

**Business Office Update
November 14, 2016 Meeting**

Property Tax Levy

- The property tax levy is on the agenda for approval of the first reading.
- This levy is called the 2016 Property Tax Levy. The levy uses the equalized assessed value (EAV) from the 2016 calendar year and generates tax revenue that is received in June & September, 2017 that is then used to fund the FY2018 or 2017-18 school year budget.
- With the exception of new property that comes onto the rolls, the increase in the 2016 Property Tax Levy is limited to the increase in the Consumer Price Index – Urban (CPI-U). For this levy, the CPI-U from December, 2015 is compared to the CPI-U from December, 2014. The increase was 0.7%.
- Mr. Lind and I are recommending that the board approve first reading of a levy that increases less than 5% (4.99%). This means that the board will not need to advertise or hold a Truth in Taxation Hearing. The recommended levy gives us approximately \$450,000 in cushion in case something unforeseen would occur with regard to equalized assessed valuation (EAV) and/or new property EAV.
- The following will take you through the levy attachments that are linked to the agenda
 - The first sheet in the agenda link for the property tax levy is the Millburn 2016 levy calendar.
 - The second sheet in the property tax levy link from the agenda shows the step-by-step process that is used to determine the estimated increase in the tax capped funds for the 2016 property tax levy under the Property Tax Extension Limitation Law (PTELL). The total estimated increase is \$82,245.38.
 - The third sheet in the agenda link (with yellow and green highlighting) shows the estimated levy in the top half and shows the recommended balloon levy below. Also shown on the sheet is the statutory tax cap in yellow. This is a different cap than PTELL and can create some challenges in the levy process.
 - The fourth sheet is the “Certificate of Tax Levy” and is the document that is being approved for first reading. This document contains the levy amounts from the third sheet in the agenda link.
 - The remainder of the documents are resolutions that will need to be approved by the board at the December 12, 2016 meeting when the “Certificate of Tax Levy” is adopted.

Life Safety & Other Projects

- Mr. Lind, Mr. Miller, and I are in the process of working with Fanning-Howey to identify and recommend life safety and other projects that will be completed in 2017. We will discuss recommended projects at the November 28, 2016 board meeting with a goal of bidding any projects in January or February, 2017.

FOIA

- The district received a Freedom of Information Request from the Better Government Association requesting the following information
 - **Collective Bargaining Agreements:** Any and all current collective bargaining agreements, including but not limited to union contracts with teachers. If a union is currently operating under an expired contract, please include it.
 - **Administrator Contracts:** Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents and principals.
 - **Budget:** The approved operating and capital budgets for the 2016-17 school year.
 - **Legal Settlements:** Any and all legal settlements entered into, signed, or otherwise adopted from August 1, 2015 to present.
 - **Payroll:** Documents sufficient to show the **names and corresponding job titles and salaries of any and all district employees and board members** as of today (In other words, the current payroll records that include names, positions and pay for all employees, **not just teachers and administrators**).

Wellness Screening

- The Coop 90's health insurance cooperative sponsored a "Wellness Screening" at both Millburn Elementary and Millburn Middle School on October 12, 2016. A total of 32 Millburn staff members participated in the screening.

Food Service Bid

- The 2016-17 school year is the last year of our current 5 year contract with Arbor Management. In the Spring of 2017, the district will need to seek bids for our food service program.
- I am starting to do some preliminary work on the bid, but I will need to wait until mid-Spring to finalize the bid documents since the Illinois State Board of Education (ISBE) recommended documents are being revised. This bid is much different than our other bids in that the ISBE Nutrition Division has to sign off on the "successful bidder" prior to school board approval.

Activities

- October 19, 2016 – Illinois Association of School Business Officials Planning & Construction Professional Development committee meeting at NIU Naperville.
- October 20-21, 2016 – Forecast 5 National Conference (formerly PMA). During this two-day conference, I learned more about using the online software to run alternate scenarios for the district's five-year budget projection as well as develop charts and graphs that can help tell the district's story.
- October 27, 2016 – Coop 90's Health, Dental & Vision Insurance Cooperative meeting in Deerfield, IL
- October 28, 2016 – Illinois Association of School Business Officials Professional Development Committee Meeting.
- November 3, 2016 – Illinois Association of School Business Officials Editorial Advisory Board meeting for the IASBO Update (Quarterly Professional Journal).
- November 4, 2016 – Grayslake High School Feeder School Business Manager meeting.
- November 7-8, 2016 – Midwest Facilities Conference
 - I was on a panel of speakers for the following presentations
 - Renovation Roadmap
 - Construction Project Problems & Solutions After Construction is Done
 - Critical Decisions Before and During Construction: Our Best Practice Advice
 - Long Range Planning for School Facilities
 - I also attended the following sessions
 - How to Manage Your Parking Lots and Other Pavements
 - How are Districts Preparing for Threats
 - Keeping Students Safe on the Playground: Ten Easy Steps
- November 10, 2016 – Northeastern Illinois Association of School Business Officials Meeting