

**Business Office Update
Committee of the Whole Meeting
January 11, 2021**

Unemployment Claims

- In calendar year 2020, Millburn received 102 unemployment claims versus 3 claims received in calendar year 2019. A large number of the legitimate unemployment claims were due to the pandemic legislation that allowed school district seasonal classified employees to collect unemployment benefits in the summer of 2020. Because of the pandemic, that state and federal government anticipated that a large majority of these individuals wouldn't be able to obtain summer employment. The cost of these claims was shared by the state and federal government and not charged to Millburn District 24.
- Since mid-October, I have processed 24 fraudulent unemployment claims and provided information to the affected employees regarding how they can protect their identity and minimize any future claims they may receive from either the Illinois Department of Employment Security (IDES) or the Internal Revenue Service (IRS).

HB 133 –2021 COVID RELIEF BILL

- Extends the deadline for spending the Elementary and Secondary School Emergency Relief Grant (ESSERS) until December, 2021.
- Provides additional funding for districts receiving Title I funding. For Millburn, the estimated allocation is \$210,385. The states are required to pass at least 90% of the funds to the local school district. This means that we would receive approximately \$190,000.
- Dr. Lind worked with the Illinois State Board of Education last week and was able to apply for the Title I grant so that Millburn is able to receive the additional COVID relief funding. In the past, the funding available to Millburn for Title I was relatively small compared to the additional data collection and reporting required by the Title I grant.

Air Purifiers

- Earlier in the school year, the district purchased air purifiers for small offices and therapy rooms without exterior windows.
- The district just placed an order for 10 air purifiers that will primarily be used in our special needs classrooms in the district where students have significant problems with keeping their masks in place.
- Our HVAC system already brings in fresh air from outside as it heats or cools. The Illinois life safety code requires a minimum of six air changes per hour. Air exchanges reduce the volume of human droplets and aerosol in the room from human breath and talking. The air purification unit will add the equivalent of approximately two additional air exchanges per hour.

Audit Update

- I received the final copy of the GASB 74/75 Actuarial Valuation for the District's postretirement Health Plan on December 30, 2021. The final copy was the 4th draft of the report. Information from this report is needed to complete the district audit and AFR.
- I anticipate receiving a final draft of the FY2020 audit and AFR for review the week of January 11, 2021.

Fire Department Connection at Millburn Middle School

- In July, the Lake Villa Fire Department notified the district that the Fire Department Connection (FDC) at Millburn Middle School doesn't meet the fire code. The purpose of the FDC is to allow the fire department to activate the sprinkler system if the school lost access to the municipal water supply. The current FDC has a blue square around it in the photo below. Fire code requires a 36" of clearance on each side of the FDC. As you can see from the photo, there isn't any clearance on the right side of the FDC. This makes it difficult to secure the connection from the pumper truck to the sprinkler system in an emergency.
- I met with a representative from the Lake Villa Fire Department and separately with the architect to discuss the request of the Lake Villa Fire Department to relocate the fire department connection (FDC) on the north side of Millburn Middle School that doesn't meet the fire code for clear space around the connection. We discussed the possibility of rotating the pipe 90 degrees. The fire department would be happy with this solution.
- The architect consulted with the mechanical engineer and he agreed that rotating the connection by 90 degrees will work. The cost estimate for this work is approximately \$5000.

Millburn Middle School FDC.



Future Projects

- While the architect was at Millburn Middle School looking at the FDC, we had the architect look at the brick on the north side of the building. There are several areas where the grout between the bricks is missing. We are also starting to have issues with the caulking in the vertical control joints pulling away from the brick. While these are not critical at this time, these are items that will need to be addressed within the next 3-5 years. In the spring, we will examine the brick work on both buildings to determine how much tuckpointing will be needed. We may choose to do a small amount of tuckpointing each year over several years.
- We also have a couple of areas at both schools where we are occasionally getting water infiltration into the building. In all of these cases, its typically when there is a heavy rain and, in some cases, if there is a heavy rain that is blowing in a specific direction. Unfortunately, these types of water intrusions are difficult to find. Often, the water will come into the building in one location and may travel along a beam above the ceiling and then come down in another location in the building. We will continue to monitor these leaks and continue to investigate in an attempt to locate the origin of the leaks.

E-Rate C-2 Funding & Ceiling Mounted Projectors

- E-Rate funding is provided through the Universal Service Program for Schools and Libraries. The funds for this program are raised through a tax on telephone and internet bills. Approximately 5 years ago, the program added funding that can be used for the infrastructure needed for internet access. Every 5 years, a new allocation is made available to school districts based on the district enrollment. The percentage of discount is based on the district's free and reduced enrollment.
- The C-2 funds can be used for any of the following items:
 - Access Points
 - Switches & Routers
 - Cabling
 - Firewall
 - Caching Servers
 - Uninterrupted Power Supply (UPS) or battery backups for the above
 - Licensing, Maintenance and Management of the above
 - Installation and Configuration of the above
- Millburn's latest allocation is available for use between 04/01/2020 through 9/30/2027. The pre-discount allocation for Millburn is \$167 per student or approximately \$182,030. Millburn's discount based on our free and reduced status is 40%. If we spend \$182,030 on allowable costs over the next 5 years, we will be reimbursed \$72,812 as long as we follow the guidelines which typically involves advertising our project for 30 days on the E-Rate website, analyzing the bids received and making an award.
- Projectors
 - Over the last several years, the district has been moving forward with installing ceiling mounted projectors in classrooms and conference rooms for use in student instruction. By providing ceiling mounted projectors, we reduce the trip hazard created by having network and electrical wiring running across the floor in the classroom. With the social distancing requirement as a result of the pandemic, we are using more classrooms than we had in past years. Specifically, we are looking at a need for approximately 5 additional projectors this year at Millburn Middle School.
 - The C-2 funding can only be used for the network cabling portion of the project. However, with the mobilization costs associated with any construction work, it makes sense to run the network cabling and possibly the electrical wiring for any future installations at one time instead of doing 5 this spring and another 5 next Fall, etc...
 - However, for C-2 funding, there are consortiums that have already done the bidding for eligible districts. As a result, we can invite local vendors that were awarded a contract through the consortium to walk-through our project and give us quotes for the work needed. After the quotes are evaluated, we can then award the contract based on a rating matrix required by the program.
- Future Items for C-2 Funding
 - We will also include the annual software licensing for the CISCO firewall that is eligible for funding
 - I'm also anticipating that we will need to replace the network switches prior to the end of this 5-year eligibility period.

Property Tax Collection

- No new property tax collections have been received since 12/4/2020. I am anticipating at least one more property tax distribution.
- If you remember, this is the first year that the county increased the number of payments allowed from 2 to 4 equal payments. It also delayed the last payment until November where the last payment had previously been due in September.
- At this point, the district has approximately \$421,000 in property tax revenue that has not yet been received. I would anticipate receiving only one or two additional property tax distributions. Millburn's typical collection rate has been in the area of 98.5 to 99.8% range. I'll continue to monitor the collection and report it to the board until we receive the final collection for the 2019 taxes payable in 2020.

	2019pay2020	% of levy			2018pay2019	% of levy
Levy	\$ 15,554,041.60			Levy	\$ 14,772,349.73	
Date	Amt Rec'd	% of Levy		Date	Amt Rec'd	% of Levy
5/21/2020	\$ 1,079,172.82	6.94%		6/6/2019	\$ 1,614,366.61	10.93%
6/4/2020	\$ 3,598,179.56	23.13%		6/14/2019	\$ 3,391,628.01	22.96%
6/23/20	\$ 2,258,983.21	14.52%		6/27/2019	\$ 2,304,192.51	15.60%
7/2/2020	\$ 447,471.88	2.88%		7/18/2019	\$ 251,323.31	1.70%
7/24/2020	\$ 225,773.40	1.45%		8/15/2019	\$ 200,635.36	1.36%
8/20/20	\$ 475,190.73	3.06%		9/5/2019	\$ 1,192,933.50	8.08%
9/03/20	\$ 1,187,779.38	7.64%		9/12/2019	\$ 3,502,424.82	23.71%
9/17/20	\$ 3,763,209.02	24.19%		9/26/2019	\$ 1,836,054.99	12.43%
10/15/20	\$ 1,622,367.49	10.43%		10/16/2019	\$ 119,488.82	0.81%
11/16/20	\$ 306,371.17	1.97%		11/14/2019	\$ 106,385.67	0.72%
12/4/20	\$ 168,714.71	1.08%		12/5/2019	\$ 83,424.00	0.56%
Rec'd to Date	\$ 15,133,213.37	97.29%			\$ 14,602,857.60	98.85%