

**Business Office Update  
July 29, 2019 Board Meeting**

**FY 2020 BUDGET SCHEDULE**

8/12/2019	Review of tentative budget. Board approval to put tentative budget on public display.
8/14/2019	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
8/26/2019	Continue discussion of tentative budget at Board Meeting
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"><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>

**Construction Change Orders – Dr. Lind and I have approved the following change orders.**

- Roofline caulking at Millburn Middle School related to leak in student entry foyer - \$3,437.09
- Remove sidelites (windows) from Millburn Elementary School replacement fire doors – (\$3053.21)
- Net increase = \$383.88

**Transportation Update**

- New Bus Update
  - Our bus delivery is scheduled for August 2, 2019

### **Request for Purchases over \$10,000**

- Projectors, electric installation, and projector installation – Not to exceed \$60,000
  - Projectors – \$25,000
  - Electric - \$15,000
  - Installation - \$15,000
  - Cushion for unexpected items - \$5,000
- Additional Classroom and Office Furniture – Not to exceed \$17,500
  - At the June 24, 2019 meeting, the board gave approval of purchases of office and classroom furniture in an amount not to exceed \$25,000. As I have been putting the orders together, I realized that the cost will be approximately \$32,000. I have tried to be proactive and order additional file cabinets, teacher chairs, teacher desks, classroom tables, etc... However, my past experience tells me that we will discover in August that additional items will be needed once teachers begin setting up their classrooms.
  - The district hasn't purchased much classroom furniture over the last ten years because of declining enrollment. We simply used furniture we had in storage to replace furniture that was damaged or had reached the end of its useful life. As a result, we have many classrooms that will be used this school year that needed teacher desks, file cabinets, etc...
- Internet Content Filtering – Not to exceed \$17,500
  - If you remember, we had a problem with our previous content filtering company not working well with the iPads. This software is currently being used by Gurnee 56 and they are happy with the filtering it does. Joanne Rathunde is currently negotiating the cost of this software with the company. She is hopeful that she can save us a few thousand dollars by the time she is finished.

### **Short & Long-Range Facility Planning**

- **Short-Range Planning**
  - As the summer 2019 construction projects are nearing completion, it's time to begin thinking about projects for the Summer of 2020 and beyond. We have several areas that have been identified as possible 2020 summer projects. The architects will be doing a walk-through early next month so they can develop cost estimates. As we are all aware, we probably won't be able to afford to complete all of the items on the list, but we can use their estimates along with anticipated funds available to make our short list for Summer 2020. That will allow the architect to begin the process of developing plans and specifications. I anticipate that we can get the bid out in late 2019 or early 2020.
  - We will need to move fairly quickly once we have the cost estimates and have an idea regarding funds that will be available. We would like to have Summer 2020 projects out to bid toward the end of 2019 or early in 2020. This typically results in better pricing.
- **Long-Range Planning –**
  - The district has a "Long Range Facility Plan" that looks at replacement of equipment and infrastructure based on generally accepted life spans of various pieces of equipment. We will work with our current architects to update the plan and develop a timeline for necessary repairs/replacements for the next 5-10 years.
  - However, in order to develop a "District-Wide Master Facility Plan", we will need to include more than just repair and replacement of equipment and infrastructure. We will want to include additional components in the plan that will enhance the current curriculum and yet be flexible enough to adapt to future needs.