

**Business Office Update  
 October 26, 2015 Meeting**

**Property Tax Levy**

- Since the proposed levy is less than a 5% increase in the PTELL taxed funds, a Truth in Taxation notice and hearing are not required.
- A copy of the levy documents will be attached to the board agenda for your review. They were developed from the information that was presented at the October 13, 2015 COW meeting.

<b>OCTOBER</b>	
• Develop 2015 Truth in Taxation Notice	Business Office
• <b>First reading of the 2015pay2016 Tax Levy - October 26, 2015</b>	<b>Board of Education</b>
• <del>Approval for publication of the "Truth in Taxation Statement" - October 26, 2015</del>  (Estimated property tax levy must be presented to the Board at least 20 days prior to the adoption of the property tax levy, 35 ILCS 200/18-60)	<b>Board of Education</b>
<b>NOVEMBER</b>	
• Publish Truth in Taxation Notice of Public Hearing  (Published no more than 14 days nor less than 7 days prior to the date of the hearing, 35 ILCS 200/18-80) (between 11-9-15 & 11-16-15)	Business Office
<b>Board of Education Meeting - November 23, 2015</b> • <del>Hold 2015 Truth in Taxation Hearing</del> • <b>Adoption of 2015 Tax Levy</b>	<b>Board of Education</b>
<b>DECEMBER</b>	
• Certificate of Tax Levy (ISBE 50-02) must be filed with county clerk on or before the last Tuesday in December (105 ILCS 5/17-11 and 35 ILCS 200/18-15. NOTE: Last Tuesday is December 29, 2015)	Business Office

**ITEMS WITH STRIKETHROUGH ARE NOT NEEDED SINCE THE PROPOSED LEVY IS LESS THAN A 5% INCREASE (4.77%)**

**Cash Flow**

- A cash flow document for Millburn District 24 was included in your packet. Based on the cash flow, this is the second year that I don't anticipate the district will need to borrow funds for operating during the fiscal year 2016.
- Starting in November, I will start providing the comparison of the actual monthly and year-to-date costs to the board based on the cash flow document.

### **Carbon Monoxide Monitoring**

- Public Act 99-0470 requires schools to continuously monitor for Carbon Monoxide (CO) within 20 feet of all combustion sources. This includes anything powered by natural gas such as hot water heaters, stoves in the Kitchen, boilers, rooftop HVAC units, etc... The effective date is January 1, 2016.
- The law follows a carbon monoxide poisoning in Girard, Illinois that sent 54 students to the hospital for carbon monoxide poisoning in September, 2014.
- The law requires schools to develop protocols and procedures for when a CO2 detector alarm sounds just as they do with fire and severe weather drills.
- Terry Miller is currently talking to our fire alarm vendors to get a quote to install detectors and connect them to our existing fire alarm system at both buildings.

### **Snow Removal Update**

- The Bobcat was delivered on Thursday, October 15, 2015
- I will also be talking with our 2014-15 vendor and other snow removal vendors regarding obtaining assistance in the event of a huge snow or equipment failure. Our 2014-15 vendor has already indicated that he would be willing to assist the district in this capacity. I have been getting calls from other snow removal vendors as well.

### **Millburn Elementary Outside Drain Line**

- For the past two winters, we have experienced a problem with the drain freezing closed in the line that runs from just outside the garden rooms to the front parking lot drain. This caused a water build-up that required the sump pump to work overtime. A line was installed in the drain that will keep the line warm enough to prevent freezing and keep the line running freely for this and future winters.

### **Activities**

- October 8, 2015, I attended a conference hosted by Forecast 5 (formerly PMA). They have updated their software and its capabilities. In addition to being able to do budget projection that we have done with PMA, we now have the capability to do comparisons with other districts and present them in both a graphical and chart format.
- October 9, 2015, Bernadette Hanna and I attended a workshop hosted by the Illinois Association of School Personnel Administrators at Stevenson High School. Sessions that we attended were: Personal Productivity, Illinois State Board of Education Licensure Update, Family Medical Leave Act Administration, and Personnel Files.
- October 14, 2015, I attended the Illinois Association of School Business Managers Delegate Advisory Assembly. The major topics in addition to discussing the fact that State of Illinois still doesn't have a budget were:
  - While the Illinois Supreme Court has ruled that school districts must comply with local municipal zoning requirements, Senate Bill 36 has been introduced that has the potential to increase the burden of time and financial resources for school districts to comply.
  - Another topic of discussion was a recent survey on the cost impact of mandates including PE, special education, and third party contracting. The hope is that the results of the survey will result in mandate relief for school districts.
  - Vision 20/20 was also discussed. The legislature passed two bills stemming from the Vision 20/20 alliance. The first related to district accountability and the second created reciprocity in licensure from other states. There is also momentum for potential reform related to an evidence-based funding model with the goal of providing an adequate amount of funding for each child to have access to a high quality education. This wouldn't prevent districts from spending above this amount if the community has the resources.