

## **Business Office Update September 28, 2015 Meeting**

### **Property Tax Revenue**

- The district has received the fourth payment from the County for the Fall 2014 pay 2015 property taxes.
- At this point, we have received 97.8% of the property tax revenue anticipated to be received in calendar year 2015.

### **ROE HEALTH/LIFE SAFETY INSPECTION**

- The annual Health/Life Safety Inspection was held on Tuesday, September 22, 2015
  - Millburn Elementary - No violations or recommendations were made for Millburn Elementary School.
  - Millburn Middle School – No violations were noted at Millburn Middle School. Two recommendations were made:
    - Add exit lights with an arrow to the boys and girls locker room in the west gym
    - Secure the sprinkler system water shut-off in the receiving area – Currently if someone shuts off the water valve, the sprinkler system is inoperable in one wing of the building.

### **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.”

### **Report on Shared Services or Outsourcing**

- 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.

### **GASB 45 Actuarial Study**

- I am working with Gabriel Roeder Smith & Company to complete an Actuarial Study to estimate future costs of the retiree health insurance benefit that we provide certified employees. If you remember, last year’s audit was reviewed by a state-wide auditing committee. This was one of the recommendations.

### **Cellular Tower Update**

- Prior to our meeting on September 28, 2015, I will have met with the representative from Global Signal Acquisitions IV, LLC prior to the board meeting. I will report to the board regarding the results of our face-to-face meeting. Depending on the nature of the discussion, there may be a need to go to closed session.

## FOIA Requests

- Millburn has received two FOIA requests. The first is a commercial FOIA request that gives the district up to 21 business days to respond and produce the requested information. The second was not a commercial request that allows the district up to 5 business days to provide all of the requested information. The details of the request are listed below:
  - The first was from SmartProcure that submitted a commercial FOIA request to the Millburn Community Consolidated School District No. 24 for an existing, already maintained electronic record (without copying, scanning or printing) of purchase orders dated 2015-05-14 to current. The information requested is:
    - 1. Purchase order number or equivalent
    - 2. Purchase order date
    - 3. Line item details
    - 4. Line item quantity
    - 5. Line item price
    - 6. Vendor ID number, name, address, contact person and email address
  - The second was from Patrick McCraney at the Better Government Association requesting the following information
    - **1.) 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.
    - **2.) Administrator Contracts:** Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents and principals.
    - **3.) Budget:** The approved operating and capital budgets for the 2015-16 school year.
    - **4.) Legal Settlements:** Any and all legal settlements entered into, signed, or otherwise adopted from January 1, 2014 to present.
    - **5.) 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**).

## Activities

- I participated in a webinar through the Bank of Montreal titled: “Corporate Card Fraud: Managing the Risk” on Wednesday, September 23, 2015. The district’s P-Cards are provided through the Bank of Montreal.
- I will be attending the Northeast Illinois Association of School Business Officials meeting on Friday, September 25, 2015. I have now ascended to the Chairperson of this regional group. Last year, I was the Treasurer. James Levi and Rob Swain from HLERK will discuss the the impact the Crystal Lake Bleacher case will have on school construction and remodeling in Illinois.
  - The Illinois Supreme Court ruled on September 24, 2015 in favor of Crystal Lake. Crystal Lake is a home-rule municipality. I will be able to give you a better idea of what this decision will mean for Millburn at our meeting on Monday.