

## **Business Office Update April 14, 2014 COW Meeting**

### **Donations**

- Millburn Elementary School Parent Donation - \$150.00
- Tristar Shell, Wadsworth – Emergency Quick Reference Guides
- Element Financial Partners, Deerfield - \$250.00

### **Cash Flow**

- The district is ahead of last year with regard to the need to borrow money (sTAW's) for cash flow.
- The first \$500,000 TAW was not needed until March 26, 2014 and another will be needed on April 22, 2014. I anticipate that a third may be needed prior to the May 9, 2014 payroll. I am hopeful that we will receive an early draw on property taxes prior to the May 23, 2014 payroll.
- At the May 26, 2014 Board Meeting, the board will be asked to approve a resolution that will allow me to pay back the TAW's when we get the bulk of the first installment of the property tax revenue.
- The historical TAW amounts (attached) show a steady improvement each year in the cash position of the district.

### **Recycling & Waste Removal Agreement**

- The district's waste removal agreement currently includes an automatic renewal clause. It is scheduled to renew for an additional 5 years in mid-July unless a 60 day notice to cancel is submitted to the company. This is similar to the elevator maintenance contracts that the district recently shifted to another vendor.
- The letter to the waste removal company was mailed on April 7, 2014 and requests for quotes will be sent to vendors sometime in late April or early May, 2014.

### **Architect of Record Search**

- Thirty invitations were sent and fourteen architects participated in the tour of the district facilities on April 9, 2014. Participation in the tour was not mandatory.
- Qualifications from each firm are due to the district on April 25 @ 2:00 p.m.
- Committee will narrow the list to approximately 3 firms by the end of May or early June.
- A recommendation is anticipated to be presented at the Committee of the Whole Meeting on June 9 with board action on June 23, 2014.

### **Copier RFP**

- I am in the process of requesting proposals from copier companies to replace the district copiers. All of the district copiers are now owned by the district. Due to the age of the copiers (most were purchased refurbished five years ago), we are reaching a point where parts are becoming difficult to find.
- I anticipate that this process will be completed in May or June so that the replacement copiers can be installed over the summer.

### **Food Service Administrative Review**

- The district recently received the report on the Administrative Review that was completed in January, 2014.
- Overall, the issues were minor and have either been corrected or are in the process of being corrected.

### **Summer Help**

- Temporarily increase hours of current part-time custodial staff (total of 5 hours daily)
- Advertise for summer help on the District Website
- Review and select applicants with Millburn District 24 experience. Applicants with District 24 summer experience will not be interviewed. Recommendations will be based on their prior work record.
- For any additional open positions, applicants would be selected from the applicant pool and interviews would be scheduled.

### **School District Library Program Grant**

- The school district received a library grant from the Office of the Secretary of State in the amount of \$1104.00. Funds from this grant program must be encumbered by June 30, 2015 and spent by August 15, 2015.

### **Property Tax Levy**

- A chart showing comparison data on the levy is attached.
- The 2013pay2014 Certified Property Tax Levy results in an increase of \$1,151,596 in the funds capped by the Property Tax Extension Limitation Law.
- The increase in the capped levy as a result the referendum is \$996,064
- Also attached is another document that graphically shows the historical changes in the District's Equalized Assessed Value (EAV). While we still had a drop in EAV, the percentage of the drop continues to decrease.

**Possible Need for a Budget Amendment**

- In reviewing the percentage of the budget expended as of March 31, 2014, I am leaning toward a budget amendment in the transportation fund. The percentage of budget expended comparison is shown in the chart below.
- Last year, we ended the year spending 99.11% of the transportation budget. When I compare the percent of the budget expended (with the same # of payrolls paid as of March 31 in both years), there is 11% more of the budget expended than in FY2013.
- There are two primary reasons for the increased level of expenditures in FY2014:
  - Addition of a private day school bus route
  - Increased insurance costs as a larger number of employees met the hourly requirement to receive health insurance.
- I will do some further comparison to determine if we will exceed the transportation budget by more than 10%. If an amendment is necessary, I will have a revised balanced budget ready for the Board to put on public display at the April 24, 2014 Board Meeting. I am confident that revenue won't exceed expenditures on a cash or accrual basis.

<b>% of Budget Expended</b>	<b>YTD MAR 2013</b>	<b>YTD MAR 2014</b>
<b>Education Fund</b>	70%	71%
<b>Operations &amp; Maint</b>	74%	74%
<b>Transportation</b>	<b>68%</b>	<b>79%</b>
<b>IMRF/Social Sec</b>	58%	64%
<b>Tort</b>	21%	10%

**FY 2015 Budget Preparation**

- I am continuing to meet with administrators regarding budget requests. I anticipate that I will have a draft ready for the board to review at the June COW as outlined on the District budget calendar.

**Professional Activities:**

- I attended a seminar at Oakton Community College on Tuesday, April 8, 2014. The focus of the workshop was on the changes to the Teacher Retirement System as it affects the district for reporting purposes. It was very helpful this year since Senate Bill 1 resulted in numerous changes in the Teacher Retirement contributions and subsequent pensions.
- I attended a meeting of the Illinois Association of School Business Officials Planning & Construction committee on April 10, 2014 at NIU-Naperville.

<b>TAW BORROWING &amp; PAYBACK</b>						
<b>MILLBURN SCHOOL DISTRICT 24</b>						
	FY2008	FY2009	FY2010	FY2011	FY2012	FY2013
AMT OWED FROM PREVIOUS FY	\$0.00	\$ 2,900,000.00	\$ 3,700,000.00	\$ 2,500,000.00	\$ 1,000,000.00	\$ 500,000.00
AMT BORROWED IN FY	\$ 2,900,000.00	\$ 3,700,000.00	\$ 3,500,000.00	\$ 3,000,000.00	\$ 1,500,000.00	\$ 1,500,000.00
AMOUNT PAID TO RETIRE TAWs	0.00	(2,900,000.00)	(4,700,000.00)	(4,500,000.00)	(2,000,000.00)	(2,000,000.00)
BALANCE OWED AT END OF FY	\$ 2,900,000.00	\$ 3,700,000.00	\$ 2,500,000.00	\$ 1,000,000.00	\$ 500,000.00	\$0.00

2014 SUMMER PROJECT REQUESTS	SCHOOL
Replace Parking Lot Signage & Posts	Both
Determine which light fixtures/Ballasts need to be replaced	Both
Install classroom projectors in classrooms for new teachers	Both
Installation of upgraded Technology Switches	Both
Replace bulbs with more energy efficient bulbs - classrooms/hallways - use light meter	Both
Repaint Offices - District Labor	Both
Repair/replace window screens	Both
Conduct Garage Sale - excess/outdated equipment (e.g. old overhead projectors, TV's, carts)	Both
Clean & organize storage areas	Both
Sidewalk Replacement/Repair - Rear of Building by cafeteria	MES
Pour pad for recycling dumpster & install fence enclosure	MES
Painting selected classrooms	MES
Explore pouring concrete spillways for detention/retention ponds	MES
Replace floor tiles on stage in cafeteria - Completed, but need another solution	MES
Replace light covers in west stairwell	MES
Install handrail/pipe under sidewalk - Northwest Corner Entrance	MES
Install Security Mirror in front entrance	MES
Strip wax build-up - Hallways not completed in 2013	MES
First floor classrooms - Strip many years of wax build-up	MES
Have front parking lot storm sewer drains cleaned	MES
Paint walls on East Gym stage & storage doors	MES
Repair ceiling at East Foyer Entrance by Cafeteria - Water damage from sprinkler head	MES
Repair/Paint wood signs and fencing in rear of building	MES
Purchase and install Walk Pads near Chiller	MES
Paint, etc... in selected classrooms - Original Building (1961)	MES
Explore add'l intercom access for location other than the Office	MMS
Paint Hallways	MMS
Re-weld lock connections on fire lane gates	MMS
Replace lighting fixtures at rear of building	MMS
Repair gates to disposal area	MMS
Replace Guardrail by playground	MMS
Repair/Re-build retaining wall by park next to parking lot	MMS
Repair/Replace Millburn Middle School Sign / <b>rotten wood</b>	MMS
Replace lighting fixtures at rear of building - look at having one switch	MMS

<b>2014 SUMMER PROJECT REQUESTS</b>	<b>SCHOOL</b>
Replace light covers Parking lots	MMS
Installation of metal switch covers	MMS
Install AED Cabinet near Nurse's Office	MMS
Installation of 4 electric outlets in LRC	MMS
Paint corridors , stairways, gymnasiums, classrooms as needed	MMS
Waterhog entrance matting 10 2/2 Ft X 27 1/2 Ft. EXIT 12	MMS
Install Power Saver light switch in the teacher workrooms/lounge	MMS
<b>2014 SUMMER ROUTINE MAINTENANCE</b>	<b>SCHOOL</b>
Inspect/Repair man lifts used to change lights, etc	Both
Maintenance & Repair of bleachers	Both
HVAC - Clean univents/rooftops, power wash coils, lubricate, replace belts, check wiring, & change filters	Both
Replace/Repair restroom stalls	Both
Clean roof drains	Both
Maintenance/repair of water faucets, toilets, etc...	Both
Clean/sanitize lockers and windows	Both
Landscape clean-up & re-seeding of damaged lawn areas	Both
Move selected classrooms and offices	Both
Playground Repairs (Equipment repairs, rust on stairs, fresh top coat of mulch)	Both
Touch-up painting	Both
Replace ceiling tile as needed	Both
Clean carpets	Both
Clean all light covers	Both
Lubricate cafeteria table hardware	Both
Dishwasher Repair/Maintenance	Both
Replace light bulbs in parking lot	Both
Inspect/Lubricate/Repair Basketball Backboard Mechanisms & Hoops	Both
Wax floors	Both
Replace light fixtures/ballasts as needed	Both
Paint stair railings as needed	MES
Repaint select classrooms as needed	MES
Lubricate Operable Walls in the Gymnasiums	MMS

<b>CURRENT 2012pay2013 LEVY</b>	<b>FUND</b>	<b>Advertised 2013pay2014 LEVY</b>	<b>Anticipated 2013pay2014 LEVY</b>	<b>2013pay2014 After Levy Adjustments</b>	<b>Increase from 2012pay2013 Levy</b>
\$ 6,740,729.89	EDUCATION	7,450,000	7,200,000	7,205,710.57	\$ 464,980.68
\$ 1,101,562.07	BUILDING	1,176,000	1,150,000	1,152,063.46	\$ 50,501.39
\$ 500,081.50	TRANSPORTATION	500,000	400,000	480,380.70	\$ (19,700.80)
\$ 46,090.46	WORKING CASH	107,000	107,000	104,153.34	\$ 58,062.88
\$ 200,493.50	SPECIAL EDUCATION	800,000	622,591	601,538.67	\$ 401,045.17
\$ 126,748.77	TORT	215,000	215,000	159,418.38	\$ 32,669.61
	LIFE SAFETY BOND	-	0	-	\$ -
\$ 168,230.18	SOCIAL SECURITY	315,000	309,500	308,208.86	\$ 139,978.68
	SPECIAL ED - IMRF/SOC SEC				\$ -
\$ 265,020.15	IMRF	300,000	290,500	289,078.65	\$ 24,058.50
<b>\$ 9,148,956.52</b>	<b>SUB-TOTAL - CAPPED FUNDS</b>	<b>10,863,000.0</b>	<b>10,294,591</b>	<b>10,300,552.63</b>	<b>\$ 1,151,596.11</b>
\$ 2,175,469.75	BOND & INTEREST	2,385,950	\$2,385,950	2,363,643.11	\$ 188,173.36
\$ 11,522.62	SEDOL IMRF	18,709	\$18,709	19,130.21	\$ 7,607.59
<b>\$ 2,186,992.37</b>	<b>SUB-TOTAL NON-CAPPED</b>	<b>\$2,404,659</b>	<b>\$2,404,659</b>	<b>2,382,773.32</b>	<b>\$ 195,780.95</b>
<b>11,335,948.89</b>	<b>Grand Total Levy</b>	<b>13,267,659</b>	<b>12,699,250</b>	<b>12,683,325.95</b>	<b>1,347,377</b>

**CAPPED FUND LEVY  
WITHOUT REFERENDUM  
INCREASED REVENUE AS A  
RESULT OF THE  
REFERENDUM**

**\$ 9,304,488.78**

**\$ 996,063.85**

**Millburn School District #24**

LEVY YR/TAX YR	2006pay2007	2007pay2008	2008pay2009	2009pay2010	2010pay2011	2011pay2012	2012pay2013	2013pay2014
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
CHANGE IN EAV		5.05%	2.87%	-0.05%	-4.25%	-10.30%	-9.19%	-7.76%

