

**Business Office Update
September 12, 2016 Meeting**

Chiller Update

- The replacement chiller is scheduled to start its journey from Colorado to Millburn Middle School on September 14, 2016. The installation will take one to two weeks.

School Nutrition Program

- Millburn is one of many districts in Illinois that will have an administrative review of the School Nutrition Program this year. The Illinois School Nutrition Program staff will be conducting training sessions in November that I will plan to attend so Millburn can be ready for the review.
- This is also a bid year for our foodservice vendor. The bid process for this is a bit more complex than a typical bid because the bid documents as well as the bid award recommendation have to be approved the Illinois School Nutrition Program in advance.

Millburn District 24 Budget Process

- At the next meeting of the Board of Education, Dr. Lind and I will be recommending that the board approve the tentative budget along with any recommended changes. Changes would include things like a change in revenue as a result of obtaining updated information from the State of Illinois with regard to state funding or it could include shifting, adding, or eliminating some expenditures in the budget.
-

Refuse and Recycling Change

- The district has successfully transitioned from Waste Management to Advanced Disposal.

Lighting and Paving/Landscaping Projects

- The District has received the occupancy permits for the lighting and paving/landscaping projects for Millburn Elementary and Millburn Middle School.
- We still have one punchlist item left for the paving/landscaping project and the lighting project is complete.

Millburn Middle School Light Pole

- The materials to replace the Millburn Middle School light pole that was damaged by a semi have been ordered and the light should be installed later this month or early next month.

Activities

- I participated in a webinar for the Employee Information System on Tuesday, September 6, 2016. I will need to report teacher email addresses and individual evaluation ratings for the 2016-17 school year.