

**Business Office Update
 May 13, 2019 Meeting**

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)

Budget Amendment

- As a result of the proposed Amended FY2019 Budget, the district will be able to transfer an additional \$650,000 into the Capital Projects Fund for the current summer projects as well as replacing the MES front parking lot and bus parking area as well as dealing with some parking lot drainage issues at Millburn Elementary School in the Summer of 2020.
- Additional information regarding the budget amendment will be provided to the Board members and shared at the May 13, 2019 Committee of the Whole.

Spectrum Center

- Spectrum Center has notified Millburn District 24 that they won't be renewing their lease for the 2019-20 school year.

Request for Purchase over \$10,000 for the May 20, 2019 Board Meeting

- **Teacher Laptops**
 - We will be requesting approval to purchase additional teacher laptops for the remainder of the teachers. This request will not exceed \$110,000. We would like to purchase these in May and get them to teachers ASAP.
- **Building Cameras for MES & MMS**
 - The additional building cameras are a part of the Summer 2019 construction projects. The cost will be approximately \$50,000.
- **Transportation Software and Training**
 - I will be recommending that the Board approve upgrading our current bus routing software to a web-based system. This system will greatly expand the functionality of the software. I specified that all of our new buses be delivered with a GPS unit installed.
 - **Existing VersaTrans Bus Routing Software**
 - We are currently paying \$3908.36 per year for software support. The current software is installed on only one computer. If we were to keep this software, we would need to upgrade the map in the system since it hasn't been upgraded in over 20 years. The cost to upgrade the map is \$4730. The total cost including the map upgrade is \$8638.36
 - **Ride 360 Parent App**
 - Ride 360 will give parents the ability to get an estimated time of arrival for their child's bus in real time. Parents will only be able to see the bus information for their child(ren). This app works on android and apple phones. It can also be accessed through a web-based portal.
 - **Traversa Web-Based Software**
 - The software highlights include:
 - Seeing in real time where each of our buses is located and allows us to see if a bus actually stopped at a specific bus stop when we get a parent complaint.
 - Creating bus routes using several methods that are closer to real-time routing. There's even an option to use a smartphone on a route to create the route and individual stops
 - Monitoring and record fleet maintenance and preventative maintenance for each vehicle in the fleet
 - Managing driver licenses and bus permits
 - Instant alerts of engine faults and diagnostic codes from each vehicle.
 - The ability to monitor sharp braking, swerving, for each bus on the route.
 - Secure cloud hosting
 - Customized views by the staff member's role (e.g. Principal, dispatch, clerical staff, supervisor, etc...)
 - Integrates with our data management software, PowerSchool
 - 1st Year Cost: \$14,604.69 (Includes 14 hours of training plus unlimited online training)
 - Year 2 cost of \$5867.92
 - Current Annual VersaTrans support cost - \$3908 + a one-time map upgrade of \$4730

- MES West Playground Upgrade
 - Based on the proposed amended budget, I will be recommending that the Board approve replacing the wood mulch surfacing with the PnP rubber safety surface to the older kid area (5126 square feet) for an additional cost of \$83,350

Summer Projects 2019 - Update

- MMS Blue Lab and Media Center Water 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.
 - We are planning on upgrading the carpet in the media center to a plank-style carpet for an upcharge of less than \$10,000.
 - We will also be replacing the heating unit in the storage room in the Blue Lab which is where the coil first froze and was the epicenter of the water cascade onto the carpet. This will also be covered by insurance.
- MES STEM Lab Project: Increase size of window between the STEM lab and the Blue Lab



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- Originally, the plan was to have most of the wall between the two areas be glass that would allow the new STEM lab to become a separate workspace for the adjacent small blue lab. Unfortunately, the architect discovered that the wall is a fire separation wall. In addition, there is an electrical panel as well as an intercom for the existing blue lab on the back of the existing wall. This makes it cost prohibitive to install a large glass wall. Because it's a fire separation, it requires a fire-rated glass that is also more expensive.
- The option that we hope we will be able to do involves replacing the existing window with fire-rated glass and extending the window down to the floor. The architect has requested a cost to make this change that I hope to have prior to the May 20, 2019 Board meeting.

Construction Change Orders

- Typically, the Superintendent and/or Business Manager is given the authority to enter into change orders for construction in progress. Typically, changes orders on renovations are due to unforeseen conditions that are typically found during demolition. An example from a recent job at Millburn was a power line that had to be replaced under the East playground. During the compaction of the asphalt, the electrical wiring broke.
- Because the Board will be meeting only once in July, waiting to have the Board approve a change order could result in the construction not being completed prior to the start of the school year. If no authority is given to Dr. Lind and me, it would mean that a special board meeting would need to be called to approve all change orders.
- Since the Board allows Dr. Lind and I to authorize purchases of less than \$10,000, this same threshold could be applied to change orders. This will require Board action at the May 20 Board meeting.

Briargate Subdivision Update

- The Village of Lindenhurst included language in the Village ordinance to eliminate the school donation impact fees for senior, age-restricted residential units. This eliminates the need for Millburn, Woodland, and Grayslake High School to enter into a “Developer Agreement.” The language that will be included in the ordinance is below:
 - Subsection C, entitled “School Donations,” is hereby amended as it relates to the development of the Briargate Subdivision on the NP Parcel to eliminate the otherwise required school donation impact fee for any lot that is developed with a senior, age-restricted residential unit. In the event that the NP Parcel, or any portion thereof, is modified to allow the development of residential units that are not senior, age-restricted in nature, the otherwise applicable school donations requirements of the Annexation Agreement (while it is in effect) or the Village Code (after the Annexation Agreement expires) will be in full force and effect for those residential units.