

Business Office Update February 22, 2016 Meeting

Paving/Drainage Project

- The bid package is now available for contractors.
- An optional pre-bid meeting was held at Millburn Elementary School on February 18, 2016. No contractors were present at the pre-bid meeting.
- The civil engineer will be contacting paving contractors to drum up interest in our project.
- The bid opening is scheduled for Wednesday, March 2, 2016 @ 2:00 p.m.
- Award of the contract will be at the March 14, 2016 board meeting.

Lighting Project

- The bid package is now available for contractors.
- An optional pre-bid meeting was held at Millburn Elementary School on February 18, 2016. We had four (4) companies that attended the pre-bid meeting.
- The bid opening is scheduled for Wednesday, March 2, 2016 @ 3:00 p.m.
- Award of the contract will be at the March 14, 2016 board meeting.

Illinois Energy Now (Illinois Department of Commerce & Economic Opportunity - DCEO Rebates)

- At this point, the DCEO funding is still frozen. If funds are not released and spent this year, the rate charged to the utility customers will be reduced beginning this summer. As a result, there will be less money available for energy rebates.
- I spoke to Andrea Rice regarding how we should proceed. Andrea suggested that we go ahead and submit our application for this year's funding so we are in the pipeline. I am working with Fanning Howey to complete the application.

Life Safety Plan

- The Life Safety Plan will be on the March 14, 2016 Special Meeting Agenda for approval.
- I have asked Charli to check on the possibility of adding security cameras and a keyless door entry system to the plan as a "recommended" item for both buildings. This won't require us to add cameras or the door system, but it does give us the option of using the Life Safety Fund to pay for the improvements anytime within the next 10 years.

Donations

- A donation was received from Baxter Employee Giving in the amount of \$34.62

Activities

- Bernadette Hanna and I attended the Illinois Association of School Personnel Administrators (IASPA) conference on Thursday, January 28, 2016. We attended the following sessions:
 - Embracing Generational Diversity
 - Family Medical Leave Act
 - The BeAttitudes of Positive Public Relations and Customer Service
 - Illinois Educator Licensure Updates
 - Employee Information System
- I attended the Illinois Association of School Business Officials Leadership Conference on Friday, January 29, 2016.
- I attended a workshop at SEDOL on Thursday, February 11, 2016 on the special education Maintenance of Effort calculation.
- Terry Miller, George Pierce, and I attended the Northeast Illinois Association of School Business Officials meeting on Friday, January 19, 2016 on School Security.