

**Business Office Update
January 9, 2017 Meeting**

FOIA

- The district received a FOIA request from the Lake County News-Sun requesting
 - Enrollment numbers for this school year and the preceding four school years of students classified as homeless, broken down by whether the district is the students' district of origin or not;
 - Data showing how much the district has spent on transporting homeless students, what school district the transportation has been to/from, what type of transportation was provided (school bus, taxi, etc.), and over what period of time the transportation was provided for school years 2012-13 through 2015-16;
 - Budget records showing services provided to homeless students, i.e. district liaison for homeless families; and
 - Job description for employee who performs duties of district liaison.
- The district also received a FOIA request from SmartProcure. We are not currently able to provide all of the detail requested because we cannot pull this information from our current financial software. We are able to provide everything except the line item details, line item quantity, and line item price. The FOIA requested the following information from beginning September 2, 2016:
 - Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
 - Purchase date
 - Line item details (Detailed description of the purchase)
 - Line item quantity
 - Line item price
 - Vendor ID number, name, address, contact person and their email address
 - What is the beginning of your fiscal year?

Summer 2016 & Future Projects

- Attached is a sheet showing the Summer 2016 projects completed and future projects to be completed.
- In reviewing the projects completed this past year, I am amazed at the large number of projects that we have been able to complete in-house with the talents of our staff. While we typically bid out the larger projects, the projects that we can do in-house result in significant savings to the district.
- I will soon be asking the administrative staff to suggest projects for summer 2017 and beyond that will result in a longer list.
- We currently have \$332,630 in the Capital Projects Fund. I'm anticipating revenue of approximately \$55,000 from the lighting project that would bring out total funds available to approximately \$388,000 for future projects.
- Unless some other emergency situation arises, we should be able to fund most of the projects that have been identified thus far.
- The life safety projects identified can be funded from the Life Safety Fund and the funds will be available using the tax revenue received in the 2016-17 and 2017-18 school year.
- I will be meeting with Fanning Howey later this week to begin the process of bidding out the major projects for Summer, 2017. The current schedule would have the bids going out in late March, 2017. The bids would tentatively be awarded at the April 24, 2017 Board of Education meeting.

Insurance Reimbursement

- The district received \$212,615.94 from the insurance company for the chiller replacement.

Financial & Human Resource Software

- We have met with three software vendors and have narrowed the search to two vendors.
- The next step will be to do a comparison of the features of each of the two software packages as well as to talk to school district personnel that currently use the software.
- The goal is to make a decision by late January or early February so that we can complete the migration to the new software by June 30, 2017 when support for DCR ends.

2016 SUMMER PROJECTS COMPLETED	SCHOOL	STATUS
Sealcoat, crack fill, & stripe parking lots and hard surfact playgrounds	Both	COMPLETED
Painting of Media Center	Both	COMPLETED
Upgrade HVAC Control System	Both	COMPLETED
Projector and whiteboard installation in various rooms	Both	COMPLETED
Hang Mimeo display (move from MMS to MES)	Both	COMPLETED
Replace ceiling tile as needed	Both	COMPLETED
Replace signage in parking lots	Both	COMPLETED
Inspect bleachers and repair	Both	COMPLETED
Remove dead trees & trimming trees (primarily Ash)	MES	COMPLETED
Strip wax build-up in classrooms - 1999 addition	MES	COMPLETED
Change door lock so office front door remains locked when we have a power outage	MES	COMPLETED
Repair emergency exit door - Hessing's classroom - difficult to open	MES	COMPLETED
Painting bathroom partitions in older section of building	MES	COMPLETED
Repair/patch parking lot and playground area	MES	COMPLETED
Repair curb in front parking lot	MES	COMPLETED
2 Way Mirror or closed circuit TV for the Early Childhood Testing Program	MES	COMPLETED
Install door in 1961 wing hallway (if rent 1961 wing)	MES	COMPLETED
Paint White Lab	MES	COMPLETED
Put screen in West Gym - move from White Lab	MES	COMPLETED
Remove 4 dead trees	MMS	COMPLETED
Repair siding on garage	MMS	COMPLETED
Repair roof on garage	MMS	COMPLETED
Troubleshoot & repair bad connection between scoreboard and control box (possibly cable) - both gyms	MMS	COMPLETED
Add cage around camera by playground	MMS	COMPLETED
Gaga Court Installation	MMS	COMPLETED
Paint Media Center	MMS	COMPLETED
Repair/replace missing or ripped window screens	Both	COMPLETED
Robinson's room - grinding metal noise in ceiling area at random times (equipment?)	MMS	COMPLETED
Paint Principal's office	MMS	COMPLETED
Repair/repaint gym doors & entrance doors	MMS	COMPLETED
Repair gym dividers (wallpaper?)	MMS	COMPLETED
Replace VCT flooring in the elevator	MMS	COMPLETED
Storage system for mats (summer project or budget request?)	MMS	NOT NEEDED

FUTURE PROJECTS 2017 AND BEYOND	SCHOOL	STATUS	COMMENTS
Install exhaust fan in Nurse's bathroom	MES	In Process	Need to troubleshoot - very loud and is currently turned off
Explore adding ceiling fans in West Gym	Both	2017?	Estimate of \$60,000
Explore removing lockers and moving Kindergarten cubbies into the hall	MES	2017?	Estimate of \$31,560
Replace Old Boiler with 2 boilers	MES	2017?	Estimate of \$180,180
Kiln Exhaust	Both	2017	Estimate of \$13,500
Life Safety - Fire Alarm Additions	Both		Est of \$69,264
Playground equipment for Early Childhood	MES	FUTURE	Estimate of \$72,000 - \$108,000
Add/Replace hand dryers	Both	Get Pricing	Need count of current hand dryers
Replace VCT flooring in classrooms???	MMS	FAR INTO THE FUTURE	
Reseal where the metal clerestory meets the brick & damaged drywall due to water leaks - Student Entrance	MMS		Will check with Fanning/Howey & repair clerestory & drywall
Repair locks and door closers	MMS	?	Vendor has been contacted
Courtyard landscaping	MMS	2017	
Add intercom access from an additional location	MMS	2017	Steve will contact vendor for pricing
Explore science room renovation - Split Level addition	MES	FUTURE	Can't really do much more unless do asbestos abatement & replace tile with sheet vinyl flooring- MAJOR PROJECT
Repair edge of conference room table	MES	In Process	Terry has purchased material needed
Replace light covers or replace fixtures in west stairwell	MES	2017	
Install handrail by sidewalk - Northwest Corner Entrance	MES	2017	
Purchase and install Walk Pads near Chiller	MES	2017	
Explore solution to water problem at courtyard doors into the media center	MES	2018	POSSIBLE AWNING? - Only occurs in driving rains depending on direction of wind
Replace wood on garage	MES	2018	
Create gravel storage area for winter equipment	MES	2017	
Explore problem with retention pond not working properly - Field Tiles??	MMS	2017	Steve will contact Eriksson Engineering
Replace Guardrail by playground	MMS	2017	Contact F/H for source of wooden guardrail - can install if we can get beam or should we get a steel guardrail
Replace broken classroom shades	MES	2017	
Additional security cameras if the budget allows	Both	2017 +	
Remove invasive trees from detention ponds	Both	2017	
Repair Life Safety items identified by Fanning-Howey	Both	ONGOING	
Add "Area of Refuge" signs	Both	To be completed	