

**Business Office Update  
September 26, 2016 Meeting**

**Chiller Update**

- The replacement chiller will arrive on Tuesday, September 27, 2016. The installation will take one to two weeks.

**Millburn District 24 Budget Process**

- Recommended Changes to the Tentative Budget
  - Education Fund – Increase General State Aid revenue by \$4284
  - Education Fund: Shift \$8,000 in capitalized sports equipment to the instruction line for non-capitalized equipment and supplies
  - Capital Projects Fund – Shift \$10,000 from capitalized equipment (over \$2500) to non-capitalized equipment (>\$500, but <\$2500).

**Activities**

- The district had its Life Safety Inspection on Wednesday, September 14, 2016 from the Regional Office of Education. We will have three items that will need to be completed as a result of the inspection:
  - Secure the valve to the sprinkler system at MMS so that it can't be accidentally turned off.
  - Install battery-operated CO detectors near rooftop heaters, the boiler rooms, by the gas clothes dryer at MMS, and in the science labs that have natural gas.
  - Make sure that a copy of the "Safety Reference Plan" is by the fire panel in both buildings.
- I attended an Illinois Association of School Business Officials Planning & Construction Meeting on Tuesday, September 20, 2016. The committee discussed upcoming programs that the committee members will be presenting at conferences. I will be involved in three presentations at the Midwest Facilities Conference in Baraboo, WI on November 7-8, 2016.
- Bernadette Hanna and I attended a Lake County Personnel Administrator's meeting in Vernon Hills on Thursday, September 22, 2016. The speaker was Maricela Jimenez from the Regional Office of Education. She reviewed the upcoming licensure changes. The majority of the changes will impact middle school teacher endorsements.