

**Business Office Update
 April 22, 2019 Meeting**

Arbor Management Renewal

- I am requesting that the Board renew the Arbor Management Contract. The contract is allowed to increase 2.8%. This is determined by the Food Away from Home CPI.
- Additionally, as the result of the change in minimum wage at the state level effective January 1, 2020, the “Fixed Fee Allowance” in our contract with Arbor allows them to recover the additional labor costs as a result of the change in minimum wage. This cost is \$1,086.97 for the 2019-20 school year.
- I was in error when I stated in my last update that this was the last renewal. This is only the second renewal for the Arbor Management contract. This contract can be renewed through the 2021-22 school year and will need to be re-bid for the 2022-23 school year.

FY 2019 Budget Amendment Calendar

FY 2019 AMENDED BUDGET SCHEDULE

5/13/2019	Review Draft Amended Budget
5/20/2019	Review of tentative amended budget. Board approval to put tentative amended budget on public display.
5/22/2019	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
6/10/2019	Continue discussion of tentative budget at Board Meeting
6/24/2019	Public Budget Hearing and Budget Adoption. Last day to adopt the amended annual budget is June 30, 105 ILCS 5/17-1
June/July, 2019	Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none"> • Filed with the County Clerk • Transmitted electronically with a deficit reduction plan (if necessary) to ISBE • Posted on the District Website • Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)

Request for Purchase over \$10,000

- A request to purchase replacement laptops for some of the special education staff is on the agenda for approval. Our current teacher laptops are between 5 and 6 years old and are in desperate need of replacement.
- I'm also anticipating that you will see a request at the May meeting for approval to purchase additional teacher laptops for the remainder of the teachers. This request will be between \$100,000 and \$110,000. I'm in the process of reviewing the budget to make a determination if this will be an outright purchase or if I will request that the Board approve a lease for the teacher laptops.

Summer Projects 2019 - Update

- Asbestos Removal Recommendation
 - Midwest Environmental Consulting Services, Inc. recommends that the contract for asbestos removal be awarded to Colfax Corporation at a cost of \$33,500. A recommendation for Board action to approve the contract for asbestos removal will be made at the April 22, 2019 meeting. Midwest Environmental Consulting Services, Inc. is recommending that we go with the low bid of \$33,500 from Colfax Corporation. Bids ranged from \$33,500 to \$55,000 for the scope work.
 - This work is scheduled for June 11, 2019 through June 20, 2019.
- MES West Playground
 - The MES West Playground work is also being recommended for approval by the Board at a cost of \$173,416.
 - As I work on the amended budget, I will be looking to see if there are funds available to provide a rubber safety surface instead of wood mulch. The rubber safety surface would improve handicapped access as well as reduce the ongoing maintenance cost required to rake and replace the wood mulch.
- MMS Blue Lab and Media Center Carpet Damage
 - On January 31, 2019, the Blue Lab at the Millburn Middle School had water damage from an HVAC pipe that froze and burst sending a waterfall into the Blue Lab, the adjacent Computer Main Distribution Frame (MDF), and the Media Center.
 - In addition to the damage to the HVAC unit, the water stained the carpet in the Blue Lab and the Media Center. The insurance company will be replacing the carpet in both the Blue Lab and the Media Center this summer less our \$2500 deductible.

Cafeteria Point of Sales (POS) System

- We have been looking at a computerized point of sales system for school lunch. We have looked at two systems and have a third demo scheduled. All of the systems include a "School Store" that allow parents to add money to their students account for lunch and also allows parents to pay school fees, sports fees, etc... online. A new system would replace the current RevTrak payment system.

Activities

- March 15, 2019 – I attended the Volcano Meeting in Glenview, IL
- March 22 & 25, 2019 – Laura Sikorski and I attended a webinar on the web-based version of the bus routing software we use. We included a GPS unit in the bus bid that will allow parents to get estimated time of arrival of their child's bus next year.
- March 28, 2019 – Kirsta Ehmke from WOLD Architects and I met with Trudy Maata from the Newport Fire Department to review the Life Safety construction work scheduled for this summer at Millburn Elementary School.

- April 2, 2019 – I attended a Webex meeting on Mosaic POS software along with Bernadette Hanna, Joanne Rathunde, Ben Walshire and Jennifer Malchow from Arbor Management.
- April 3, 2019 – Jason Lind, Terry Miller, and I met with Bob Griffeth from our insurance cooperative, CLIC. We went through the CLIC Loss Control Assessment Baseline Exposure Analysis. This analysis included
 - Liability Controls
 - Vehicle Risk Management Controls
 - Property Exposures
 - Technology Exposures
- April 4, 2019 – Bonnie White, Gary White, and I attended a Teacher’s Retirement System webinar on “Pay-Period Reporting” that will be required effective July 1, 2020. However, we will need to make changes in how we deduct teacher retirement from our teacher’s paychecks beginning in August, 2019 in order to meet the new reporting requirements.
- April 4, 2019 – Terry Miller and I attended the Asbestos Removal Bid Opening at Millburn Elementary School.
- April 5, 2019 – I attended an Illinois Association of School Business Officials (IASBO) Micro-Credentialing Workshop in Itasca, IL
- April 9, 2019 – Laura Sikorski and I attended a bus routing software webinar
- April 10, 2019 – I attended an IASBO webinar titled “Cutting Through the Cybersecurity Hype”.
- April 12, 2019 - I attended a meeting on PushCoin POS software along with Bernadette Hanna, Joanne Rathunde, Ben Walshire and Jennifer Malchow from Arbor Management.
- April 17, 2019 – I attended an IASBO webinar on “Trust in the Workplace”.
- April 18, 2019 – Arboretum Club, Buffalo Grove, IL
 - I attended the Intergovernmental Utilities Purchasing Cooperative (IUPC) meeting
 - I attended the Northeastern IASBO meeting. The speakers were County Clerk Robin O’Connor and Kipp Wilson from her office.