

Business Office Update November 23, 2015 Meeting

Property Tax Levy

- Since the proposed levy is less than a 5% increase in the PTELL taxed funds, a Truth in Taxation notice and hearing are not required.
- A copy of the levy documents are attached to the board agenda for your review.
- Highlights
 - Adds a levy for the Fire Prevention & Safety Fund (Life Safety). This levy can be used to offset the expenses associated to make improvements that were identified in Life Safety Plan. The Life Safety Plan will be on the board agenda for approval in early 2016.
 - The preliminary estimate reflects the first increase in Equalized Assessed Value (EAV) since 2008 for the district. This is a positive sign for the economy of our area. A historical chart of Millburn District 24's EAV is attached.

Affordable Care Act (ACA) New Reporting Requirements

- The district will be required to provide each employee that works 20 hours or more with a 1095c in addition to their W-2 form. This along with the 1094c that the district will submit to the government will be used to determine if the plan for employees working more than 30 hours per week is affordable and to identify if employees have a health insurance plan.
- The ACA considers single insurance coverage as affordable when the employee cost of the plan doesn't exceed 9.5% of the employee's salary as reported on the W-2.

Cash Flow & Graph

- The cash flow and graph is included as a part of the Treasurer's report
- The cash flow estimate versus the actual are very close. Year to date, we are ahead of the estimated cash flow by \$398 for all funds except debt service.

Carbon Monoxide Monitoring

- I am in the process of looking at options to meet the new mandate by January 1, 2015 to install carbon monoxide detectors.

Snow Removal Update

- The Bobcat was delivered on Thursday, October 15, 2015
- The tank has been installed on the snow plow to spread de-icer
- I have met with three snow removal vendors that we can use to supplement our snow plow, bobcat, and tractor for snow removal.
- To provide a safe working environment for our custodial staff, I plan to provide a "uniform with a Millburn logo" for our custodial staff consisting of a winter hat with Millburn's logo and one of the following items: insulated bib overalls, an insulated coat, or insulated safety boots. In checking with other districts, many provide similar clothing for their staff that remove snow.

Cell Tower

- I am waiting on the cell tower company to get back with me after they decide if they want to move forward with negotiating the lease terms.

Lighting Project

- I have signed a proposal for Fanning-Howey to develop a plan for a lighting redesign at both Millburn Elementary and Middle School at a cost of \$7,200.
 - The lighting redesign would include the gymnasiums and parking lots at Millburn Middle School.
 - At Millburn Elementary, it would include both gymnasiums, the parking lot, the original building, and portions of all additions except the 2000 addition.

Building Rental and Student Fees

- The Volcano group has grown in membership. This will result in having data available from more of the districts that we use as comparables.
- The Volcano group will be conducting a survey on student fees with the results available in January, 2016.
- The group is also working on a building rental fee survey that I'm developing with Greg Himbaugh from Deerfield Elementary School with the results available in February, 2016
- I would recommend that the district wait until the fee information is available so that we have more information available as the board looks at setting the new fees.

HVAC Issues

- We have had some problems with the McQuay univents in the 1997 addition after we switched to heat. We had the McQuay rep out and found several parts that were malfunctioning. Parts have been ordered and we will get the units back to proper operating condition.
- We have also had issues that have continued to get worse with the White Computer Lab at MES. The thermostat is operated via a pneumatic system (uses tubes and an air compressor to adjust the temperature). As a result, we have no control over the HVAC in that room. Since it is difficult to find anyone that is able to work on a pneumatic system, Johnson Control is in the process of adding an electronic sensor to that area so that it can be controlled through the energy management system.
- I am also starting to get concerned about the age of the energy management system at MMS. The system is 11 years old and uses the Windows XP operating system that is no longer supported by Microsoft. If you remember, the computer that operated the 15 year old energy management system at MES died a few years ago. Until we were able to put a new system in place, the temperatures were maintained at the setting that was in place at the time of the failure. I am in the process of obtaining pricing to upgrade the system at MMS in a similar manner to what we did at MES. I would also look at linking the two systems to allow remote access to the system.
- Retro Commissioning Update
 - If you remember, when we entered into the Retro-Commissioning agreement with DCEO, the district had to agree to complete at least \$10,000 in improvements recommended by the retro-commissioning study.
 - Johnson Controls has already updated the energy management schedules based on building occupancy and the head custodians have been trained on how to manage this schedule.
 - Demand control ventilation is the next item that will be initiated. This consists of adding sensors that will monitor carbon dioxide levels and provide ventilation to maintain a healthy environment. The difference is that this will provide ventilation when needed and according to code, but will not provide too much ventilation thus increasing the efficiency of our HVAC system.

Electrical Demand Response Agreement

- I have received a demand response proposal from PJM Interconnection for our ComEd electrical service. I am still investigating the feasibility of this proposal and will report back at a future date.
- The concept is that the district would have a plan in place to reduce electrical usage during an electrical emergency between June 1 and September 30 each year with a 30 minute to 2 hour notice. I have spoken with our tech from Johnson Control and it is something that he could set up a button on our energy management system that would reduce our power consumption to the necessary levels.
- The positive is that this would provide the district with a revenue stream of between \$5,000 and \$15,000 per year for being prepared. The amount of payment depends upon the amount of electricity we are able to reduce.
- The district would be asked to prove its ability to make the necessary reductions one time per year in a pre-emergency drill. There is no penalty if the district is not able to reduce the required amount of kilowatts in a pre-emergency or emergency. However, if we don't show that we can reduce, we forfeit the payment.
- It sounds like a win-win, but I'll report back once I have a chance to investigate this further.

Donations

- The Millburn PTO
 - \$12,000 toward a purchase of 30 iPads for MMS (Total cost was \$14,220)
 - \$23,220 for student enhancement funds for classrooms to use for field trips, etc...
 - \$584.25 for an ADA swing for the early childhood program
- Baxter Employee Matching Program - \$150.00
- Abbott/Abbvie Employee Matching Program - \$523.26

Activities

- October 22, 2015 – Attended the Coop 90's Health, Dental & Vision Insurance Cooperative Board Meeting.
- October 30, 2015 – Attended the IUPC energy cooperative meeting and the Northeast Illinois Association of School Business Officials meeting. The topic was how to reduce your workers compensation risk.
- November 4, 2015 – Met with the custodial staff to discuss the snow removal process for the 2015-16 school year.
- November 5, 2015 – Chaired the Illinois Association of School Business Officials Planning and Construction Committee at NIU Naperville.

Millburn School District #24

LEVY YR/TAX YR	2006pay2007	2007pay2008	2008pay2009	2009pay2010	2010pay2011	2011pay2012	2012pay2013	2013pay2014	2014pay2015	Est 2015pay2016
EAV	\$ 273,522,605	\$ 287,345,846	\$ 295,596,148	\$ 295,460,340	\$ 282,912,210	\$ 253,776,843	\$ 230,452,304	\$ 212,557,834	\$ 204,195,002	\$216,602,103.00
CHANGE IN EAV		5.05%	2.87%	-0.05%	-4.25%	-10.30%	-9.19%	-7.76%	-3.93%	6.08%

