

**Business Office Update  
February 27, 2017 Meeting**

**Health/Dental Insurance Update**

- Wellness screening continued for 2017-18
- Dental Insurance Premiums
  - 1% increase in rates
- Vision Insurance Premiums
  - No increase in rates
- Life & Long-Term Disability
  - No increase in rates
  - Price guarantee through 5/31/19
- Health Insurance
  - PPO
    - 2% increase
    - Increase maximum out of pocket by \$500 (Dr. copays now count toward maximum out-of-pocket)
  - HMO
    - .7% decrease

**Additional Flooring Issues**

- On Tuesday, February 21, 2017, I became aware of a similar flooring issue in Room 217 as we have in Rooms 201 & 205. The asbestos consultant make an additional site visit on Tuesday, February 28, 2017 to examine the floor in Room 217, 206, 203, and the hallway outside of Room 217 near the heating unit.
- I visually inspected the floors in room 203 & 206 on February 23, 2017 so I don't anticipate any work needing to be done in 203 or 206.
- We can add any additional work to the work that is planned for Spring Break, 2017.

**Building Use Forms**

- The only recommended change to the Building Use Form is a change for Colleges and Universities from \$50 per hour to \$750 per course

**Update on Summer 2016 & Future Projects**

- DCEO Changes
  - On Friday, February 17, 2017, I learned that the Energy bill that was passed in late November or early December included a provision to shift the energy incentive programs from the Illinois Department of Commerce and Economic Opportunity (DCEO) to the individual utility companies.
  - Based on the legislation, DCEO energy incentive programs are scheduled to end May 31, 2017.
  - Unfortunately, the legislation doesn't start the utility company energy incentive programs until January 1, 2018
  - There is a possibility that DCEO will be approved to spend the remaining funds through December 31, 2017. However, when I spoke with someone that works in one of the DCEO programs, she simply stated that it is a "gray" area and they really are not sure what will happen after May 31, 2017. Unless there is a guarantee that we will receive an incentive for the boiler work we were planning, we will shift that project to the summer of 2018.
- The Life Safety work that is a part of the upcoming bid will proceed as planned.

### **Millburn Elementary Gym Floor Water Damage**



- On Friday, February 17, 2017, I learned that the wood gym floor in the West Gymnasium at Millburn Elementary had sustained water damage affecting about 25% of the floor. Most of the area had boards that were “cupped”, but one section is actually bowed.
- I contacted the insurance company and a representative from the insurance company on Friday and he came out to inspect the floor on Tuesday, February 21, 2017. He opened a claim and made arrangements to have a restoration specialist to come look at the floor on Wednesday, February 22, 2017. He reported back to the insurance company and we received approval to have the restoration company come out and start “drying” the floor.
- The crew from the restoration specialist arrived on Friday, February 24, 2017 and set up their equipment to start the drying process. They will check the humidity levels on Monday, February 27, 2017 and every other day after that until the humidity levels are where they need to be. Once they determine if they can restore the section that is bowed, we will be able to determine the next step in the restoration process.
- The crew is in the process of assembling the tent that encloses the water damaged portion of the floor. Once the Tent is in place, they will place dehumidifiers under the tent and fans will blow under the wood floor until it reaches the correct humidity level. Once we know how well the drying worked, the next steps to restore the floor will be determined.

### **Food Service Bid**

- Every 5 years, the district is required to conduct a public bid for Food Service vendors. We last did this process in 2011 for the 2011-12 school year.
- The draft bid documents have to be sent to the Illinois State Board of Education for their approval prior to Millburn preparing the public notice.

### **Financial & Human Resource Software**

- We have completed our review of the Financial and Human Resource Software and have selected Specialized Data Systems.
- The first year license fee is \$18,500 and year 2 & 3 will be approximately \$8600 per year. This is an increase of about \$1500 over our current costs, but we will have the full Human Resources module, online timesheets, an employee portal for receiving paychecks and W-2’s, etc...

**FY2017 Audit**

- I am recommending that the board accept the proposal from Milburn Cain & Company to do Millburn's annual audit for a cost not to exceed \$13,500.
- We had originally discussed putting the audit work out to bid this year, but I am recommending that we wait until next year to bid out this contract. The following items are factors that will make it very difficult for me if I was to also do a bid for audit services:
  - The Financial/Human Resources software conversion that is extremely time consuming
  - Training of the new Bookkeeper and Administrative Assistant
  - Upcoming changes in the board
  - Foodservice bid

**Activities**

- January 26, 2017 – Attended the Illinois Association of School Personnel Administrators conference in Lisle, IL.
- January 27, 2107 – Attended the Illinois Association of School Business Officials Leadership Seminar in the morning and the Professional Develop Committee meeting in the afternoon.
- February 17, 2017 – Attended the Northeastern Illinois Association of School Business Officials meeting in Buffalo Grove, IL. The topic was the Illinois Department of Commerce and Economic Opportunity (DCEO) incentive programs where I learned that the energy incentive programs are ending May 31, 2017