

**Business Office Update
June 10, 2019 COW Meeting**

Calendar for FY 2019 Budget Amendment & Budget Transfers

6/10/2019	Continue discussion of tentative budget at Board Meeting
6/14/2019	Legal Notice - Public Hearing for FY 2019 Fund Transfers
6/24/2019	Public Budget Hearing and Budget Adoption. Last day to adopt the amended annual budget is June 30, 105 ILCS 5/17-1
6/24/2019	Public Hearing for FY2019 Fund Transfers
June/July, 2019	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)

Budget Amendment

- I'm working out the final adjustments for the budget amendment. With only one payroll remaining and the majority of purchase orders in process for the FY2019 budget year, I will be able to more accurately estimate adjustments to the budget. I'm estimating that we will be able to transfer more than the \$650,000 that I originally estimated into the Capital Projects Fund for future projects such as the MES parking lot rebuild, drainage and concrete parking surface for buses in the rear of MES as well as other items on the district's Long-Range Projects list.
- I will highlight the changes from the FY2019 Budget currently on public display to the board in writing prior to the meeting and at the Public Hearing on June 24, 2019.

Construction Change Order

- Dr. Lind and I executed a change order for the "Ages 2-5 Years" playground surface in the amount of \$25,000.
- At the last meeting, the Board approved a "Poured in Place (PnP)" playground surface for the 5-12 years playground surface instead of a wood mulch surface. At that time, I told the Board that the 2-5 years playground included a PnP surface. Upon further review, I realized that the original pricing did include a separate price for upgrading the Ages 2-5 playground, but it was the last item in the list of the playground items on the first page of the pricing sheet.
- The cost for a PnP surface on the Ages 2-5 playground was originally on the quote as an added cost of \$26,600. In order to get approval sooner and get the materials ordered, the company agreed to drop the price to \$25,000 so that Dr. Lind and I could approve the change and get the materials on order so that the project can stay on schedule.

Request for Purchases over \$10,000

- Apple Professional Development - \$27,200 (\$36,000 before discount)
 - At the last meeting, the Board approved the purchase of teacher laptops in an amount not to exceed \$110,000. However, the Dr. Lind is also recommending that the district purchase two additional days of Apple Professional Learning. If the Apple Professional Development is purchased on the same purchase order as the laptops, there is a \$12,000 discount. The discount is \$3200 on the laptops and \$8800 on the professional development.
- Furniture
 - With the addition of a Kindergarten classroom, the addition of 6 SEDOL classrooms, as well as numerous moves throughout the building, there is a need to purchase additional classroom and office furniture. It's likely that the total will exceed \$10,000. If this is the case, I will add approval of furniture to the agenda for the June 24, 2019 meeting.
- Copiers
 - As I previously shared with the Board, I would like to extend the existing copier maintenance agreement for either two or three additional years. The district owns it's copiers. Replacement parts for all except the copier in the Millburn Middle School office are still readily available. When we purchased our current copiers five years ago, we looked at purchasing a color copier. However, at that point in time, the decision was made not to move forward with the purchase of a color copier.
 - I will be recommending that the district purchase one color copier for each of the 2 school offices. The cost of each machine is \$5100 for a total of \$10,200. I'm still waiting on a price to add a fax board and PostScript (required to print from Mac's) to each color copier.
 - The cost per copy for the maintenance agreement for the color copiers will be \$0.006 per copy for black and \$0.06 per copy for color. The printer that we are using at MES when we need to print in color is costing \$0.017 per copy for black and \$0.11 per copy for color.
- Bus Cameras
 - I have scheduled demonstrations of three (3) bus camera systems in the next week to 10 days. Mr. Jorgenson, Mr. Walshire, and I anticipate having a recommendation at the next Board meeting. I'm anticipating that the cost of each system will be in the \$2000 range. At \$2000 per system, the total expenditure would be approximately \$42,000 to equip each of our 21 buses.

Cafeteria Point of Service System & Replacement for RevTrak

- Joanne Rathunde, Carly Kraft, Bernadette Hanna, and Jennifer Malchow (Arbor) have had demonstrations of three cafeteria management systems. We have looked at the "Meals Plus", "Mosaic", and "Push Coin" systems.
- All of the systems interface with "PowerSchool", include a school store (similar to RevTrak), and include software for processing free & reduced meal applications.
- The "Push Coin" system was the choice of the review team. It has a very user friendly interface that allows us to add items to the school store. It also allows parents to set up payment plans for larger items such as school registration (based on the parameters we set up in the system). It also allows parents to shift funds from one child to another. It can be set up to send electronic reminders to parents when meal balances are getting low. Parents can also apply for free and reduced meals online rather than using the paper application. If a parent chooses to use the "e-check" option where the funds come out of the parent's checking account, there would be no service fee. If the parents opt for a credit or debit card transaction, the fee would be 2.9% plus \$0.25 per transaction.

- Based on our current enrollment, the annual cost of the system would be approximately \$8800 per year. The district is currently paying around \$5400 per year in RevTrak fees. With the RevTrak fees eliminated, the net cost of the system would be approximately \$3400 per year.

Sale of Surplus Property

- Dr. Lind will be recommending a “Private Sale” of the current mid 2012 teacher laptops to the teachers currently using these laptops at a cost of approximately \$225.00.
- I am in the process of making a determination if we have enough items to conduct a “Garage Sale” in August, 2019. If we have enough items, I will be asking the Board in July to approve advertising and conducting a “Garage Sale” in August, 2019.

Electronic Time Card System

- My staff has been testing the electronic time card system included in our financial software. This software will allow us to eliminate paper time sheets for our staff. The software allows the direct supervisor to approve staff time electronically with a final approval by the Business Office.
- We have worked out most of the bugs with a small pilot of 3 business office staff members. We are planning to expand this pilot to the administrative assistants beginning in July, 2019.

Indemnification Agreement with Lake County and the annual increase in “Impact Fees” for the Cottonwood Subdivision

- Each year, the district is required to enter into a new indemnification agreement with Lake County and sent to the Regional Superintendent of Schools. This agreement allows the Lake County Planning, Building, and Development to collect the impact fees on behalf of Millburn District 24.
- Impact fees are collected to help offset the capital improvement costs to the district as a result of increasing enrollment due to the construction of new homes. The impact fees will increase by the consumer price index and will be on the June 24, 2019 agenda for Board approval.

Food Service Pricing for 2019-20

- I will have a recommendation for school lunch pricing for the 2019-20 school year ready for the June 24, 2019 Board meeting. The state provides a software tool that we are required to use to calculate the change in lunch and ala carte student charges. Typically, the annual change is \$0.05 to \$0.10 per meal.