

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

FY 2020 BUDGET SCHEDULE

9/23/2019	Public Budget Hearing and Budget Adoption. Last day to adopt the annual budget is September 30, 105 ILCS 5/17-1
Prior to 9/30/19	Post on the district website the total compensation package of all employees that is greater than \$75,000
Sept/Oct	Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none">• Filed with the County Clerk• Transmitted electronically with a deficit reduction plan (if necessary) to ISBE• Posted on the District Website• Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)

PushCoin Cafeteria Point of Service (POS) System & Webstore

- Parents and students are adjusting to using the new POS system
- The webstore is open and allows parents to pay for clubs and sports as well as purchases replacement PE uniforms at MMS. We are beginning to explore the ability to include the bus transportation form for the activity buses
- The PushCoin system allows for billing parents for fees. The Millburn Before and After School Club is already using the system to bill parents. This can also be used for billing parents for field trips, Camp Timberlee, etc... As I understand it, if a child has a fee waiver, they will only be billed for the items that are not fee waived such as the iPad protection plan.

Standard & Poors Conference Call

- Dr. Lind and I participated in a conference call with Standard & Poors on August 22, 2019. Once they have a chance to review the items provided, they will make a determination regarding the District's credit rating.
- Once we receive that information, we will share it with the Board.

Summer 2020 Potential Projects

- I did a walk-through with the architects on Friday, August 16, 2019. They will compile a list with estimated costs for review in September. They would like for the Board to make a determination regarding Summer 2020 projects. This will allow them to assign the work in their office so that plans and specifications are ready for bid in late 2019 or in early 2020. This will allow us to get the best pricing.
- On Friday, September 6, 2019, I walked the parking and exterior areas of both buildings with the civil engineer and architect.
- The list at the end of this document contains some overlapping costs. For instance, if we remove and replace a parking lot, it won't need to be seal coated resulting in a reduced cost for crack filling, sealcoating & striping.

Budget Update

- I am still in the process of reviewing the budget and making adjustments on both the revenue and expenditure side.

Transportation Update

- We have received the GPS hardware that will allow us to locate our buses in real time. This hardware will work with the parent app that we purchased so that parents can receive estimated time of arrival for their child's bus. Once we have the app up and running, we will send information to parents with instructions on how to download and use the app.
- We did have a problem with a bus leak as a result of the installation of the GPS system for the bus cameras. I contacted the company and we had someone out to reseal the opening within a couple of days.

Activities

- July 16, 2019 – I attended a webinar titled: “Where are We Now? Homeless and Residency in 2019”
- July 19, 2019 – Carly Kraft, Bonnie White, and I attended the SDS Financial Software “End of the Fiscal Year Closing” webinar.
- July 30 & August 19, 2019 - I attended a meeting in Palatine to prep for a webinar on Construction Closeout
- August 16, 2019 – I attended the Occupancy Permit walk-through with the architects and Ben Martindale from the Regional Office of Education
- August 23, 2019 – Ben Walshire, Jake Jorgenson, Adam Rowlands, Kari Gedville, & I attended a webinar on using the new bus camera software.
- August 28, 2019 – I participated in a webinar sponsored by the Illinois Association of School Business Officials on Construction Closeout as a panelist.
- September 5, 2019 – I attended the SDS Financial Software annual meeting in Oak Brook, IL

Long-Range Projects 2020 and Beyond

SUMMER 2020 PROJECT OPTIONS

	Building	Architect/Engineer Design & Bid	By Owner	Life Safety Projects	Life Safety Projects - Future	Future Projects
Replace 100 Existing Electric Plugs with Plugs with USB ports	MMS	?	\$ 5,000.00			
Replace Existing Electric Plugs with Plugs with USB ports (2 per Room)	MES	?	?			
Breakout Spaces in Media Centers - Furniture	MES		\$ 127,732.65			
Breakout Spaces in Media Centers - Furniture	MMS		\$ 97,711.35			
Echo issue near circulation desk at MES	MES					\$15,000.00
STEM Lab @ MMS	MMS					2021 or Beyond
Deck & 2 Windows Replace	House	\$ 15,000.00				
Check exterior caulk at both Buildings - cost includes replacing all expansion joints and window joints	Both	\$ 325,000.00				
Repaint blue metal for areas covering sidewalk	MMS	\$ 12,500.00				
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/Replacment of parking spots	MES	\$ 150,000.00				
Millburn Elementary Back Parking Lot Partial Removal & Patching - Est Life 5 years	MES	\$ 20,000.00				
Bus Parking Area - Replace with 1/3 Concrete & 2/3 Heavy Duty Asphalt	MES	\$ 70,000.00				
Drainage for Bus Parking Area	MES	\$ 15,000.00				
Add curb in Bus Parking area to deflect water - Temporary Fix	MES	\$ 4,000.00				
Replace pavement at the dumpster with concrete	MMS	\$ 15,000.00				
Remove and replace asphalt drive for house	HOUSE	\$ 22,000				
Drainage problem in drive near garage - Possible issue with broken drain pipe - Televis pipes to see if this is the problem.	HOUSE	\$ 5,000				
Parking Lot/Playground crack filling, seal coating, & striping	MES	\$ 35,000				
Parking Lot/Playground crack filling, seal coating, & striping	MMS	\$ 38,000				
Detention basins - Invasive Plants - Need to remove/burn, regrade & replanting	MES	\$ 25,000				
Detention basins - Invasive Plants - Need to remove/burn, regrade & replanting	MMS	\$ 25,000				

Long-Range Projects 2020 and Beyond

SUMMER 2020 PROJECT OPTIONS

	Building	Architect/Engineer Design & Bid	By Owner	Life Safety Projects	Life Safety Projects - Future	Future Projects
Re-Roofing - The East gym is the roof that is most in need of replacement. Repairs were done several years ago, but the roof will need to be replaced soon. The roof section we replaced in 2015 cost \$258,900.	MES					\$ 250,000
Do thermal imaging of existing roofs	Both		?			
Pilot Solar Project	MES					2021 or Beyond
Phone System Upgrade	Both			\$ 75,000		
Toilet Renovation - Sandy Hessing's Room	MES			May not be needed		
Asbestos Abatement - Develop Plan						2021 or Beyond
Complete connection of the older section of the building with the Johnson Control System	MES		?			
Purchase new chairs for MMS classrooms with tables	MMS		\$ 20,000.00			
Explore science room renovation - Split Level addition - currently used by SEDOL	MES					2021 or Beyond
Signage (Mobile, digital, outside) - Directional Signage Outside	both		?			
Blinds	MES/ MMS		Ordered - To be installed by Millburn Custodial Staff			
City Water or Filtration for Sulphur water	MES					2021 or Beyond
Stage work (curtain)?? - Ask Ben	MES		?			
Conference Room Work (whiteboard walls)	MES		?			
Stairs (math facts, quotes)	MES		?			
Playground Map - To be included with sealcoating & Striping of Parking lots	MES					
Gym projectors and screens	MES		?			

Long-Range Projects 2020 and Beyond

SUMMER 2020 PROJECT OPTIONS

	Building	Architect/Engineer Design & Bid	By Owner	Life Safety Projects	Life Safety Projects - Future	Future Projects
Exterior lights on west side - Northwest end of Building	MES	\$ 35,000				
landscaping work in front	MES		?			
Transgender Restroom	MMS					\$ 75,000
Front office redesign	MES					2021 or Beyond
District Office - 6,200 SF x \$150/SF	MES					2021 or Beyond
Cafeteria painting and design	MES		?			
Flags hanging to represent all countries	MES?		?			
Abandoned chimney in bad shape needs to be removed and roof sealed	MES	\$ 12,500				
FOB system to replace keys	Both					\$ 30,000
Sprinkler Extension					\$247,500	
Improve west courtyard	MES?		?			
.1 Option 1-replace Kindergarten cubbies shelves at 5 classrooms with 45 new 36" shelves (\$26,300)	MES					\$ 26,300
.2 Option 2 - Kindergarten - Vertical upper cabinet with doors and cubby below (\$44,300)	MES					\$ 44,300
.3 Option 3 - Kindergarten Upper open shelves with cubby below (\$39,800)	MES					\$ 39,800
.4 Option 4 - Kindergarten - Countertop with open shelved (\$25,500)	MES					\$ 25,500
Construction Total		\$ 1,047,000	\$ 250,444	\$ 75,000	\$247,500	\$ 505,900
Construction contingency 5 percent		\$ 52,350		\$ 3,750	\$ 12,375	\$ 25,295
Design contingency 10 percent		\$ 104,700		\$ 7,500	\$ 24,750	\$ 50,590
WOLD Fee		\$ 82,451		\$ 5,906	\$ 19,491	\$ 39,840
GRAND TOTAL		\$ 1,204,050	\$ 250,444	\$ 92,156	\$304,116	\$ 621,625