

## **Business Office Update December 9, 2013**

### **Budget Calendar**

- An updated budget calendar is attached.

### **Building & Grounds Update**

- On, November 27, 2013, the custodial/maintenance staff were trained in the following:
  - Lock-Out/Tag-Out procedures and basic electrical safety
  - Hazard Recognition
  - District Safety Plan

### **Architect of Record**

- School districts periodically discuss and determine if there is any desire or need to go through the process to select an architect of record.
- Millburn, to my knowledge, has not reviewed the “Architect of Record” since the late 90’s when a search was conducted and Green & Associates was selected as the “Architect of Record”. While there is no requirement to change the “Architect of Record”, most districts will review their current “Architect of Record” every 5-10 years.
- If the board would determine that they want to conduct a search, a typical selection process is outlined below:
  - Formation of a committee (typically composed of district staff and board members)
  - Development of an RFP (Request for Proposals) that is distributed to architectural firms for their review
  - Walk-through of the district buildings is scheduled
  - Architectural firms submit their proposals to the committee
  - Committee reviews the proposals, makes reference calls and develops a short list for interview
  - Committee will recommend an architectural firm for Board action

### **National School Lunch Review**

- A review of Millburn’s school lunch program is scheduled for January, 9, 10, & 13, 2014. The review will examine the following areas:
  - Procedures used for verification of free/reduced lunch applications
  - Review of claims for reimbursement
  - Menus – verify that they meet the required components both daily and weekly
  - Kitchen and cafeteria procedures

### **Upcoming RFP’s**

- The business office will be sending out RFP’s (Request for Proposals) for the following items:
  - December – Elevator Maintenance
    - Our current elevator maintenance contracts expire in January, 2014
  - February/March – District Copiers for implementation after July 1, 2014
    - The current copiers are nearing the end of their useful life.

**Millburn School District #24**

**Budget Calendar**

Updated 12/5/2013

<b>DECEMBER</b>	<b>RESPONSIBLE</b>
<ul style="list-style-type: none"> <li>Administration &amp; Staff begin discussion re: FY15 staff levels, curriculum, special programs, etc... that will impact the FY15 budget.</li> </ul>	Administration/Staff Members
<b>JANUARY</b>	<b>RESPONSIBLE</b>
<b>Administrative Meetings</b> <ul style="list-style-type: none"> <li>Discuss Budget Process</li> <li>Review Current and Prior Year Budget Expenditures</li> <li>Begin gathering data for development of next year's budget</li> </ul>	Administrative Team
<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Budget &amp; Enrollment Projection Presented to Board of Education</li> </ul>	PMA/Superintendent/Business Office
<b>FEBRUARY</b>	
<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Begin discussion re: staffing scenarios and other items that will impact the FY15 budget</li> </ul>	Board/Admin Staff
<b>MARCH</b>	
<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Administrative Recommendation re: staffing scenarios and other items that will impact the FY15 budget</li> </ul>	Superintendent/Business Manager
<b>MARCH/APRIL</b>	
Deadline for final purchases and blanket orders for current year budget	Business Office
<b>APRIL</b>	
Finalize Tax Levy Rates	Business Office
<b>APRIL - JUNE</b>	
Work with administration for any purchasing emergencies	Business Office
<b>MAY</b>	
<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Review current year budget revision (if needed)</li> </ul> Place legal notice of Public Hearing on the Revised budget in newspaper (if needed) (Public notice of revised budget needs to be published at least 30 days prior to adoption by the Board, 105 ILCS5/17-1)	Board of Education Business Office
<b>JUNE</b>	
<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Review Draft Next Year's Budget</li> </ul>	Board of Education
<b>Board of Education Meeting</b> <ul style="list-style-type: none"> <li>Public Hearing on the Current Year Revised Budget (If needed)</li> <li>Adopt Current Year Revised Budget (if needed)</li> <li>Board Approval to place Tentative Budget on Public Display</li> </ul>	Board of Education
<b>JULY</b>	
<b>Committee of the Whole Meeting</b> <ul style="list-style-type: none"> <li>Questions/Comments on Tentative Budget</li> </ul>	Board of Education

<b>AUGUST</b>	
Place legal notice of Public Hearing on the budget in newspaper Public notice of availability of tentative budget published at least 30 days prior to adoption by the Board, ILCS 5/17-1	Business Office
<b>SEPTEMBER</b>	
<b>Board of Education Meeting</b> <ul style="list-style-type: none"> <li>• Public Hearing on the Budget</li> <li>• Board adoption of the Budget</li> </ul> (Last day to adopt the annual budget is the end of the FY quarter, which is September 30, 105 ILCS 5/17-1)	Board of Education
<b>OCTOBER</b>	
Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none"> <li>• Filed with the County Clerk</li> <li>• Transmitted electronically with a deficit reduction plan (if necessary) to ISBE</li> <li>• Posted on the District Website</li> <li>• Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)</li> </ul>	Business Office
<ul style="list-style-type: none"> <li>• Develop 2012 Truth in Taxation Notice</li> <li>• Board of Education &amp; Finance Committee Meeting to review preliminary financial data for upcoming budget</li> </ul>	Business Office
<b>NOVEMBER</b>	
<b>Board of Education Meeting</b> <ul style="list-style-type: none"> <li>• First reading of the Current Year/Pay Next Year Tax Levy</li> <li>• Approval for publication of the "Truth in Taxation Statement"</li> </ul> (Estimated property tax levy must be presented to the Board at least 20 days prior to the adoption of the property tax levy, 35 ILCS 200/18-60)	Board of Education
<b>NOVEMBER/DECEMBER</b>	
<ul style="list-style-type: none"> <li>• Publish Truth in Taxation Notice of Public Hearing (Published no more than 14 days nor less than 7 days prior to the date of the hearing, 35 ILCS 200/18-80)</li> </ul>	Business Office
<b>MID-DECEMBER</b>	
<b>Board of Education Meeting</b> <ul style="list-style-type: none"> <li>• Review and discuss tentative Next Year Budget objectives</li> <li>• Hold 2012 Truth in Taxation Hearing</li> <li>• Adoption of Tentative Tax Levy</li> </ul>	Board of Education
<ul style="list-style-type: none"> <li>• Certificate of Tax Levy (ISBE 50-02) must be filed with county clerk on or before the last Tuesday in December (105 ILCS 5/17-11 and 35 ILCS 200/18-15. NOTE: Last Tuesday is December 25)</li> </ul>	Business Office