

**Business Office Update
June 24, 2019 Board Meeting**

Calendar for FY 2019 Budget Amendment & Budget Transfers

FY 2019 AMENDED BUDGET & FUND TRANSFERS SCHEDULE

6/24/2019	Public Budget Hearing and Budget Amendment Adoption. Last day to adopt the amended annual budget is June 30, 105 ILCS 5/17-1
6/24/2019	Public Hearing for Fund Transfers & Adoption of Fund Transfer Resolutions
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

- The Board will be asked to approve the 2019 Amended Budget at the Board meeting. There will be some changes from the 2019 Amended Budget that the Board put on public display at the May 20, 2019 Board meeting.
- Adjustments have been made to the budget to more accurately reflect the expenditures in May and June, 2019.

Budget Transfers

- The Board will be asked to approve a Resolution transferring interest in excess of \$152,000 from the interest income from the Education Fund, Transportation Fund, and Debt Service Fund to the Operations & Maintenance Fund.
- The Board will also be asked to approve a Resolution authorizing the transfer of \$1,050,000 from the Education Fund and \$275,000 from the Operations & Maintenance Fund to the Capital Projects Fund.

Construction Update

- Asbestos Floor Tile Removal – Millburn Elementary
 - The asbestos floor tile removal has been completed in Room 307 where a new unit ventilator will be installed to bring in fresh air take care of an item on the District's Life Safety Plan.



- - The contractor is having difficulty removing the floor tile. They were originally scheduled to complete their work on June 24, 2019. However Beginning, Tuesday, June 25, 2019, the asbestos contractor will add a 2nd shift so that they can complete the work as soon as possible.
- Hot Water Heater – Millburn Elementary
 - The new hot water heater that serves the 1999 addition has been installed and is operational.



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- MES Garage
 - The garage has been re-roofed and a large opening has been cut for a wider garage door.



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- Playground – Millburn Elementary

- The majority of the playground equipment has been removed from the West Playground, the area has been excavated for a drainage system, a concrete curb has been installed, and new equipment is in the process of being installed.



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- In response to a question regarding the recycled content of the playground equipment and surface, I reached out to the vendor and here is what he has been able to share with me at this point.

- Playground Poured Rubber Surfacing – Recycled Content By Material Weight

Material	Type	% of Recycled	Pounds of Materials	Lbs of Recycled Content	% of Total Lbs
Buffing	Post Consumer	100.00%	43450	43450	64.43%
Black EPDM	Post Industrial	100.00%	6820	6820	10.11%
Colored EPDM	Post Industrial	5.00%	6820	341	0.51%
Total Pounds of Material			57090	50611	75.05%

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- STEM Lab
 - The STEM Lab has been demo'd and the asbestos removal crew is currently working on the asbestos floor tile.



- - Student Entrance at MMS
 - Work is progressing on the drywall at the student entrance at Millburn Middle School. The old drywall has been removed in the soffit area, the area has been insulated, and water resistant drywall has been installed.

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

- Preschool Playground Surface - \$25,000
- Camosy Change Order - \$14,749
 - Purchase and install floor tile and carpet in Room 307 as a result of Life Safety Work
 - When the construction bid was already complete and I was doing the walk-through with the asbestos contractors, I became aware that the unit ventilator was scheduled to be located on the carpeted section of Room 307. As a result, we were able to remove all of the asbestos flooring in this room and replace it with new flooring from the Life Safety Fund. Since the carpet wasn't in good shape, we included the full room in the asbestos bid. Unfortunately, the cost of the replacement flooring wasn't included in the construction bid.
 - Install base cabinet in Room 307 – Existing cabinet was removed so asbestos floor tile under it could be removed.
 - Supply and install sink in new base cabinet in Room 307 – Life Safety
 - Add removable mullions to 2 new sets of fire doors (Life Safety)
 - This will allow the custodial staff to move large items through the two hallways by removing the bar between the two fire doors.
- Install Larger Glass Window between STEM Lab and Blue Lab for student supervision purposes - \$10,691
 - As we started looking at lines of sight in the STEM lab and adjacent workspace, a larger window was needed for adequate student supervision. Unfortunately, the wall was once an outside wall and is a firewall. This requires fire rated glass and a fire-rated frame.

- Install mortise security lock in 22 doors (Life Safety) - \$3142
 - This is for the Life-Safety work. The doors with the side light (window) next to the door knob doesn't have enough room to install a mortise security lock. However, 22 of the doors have adequate room to install the heavier duty lock. As a result, it made sense to install this lock in the doors that allow it's installation.

Transportation Update

- New Bus Update
 - The five (5) small buses that we ordered this Spring are now at Midwest Transit's facility in Kankakee, Illinois. The fifteen (15) large buses that we ordered are on their way to Kankakee, IL for dealer prep. This means that we will have our new buses well before the start of the school year.
 - Our bus drivers will be receiving training on the new buses on August 7, 2019.
- Stop Arm Counts
 - Millburn District 24 bus drivers participated in the 2019 National School Bus Illegal Passing Survey on May 1, 2019.
 - Of the 16 buses that completed the survey, four buses experienced drivers that illegally passed them on the road.

Meal Pricing for 2019-20

- Student and adult meal prices for the 2019-20 school year are recommended to remain the same as the 2018-19 school year. Since the district has a positive balance in the Food Service Account, we are not required to increase prices. The only pricing that will change is the cost of a 2nd entrée, and three ala carte items noted in bold on the price list attached to the agenda.

Request for Purchases over \$10,000

- Dr, Lind is recommending that the Board approve the recommendation of the reading pilot committee to purchase the Arc Core Curriculum for a cost of \$264,150.
- 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.
- Copiers
 - We are recommending that the district purchase one color copier for each of the 2 school offices from our current vendor, TechStar. We will extend the existing maintenance contract for a minimum of an additional two years with the same terms and pricing of the maintenance agreement from the summer of 2014 at \$0.0045 per copy for the current copiers. The pricing for the color copiers will be \$0.006 per copy for black and \$0.06 per copy for color.
 - The cost of each color copier is \$5100 for a total of \$10,200. This pricing includes the cost of a fax board and PostScript (required to print from Mac's) for each color copier. The last two times we have purchased copiers, we have purchased refurbished machines. Both of these machines will be refurbished machines resulting in a cost savings of 39% over the Cooperative Purchasing Agreement pricing and a 68% cost savings from the list price. The cost of black and white copies will be 65% less per copy than printing to the existing color printer. For the color copies, the cost will be 45% less than printing to the existing color printer.

- Millburn Elementary School Walk-In Freezer
 - We have had problems for the past few years with the walk-in freezer at Millburn Elementary School. Grubbs Mechanical has been able to make minor repairs to keep the unit running. However, we are now at a point where the cost to repair the evaporator and condenser would be more expensive than replacement. We are recommending that the Board approve the replacement of the existing condenser and evaporator by Grubbs Mechanical for a cost of \$10,840
- Stem Lab Furniture
 - We are recommending that the board approve an increase in the amount approved for the STEM lab furniture. I had based my initial recommendation increasing the cost of furniture for a typical classroom by \$2,500 and requested approval of \$17,500. I didn't take into consideration that we would need to purchase furniture that can adapt to all students in grades K-5. The furniture quote we received is based on a cooperative purchasing bid price. I was able to get the company to review their labor and delivery costs saving the district \$709. The final cost for the furniture is \$25,939.25
- Bus Cameras
 - Mr. Jorgenson, Mr. Walshire, and I have met with four bus camera vendors to review features and pricing of their product. All four vendors were recommended by transportation directors in the area that currently work have cameras from one of the vendors and are pleased with the units.
 - We looked at the following products: SEON, Pro-Vision, Protect from A-Parts Warehouse, and REI. The recommended solution for the large buses is a four-camera system that will cover the interior of the bus as well as allow a camera view of the area in front of the bus. The small buses will have a 3 camera system that covers the interior and the view in front of the bus. The view of the students uses a 180-degree camera that allows us to see in between the seats instead of our current camera views that are partially blocked by the high back seats in the bus.
 - Each unit will have a 500 GB hard drive and an SD card. Additionally, this unit also includes a GPS system that allows the Principals to see the location of the bus during any point in the video. The units come with a 3-year warranty.
 - We are recommending purchase of a four camera system from REI for the large buses and a three camera system for the small buses. This system is expandable up to 6 cameras. The total cost of the recommended system is \$39,285 for the 21 bus fleet including installation. This pricing is less than the \$42,000 estimate I shared with the Board at the June 10, 2019 Committee of the Whole meeting.
- Additional Classroom and Office 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. I am soliciting quotations from three different vendors. I am requesting that the Board approve the purchase of office and classroom furniture in an amount not to exceed amount of \$25,000.

- WiFi Upgrade
 - When the Board approved the upgrade of the WiFi access points, the cost didn't include the cost only included installation and programming of the actual access points.
 - For Millburn Elementary School, we will need to run wiring for 12 outdoor and 6 indoor locations. Joanne Rathunde is working with the vendor to modify the wiring that will result in some cost savings without sacrificing any quality. The initial quote is \$15,050.
 - For Millburn Middle School, we will need to run wiring for 12 outdoor and 13 indoor locations. Joanne Rathunde is working with the vendor to modify the wiring that will result in some cost savings without sacrificing any quality. The initial quote is \$18,895.
 - We are requesting approval of an agreement with TelNet Solutions to run wiring for the additional indoor and outdoor access points for a cost not to exceed \$33,945.

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. Based on our existing agreement, the impact fees increase annually by the consumer price index (CPI-Urban). A copy of the Agreement will be attached to the agenda. The impact fees for 2017 through 2020 are listed below:

	Dec 2016	Dec 2017	Dec 2018
CPI Increase	2.10%	2.10%	1.9%

Cottonwood Estates Impact Fees	2017	2018	2019	2020
2 Bedrooms	\$1,205	\$1,230	\$1,256	\$1,280
3 Bedrooms	\$3,311	\$3,381	\$3,452	\$3,517
4 Bedrooms	\$4,816	\$4,917	\$5,020	\$5,116
5 Bedrooms	\$6,064	\$6,191	\$6,321	\$6,441

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Recommendations for the July Meeting

- I am in the process of sending out an RFP for disposal and recycling services for the district. Our current three-year agreement ends in July, 2019
- I am also in the process of sending out an RFP for elevator service. Our current agreement was a three-year agreement with an option for an additional two years. The current agreement was entered into in 2014.