

**Business Office Update
May 9, 2016 Meeting**

Arbor Management Renewal

- Millburn awarded the foodservice bid to Arbor Management on August 8, 2012
- The contract can be renewed up to four (4) years with each renewal increase limited to the increase in the “Food Away From Home CPI.” The increase in the “Food Away From Home CPI” was 2.6%.
- I will be recommending that the board approve the 4th renewal of the Arbor contract at the May 23, 2016 board meeting with an increase of 2.6% for the 2016-17 school year.

School Meal Prices for 2016-17

- I will be recommending that the district increase the student lunch price from \$2.70 to \$2.80 and the adult lunch price from \$3.25 to \$3.35
- No increase in the milk price is recommended. The current price of milk is \$0.60 per carton.

Banking Update

- The law recently changed with regard to how the district’s SWEEP account operates.
- Until now, the bank automatically transferred funds from the SWEEP account to the OPERATING account whenever funds were needed. This allowed the funds to remain in the SWEEP account as long as possible and earn a higher rate of interest than our OPERATING account.
- We now have to manually transfer the funds between the two accounts. However, we are now restricted to six (6) transfers from the SWEEP to the OPERATING account each month. Unlimited transfers are allowed from the OPERATING to the SWEEP account.
- This may result in a slightly lower interest earnings since I will need to be sure that adequate funds are in the OPERATING account to cover all of the outstanding checks.

Prevailing Wage Survey

- Millburn CCSD 24 received a survey from the Illinois Department of Labor requesting vendor contact information for each of the vendors that performed public works projects for the district for the calendar year 2015. The survey is due May 13, 2016.

Amended Budget Public Hearing & Adoption

- The Board will need to hold a public hearing on May 23, 2016 to allow the public to comment on the FY 2016 amended budget. After the public hearing, the board will act on the recommendation to adopt the FY2016 amended budget for Millburn CCSD 24.

Public Hearing for Inter Fund Transfer from Transportation to Operations & Maintenance

- At the May 23, 2016 board meeting, the board will also need to hold a hearing to allow public comment regarding the transfer of \$450,000 from the Transportation Fund to the Operations and Maintenance Fund for capital improvement purposes. This hearing can be held in conjunction with the “FY 2016 Amended Budget Hearing.”

Resolution for Inter Fund Transfers

- At the May 23, 2016 meeting, the Board will be asked to approve resolution(s) that authorize the
 - Transfer of \$705,000 from the Transportation Fund to the Operations & Maintenance Fund
 - Transfer of \$650,000 from the Operations & Maintenance Fund to the Capital Projects Fund

Paving Pre-Construction Meeting

- The pre-construction meeting for the paving project was held on May 3, 2016 at Millburn Elementary School. The contractor is planning to begin work on June 8, 2016.
- The district will need to locate buses that will be used during the month of June to another location because the contractor will begin work on the bus loop in the rear of Millburn Elementary School and the playground area on the east side of the building. Buses will need to drop off at the front of the building for the extended school year program. Autos will still be able to park in the center of the rear lot, but the weight of the buses could damage the base once the asphalt is removed.
- It is anticipated that the work will last approximately 3 weeks.

School Facility Rental

- Attached are building use rates for Millburn and several other school districts in the area for discussion at the May 9, 2016 Committee of the Whole Meeting.
- Because most districts charge different rates for different groups (community, for-profit, etc...), I compared the lowest cost group that was provided for each of the districts. As you can see, Millburn's rates are low, relative to other districts.
- While the intent of building rental is not to make money, it is important to be aware of the additional expenses associated with building rental such as utility costs, staff time required to schedule, billing costs, reviewing the application, verifying with CLIC that the insurance meets the district requirements, providing tours to groups considering renting Millburn facilities, additional mowing of our athletic fields in the summer, correspondence, etc...
- Millburn is one of the few districts that has a flat charge for rental instead of an hourly charge. For example, a group can reserve a gymnasium for 1 hour or 8 hours and pay the same \$50 rental.
- We do charge a rate of \$37 per hour to recover the custodial overtime when the rental results in overtime for our custodial staff. The custodial rate was set based on covering the overtime cost including benefits for our higher paid custodians.
- Many districts have a minimum # of hours charged for both the rental as well as the custodial charges. Minimums with the school districts reviewed ranged from 1 hour to 4 hour minimums.

Activities

- On April 29, 2016, I attended the Volcano meeting at Hawthorn District 73 in Vernon Hills, IL. At this meeting, a demonstration was given regarding how to pull data from the budget projection software to reduce the time used to develop graphs and pie charts for board budget and levy presentations.
- I attended the Illinois Association of School Business Officials Annual Conference from May 4-6, 2016 in Schaumburg, IL. I attended several sessions and actually learned about the requirement for the public hearing for our upcoming transfer from Transportation to the Operations & Maintenance Fund. Sessions I attended are listed below:
 - Opening General Session – Leadership Isn't For Cowards: How to Lead Courageously in a Turbulent Age
 - The Future of Illinois and State Funding for Education
 - Interfund Transfers: Do You Know the Rules?
 - Energy Saving Performance Contracting
 - Transportation: Avoid Common Claim Reporting Errors
 - Survival Guide to a School Nutrition Review
 - New Illinois Department of Labor Regulations
 - Construction Manager RFQ/P Selection and Negotiations (I was the moderator)
 - Closing Legislative Session – Update on Key Legislative Issues Impacting School Districts

MILLBURN CCSD 24

RECOMMENDED 2016-2017 SCHOOL YEAR PRICE LIST

Recommended increases in BOLD

PATTERN MEAL

STUDENT	\$2.70	\$2.80
ADULT	\$3.25	\$3.35
2ND ENTRÉE WITH FULL MEAL	\$2.10	

BEVERAGES

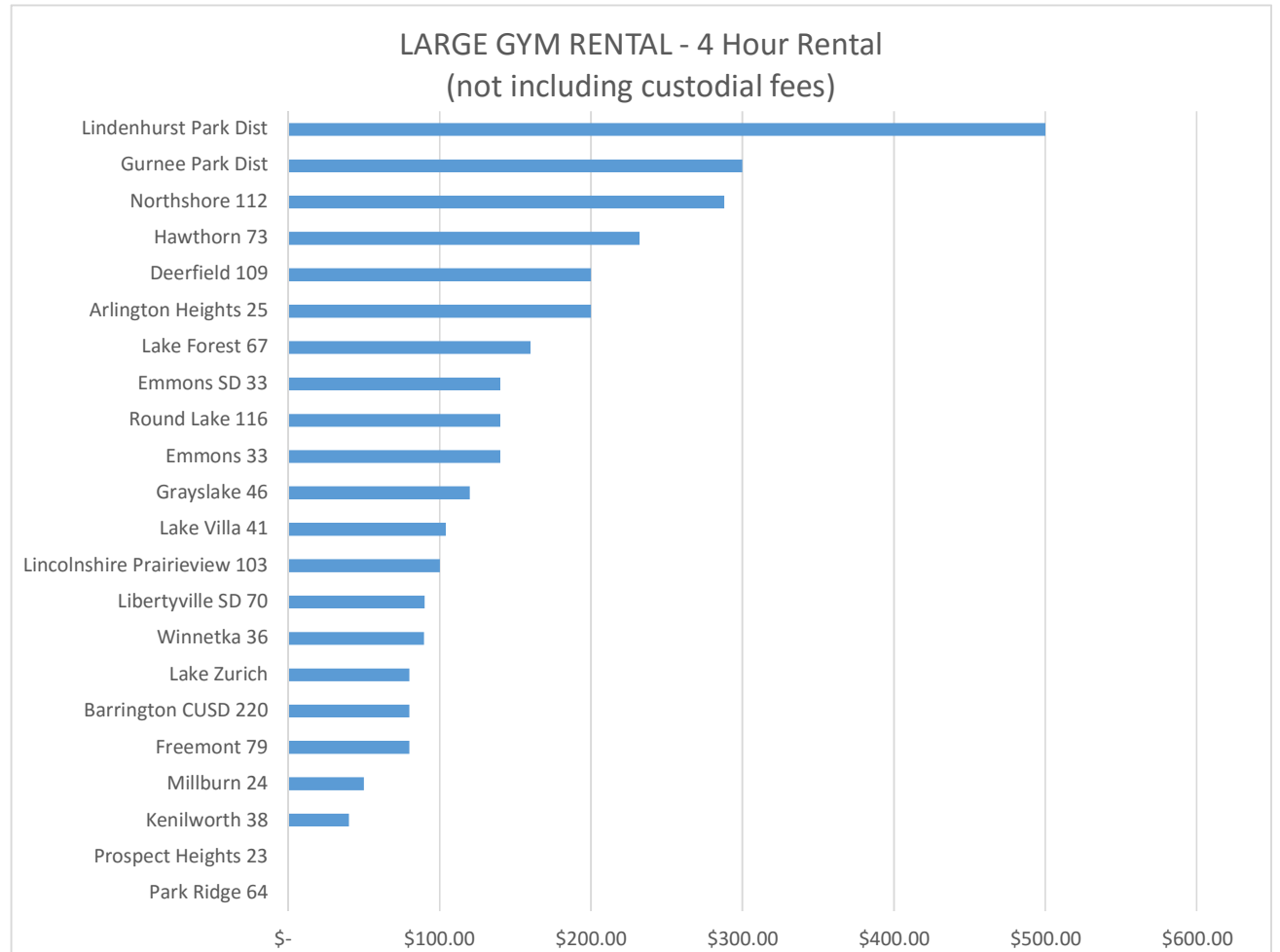
MILK (1/2 PINT) - WHITE	\$0.60
BOTTLED WATER	\$1.00

OTHER

BAGEL w/Cream Cheese	\$1.55	\$1.65
BAKED CHIPS	\$1.15	\$1.20
COOKIE	\$0.90	\$1.00
FRESH FRUIT, WHOLE 138 CT	\$0.75	

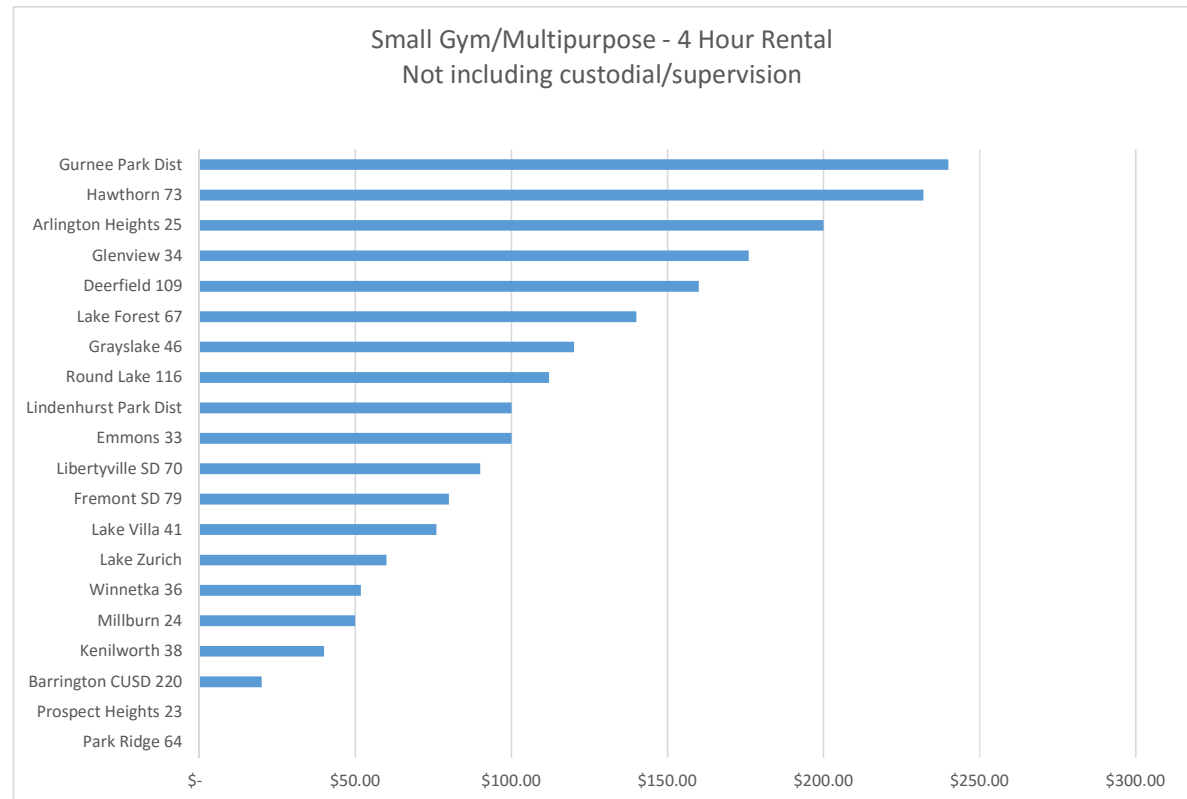
Large Gym - Lowest Cost 4 hour rental
(not including custodial/supervision fees)

Park Ridge 64	\$ -
Prospect Heights 23	\$ -
Kenilworth 38	\$ 40.00
Millburn 24	\$ 50.00
Freemont 79	\$ 80.00
Barrington CUSD 220	\$ 80.00
Lake Zurich	\$ 80.00
Winnetka 36	\$ 89.75
Libertyville SD 70	\$ 90.00
Lincolnshire Prairieview 103	\$ 100.00
Lake Villa 41	\$ 104.00
Grayslake 46	\$ 120.00
Emmons 33	\$ 140.00
Round Lake 116	\$ 140.00
Emmons SD 33	\$ 140.00
Lake Forest 67	\$ 160.00
Arlington Heights 25	\$ 200.00
Deerfield 109	\$ 200.00
Hawthorn 73	\$ 232.00
Northshore 112	\$ 288.00
Gurnee Park Dist	\$ 300.00
Lindenhurst Park Dist	\$ 500.00



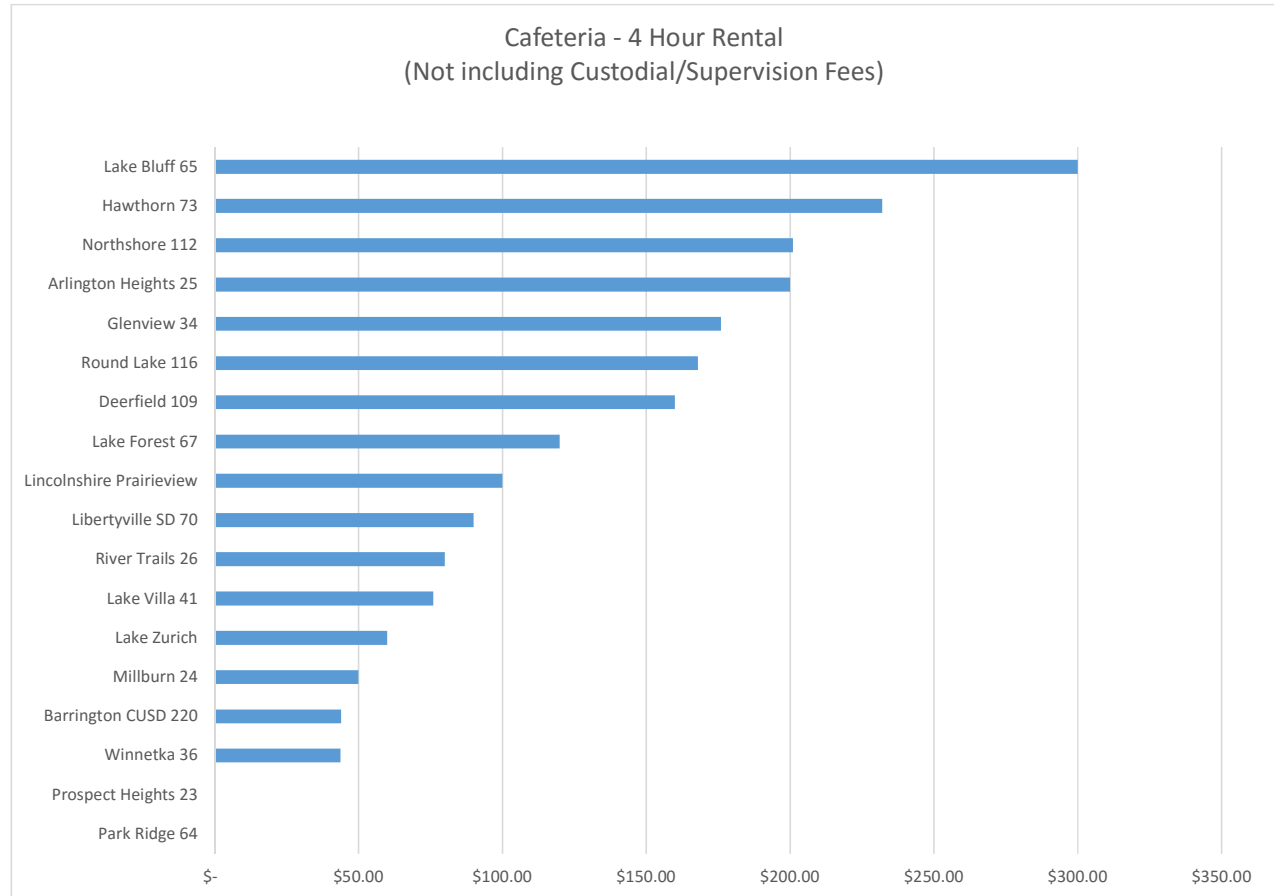
Small Gym/Multipurpose Room - Lowest Cost 4 hour rental
(not including custodial/supervision fees)

Park Ridge 64	\$ -
Prospect Heights 23	\$ -
Barrington CUSD 220	\$ 20.00
Kenilworth 38	\$ 40.00
Millburn 24	\$ 50.00
Winnetka 36	\$ 51.75
Lake Zurich	\$ 60.00
Lake Villa 41	\$ 76.00
Fremont SD 79	\$ 80.00
Libertyville SD 70	\$ 90.00
Emmons 33	\$ 100.00
Lindenhurst Park Dist	\$ 100.00
Round Lake 116	\$ 112.00
Grayslake 46	\$ 120.00
Lake Forest 67	\$ 140.00
Deerfield 109	\$ 160.00
Glenview 34	\$ 176.00
Arlington Heights 25	\$ 200.00
Hawthorn 73	\$ 232.00
Gurnee Park Dist	\$ 240.00



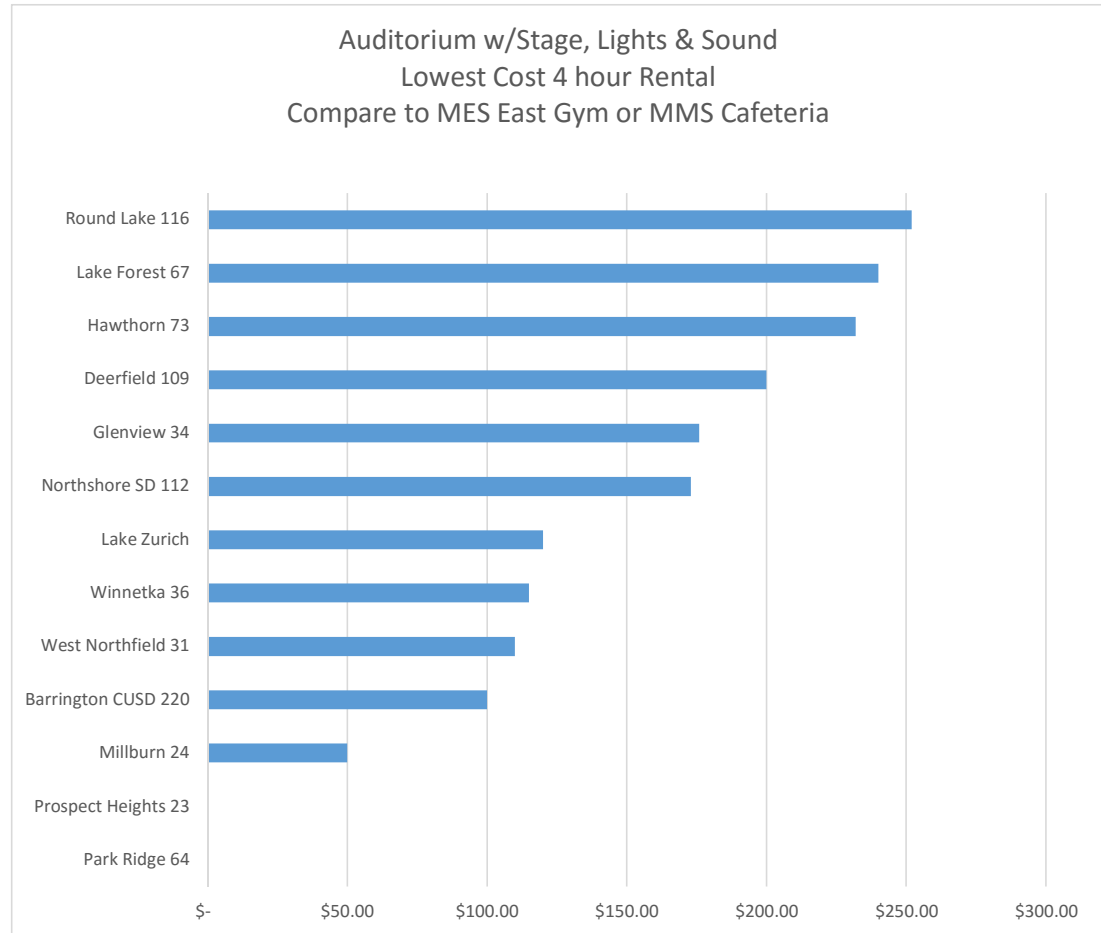
Cafeteria - Lowest Cost 4 hour rental
(not including custodial/supervision fees)

Park Ridge 64	\$ -
Prospect Heights 23	\$ -
Winnetka 36	\$ 43.75
Barrington CUSD 220	\$ 44.00
Millburn 24	\$ 50.00
Lake Zurich	\$ 60.00
Lake Villa 41	\$ 76.00
River Trails 26	\$ 80.00
Libertyville SD 70	\$ 90.00
Lincolnshire Prairieview	\$ 100.00
Lake Forest 67	\$ 120.00
Deerfield 109	\$ 160.00
Round Lake 116	\$ 168.00
Glenview 34	\$ 176.00
Arlington Heights 25	\$ 200.00
Northshore 112	\$ 201.00
Hawthorn 73	\$ 232.00
Lake Bluff 65	\$ 300.00



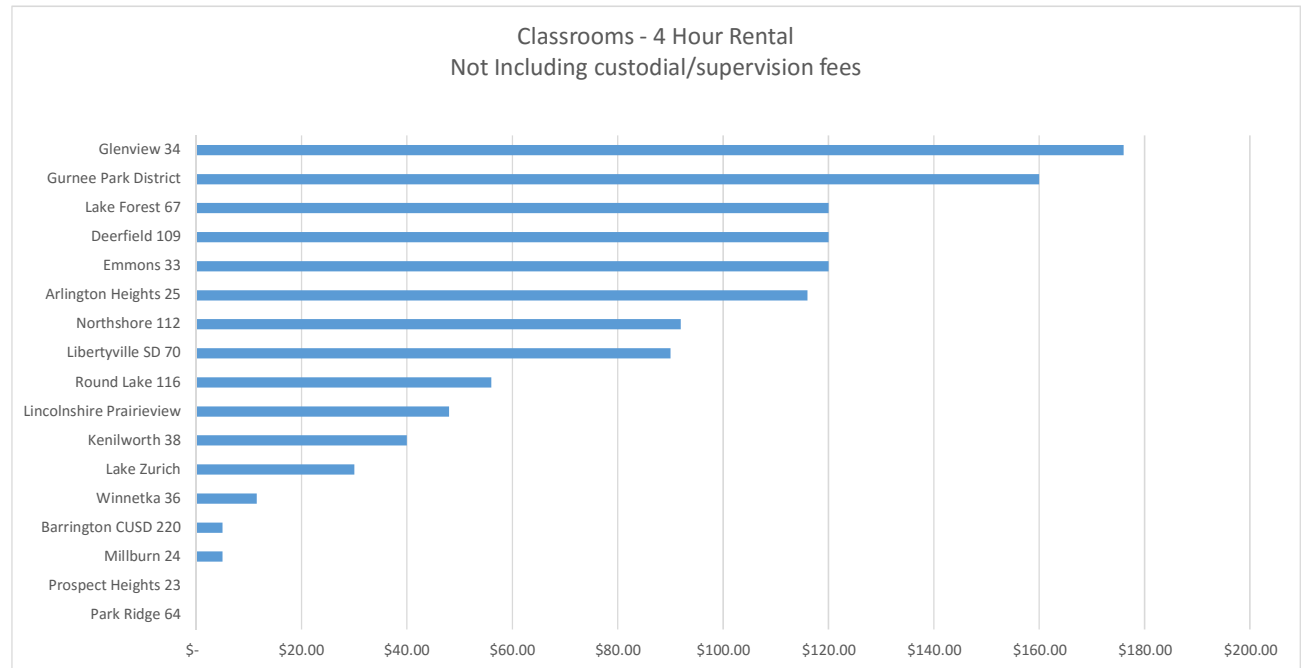
Auditorium w/Stage, Lights & Sound - Lowest Cost 4 hour rental
 Compare to MES East Gym or MMS Cafeteria
 (not including custodial/supervision fees)

Park Ridge 64	\$ -
Prospect Heights 23	\$ -
Millburn 24	\$ 50.00
Barrington CUSD 220	\$ 100.00
West Northfield 31	\$ 110.00
Winnetka 36	\$ 115.00
Lake Zurich	\$ 120.00
Northshore SD 112	\$ 173.00
Glenview 34	\$ 176.00
Deerfield 109	\$ 200.00
Hawthorn 73	\$ 232.00
Lake Forest 67	\$ 240.00
Round Lake 116	\$ 252.00



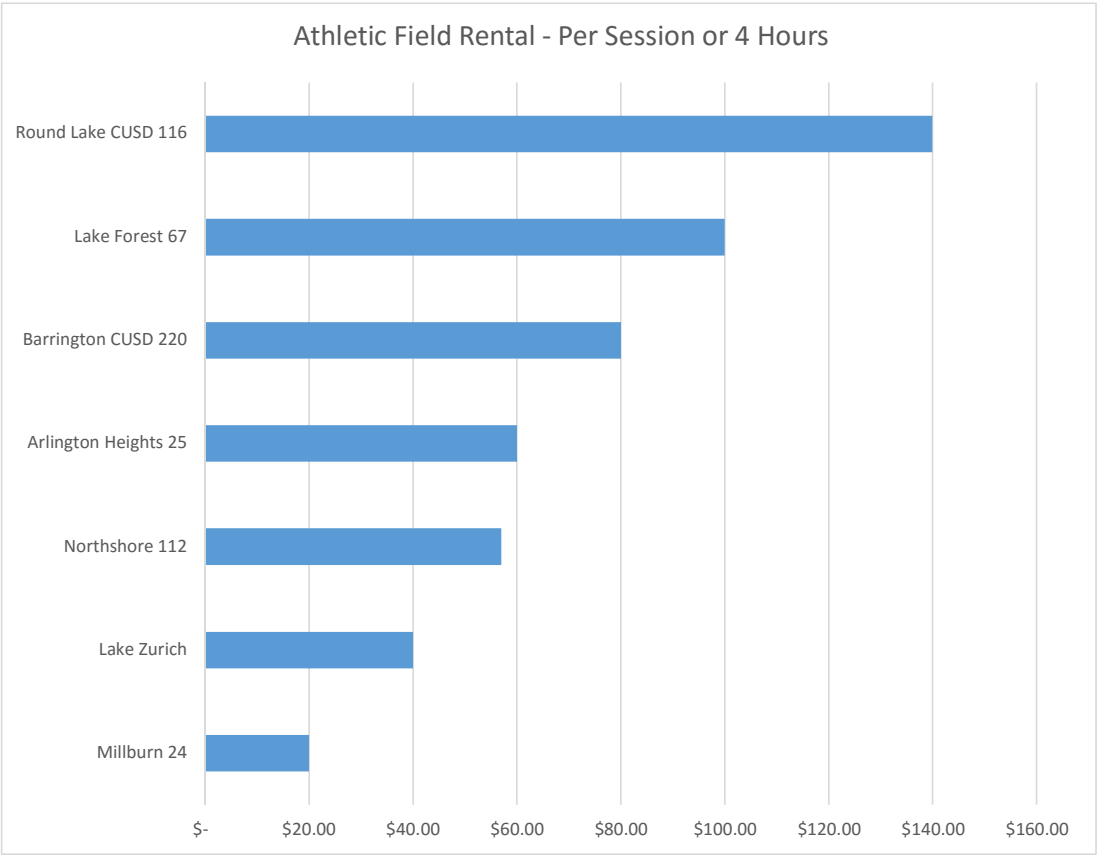
Classrooms - 4 Hour Rental
(not including custodial/supervision fees)

Park Ridge 64	\$ -
Prospect Heights 23	\$ -
Millburn 24	\$ 5.00
Barrington CUSD 220	\$ 5.00
Winnetka 36	\$ 11.50
Lake Zurich	\$ 30.00
Kenilworth 38	\$ 40.00
Lincolnshire Prairievew	\$ 48.00
Round Lake 116	\$ 56.00
Libertyville SD 70	\$ 90.00
Northshore 112	\$ 92.00
Arlington Heights 25	\$ 116.00
Emmons 33	\$ 120.00
Deerfield 109	\$ 120.00
Lake Forest 67	\$ 120.00
Gurnee Park District	\$ 160.00
Glenview 34	\$ 176.00



Athletic Fields - Per Session or 4 Hours

Millburn 24	\$ 20.00
Lake Zurich	\$ 40.00
Northshore 112	\$ 57.00
Arlington Heights 25	\$ 60.00
Barrington CUSD 220	\$ 80.00
Lake Forest 67	\$ 100.00
Round Lake CUSD 116	\$ 140.00



Custodial Rate Charged
Outside of Regular Building Hours

Fremont 79	\$ 15.18
Lake Bluff 65	\$ 18.00
Grayslake 46	\$ 25.00
Kenilworth 38	\$ 30.00
Deerfield 109	\$ 30.00
Lake Zurich	\$ 35.00
Millburn 24	\$ 37.00
Winnetka 36	\$ 45.00
Park Ridge 64	\$ 60.00
Libertyville SD 70	\$ 70.00

