

## **Business Office Update September 9, 2019 Board Meeting**

### **Life Safety Work for Summer 2020**

- Our current Life Safety Plan calls for adding a sink to a restroom in the older section of the building. The architect believes that this isn't necessary since it met code when it was installed. If we add a sink, then we need to bring the restroom up to current code that will result in a significant cost. The architect will be working with the Regional Office of Education to get permission to take this off the current Life Safety Plan.
- Dr. Lind and I are working with High School District 117 and Singlepath to replace our current phone system with a Voice Over IP (VOIP) phone system. This can be done using existing life safety funds. Unfortunately, they no longer make parts for the system at Millburn Elementary, so when a card fails, we have to go to the used marketplace to try to find a replacement. It has been getting harder and harder to find parts.

### **State Fire Marshal Visit**

- The State Fire Marshal visited Millburn Middle School on Monday, September 16, 2019. Overall there were few issues of concern. The State Fire Marshal's office will send a report to the Regional Office of Education who will share it with us. The staff was very cooperative and the inspection was completed without disrupting instruction.
- The Fire Marshal inspected every inch of the building including classrooms, storage areas, custodial closets, electrical rooms, etc...
- Areas where we did great
  - Maintaining three feet clear in front of electrical boxes
  - Maintaining 18" clearance from the top of boxes and the ceiling
  - Maintaining relatively uncluttered rooms
  - All the fire doors in the stairways opened and closed smoothly. We had a problem a few years ago, but now the doors are closed at night when the custodial staff leaves and the head custodian opens the doors every morning. This allows us to know that the doors will protect the students and staff in the event of a fire.
- Areas that will require follow-up
  - Some classrooms contained couches, chairs & area rugs. If these items don't meet the California fire standard, they will need to be removed.
  - Deliveries are kept under a stairway in the school. This is a violation of fire code since the materials could catch on fire and make it difficult for students and staff to exit the building.
  - The doors to the area where a custodial dryer is located on the second floor contains a screen in the doors adjacent to the classroom. In order to contain the fire, we may need to replace the two doors or relocate the dryer to another location. We also need to replace the flexible dryer vent with a solid metal vent pipe. We also need to add a CO2 detector in the room where the dryer is located.
  - We had a couple of occasions where staff had daisy chained extension cords and/or power strips.
  - We also had one classroom that had holiday lights that were daisy chained together.

- We did have some spray cans and buckets of paint in a room. Spray cans and oil-based paints need to be stored in a fire cabinet.
- There were a couple of doors that were held open with a door stop. If the door stop is used to move something in or out of the room, it's ok as long as the door stop is removed afterwards.
- There was also concern with pole-style lamps in some classrooms with more than one light.

### **Cost Savings**

- We have been purchasing internet access through the Illinois Century Network (ICN) for the past few years and receiving 40% of the cost back through the E-Rate program. The Illinois Century network was developed through the State of Illinois and is designed to remove barriers that limit access to secure internet bandwidth. As of July 1, 2019, the ICN began waiving charges for K-12 schools and providing additional network security services. This will result in an immediate cost savings of \$19,800 in fiscal year 2020.
- We are also moving our local phone and long distance service to Granite Telecommunications. This will result in a cost savings of \$21,163 per year. The contract is month-to-month, so we will be able to drop unnecessary POTS (Plain old Telephone Service) lines at whatever point we move to a VOIP solution.

### **Budget Update**

- The FY2020 budget for adoption is attached to the Board agenda. Revenues and expenses have been adjusted to reflect changes that have occurred. True "student activity accounts" are for student fundraisers where students determine how the funds will be spent. Many of our "Activity Accounts" such as field trip accounts are actually convenience accounts and not true "student activity accounts". The funds from those accounts have been included in the beginning balance of the education fund. The budget also reflects anticipated revenue and expenses for the former "activity accounts". At this point, eight (8) accounts will remain in the activity fund. Previously, there were twenty-eight (28) accounts in the activity fund.
- The FY2020 budget also includes \$24,300 in SEF funds from EPIC. This equates to \$20 per student and is typically used to defray the cost of field trips. The budget reflects both revenue and expenditures for these funds.
- A summary showing revenue and expenses for the FY2020 budget that was placed on public display and the FY2020 budget scheduled for adoption are attached at the end of this report.

### **Purchases over \$10,000**

- Additional iPads - \$36,578
- MES Stem Science Curriculum Materials - \$59,000

### **Building Level Reporting to ISBE**

- This is the first year that the Illinois State Board of Education has required building level budget reporting. All district-wide costs were distributed to a building based on their enrollment.
- The attached chart reflects the expenditures per pupil by school.

## Recommended Summer 2020 Projects to be Bid

- House
  - Replace upper deck and windows that have frames that are rotted
  - Televiser pipes in the drive to see if the drain pipe has collapsed or is plugged – water collects and when the garage door is opened, the garage is flooded with water.
- Parking Lots
  - Crack fill, seal coat, and stripe parking lots and playground areas at both schools. This should be done every 2-3 years to extend the life of the asphalt. It will have been 4 years since we last completed this maintenance. If we do any parking lot replacement, this cost will be lower because we won't seal coat any new asphalt.
  - Remove and replace the parking area in the front parking lot at MES.



- Do an alternate bid to include the drop-off lanes in the MES front parking lot.
- Do partial removal and patching in the back parking lot at MES. We replaced the bus traffic lanes 4 years ago. Photos of the two worst sections are below. The civil engineer estimates that this will give the parking area 5 more years.



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- Add drainage for bus parking area. This is the area where we had a bus tire that had ice that froze around the tire. Water floods the area between the light pole and the storage shed flowing onto the asphalt and pooling in the bus tire indentations created from the weight of the bus in the summer when the asphalt gets hot.



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### Activities

- September 18, 2019 – I attended a webinar presented by the Illinois Association of School Business Officials on Cash Flow Analysis.

	<b>SUMMARY OF FY 2020 BUDGET FOR PUBLIC DISPLAY</b>				
		<b>August 12, 2019</b>			
		<b>REVENUE &amp; EXPENSES (CASH BASIS)</b>			
<b>Fund #</b>	<b>Fund Name</b>	<b>REVENUE</b>	<b>TRANSFER</b>	<b>EXPENSES</b>	<b>SURPLUS-DEFICIT</b>
10	EDUCATION *#	\$ 13,863,921.00	\$ (366,840.00)	\$ 13,611,817.00	\$ (114,736.00)
20	O & M Fund *#	\$ 1,468,482.00		\$ 1,462,576.00	\$ 5,906.00
30	DEBT SERVICE	\$ 3,995,454.00	\$ 366,840.00	\$ 4,008,039.00	\$ 354,255.00
40	TRANSP *#	\$ 1,195,027.00		\$ 1,194,502.00	\$ 525.00
50	IMRF/SOC SEC *	\$ 625,181.00		\$ 621,619.00	\$ 3,562.00
60	CPF	\$ 19,500.00		\$ 1,550,200.00	\$ (1,530,700.00)
70	WORKING CASH *#	\$ 58,943.00		\$ -	\$ 58,943.00
80	Tort *	\$ 150,325.00		\$ 106,850.00	\$ 43,475.00
90	LIFE SAFETY	\$ 117,566.00		\$ 100,600.00	\$ 16,966.00
	<b>TOTAL</b>	<b>\$ 21,494,399.00</b>	<b>\$0.00</b>	<b>\$ 22,656,203.00</b>	<b>\$ (1,161,804.00)</b>
	*PMA OPERATING	\$ 17,361,879.00	\$ (366,840.00)	\$ 16,997,364.00	\$ (2,325.00)
	# ISBE OPERATING	\$ 16,586,373.00		\$ 16,268,895.00	\$ 317,478.00
	<b>SUMMARY OF FY 2020 BUDGET FOR ADOPTION</b>				
		<b>September 23, 2019</b>			
		<b>REVENUE &amp; EXPENSES (CASH BASIS)</b>			
<b>Fund #</b>	<b>Fund Name</b>	<b>REVENUE</b>	<b>TRANSFER</b>	<b>EXPENSES</b>	<b>SURPLUS-DEFICIT</b>
10	EDUCATION *#	\$ 14,111,565.00	\$ (291,340.00)	\$ 13,816,400.00	\$ 3,825.00
20	O & M Fund *#	\$ 1,468,482.00	\$ (15,000.00)	\$ 1,416,564.00	\$ 36,918.00
30	DEBT SERVICE	\$ 3,595,454.00	\$ 331,840.00	\$ 4,008,039.00	\$ (80,745.00)
40	TRANSP *#	\$ 1,195,027.00	\$ (12,000.00)	\$ 1,182,396.00	\$ 631.00
50	IMRF/SOC SEC *	\$ 625,180.00		\$ 621,619.00	\$ 3,561.00
60	CPF	\$ 99,500.00		\$ 1,600,200.00	\$ (1,500,700.00)
70	WORKING CASH *#	\$ 58,943.00	\$ (10,000.00)	\$ -	\$ 48,943.00
80	Tort *	\$ 150,325.00	\$ (3,500.00)	\$ 141,850.00	\$ 4,975.00
90	LIFE SAFETY	\$ 117,566.00		\$ 380,100.00	\$ (262,534.00)
	<b>TOTAL</b>	<b>\$ 21,422,042.00</b>	<b>\$0.00</b>	<b>\$ 23,167,168.00</b>	<b>\$ (1,745,126.00)</b>
	*PMA OPERATING	\$ 17,609,522.00	\$ (331,840.00)	\$ 17,178,829.00	\$ 98,853.00
	# ISBE OPERATING	\$ 16,834,017.00		\$ 16,415,360.00	\$ 418,657.00



Fiscal Year	Sites	Enrollment	Per Pupil	Exclusions	Total Expenditures	Submitted
2019	2	1,137	\$14,556.21	\$4,164,581.56	\$20,714,994.65	8/15/2019

## DISTRICT PUBLIC NARRATIVE

Millburn District 24

## EXPENDITURES PER PUPIL BY SITE

Site	Enrollment FTE	Expenditures per Pupil in Dollars			
		Funding Source	Site-Level	District Centralized	Total
<b>Millburn Elem School</b>	701.5	<b>Federal</b>	\$239.05	\$144.05	\$383.10
<i>Public Schools</i>		<b>State/Local</b>	\$9,783.79	\$3,804.76	\$13,588.55
18550 W Millburn Rd, Old Mill Creek, IL		<b>Subtotal</b>	<b>\$10,022.84</b>	<b>\$3,948.81</b>	<b>\$13,971.65</b>
RCDTS 34049024004-2001					
<a href="#"> Public Narrative</a>					
<i>Site-level public narrative not provided.</i>					
<b>Millburn Middle School</b>	435.5	<b>Federal</b>	\$152.98	\$144.03	\$297.01
<i>Public Schools</i>		<b>State/Local</b>	\$11,396.46	\$3,804.35	\$15,200.81
640 Freedom Way, Lindenhurst, IL		<b>Subtotal</b>	<b>\$11,549.44</b>	<b>\$3,948.38</b>	<b>\$15,497.82</b>
RCDTS 34049024004-2002					
<a href="#"> Public Narrative</a>					
<i>Site-level public narrative not provided.</i>					
		<b>Federal</b>	\$206.08	\$144.04	\$350.13
<b>District Totals</b>	<b>1,137</b>	<b>State/Local</b>	\$10,401.48	\$3,804.60	\$14,206.09
		<b>Total</b>	<b>\$10,607.57</b>	<b>\$3,948.65</b>	<b>\$14,556.21</b>

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## Summer 2020 Projects Recommended for Bidding

Work Recommended	Building	Architect/Engineer Design & Bid
Deck & 2 Windows Replace	House	\$ 15,000.00
Drainage problem in drive near garage - Possible issue with broken drain pipe - Televis pipes to see if this is the problem.	HOUSE	\$ 5,000
Millburn Elementary Front Parking Lot - All But Drop-off Lanes	MES	\$ 115,000.00
Millburn Elementary Front Parking - Alternate for Drop-off Lanes	MES	\$ 60,000.00
Millburn Elementary Back Parking Lot Partial Removal & Patching - Est Life 5 years	MES	\$ 20,000.00
Drainage for Bus Parking Area	MES	\$ 15,000.00
Add curb in Bus Parking area to deflect water - Temporary Fix	MES	\$ 4,000.00
Parking Lot/Playground crack filling, seal coating, & striping	MES	\$ 35,000
Parking Lot/Playground crack filling, seal coating, & striping	MMS	\$ 38,000
Abandoned chimney in bad shape needs to be removed and roof sealed	MES	\$ 12,500
<b>Construction Total</b>		<b>\$ 319,500</b>
Construction contingency 5 percent		\$ 15,975
Design contingency 10 percent		\$ 31,950
WOLD Fee		\$ 25,161
<b>GRAND TOTAL</b>		<b>\$ 367,425</b>