

## **Business Office Update September 23, 2013 Meeting**

### **Shared Service Reporting and Fiscal Efficiency**

The "Report on Shared Services or Outsourcing" is on the agenda for Board approval. This schedule is required under provisions of the School Code, Section 17-1.1 to summarize the school district's attempt to improve fiscal efficiency through shared services or outsourcing in the prior, current and next fiscal years. This report must be approved by the School Board and published on the district website.

### **Salary Compensation Report**

The "EIS Administrator and Teacher Salary and Benefits Report" for school year 2013-14 is on the agenda tonight for reporting purposes. This report must be presented and accepted at a regular School Board meeting prior to October 1 each year and posted on the district website. This report is now generated from the "Employee Information System" that requires salary and position information to be reported for every administrator regular education instructional, and special education instructional staff member no later than October 1 each year. You may notice that there are some teachers that are not on the list such as speech therapists, RtI teachers, etc. This is due to the fact that the EIS system lists them as "Ancillary Staff."

### **Snow Removal Bid**

The district received bids for snow removal on September 15, 2014 at 10:00 a.m. The district received four bids. One bid was rejected for not completing the bid submittal sheet according to the specifications. Ice Snow Removal and Landscape, LLC had the low bid. I have called references and I recommend that the board accept the "Base Bid" and "Alternate 1" from "Ice Snow Removal and Landscape, LLC" for the 2014-15 season. There is an option to extend the bid on an annual basis for up to five years with increases not to exceed the Consumer Price Index-Urban (CPI-U). The CPI-U is the same CPI that is used to determine the annual increase in the property tax levy. A copy of the bid tally sheet is attached. The total estimated annual expenses were calculated based on the actual snow events from the 2013-14 school year.

### **Property Tax Update**

As of September 11, 2014, the district has received \$10,722,050.68 or 84.5% of the \$12,683,325.95 estimated property tax revenue for calendar year 2014. Last year, we had collected 83% of the estimated property tax revenue for the same period.

### **Cash Flow Graph**

The monthly cash flow report will be included in the business office monthly report beginning at the October 27, 2014 board meeting. This report will show revenue and expenditures through September 30, 2014. The cash flow document that was presented at the September 8, 2014 COW meeting showed actual revenue and expenses through August 31, 2014.

### **Regional Office of Education Annual Building Inspection**

- The ROE annual building inspection was held on September 16, 2014. There were very few items that were identified as problematic. Not all of the items below will be listed on the formal report, but the items that need to be corrected are as follows:
  - Benches in one of the gymnasiums had been moved and were blocking one of the emergency exits
  - Mini refrigerators had been placed on rolling audio-visual carts in one of the science labs.
  - The light was burned out of one exit sign
  - Kitchen hoods at both buildings did not have a sticker displayed showing they had been inspected. A copy of the bill was available showing that they had been inspected.
  - One of the tags had fallen off the Fire Suppression system in one of the buildings.
  - Paint in a science lab storeroom was stacked 5 cans high (combination of 5 gal buckets and 1 gal cans). It was recommended that the paint be put in a cabinet for storage.
  - Student chairs and a box were blocking one of the electrical emergency shut-off panels at one building.
  - One storage room had boxes stacked within 2 inches of the ceiling instead of the 18 inches clearance that is required.

**FY 2015 Budget Hearing and Adoption**

The FY 2015 Tentative Budget that is currently on public display is being recommended for approval with the transportation fund changes as shown in the chart below.

Rationale: In 2013-14, we spent \$522,028 in salaries in the transportation fund. With an approximate 2.5% increase overall (individual salary increases varied), the 2014-15 cost would be \$535,079. I had originally budgeted \$559,421 for salaries in the FY 2015 budget. The salary increase proposed is to primarily to handle any route changes or additions that may occur during the year. For example, we just added 1 hour per week for the choir/band shuttle because the students are more geographically spread out this year than last year. We also had to add a daily bus last year as a result of a special education private placement. Adding a 6 hour a day route would add approximately \$26,000 in salary and \$15,000 in benefits for a total of \$41,000. This also provides funds for those years when we have a driver(s) that are out on extended leave collecting sick pay and we are also paying a substitute. With regard to fuel, last year, we spent \$96,049 on fuel. I had originally only budgeted \$100,000 for fuel for FY2015. We have some of our longest routes that result in charges of approximately \$15,000 for fuel each year. The \$25,000 additional proposed would allow for the addition of another route and also absorb any potential increase in fuel that might occur during the year.

<b>TRANSPORTATION FUND</b>			
<b>REVENUE</b>	Tentative Budget	Revised Tentative Budget	DIFFER
Sp Ed Transp GSA	\$ 265,000.00	\$ 344,000.00	\$ 79,000.00
Reg Ed Transp GSA	\$ 250,000.00	\$ 304,000.00	\$ 54,000.00
<b>TOTALS</b>	<b>\$ 515,000.00</b>	<b>\$ 648,000.00</b>	<b>\$ 133,000.00</b>
<b>EXPENDITURES</b>			
Pupil Transportation Services 2550 - 100 (Salaries)	\$ 559,421.00	\$ 600,000.00	\$ 40,579.00
Pupil Transportation Services 2550 - 400 (Inc Fuel)	\$ 100,000.00	\$ 125,000.00	\$ 25,000.00
<b>TOTALS</b>	<b>\$ 659,421.00</b>	<b>\$ 725,000.00</b>	<b>\$ 65,579.00</b>
		<b>Increase in Est Cash Balance as of 6/30/15</b>	<b>\$ 67,421.00</b>

**FY 2015 Budget – Upcoming Dates**

- October 27, 2014      First Reading of the 2014 pay 2015 Property Tax Levy & Approval for Publication of the “Truth in Taxation Statement”
- November 10, 2014      Discussion of Property Tax Levy
- November              Publish “Truth in Taxation Notice of Public Hearing” – no more than 14 days prior to hearing and no less than 7 days prior to the date of the hearing
- November 25, 2013      Truth in Taxation Hearing & Property Tax Levy Adoption
- December              File “Certificate of Tax Levy” with the county clerk on or before the last Tuesday in December

BID OPENING - 9/15/14 @ 10:00 A.M. 2013-14 Snow Removal				BASE BID		Est Cost Based on 2013-14	
Vendor	21.5	8	0	44			
Snow Systems	Base Bid Up to 3"	3.1" - 6"	6.1" - 9"	Salt Application			
	\$ 705.00	\$ 845.00	\$ 1,000.00	\$ 830.00	\$ 58,437.50		
ICE Snow Removal & Landscape, LLC	\$ 455.00	\$ 600.00	\$ 740.00	\$ 625.00	\$ 42,082.50		
Tovar Snow Professionals	\$ 678.00	\$ 950.00	\$ 1,280.00	\$ 780.00	\$ 56,497.00		

BID OPENING - 9/15/14 @ 10:00 A.M. 2013-14 Snow Removal				ALTERNATE 1		Est Cost Based on 2013-14		Est cost for Base Bid + Alternate 1	
Vendor	21.5	8	0						
Snow Systems	Alternate - 1 Up to 3"	3.1" - 6"	6.1" - 9"						
	\$ 975.00	\$ 1,170.00	\$ 1,400.00	\$ 30,322.50	\$ 88,760.00				
ICE Snow Removal & Landscape, LLC	\$ 125.00	\$ 225.00	\$ 300.00	\$ 4,487.50	\$ 46,570.00				
Tovar Snow Professionals	\$ 790.00	\$ 1,100.00	\$ 1,500.00	\$ 25,785.00	\$ 82,282.00				

\*Low Bid is highlighted in yellow