

## **Business Office Update October 28, 2019 Board Meeting**

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

- Dr. Lind and I are recommending that the Board approve a contract with Maxim Healthcare Services for the services of a Registered Nurse at a cost of approximately \$71,000 per year for special education needs.

### **Property Tax Levy & Schedule**

- The Property Tax Levy must be filed with the County Clerk's office prior to the last Tuesday in December. The proposed calendar for Millburn's Tax Levy is below:
  - October 28th - Review levy process and discuss it with the Board
  - November 11th - Present Estimated Property Tax Levy to the Board
  - December 2nd through 9th - Publish Truth in Taxation Notice if needed
  - December 16th - Adopt Property Tax Levy
  - December 17<sup>th</sup> – 23<sup>rd</sup> – File Property Tax Levy with County Auditor
- A copy of the worksheet I use to estimate the Property Tax Levy is attached to the agenda. I will bump the estimate up slightly for the next meeting so that we can capture any changes in assessed value once it's finalized. I also bump up the amounts so that I have the flexibility to adjust the individual fund levies in the Spring once we receive the final certification.
- Any property tax abatement would need to be approved at the February, 2020 Board meeting.

### **Annual State of Affairs Publication**

- I will be working on the Annual State of Affairs Publication over the next few weeks. The document must be published as a legal notice no later than December 1 each year.
- This publication includes salary schedules and vendor contracts greater than \$2500, revenues and expenditures from the prior fiscal year, and demographic information.

### **Activities**

- Laura Sikorski, Melissa Welch, and I attended a webinar training on the new bus routing software on October 18, 2019.
- Stephen Novak, Gabriel Gonzalez, and I attended a mold webinar put on by our insurance cooperative on October 18, 2019
- I attended the Coop 90's Insurance Cooperative Board meeting in Deerfield, IL on October 24, 2019.