

Business Office Update November 11, 2019 Board Meeting

Future Road Construction Impacting Transportation

- In the summer of 2020, the Lake County Department of Transportation is planning on replacing the intersection of Dilley's Road and Wadsworth Road with a roundabout. The plan now is to fully close this intersection during construction beginning in the summer of 2020 and extending into October, 2020.
- This will require us to detour using Route 173 for the duration of the construction during this road construction project.

Illinois Department of Transportation Bus Inspection

- David Hourigan from the Illinois Department of Transportation was at Millburn on Monday, November 4, 2019 to inspect our buses. While we don't have the report yet, Mr. Hourigan told my lead driver that we will only have a couple of small items on the report to remedy.
- If he would have found a serious violation, he has the ability to take one or more buses out of service.

School Lunch Focus Groups at Millburn Middle School

- Karel Wells, our foodservice manager, and Jennifer Malchow, Arbor's District Manager conducted focus groups with the PBIS student committee at Millburn Middle School to introduce some new food items as well as to seek feedback from students regarding lunch options.



- Karel & Jennifer explained the basic nutrition guidelines that the district has to follow to be in compliance with the national school lunch guidelines. They had samples of a chicken burrito bowl, a pizza burger, a chipotle chicken sandwich, and a Dr. Praeger's veggie burger. They also announced that they will be adding a fruit slushy on the fruit and veggie bar on Wednesday's that will count as a fruit since it's 100% fruit juice. I was impressed with the feedback from the students.

- Karel and Jennifer also explained that all the snack items that are sold in the cafeteria meet the National School Lunch Program “Smart Snack” guidelines that requires that each item:
 - Be 200 calories or less
 - Have 200 mg or less of sodium
 - Calories from total fat must be 35% or less
 - Calories from saturated fat must be less than 10%
 - No trans fat
 - Less than or equal to 35% of weight from total sugars in foods

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:
 - 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 17th – 23rd – File Property Tax Levy with County Auditor
- An updated copy of the worksheet I use to estimate the Property Tax Levy is attached to the agenda as well as the property tax levy and the remainder of the documents that the Board will need to adopt at the December 16, 2019 Board meeting.
- The levy amounts are slightly higher than my estimate to allow the district to capture any changes in assessed value once it’s finalized. This also gives me the flexibility to adjust the individual fund levies in the Spring once the district receives the final certification from the County Clerk’s office.
- I was able to get a copy of the properties that make up the new property for the purposes of the levy. The majority of the increase (446,811) is new construction/renovation to the Captain Porky’s/Shanty property on Route 41. Based on the amount of new construction, it appears that one new home was built on Glenarye Drive and the remainder were residential renovations or small additions.
- We also have 4 property tax appeals in excess of \$100,000 equalized assessed value
- The Certificate of Tax Levy that I’m presenting for “First Reading” includes a 4% increase in the levy. I’m anticipating only about a 2.12% increase in the levy, but by advertising a little higher, I will have more flexibility to shift the levy dollars between funds based on our revenue and expenditure projections that we will be reviewing and find tuning in the next couple of months.

NRGS Demand Response Program

- We participated in the electric demand response program this past summer. Unfortunately, we didn’t experience the same reduction in electricity usage during the one-hour test as we had in prior years. I will be working with Johnson Controls to see if we can determine why we weren’t able to reduce our demand as much for electricity as we had in prior years.
- However, we will still receive a check for \$7,437.39 based on what we were able to reduce. Had we been able to meet the reduction goal, we would have received a check for \$18,226.60.

Teachers Retirement System (TRS) Audit

- We have been notified that the TRS will be auditing Millburn this year. We will be sending them information they request between now and March, 2020. They will be onsite to complete the audit for 1-2 days in March, 2020.

Activities

- Carly Kraft and I attended the Lake County Personnel Association meeting in Vernon Hills on Friday, October 25, 2019
- Monday October 28, 2019 – I attended a luncheon meeting with the Business Managers from the Warren Township High School feeder schools
- Tuesday, October 29, 2019 – I attended the Illinois Association of School Boards Lake Division dinner meeting in Mundelein, IL
- Wednesday, October 30, 2019 – I attended a webinar on the changes in TRS reporting that will begin on July 1, 2020
- Thursday, October 31, 2019 – I participated in a conference call to review the results of the NRGs Demand Response Program for the summer of 2019
- Monday, November 4 – I attended a meeting at the Lake County Division of Transportation regarding the Wadsworth/Dilley's Road reconstruction that is scheduled for the summer of 2020.
- Wednesday, November 5, 2019 – I attended a Volcano meeting at Lake Forest School District where we discussed upcoming surveys and new data that is available in the Forecast 5 database.
- October 28, 31 & November 4 & 6 – Laura Sikorski, Melissa Welch, and I participated in a 90-minute training session for the Traversa bus routing software