

**Business Office Update
September 12, 2012 Meeting**

FY2013 Budget – Upcoming Dates

- September 12, 2012 – Discuss proposed changes to Tentative Budget that is on display (see attached)
- September 19, 2012 – FY2013 budget hearing & adoption
- Prior to October 15, 2012 – File budget with the County Clerk; Post on the District & ISBE website
- 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.

Restructuring of Building & Grounds Department

- Attached is a proposed organizational chart for the Building & Grounds Department
- I am proposing that the district fill the “Director of Maintenance” position that has been vacant since October, 2011. The job description for the Director of Maintenance and the Head Custodian are attached.
- The net cost of the personnel changes in the department will be approximately \$58,000 less than was budgeted in FY12 and approximately \$6000 more than was originally included in the FY13 Operations and Maintenance budget.
- The cost of contracted services in FY12 was approximately \$40,000 less than was spent in FY11. However, as we continue to discover and take care of deferred maintenance, there may be an increase in this budget area for FY13 as we bring building systems up to acceptable standards. Once this process is complete, the costs for contracted services will be reduced as we have our own staff performing routine maintenance.

Summer Projects

- The summer was much too short to complete all of the items on our Summer Projects List.
- See the attached update on the summer projects

Audit Update

- The Audit is nearing completion. With the fact that we broke out in detail many more expenditures in FY12 than in FY11, it has taken a bit longer to compile the accruals.
- There is one adjustment of \$16,000 in revenue that I already know we will need to make. \$16,000 of the Corporate Personal Property Tax Replacement revenue will need to be transferred from the Education Fund to the IMRF/Social Security Fund.
- Once the audit is complete, I will schedule a date for the auditor to report to the Board of Education.

Budget Update

- There are a few areas that I will be recommending changes prior to adoption of the FY2013 budget. Attached are the following:
 - A spreadsheet showing the changes recommended
 - The cash summary page of the budget showing that all funds will end FY2013 with a cash balance
 - The page from the budget showing that, even with the changes, the district will have a balanced budget.
- I have also attached a partial list of budget changes from FY12 to FY13



DIRECTOR OF MAINTENANCE

Primary Function:

To provide a safe learning environment while maintaining high standards of safety, maintenance and efficiency.
Reports to Business Manager

Qualifications:

- Graduation from high school or technical school
- Working knowledge of the methods, tools, mechanical equipment and techniques used in various skilled trades
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools
- Ability to make minor repairs on mechanical equipment and to analyze and diagnose trouble and malfunctions in the more complex and sophisticated mechanical equipment
- Ability to understand and effectively carry out oral and written instructions in a timely manner.
- Ability to perform assigned duties with a minimum of direction
- Ability to establish and maintain effective public and co-worker relationships
- Ability to lift 50 pounds and assist in lifting objects in excess of 50 pounds.
- Ability to understand and effectively carry out oral and written instructions
- Ability to supervise and provide training to the Head Custodians

Performance Responsibilities

1. Maintains safe conditions of integral parts of the building (i.e. flooring, doors, windows, stairs, ceiling panels and similar structural elements)
2. Maintains building systems (HVAC, Electrical and Plumbing) and reports deficiencies.
3. Performs the installation and operation of lighting and electrical equipment
4. Completes assigned work orders
5. Maintains work order log
6. Maintains schedule of all motor and other mechanical equipment for service
7. Maintains building systems repair log
8. Shovels, plows and salts sidewalks and playgrounds as appropriate
9. Reports damage of school property immediately upon being known
10. Instructs custodians and other personnel on the proper use and care of tools and power equipment
11. Obtains permission for overtime and/or compensatory time and maintains a log
12. Performs and assigns maintenance of exterior grounds
13. Ensure that door and window systems are functioning properly
14. Obtains quotes from vendors as needed
15. Assists in writing bid specifications
16. Assists Head Custodians in the development and updating of daily/weekly/monthly cleaning schedules
17. Develops routine maintenance schedules
18. Performs other related duties as assigned

Terms of Employment

260 work days. Salary and work year established by the Board of Education

Evaluation

Performance of this job will be evaluated by the Business Manager



HEAD CUSTODIAN

Primary Function:

To provide a clean and safe learning environment while providing leadership for building custodial staff.
Reports to Director of Maintenance

Qualifications:

- Graduation from high school, technical school, or comparable experience
- Working knowledge of methods, tools, mechanical equipment and techniques used in custodial work
- Working knowledge of occupational hazards, safety precautions and fire and sanitation codes.
- Ability to operate various types of power and hand machinery and tools
- Ability to perform assigned daily duties with minimum direction
- Ability to establish and maintain effective public, student and co-worker relationships.
- Ability to lift 50 pounds and assist in lifting objects in excess of 50 pounds.
- Ability to understand and effectively carry out oral and written instructions

Performance Responsibilities:

1. Maintains building and premises neat and clean at all time.
2. Shovels, plows and salts sidewalks as appropriate
3. Cleans corridors during the day daily
4. Develops a daily/weekly schedule for the building custodians
5. Assigns additional tasks for A.M. and P.M. custodians
6. Certifies time cards of building custodians
7. Arranges for substitute coverage of custodians
8. Obtains permission for overtime and/or compensatory time and maintains a log
9. Reports damage of school property immediately
10. Complies with local ordinances for storage and disposal of trash and waste
11. Performs and assigns maintenance of exterior grounds
12. Works with the Director of Maintenance to schedule staff training
13. Conduct annual evaluations for custodial staff
14. Deliver teacher shipments to classrooms on daily basis
15. Obtains quotes for purchases and repairs
16. Maintain an inventory of equipment and supplies
17. Performs other related duties as assigned by Building Principal and Business Manager
18. Performs routine maintenance
19. Assists Director of Maintenance with electrical, plumbing, carpentry, & HVAC repairs and maintenance
20. Performs other related duties as assigned.

Terms of Employment

260 work days. Salary and work year established by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the Director of Maintenance

**ORGANIZATIONAL CHART
RELATIVE TO BUILDING AND
GROUNDS**

