

**Business Office Update
March 18, 2019 Meeting**

Summer Projects 2019

- The architect is recommending that the board award the bid to Camosy Construction with a base bid of \$469,900. It is also recommended that Rasch Construction be allowed to withdraw their bid without penalty due to an error in their bid.
- The legal notice for the asbestos floor tile removal was advertised in the Daily Herald on Friday, March 15, 2019.
 - The walk-through for contractors will be on March 28, 2019 @ 2:30 p.m.
 - The bid opening is scheduled for April 4, 2019 @ 11:30 a.m.
 - A preliminary report will be presented to the Board at the April 8, 2019 COW meeting.
 - A recommendation for Board action to approve the contract for asbestos removal will be made at the April 22, 2019 meeting.
 - The work is scheduled for June 11, 2019 through June 20, 2019.

Bus Lease

- The bid opening for the bus lease was held on March 6, 2019. Central States Bus Sales, Midwest Bus Sales, and Midwest Transit attended the bid opening. We received bids from Midwest Bus Sales and Midwest Transit.
- Our recommendation is to award the bid to Midwest Transit. The bid price includes an extended warranty for the 4-year term as well as full maintenance and 1 set of replacement brakes during the 4-year lease term. All mechanical repairs except those caused by vandalism and the required Safety Lane Inspections are included in the annual lease.
- The lease will be with Santander Leasing Company.

Quantity	Type of Bus	Annual Lease Cost/Bus	Annual Lease Cost
15	72 Passenger gas buses	\$ 13,983.00	\$ 209,745.00
2	28 Passenger buses	\$ 11,685.00	\$ 23,370.00
2	32 Passenger buses	\$ 12,110.00	\$ 24,220.00
1	21+1, 15+2, 12+3 WC bus	\$ 13,195.00	\$ 13,195.00
TOTAL ANNUAL LEASE COST			\$ 270,530.00

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Millburn Middle School Sound System

- We have been exploring an upgrade to the Millburn Middle School Sound System that is used in the cafeteria and for choir and theater performances. The proposal adds additional microphones, improves the sound quality, and adds a main production mixer. We obtained proposals from both Kinasthetics, Inc. and Sound Incorporated for this work. The pricing from Kinasthetics, Inc. gave us the best price for the equipment and installation. This work can be done in 2 phases or all at once. The cost for 1st phase is \$13,377.95 and the cost for the 2nd phase is \$14,734.50. The quote from Sound Incorporated was \$10,933.55 higher. Both Jonathan Cramer and I reviewed the quotes line by line.
- We have received a donation from a parent and Abbvie in the amount of \$6000 and a donation from the PTO in the amount of \$7000 for a total of \$13,000 in donations.
- Our recommendation is for the Board to approve the purchase and installation of the upgrades to the Millburn Middle School sound system for the cafeteria/stage area of the building in the amount of \$28,112.45

Teachers' Retirement System Update

- As a result of the change from 6% maximum salary increases to 3% maximum annual salary increases for the four highest years of salary prior to retirement, TRS now needs to collect information regarding the contract or collective bargaining agreement that currently governs the salaries of our staff. In order to do this, the district will upload each of the contracts and collective bargaining agreements and then link each certified staff member to a contract or collective bargaining agreement.
- The TRS is also conducting webinars this month and next month to prepare for the change from annual TRS reporting to monthly TRS reporting in order to implement the optional Tier 3 program that was put into law in July, 2017. The plan hasn't been implemented due to a need for this program to be reviewed and approved by the U.S. Internal Revenue Service. Tier 3 is a hybrid plan that includes a small life-long "defined benefit" (DB) pension and a "defined contribution" (DC) plan similar to a 403b. When implemented, local school districts will bear the primary burden of making the "employer contributions" to both the DB & DC plans in Tier 3.

Summer Help

- The district is advertising for summer help. We are looking at requesting that the board hire approximately the same number of employees as the board has hired in recent years.

Activities

- March 6, 2019 – Bus lease bid opening at Millburn Elementary School
- March 6, 2019 – Attended meeting at Grayslake High School regarding school district fees for the Briargate Subdivision.
- March 8, 2019 – Attended the Northeastern Illinois Association of School Business Officials meeting in Buffalo Grove, IL. The meeting was on solar energy and roof gardens.
- March 11, 2019 – Laura Sikorski and I attended a webinar on the Versatrans GPS system. Versatrans is the routing software that the district uses and the GPS unit was specified to be installed in the new buses we will be leasing.
- March 11, 2019 – I attended the bid opening for Millburn District 24 Summer 2019 Projects
- March 12, 2019 – I attended the Illinois Association of School Business Officials (IASBO) Editorial Advisory Board meeting. This meeting was the completion of my 3-year term on the Editorial Advisory Board. The Board develops the themes and identifies articles for the IASBO's quarterly journal.
- March 13, 2019 – Joanne Rathunde, Bernadette Hanna, Ben Walshire, and I attended a webinar on the MySchool Bucks program. This is a program similar to RevTrak, but they have a partnership with PowerSchool, so their system is more integrated with the PowerSchool System. We will also be looking at another of their products, Mosaic, in early April that is a cafeteria point-of-service (POS) program that automates the lunch process and also integrates with PowerSchool. We will also be looking at a couple of other POS programs in April so we can make a recommendation to the Board in May, 2019.

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