

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

**Approval of Life Safety Amendment**

- Earlier this year, the Board approved applying for the Illinois Facility Maintenance Grant. This grant is a \$50,000 matching grant.
- Dr. Lind and I received an email from ISBE that in order to qualify our parking lot replacement, we would need to submit a “Health/Life Safety Amendment”.
- Kirsta Ehmke from WOLD Architecture prepared the amendment for your approval. The amendment is only for the front parking lot at Millburn Elementary School estimated at a cost of \$120,000.
- We are recommending your approval of the Health/Life Safety Amendment #7 for the visitor parking lot replacement at Millburn Elementary school.

**Budget Amendment**

- We are recommending that the Board approve an amendment to the current FY 2020 budget after reviewing our existing and projected revenue and expenditures.
- A calendar for the FY20 Amended Budget is below:

**FY 2020 AMENDED BUDGET SCHEDULE**

5/11/2020	Review Draft Amended Budget
5/18/2020	Review of tentative amended budget. Board approval to put tentative amended budget on public display.
5/20/2020	Place legal notice of Public Hearing on the budget in newspaper. Public notice of availability of tentative budget published at least 30 days prior to adoption by the Board, ILCS 5/17-1
6/8/2020	Continue discussion of tentative budget at Board Meeting
6/22/2020	Public Budget Hearing and Budget Adoption. Last day to adopt the amended annual budget is June 30, 105 ILCS 5/17-1
June/July, 2020	Within 30 days of the budget adoption, the annual budget must be: <ul style="list-style-type: none"><li>• Filed with the County Clerk</li><li>• Transmitted electronically with a deficit reduction plan (if necessary) to ISBE</li><li>• Posted on the District Website</li><li>• Parents and guardians notified of budget's availability (105 ILCS 5/17-1, 105 ILCS 5/17-1.2, 35 ILCS 200/18-50)</li></ul>

### Property Tax Levy

- The Millburn District 24 property tax levy has been certified. The levy in the capped funds is \$5,492.55 higher than I had estimated in November, 2019.

FUND	EST LEVY 2019 pay 2020	Actual Levy 2019 pay 2020	DIFFER
EDUCATION	7,781,611	7,790,961	\$ 9,349.83
OPERATION & MAINTENANCE	1,249,457	1,252,540	\$ 3,083.26
TRANSPORTATION	659,715	658,198	\$(1,517.07)
WORKING CASH	49,980	49,121	\$ (859.79)
SPECIAL EDUCATION	829,640	830,114	\$ 474.31
TORT	149,936	147,357	\$ (2,579.34)
LIFE SAFETY	114,951	98,241	\$ (16,709.70)
SOCIAL SECURITY	324,862	343,837	\$ 18,975.18
IMRF	274,881	270,157	\$ (4,724.13)
<b>SUB-TOTAL</b>	<b>11,435,033.98</b>	<b>11,440,526.53</b>	<b>\$ 5,492.55</b>

### Open Enrollment – Health, Dental, Vision & Flex Spending

- The district's annual "Open Enrollment" is in process. Staff will have until May 14, 2020 to make changes to their insurance and to enroll in the Flex Spending Plan.

### COVID-19 – Option to Change Existing Health Insurance and Flex Spending

- A part of the CARES Act allows staff members to make changes to their current health, dental, vision and Flex Spending programs during the period of April 1 – 30, 2020.
- Staff were notified of their ability to make a change.

### COVID-19 Emergency School Nutrition Funding

- As you are aware, the district is participating in the Emergency School Nutrition Funding Program. The March claim for reimbursement has been filed and has been vouchered by the State Treasurer's office and is in the queue for processing by the State Comptroller.
- We have ranged from a low of 48 to a high of 78 students participating in this program.
- Meals are provided to families from 8 am to 10 am every Monday and Wednesday. Two days supply of breakfast and lunch are provided on Monday and three days are provided on Wednesday.

### Replacement Plow Truck

- We are in a holding pattern regarding the order of the new Ford Truck. As we were going through the process to place the order for the truck, Ford shut down production.
- I will continue to keep in touch with the sales representative from Bob Ridings, Inc. and report back to the Board once I know more.

### Summer 2020 Project Update

- The custodial staff has used the time provided by the school closure to begin completing some of the summer work projects.
- The removal of the abandoned chimney has been completed by Camosy.
- The civil engineer and I met with the owner of the company that will be doing the parking lot work. There is a strong likelihood that this project will begin in May, 2020 instead of July.