

**Business Office Update
January 27, 2020 Board Meeting**

House Lease Renewal

- A recommendation to renew the House lease with Mariana Bibian is on the agenda for approval. The lease can be extended for two additional one-year terms. This will be the second lease extension and the lottery will be held next year for award of a lease for the 2021-22 term.

Red Apple Academy License Agreement Renewal

- A recommendation to renew the Red Apple Academy License Agreement for the 2020-21 school year.
- The agreement is a “License” agreement instead of a “Lease”. A license agreement gives the Red Apple Academy access to the licensed space during normal business hours. A lease agreement would give the Red Apple Academy 24/7 access to the leased space.

Summer 2020 Projects Bid Information

- The bids are due January 31, 2020 at 2:00 p.m.
- A recommendation will be made to the Board in February for award of the contracts. We have some small projects that didn’t require bidding that will also be recommended for approval.
- Tim McGrath from WOLD has taken a new position at Green Architects. This change won’t have any impact on our summer projects.
- Kirsta Ehmke from WOLD is planning on attending our February 10 & 24, 2020 meetings to update the Board on the construction bid and bid recommendation.

Workplace Transparency Act

- The Workplace Transparency Act (SB 75) was effective on January 1, 2020. The act:
 - Limits the use of policies or agreements intended to prevent an employee from reporting sexual harassment. This includes nondisclosure agreements, arbitration clauses, and non-disparagement clauses for cases involving harassment, discrimination and retaliation.
 - Clarifies that it is illegal to discriminate against an employee if they are perceived to be part of a protected class (i.e. gender, sexual orientation, ethnicity), even if they are not.
 - Allows victims of gender violence to take unpaid leave from work to seek medical help, legal assistance, counseling, safety planning and other assistance under the Victims Economic Security & Safety Act (VESSA)
- Changes resulting from the Act
 - As of July 1, 2020 and thereafter, **ALL** employers must disclose the number of final, non-appealable adverse administrative or judicial decisions of sexual harassment and discrimination against them to the Illinois Department of Human Rights.
 - Prevents a union representative from representing both a victim of sexual harassment and the alleged harasser in a disciplinary proceeding.
 - Makes harassment and discrimination against independent contract workers illegal under the IL Human Rights Act.
 - Creates a provision for the school district’s complaint manager to investigate claims brought by contractors working in the district and their employees.
- Impact to the School Districts
 - SB75 requires employers to **annually train ALL** of their employees on preventing sexual harassment. **The training must include:**
 - Explanation of sexual harassment

- Examples of conduct that constitutes unlawful sexual harassment
- A summary of relevant federal and state statutory provisions concerning sexual harassment, including remedies available to victims of sexual harassment
- The responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.
- Employers failing to provide training to their employees on an annual basis could be subject to fines ranging from \$1,000 to \$5,000 per occurrence (per employee)

Activities

- January 14, 16, & 22, 2020 – Laura Sikorski, Kathy Gardner, and I were trained on using the software available with GeoTab units that were purchased for each bus. This allows us to monitor each of our buses and can alert us to anything that the brain of the bus records. One of the most important items is the fact that we can be notified of a possible collision of a bus with the address of the possible collision. We can receive these notices either via text or email.
- January 15, 2020 – Carly Kraft, Laura Sikorski, and I met with Lance Pfarrer from Madison Life Insurance to review the life and long-term disability policies provided to employees by Millburn District 24
- January 16, 2020 – I attended the Volcano meeting in Glenview. Forecast 5 reviewed some new visuals that are available in their software.
- January 23, 2020 – Carly Kraft, Laura Sikorski, & I attended the Illinois Association of School Personnel Administrators annual conference in Lisle, IL.
- January 24, 2020 – I attended the Illinois Association of School Business Officials Professional Development Committee Meeting in Glen Ellyn, IL

Board Financial Reporting

- Beginning in February, you will see some increased detail in the monthly financial reporting that will use previous data to project where we will end the year. This is a monthly budget projection for the current year.

Board Policy 4:70 – Resource Conservation

Legislation

- Sexual Harassment
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- Regulation of Drones weighing more the .55 pounds in education settings
 - Staff operating drones must be certified
 - Drones must be registered with the FAA
 - Require prior approval for drones that are not owned by the school. This should be included in the District's policy for drones.
- Threat Assessment – HB 1561
 - Dd
- Barricades Public Act 101-0548
 - Kdkdkd

Summer 2020 Projects

- The bid documents and specifications are on target to go out to bid in January, 2020
 - The topographical survey for the bus parking area for the drainage problem was completed on November 8, 2019.
 - The projects that we plan to bid/quote are listed below. I did also ask the civil engineer to replace the asphalt bus parking area with 1/3 concrete and 2/3 heavy duty asphalt. This would put concrete under the wheels of the buses so we can avoid getting any tires frozen to the pavement as we experienced last winter. Without the asphalt/concrete bus parking area, the estimated cost is approximately \$370,000. This would be paid with Capital Project Funds. I will also want to pay the transportation-related cost from the Transportation Fund so we can amortize the cost over 10 years and get some of our cost back through the annual State Transportation claim.

Work Approved for Bid	Building
Deck & 2 Windows Replace	House
Drainage problem in drive near garage - Possible issue with broken drain pipe - Televis pipes to see if this is the problem.	HOUSE
Millburn Elementary Front Parking Lot - All But Drop-off Lanes	MES
Millburn Elementary Front Parking - Alternate for Drop-off Lanes	MES
Millburn Elementary Back Parking Lot Partial Removal & Patching - Est Life 5 years	MES
Drainage for Bus Parking Area	MES
Add curb in Bus Parking area to deflect water - Temporary Fix	MES
Parking Lot/Playground crack filling, seal coating, & striping	MES

Parking Lot/Playground crack filling, seal coating, & striping	MMS
Abandoned chimney in bad shape needs to be removed and roof sealed	MES

State Infrastructure Funds for School Districts

- Schools will get \$526 million of the \$45 billion infrastructure plan that is part of a 6 year plan for infrastructure improvement in Illinois.
- From what I'm hearing, a portion of the funds in the Illinois State Budget will be made available to school districts through a matching grant program. In the past, this has been a \$50,000 grant. If that is what happens, we will be able to use the state matching funds to defray the summer projects we will be bidding in January.
- Recommendations for the remaining funds will be made by a committee developing the infrastructure plan for those items that weren't directly included in the legislation. It is anticipated that this plan will be presented in March or April, 2020.

Connect to Water – cost and process?

- In looking at the estimated expenses for the FY2020 budget, it's unlikely that any funds will be available to transfer into the Capital Projects Fund. Factors that directly impact the FY2020 budget are:
 - Salary Increases
 - \$250,000 Property Tax Abatement
 - Reading Curriculum Adoption
 - Loss of Spectrum rental income
 - Addition of SEDOL classrooms (Revenue for these classrooms will be received in the FY2021 budget year)
 - Etc...

Recommendations for the August Meeting

- I am also in the process of sending out an RFP for elevator service. Our current agreement was a three-year agreement with an option for an additional two years. The current agreement was entered into in 2014.

HVAC Controls Upgrade

- I have been working with Johnson Controls to identify the cost to convert the pneumatic control system that serves the older portions of Millburn Elementary School. When we installed the new boiler, we extended the system into the older section of the building so we could complete the conversion in the future.
- The cost of the Johnson Controls portion of this upgrade is approximately \$55,000. There will also be a separate cost for the mechanical labor by our HVAC vendor, Grubbs Mechanical. I will be working with Johnson Controls, Grubbs Mechanical, ComEd, and North Shore Gas to estimate the cost savings and the length of the payback due to energy savings. We will also be looking at rebates or incentives offered by the utility companies.
- I will update the Board as I learn more information.