

Business Office Update January 13, 2014

Building & Grounds Update

- The custodial staff completed replacement of the heating/cooling filters in both buildings. There are a few of the rooftop units that will be changed once the weather moderates.
- The custodial staff has done a great job of monitoring the status of the heating systems during winter break and the additional days that the building was closed.
- Terry Miller received his “Non-Transient Operator Certification.” It is required that we have a staff member certified because of the two wells at Millburn Elementary.
- The district secured an eco-friendly de-icing product through another vendor this year and changed the spreader used to distribute the de-icer. The combination of these two items will reduce the district’s cost by at least 33%.
- As you are probably aware, there was a building evacuation at Millburn Elementary on Wednesday, January 8, 2014. The cause was determined to be the result of a sprinkler head that burst due to the freezing temperatures in the vestibule by the cafeteria. The heater in that area malfunctioned and allowed the water in the system to freeze. Luckily, the pipe is intact. The sprinkler head has been replaced and the heater has been repaired.
- The custodial staff at both buildings did a great job of clearing the walks of snow. Prior to January, the snow plowing company was clearing a substantial portion of the large sidewalks at both buildings.

Transportation Update

- We were very lucky that we had no significant problems with our bus fleet with the recent sub-zero weather. Additive was added to the diesel fuel in December. All of our buses started on Sunday, January 5, 2014 after sitting outside since December 20, 2013.
- The district will soon be receiving Wright Express (WEX) fleet cards. This program is available through the State of Illinois Joint Purchasing Program. The card is accepted at 90% of US retail fuel locations unlike our current card that is accepted only at Shell. Because this is a state purchasing program, it eliminates the need to go through the bid process for the purchase of fuel. Discounts and rebates offered through the program will result in savings to the district of up to 15%.

Donations

- Millburn Education Foundation - \$5000 to be used toward purchasing iPad Mini’s for Millburn Middle School
- Millburn Education Foundation - \$6,772 for additional sound field systems for classrooms.
- Baxter Employee Giving & Baxter Match - \$269.50

Elevator Service

- The RFP for elevator service was distributed to interested vendors in December, 2013.
- The proposals are currently being reviewed and references called.
- The proposals reflect savings to the district ranging from approximately \$2500 - \$3800 per year.
- I will report the vendor that was selected at the Committee of the Whole meeting on January 13, 2014.

Collective Liability Insurance Cooperative

- I attended the annual meeting of the CLIC (Collective Liability Insurance Cooperative) on December 12, 2013. Each of the member districts received a new, electronic "Risk Assessment Manual" with many helpful tools to reduce work-related injuries as well as to reduce potential liability for the district when dealing with outside vendors.
- CLIC has moved to a 24 hour reporting service for workers compensation injuries where the injured staff member talks directly to a nurse (unless the injury is life-threatening). The nurse is able to work with the staff member and a nurse is available 24/7 if they have questions or concerns.
- CLIC uses Sedgwick as the third party administrator for the Workers Comp program. Sedgwick now has a team that only works with the member districts of CLIC. This change was designed to provide more personalized service to the member districts.
- Information was provided on an option for a One2One Lap-Top insurance program in response to the number of districts that are developing one2one programs.
 - Typically, the Cooperative has been able to refund surplus payments to the member districts. However, for the policy periods 2007-08 through 2010-11, a supplemental payment from the member districts is needed. The gross payment due is \$27,875, but surpluses from other years will result in a payment owed of \$13,776.

Professional Development Activities

- Bernadette Hanna and I attended the Lake County Personnel Association meeting on December 5, 2013 at the Vernon Hills Administration Office. The primary topic of the meeting was learning how Vernon Hills High School had shifted the Regional Office Review to an electronic document format rather than providing boxes of paper documents for the Regional Office staff to review.
- I attended the Northeast Illinois Association of Business Officials meeting on December 6, 2013 in Buffalo Grove, IL.