

**Business Office Update  
October 15, 2012 COW Meeting**

**FY2013 Budget – Dates**

- October 5, 2012 – Budget was filed with the County Clerk. The budget has also been posted on the District website and submitted to ISBE
- October 24, 2012 – First Reading of the 2012 pay 2013 Property Tax Levy & Approval for Publication of the “Truth in Taxation Statement”
- November 14, 2012 – Discussion of Property Tax Levy
- November 28, 2012 – Truth in Taxation Hearing & Property Tax Levy Adoption
- December – File “Certificate of Tax Levy” with the county clerk on or before Friday, December 21, 2012.

**Building & Grounds Update**

- SEDAC has made two site visits to the district as a part of their energy audit of the district. We have some preliminary recommendations and can expect a full report in 2-3 months. A copy of the preliminary recommendations for Millburn Elementary School (MES) is attached.
- The Head Custodians at both buildings have made many of the necessary repairs to their buildings that were identified at the September 17, 2012 Regional Office of Education inspection. While we have not received the official report yet from the Regional Office, a summary report of the areas that need attention is attached.
- Repairs have been made to both the chlorination system and the large water storage tank at MES. A schedule has been developed to monitor the chlorination system as well as the volume of water that is used at the school.
- Door sweeps are in the process of being installed on the exterior doors of MES.
- Millburn Middle School (MMS) has had some issues with water leaks.
  - A main distribution pipe for the domestic water system sprung a leak outside the cafeteria entrance.
  - Gaskets have failed in 3 pipes that carry water from the roof drains.
  - There is also a leak in an elbow in one of the HVAC water pipes.
- First interviews have been held for the Head of Building and Grounds position and interviews for the finalists are in the process of being scheduled
- New sidewalls were installed on the ballast roof over the East Gym at MES. I will have before and after photos of the roof at the meeting.
- We now have HVAC control of both buildings