - Clean univent A/C coils in every univent	Both	
Determine which light fixtures/Ballasts need to be replaced	Both	
Wireless Access upgrade - Contractor	Both	
Install classroom projectors	Both	
Replace/Repair restroom stalls & paint (2nd & 5th grade area @ MES) -	MES	
Install Emergency Shut-Off for Boiler (Required by Fire Dept/ROE)	MES	
Door Repair/Replacement - Northeast Corner of Old Building (by Room 208)	MES	\$ 7,500.00
Sidewalk Replacement/Repair - Rear of Building by cafeteria	MES	\$ 20,000.00
Pour pad for recycling dumpster & install fence enclosure	MES	
New Pad & Fencing for Recycling Dumpster	MES	
Replace floor tiles on stage in cafeteria - contractor??	MES	
Replace light covers in west stairwell	MES	\$ 500.00
Millburn Elementary - Lighting for New Sign	MES	
Repaint Offices - District Labor	MES	
Replacement of cafeteria tables	MES	
Install handrail/pipe under sidewalk - Northwest Corner Entrance	MES	
Adjust/Repair sound systems (Gymnasium & Cafeteria)	MES	
Install Security Mirror in front entrance	MES	
Install Hard-wired intercom for front entrance	MES	
Roof Replacement (Computer Lab & 2 story classrooms - Garden Level)	MES	
First floor common areas - strip many years of wax build-up	MES	
Have selected outdoor parking lot drains cleaned	MES	
Coordinate installation of PTO purchased playground equipment	MES	
Repaint Roofline Flashing on front of Building	MES	
Smoke detectors for hallways where there are hooks?	MMS	
Repair restroom stalls	MMS	
Re-weld lock connections on fire lane gates	MMS	
Install energy saving exit signs, water flow adapters, etc... (Lights for Learning Fundraiser)	MMS	
Replace Guardrail by playground	MMS	
Install soap dispensers in the art room	MMS	
Repair/Re-build retaining wall by park next to parking lot	MMS	
Repair Millburn Middle School Sign	MMS	
Re-work vent cover to better protect during rainstorms - Room 1033	MMS	

2013 SUMMER ROUTINE MAINTENANCE	SCHOOL	EST COST
Inspect/Repair man lifts used to change lights, etc	Both	\$ 2,000.00
Maintenance & Repair of bleachers	Both	\$ 7,725.00
HVAC - Clean univents, power wash coils, lubricate, replace belts, check wiring, & change filters	Both	
Clean roof drains	Both	
Clean/landscape outdoor drains	Both	
Maintenance/repair of water faucets, toilets, etc...	Both	
Clean/sanitize lockers and windows	Both	
Repair/ Replace Window Screens	Both	
Landscape clean-up	Both	
Move selected classrooms and offices (within buildings)	Both	
Playground Repairs (Equipment repairs, rust on stairs, fresh top coat of mulch)	Both	\$ 2,000.00
Touch-up painting	Both	
Replace ceiling tile as needed	Both	\$ 1,500.00
Clean carpets in all office areas	Both	
Clean all light covers	Both	
Clean ductwork - all rooftop units	Both	
Move selected classrooms and offices	Both	
Lubricate cafeteria table hardware	Both	
Dishwasher Repair/Maintenance	Both	
Replace light bulbs in parking lot	Both	
Lubricate/Repair Basketball Backboard Mechanisms & Hoops	Both	
Wax floors	Both	
Paint stair railings (supplies only)	MES	\$ 250.00
Repaint select classrooms (Supplies - District/Labor - Volunteers)	MES	\$ 2,000.00
Repaint Visitor Restrooms by Cafeteria	MES	
Repaint Offices	MES	
Replace Cafeteria Tables	MES	
Repaint Visitor Restrooms by Cafeteria	MES	
Paint Cafeteria, clean Sound Baffles, and remove table storage units off wall	MES	
Repair warming units in the kitchen	MMS	
Lubricate Operable Walls in the Gymnasiums	MMS	
Repaint cafeteria, locker rooms & gymnasiums	MMS	