

**Business Office Update
May 1, 2013, COW Meeting**

School Maintenance Project Grants

- ISBE released applications for a new round of School Maintenance Project Grants on April 17, 2013. In order to qualify for the \$50,000 matching funding, the district would need to have board approval for their application(s) prior to May 31, 2013.
- In reading the guidelines, we would have several upcoming projects that may qualify for funding:
 - Remaining section - roof replacement at Millburn Elementary School
 - Energy Conservation Projects
 - Paving Project
- Mr. Lind and I will present a recommendation for the Board's approval at the May regular meeting so that the district can meet the May 31, 2013 deadline.

Building & Grounds Update

- I will be scheduling OSHA required training for our custodial/maintenance staff on the new "Hazardous Communication Program" Failure to complete this training prior to December 1, 2013 could result in monetary fines from OSHA.
- On Friday, April 19, 2013, Terry Miller & I walked the asphalt drives/parking lots at both buildings with Colin Marshall, architect, and an engineer from his office. As a result of this review, the following will occur prior to obtaining estimates for replacement in targeted areas, repair and maintenance of asphalt paving
 - Core samples will be taken to determine if the base under the lots is still stable and adequate.
 - The architect will develop a menu of options so that repair/replacement options can be selected based on available funding and potential safety issues.
- The water storage and treatment system at Millburn Elementary has been repaired after the failure that occurred in April.

Professional Activities:

- I attended the Lake County Personnel Association meeting in Grayslake on April 18, 2013. The main topics were:
 - The Employee Information System (new state system)
 - Absentee rates among districts and creative methods to reduce absenteeism
 - Certification & Licensure changes and deadlines
- I attended the Northeast Illinois Association of School Business Officials meeting in Buffalo Grove on April 19, 2013. The program was provided by the Illinois Municipal Retirement Fund (IMRF). The speaker went through the process that districts can use to determine their individual unfunded liability for the IMRF pension. The unfunded liability for IMRF is much less than that of the state-funded retirement programs. IMRF has always been funded through employer and employee contributions. The main take-away was the explanation of how a district can make additional payments resulting in a reduction in their unfunded liability. This would result in ongoing future savings for the district. I will be working through the numbers and sharing Millburn's information with the Board at a future date.