

Business Office Update June 18, 2018 Meeting

Inter-Fund Transfers

- A “Public Hearing” will be held prior to the June 18, 2018 regular board meeting for the public to comment on the recommended transfers.
- During the regular meeting, the Board will adopt two resolutions. The first authorizes a transfer of \$25,000 from the Education Fund and a transfer of \$200,000 from the Operations & Maintenance Fund to the Capital Projects Fund. The second resolution will authorize the transfer of interest from the Education Fund, the Debt Service Fund, and the Transportation Fund to the Operations and Maintenance Fund.

FY 2019 Budget Calendar

FY 2019 BUDGET SCHEDULE

7/16/2018	Review/discussion of tentative budget major components. (Big Picture)
8/13/2018	Review of tentative budget. Board approval to put tentative budget on public display.
8/15/2018	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
8/27/2018	Continue discussion of tentative budget at Board Meeting
9/24/2018	Public Budget Hearing and Budget Adoption. Last day to adopt the annual budget is September 30, 105 ILCS 5/17-1
Prior to 9/30/18	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)

Classified Staff Salary Rates for 2018-19

- Dr. Lind and I are recommending
 - that the “Salary Rate Sheet” be adopted by the Board of Education. Salary starting rates are recommended to increase from 1.50% to 6%, and
 - the classified salary increases ranging from 3% to 6% be approved for non-union classified employees as shown in the chart linked to the agenda.

Treasurer’s Bond

- The Treasurer’s Bond is approved annually by the Board of Education. For the 2017-18 fiscal year, the bond was set at \$3.5 million. As a result of the improvement of the District’s financial position, it is recommended that the amount of the Treasurer’s Bond be increased to \$5 million for the 2018-19 fiscal year.
- The Treasurer’s Bond must be filed with the Regional Office of Education by June 30 each year.

Treasurer’s Reports

- The Treasurer’s Reports from July through March, 2018 are attached to the Board Agenda. The April through June reports will be presented at the July, 2018 meeting.

Prevailing Wage Resolution

- The district is required to annually adopt a Prevailing Wage Resolution.
- The resolution is required by law and designates that contractors hired by the district to perform work covered by the Prevailing Wage Act pay their employees prevailing wage. The Prevailing Wage Act does not prohibit the district from hiring a company that is non-union as long as they pay their employees prevailing wage. Contractors covered by the Prevailing Wage Act are required to provide the district with the certified payroll for their employees when they request payment for their services. The certified payroll records are kept on file in the business office.

Activities

- Attended a webinar on the reporting requirements for the Every Student Succeeds Act (ESSA) on May 22, 2018
- Bernadette Hanna and I attended a webinar on Emergency Procedures for cafeteria staff on May 23, 2018
- Attended a webinar on procurement ethics for food service on May 30, 2018
- Attended the annual Wellness Committee review of the Wellness Policy on May 31, 2018. This annual review is required in order to comply with the National School Lunch program requirements.
- Attended the Millburn Middle School Graduation on June 1, 2018
- Bernadette Hanna and I attended a meeting at the Arlington Heights District 25 office on June 12, 2018. The meeting was to discuss issues that area school districts are having with Frontline software products and recent double digit increases in the software license renewal. Millburn uses their absence reporting software (AESOP), staff recruitment and application software (Applitrak), and Individualized Education Program (IEP) software (ESPED). Staff members from Frontline’s corporate office were in attendance.

- Attended the “Reasonable Suspicion Supervisors’ Training” webinar on June 13, 2018. This training is required annually so that I can administer the drug and alcohol testing program for the district’s bus drivers. This also allows me to identify drivers that are possibly under the influence of drugs or alcohol and requiring them to submit to a drug and alcohol test. The driver is suspended during the period that the district is awaiting results of the tests.
- Terry Miller and I met with the architect on the afternoon of June 13, 2018. The majority of the meeting consisted of walking the buildings to review projects being considered for the Summer of 2019.
- Attended the Illinois Association of School Business Officials Next Gen Conference on June 14, 2018. I was a panelist for a session titled “Managing the Construction Process”. This session focused on the three major delivery methods for construction projects: General Contractor, Construction Manager as “Agent”, and Construction Manager as “Constructor”. I also served as a mentor during the midday mentoring session with business officials just starting in the business management field.