

Business Office Update November 12, 2013

Grant

- ISBE Energy Efficiency Grant & Illinois Department of Commerce and Economic Opportunity (DCEO) Grant – Millburn Elementary School – Maximum matching grant award \$250,000 due 11/27/13
 - The total grant budget cannot exceed \$500,000. The district can use grant funds from the Illinois Department of Commerce and Economic Opportunity (DCEO), estimated to be at least \$36,000, toward the district matching portion of the ISBE grant. Therefore, the maximum amount the district would pay is \$250,000 minus the amount received from the DCEO grant.
 - Items tentatively included thus far
 - Lighting Occupancy Sensors: Capital Cost: \$16,000
 - Gym Lighting Upgrade: \$20,000
 - Variable Speed Drives on Pumps in Boiler Rooms: Capital Cost: \$9,000
 - T12 Fixture Replacement, Classrooms: \$80,000
 - T12 Fixture Replacement, Corridors: \$15,000
 - Exterior Fixture Replacement: \$20,000
 - Exterior Door and Storefront Replacement with Insulated Glass (Three Locations): Capital Cost: \$32,500
 - Low Wattage T8 Retrofit - replace existing T8 32 watt bulbs with T8 28 watt bulbs where light requirements can be met with 28 watt bulbs using district labor
 - Contingency (10%)
 - Fees (10%)
 - Other items in discussion
 - Replace selected unit ventilators
 - Replace HVAC pneumatic sensors in older section of building with electronic sensors
 - Replace boiler(s) in the old section of the school

Budget Amendment

- At the November 25, 2013 meeting when the budget amendment is scheduled for adoption, I will be recommending that one change be made before adoption. In order to be in compliance with the Limitation of Administrative Costs, \$7,250.00 will need to be shifted from the “Executive Administration Services” function (2320) to the “Improvement of Instruction” function 2210. This change will not result in any change to the total expenditures to the Amended Budget that the board put on public display at the October 15, 2013 special meeting.

Recommendation to Increase the Capitalization Threshold for Fixed Assets

- After conversations with the auditor, David Cain, and other business managers in this area, I will be recommending that the Board increase the capitalization threshold for fixed assets from \$500 to \$2500. Most districts have set their threshold for fixed assets in the range of \$1500 to \$5000.

COOP 90’s Insurance Cooperative Update

- At the last meeting of the Coop 90’s Insurance Cooperative, we received the premium to claims comparison. For the medical plan, Millburn’s paid claims as a percent of premiums was 59.2% for the period June 2012 through May 2013. The Cooperative average for this same period was 59.9%. Both the district and Cooperative premium to claims ratio is excellent. Typically, one would be happy with a ratio of 80% or less. Because we are a part of a cooperative, the funds that are not spent on claims remain in the cooperative instead of resulting in a profit for the insurance company.
- For the period June 2013 through September 2013, Millburn’s ratio was 68.8% while the Cooperative’s overall ratio was 70%. It is not unusual to see school usage of a health insurance plan to increase over the summer months since many staff members wait until their summer break to have medical procedures.
- Historically, the ratio for June through September 2012 was 58.7% while the ratio for June through September, 2011 was 95.9%.

Donations

- The following donations were received by the district in September and October
 - Target Take Charge of Education Program - \$1378.89
 - Abbot Labs Employee Giving - \$77.83
 - Baxter Employee Giving - \$231
 - Lindenfest - \$100

White Glove Inspections

- A “White Glove Inspection” was conducted at Millburn Middle School on October 25, 2013 and at Millburn Elementary on November 1, 2013. Overall, the results of the inspections were very positive. The few areas identified as needing improvement have been discussed with each custodian individually and as a group. We plan to conduct the next inspection in December or January.

FY2014 Budget – Upcoming Dates

- November 12, 2013 Publish “Truth in Taxation Notice of Public Hearing” – no more than 14 days prior to hearing and no less than 7 days prior to the date of the hearing
- November 25, 2013 Public Hearing & Board Adoption of FY2014 Amended Budget
Truth in Taxation Hearing & Property Tax Levy Adoption
- December
December File “Certificate of Tax Levy” with the county clerk on or before the last Tuesday in December

Professional Development Activities

- I attended the Illinois Association of School Business Officials Professional Development Committee Meeting in Lisle, IL on October 4, 2013. I serve on the Planning & Construction Committee. Each of the committees plan and conduct professional development activities for school business staff throughout the state.
- I attended the monthly meeting of the Business Managers from the Grayslake High School Feeder Districts on October 11, 2013
- Terry Miller, Gabriel Gonzalez, and Stephen Novak attended an all day workshop in Wheaton, IL on Integrated Pest Management.
- I attended the Northeast Illinois ASBO meeting in Buffalo Grove, IL on October 18, 2013. The speakers included: Marty Paulson, Chief County Assessment Officer; Lake County; Jeff Lee, Lake Villa Township Assessor; Charlie Mullin, Warren Township Assessor; and Gary Raupp, Vernon Township Assessor. There are areas in South Lake County where EAV’s have stabilized. Many areas in northern Lake County can anticipate a longer wait for property values to stabilize.
- On November 1, 2013, Joanne Rathunde, Chris Griesheimer, and I attended an E-Rate workshop at the Lake County Tech Campus. During the workshop, the majority of the work related to preparing the “470” notice to vendors was completed. E-Rate is funded through a tax on phone service. The district receives a 40% discount on telephone and internet services. The district’s participation in this program results in a savings to the district of approximately \$40,000 annually.
- On November 5, 2013, I attended a meeting in Downers Grove, IL to plan a presentation for a session at the Midwest Facilities Conference on November 14-15, 2013. This conference is hosted in Wisconsin and includes attendees from Wisconsin, Illinois, Iowa, Minnesota, Missouri, & North Dakota.
- On November 6, 2013, the Millburn Custodial staff had their second professional development session since the start of the school year. In addition to housekeeping items, the staff members received Asbestos Awareness training.