

**Business Office Update
 May 20, 2019 Meeting**

FY 2019 Budget Amendment Calendar

FY 2019 AMENDED BUDGET SCHEDULE

5/20/2019	Review of tentative amended budget. Board approval to put tentative amended budget on public display.
5/21 or 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.
- During the period the amended budget is on public display, I will continue to review the revenue and expenditures so that the final adopted Amended Budget is reflective of the FY19 revenue and expenses.

Construction Change Orders

- We are recommending that the Board give Dr. Lind and Dr. Johns approval to enter into change orders for the Summer 2019 projects not to exceed \$25,000. We will email the Board regarding each of the change orders as they occur and also include it as an information item on the next Board agenda.

Request for Purchases over \$10,000

- 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. This allows us to put them into the teachers' hands prior to the end of the school year.
- Stem Lab Furniture
 - We are recommending approval to spend up to \$17,500 for furnishing the new STEM lab. This will allow us to get the items on order so we receive it prior to the start of the school year.
- Building Cameras for MES & MMS
 - We are recommending approval of additional building cameras at a cost not to exceed \$50,000.
- Transportation Software and Training
 - We are recommending approval to spend \$14,605 for Traversa transportation software, the Ride 360 parent app, and training on the software. Additionally, we are recommending approval to spend \$288 per bus per year for cellular data to transmit the GPS location of the buses. With 22 buses, this totals \$6366 per year.
 - The 2nd year cost will be \$5868 for software and \$6366 for the cellular data.
- MES West Playground Upgrade
 - Based on the proposed amended budget, we are 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.

CLIC Insurance Update

- Workers' Compensation Insurance – Our premium is scheduled to go down 1.13% from \$94,467 this year to \$93,400 for next year.
- Property/Casualty Insurance – Our premium is scheduled to increase by 11.18% from \$66,978 to \$74,465.

Activities

- April 22, 2019 – Jennifer Malchow, Ben Walshire, Bernadette Hanna and I attended a webinar for the Meals Plus point of service system for the cafeteria.
- April 23, 2019 – Carine Lancaster, Joanne Riss, Gabriel Gonzalez, Terry Miller, and I met with the carpet representative sent from our insurance carrier to review color options for replacement carpet in the MMS Media Center and Blue lab to replace the carpet that was damaged by water in January, 2019.
- April 29, 2019 – Elizabeth Keefe and I attended a meeting at SEDOL to review and discuss changes in funding for SEDOL to prepare for the 2020-21 changes in Federal special education funding. Currently, the Federal grants flow through SEDOL to the member districts with SEDOL keeping a share of the grant funds that they use to defray the tuition and other costs charged to member districts. Beginning in the 2020-21 school year, the Federal grants will flow directly to each district.
- May 2-3, 2019 – I attended the Illinois Association of School Business Officials (IASBO) annual conference in Schaumburg, IL.
- May 6, 2019 – Carine Lancaster, Suzanne Dekorsi, Bethanie Dajka, and I met with the architects at a school furniture showroom in Batavia to look at furniture options for the STEM lab as well as media center furniture for a future project.
- May 8, 2019 – I attended an IASBO webinar titled “A Deep Dive into Fee Waivers”.

- May 14, 2019 – Carine Lancaster, Joanne Riss and I met for a second time with the carpet representative regarding replacement of the damaged carpet in the MMS Media Center and the Blue Lab.
- May 15, 2019 – I met with a Tech Star representative regarding our existing copiers. All but one of our copiers should be able to give us 2-3 more years of service. He will be providing me with a proposal to replace the oldest copier as well as a proposal for a color copier.
- May 16, 2019 – I attended the semi-annual CLIC Insurance Cooperative meeting in Wheeling, IL.