

**Business Office Update  
April 10, 2017 Meeting**

**Property Tax Levy & Assessed Value**

- The 2016 property tax levy impacted by the Property Tax Extension Levy Limitation (PTELL) is approximately \$2750 less than the levy that was anticipated in November, 2016. The property tax revenue will be received in calendar year 2017 and will be used to support the 2017-18 budget.
- The actual assessed value is \$2,192,293 less than anticipated in November, 2016.
  - The total assessed value for the district for 2016 is \$224,408,790 including \$110,311 in new construction.
  - In November, 2016, it was estimated that the district would have a total assessed value of \$226,601,083 including \$169,767 in new construction.

**Food Service Bid**

- At a minimum, every 5 years, the district is required to go out to bid for the Food Service Management Company. We are currently contracted with Arbor Management.
- The bid is for a one (1) year contract that can be renewed up to four (4) times for a maximum contract of five (5) years.
- The required state documents for the Food Service bid were submitted to the School Nutrition Division of the Illinois State Board of Education for review. Once they have been reviewed, I will begin the bid process.
- It is anticipated that the recommendation for the bid award will be made at a “Special Meeting” prior to the June 12, 2017 Committee of the Whole Meeting.

**Amendment to Existing Bus Lease**

- We have had some issues this past year with having enough small, special education buses when we have had mechanical issues. I did contact Midwest Transit and they can provide the district with another small special education bus that we can swap for one of our large spare buses.
- This will require an amendment to our lease documents. The total amount of the lease will not change, but this will better provide for the needs of the district.

**Summer 2017 Bids**

- Included in the bids are the following projects:
  - Install ceiling fans in MES & MMS West Gyms – will be tied into the fire alarm system to turn off in the event of a fire
  - Boiler Replacement at MES? – dependent on rebates available
  - Add/Replace fire alarm devices, pull stations, smoke detectors & heat detectors
  - Add Kiln exhaust hoods at MES & MMS
  - Repair leak and repair soffits at MMS student entrance
- The recommendation from the architect and the administration will be coming to the board at their April 24, 2017 meeting. The bid package includes running electric and a fire alarm wire to fans that will be located in the West Gym at both Millburn Elementary School and Millburn Middle School.
- In addition to the bid award, the administration will also be recommending that the board award a contract to BAF for the purchase and installation of the fans in the amount of \$43,757
- Work on the summer projects will begin on or about July 10, 2017 and be completed in October, 2017.

**Gymnasium Floor Update**

- We still have elevated moisture levels in the damaged areas of the floor.
- Both the district and insurance company are waiting on a revised proposal to remove the remaining moisture levels in the floor. The original proposal that we received would have resulted in excessive sanding of the floor and would have reduced the life of the gym floor by 12-15 years.

### **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 custodial/maintenance. We are looking to hire 2 full-time equivalents for the iPad rollout. For purposes of summer work, 1 FTE would work 69-70 days @ 8 hours per day. As a result, we may have more than 9 individuals providing the 9 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 few years, we have also had several of our school-year staff members that have applied and worked as summer help. For custodial/maintenance work, the salary is \$13.00 per hour. For technology work, the salary is \$15.10.
- We have also hired summer help from outside the district. For these individuals, our starting rate is \$9.18 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.

### **Energy Budget Recommendations**

- I have received the recommendation from the Utility Cooperative for budgeting for July 2017 through June 2018. Assuming normal weather, the following increases are based on the actual expenditures for July 2016 through June, 2017.
  - Natural Gas – 5% - 10% increase
  - Electricity – 6% - 8% increase

### **Water ponding at MES**

- We are having a problem with water ponding near the 1961 original building at Millburn Elementary School that is causing excessive moisture in the adjacent classroom that we rent to Spectrum
- I have contacted the civil engineer to see if he can come up with a plan to drain the water away from the building.

### **Activities**

- March 28, 2017 – Attended the Pre-Bid Conference for Millburn's Summer 2017 Projects
- April 6, 2017 – Attended the Northeast Illinois Association of School Business Officials meeting in Buffalo Grove, IL. Lake County Clerk Carla Wycoff and Kipp Wilson, Tax Extension met with us and shared the Equalized Assessed Valuation trends in Lake County and discussed how various property tax freeze legislation that has been introduced would impact school districts.