

Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

www.lyonstto.net

BOARD OF SCHOOL TRUSTEES

Shakana L. Kirksey-Miller, President

Jessica A. Doherty, Trustee

Carol A. McGowan, Trustee

Koula A. Fournier, Trustee

William H. Green, Trustee

William F. Brockob, Trustee

Nicholas H. Caprio, Trustee

6438 Joliet Road, Unit 103

Countryside, IL 60525

Phone 708-352-4480

Fax 708-888-5651

NOTICE

NOTICE OF A MEETING OF THE BOARD OF TRUSTEES OF THE LYONS TOWNSHIP SCHOOL TREASURER'S OFFICE

November 21, 2023 – 6:00 P.M.

The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois (Lyons Township) have called a meeting on November 21, 2023, at 6:00 P.M., at the Lyons Township School Treasurer's Office, 6438 Joliet Road, Unit 103, Countryside, IL 60525.

AGENDA

1. Call to Order & Roll Call

2. Pledge of Allegiance

3. Public Comments

4. Review/Approval of Minutes

Board of School Trustees review and approval of the Lyons Township School Treasurer's minutes of:

- October 17, 2023 – LTTO Open Meeting
- October 17, 2023 – LTTO Closed Meeting

5. Treasurer's Report

6. Review the Lyons Township Treasurer's Financial Reports

Board of School Trustees discussion and review of the Lyons Township School Treasurer's financial statements for the following months as presented:

- October 2023

7. Review/Approval of Review School Districts Official Records

Board of School Trustees discussion and review of the Lyons Township Schools and Coop's financial records for:

- September 2023

NEW BUSINESS:

8. **Review/Approval of Insurance Coverage (12/01/2023 – 11/30/2024)**
9. **Review/Approval of Payables List**
Board of School Trustees approval and ratification for the payment of expenses is requested for the Lyons Township School Treasurer's payables in the amount of
 - **November 21, 2023 - \$ 21,946.05**
10. **Review/Approval of Authorized Depositories**
11. **IMRF Annual Contribution Rate – Calendar Year 2024**
12. **IMRF Executive Trustee Selection**

OLD BUSINESS:

13. **Cook County Property Tax Collection Delay – FY2024**
14. **Motion to suspend the Board Meeting for the purpose of entering Closed Session**
 - *Illinois Open Meetings Act, (5 ILCS 120/2 (c)(I)*, “Discussion on the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.”
 - *Illinois Open Meetings Act, (5 ILCS 120/2 (c)(II)*, “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”
15. **Motion to reconvene the Board Meeting of the Board of Trustees**
16. **Action as a result of Closed Session**
17. **Adjournment**

Call to Order

Pledge of Allegiance

Public Comments

Review/Approval of Minutes

October 17, 2023 – TTO Open Meeting
October 17, 2023 – TTO Closed Meeting

Treasurer's Report

Review the Lyons Township Treasurer's Financial Reports

- October 2023

Lyons Township Trustee of Schools

Account Level Operating Statement For the Period 10/01/2023 through 10/31/2023

Fiscal Year: 2023-2024

		<u>10/01/2023 - 10/31/2023</u>	<u>Budget</u>	<u>Budget Balance</u>		
10	EDUCATION					
	REVENUE					
		MTD	YTD	Budget	BudgetBalance	Percent
10.4.1940.0000.000.4001	PRORATA - CURRENT YEAR	\$0.00	\$0.00	(\$1,206,154.00)	(\$1,206,154.00)	0.0%
10.4.1940.0000.000.4002	PRORATA - IMMEDIATE PRIOR YEAR	\$0.00	(\$144,858.96)	(\$144,859.00)	(\$0.04)	100.0%
10.4.1950.0000.000.0000	REFUND OF PRIOR YEARS' EXPENDITURES	\$0.00	\$0.00	(\$500.00)	(\$500.00)	0.0%
10.4.1980.0000.000.0000	MUNICIPAL INVESTMENT SERVICES	\$0.00	(\$1,049.16)	(\$3,000.00)	(\$1,950.84)	35.0%
	REVENUE	\$0.00	(\$145,908.12)	(\$1,354,513.00)	(\$1,208,604.88)	10.8%
	EXPENDITURE					
		MTD	YTD	Budget	BudgetBalance	Percent
10.5.2520.1000.000.5001	SALARIES - TREASURER	\$15,416.66	\$61,666.64	\$188,558.00	\$126,891.36	32.7%
10.5.2520.1000.000.5004	SALARIES - FINANCIAL SERVICES COORDINATOR	\$6,125.00	\$24,500.00	\$73,500.00	\$49,000.00	33.3%
10.5.2520.1000.000.5008	SALARIES - FINANCIAL SERVICES COORDINATOR	\$6,516.66	\$25,933.31	\$78,200.00	\$52,266.69	33.2%
10.5.2520.1000.000.5011	SALARIES - DIR OF CASH MANAGEMENT & BANK RELATIONS	\$10,016.66	\$40,066.71	\$120,200.00	\$80,133.29	33.3%
10.5.2520.1000.000.5012	SALARIES - SENIOR ACCOUNTANT	\$7,208.34	\$28,369.37	\$86,500.00	\$58,130.63	32.8%
10.5.2520.1000.000.5016	SALARIES - FINANCIAL SERVICES COORDINATOR	\$4,791.66	\$19,124.90	\$57,500.00	\$38,375.10	33.3%
10.5.2520.2120.000.0000	BENEFITS - IMRF	\$2,937.10	\$11,719.78	\$35,545.00	\$23,825.22	33.0%
10.5.2520.2130.000.0000	FICA	\$3,647.90	\$16,283.03	\$48,840.00	\$32,556.97	33.3%
10.5.2520.2140.000.0000	MEDICARE	\$979.60	\$3,934.56	\$11,425.00	\$7,490.44	34.4%
10.5.2520.2210.000.0000	LIFE INSURANCE	\$42.50	\$170.00	\$1,120.00	\$950.00	15.2%
10.5.2520.2220.000.0000	MEDICAL INSURANCE	\$8,663.26	\$34,463.89	\$99,660.00	\$65,196.11	34.6%
10.5.2520.2230.000.0000	DENTAL INSURANCE	\$375.42	\$1,486.03	\$4,276.00	\$2,789.97	34.8%
10.5.2520.2341.000.0000	VISION INSURANCE	\$45.46	\$181.84	\$546.00	\$364.16	33.3%
10.5.2520.3100.000.0000	CPA SERVICES	\$845.00	\$845.00	\$6,000.00	\$5,155.00	14.1%
10.5.2520.3100.000.0019	PROGRAMMING & TRAINING	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.0%
10.5.2520.3100.000.0023	PROF. & TECH. SERVICES - IT	\$1,175.00	\$5,206.25	\$11,000.00	\$5,793.75	47.3%
10.5.2520.3160.000.0000	ANNUAL I.V. LICENSE	\$153,430.93	\$153,430.93	\$153,500.00	\$69.07	100.0%
10.5.2520.3160.000.0027	SOFTWARE	\$451.20	\$3,610.16	\$8,000.00	\$4,389.84	45.1%
10.5.2520.3170.000.0000	AUDIT/FINANCIAL SERVICES	\$16,320.00	\$27,570.00	\$43,250.00	\$15,680.00	63.7%
10.5.2520.3180.000.0000	LEGAL SERVICES	\$1,170.00	\$6,093.75	\$33,000.00	\$26,906.25	18.5%
10.5.2520.3190.000.0000	OTHER PROFESSIONAL AND TECHNICAL SERVICES	\$2,040.00	\$2,040.00	\$4,000.00	\$1,960.00	51.0%
10.5.2520.3200.000.0000	PROPERTY SERVICES	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.5.2520.3250.000.0000	RENTALS	\$4,000.00	\$16,000.00	\$48,000.00	\$32,000.00	33.3%
10.5.2520.3250.000.0003	COPIER & PRINTER LEASE	\$466.50	\$2,225.37	\$9,100.00	\$6,874.63	24.5%
10.5.2520.3330.000.0000	MEETING EXPENSE	\$0.00	\$84.44	\$4,000.00	\$3,915.56	2.1%
10.5.2520.3400.000.0005	POSTAGE	\$0.00	\$11.72	\$850.00	\$838.28	1.4%
10.5.2520.3400.000.0008	INTERNET	\$264.85	\$1,059.40	\$6,000.00	\$4,940.60	17.7%
10.5.2520.3600.000.0000	PRINTING AND BINDING	\$0.00	\$0.00	\$19,000.00	\$19,000.00	0.0%
10.5.2520.3800.000.0011	RETIREE/COBRA BENEFITS	\$3.17	\$9,271.26	\$9,250.00	(\$21.26)	100.2%
10.5.2520.3800.000.0013	COMMERCIAL PACKAGE	\$0.00	\$0.00	\$10,920.00	\$10,920.00	0.0%
10.5.2520.3800.000.0014	WORKERS COMPENSATION	\$0.00	\$0.00	\$1,675.00	\$1,675.00	0.0%
10.5.2520.3800.000.0016	PUBLIC OFFICIALS LIABILITY	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.0%
10.5.2520.3800.000.0017	CYBER LIABILITY	\$0.00	\$0.00	\$6,225.00	\$6,225.00	0.0%
10.5.2520.4100.000.0000	OFFICE SUPPLIES	\$238.77	\$2,600.94	\$16,500.00	\$13,899.06	15.8%
10.5.2520.4400.000.0000	PERIODICALS	\$0.00	\$418.00	\$1,100.00	\$682.00	38.0%
10.5.2520.4900.000.0020	CHECKS	\$0.00	\$859.82	\$0.00	(\$859.82)	0.0%
10.5.2520.5500.000.0000	CAPITALIZED EQUIPMENT	\$0.00	\$1,085.26	\$7,500.00	\$6,414.74	14.5%
10.5.2520.6400.000.0000	DUES AND FEES	\$0.00	\$11.69	\$3,500.00	\$3,488.31	0.3%
	EXPENDITURE	\$247,171.64	\$500,324.05	\$1,230,740.00	\$730,415.95	40.7%
	Net (Revenue)/Expense	\$247,171.64	\$354,415.93	(\$123,773.00)	(\$478,188.93)	286.3%

Lyons Township Trustee of Schools

Account Level Operating Statement For the Period 10/01/2023 through 10/31/2023

Fiscal Year: 2023-2024

10/01/2023 - 10/31/2023

Budget

Budget Balance

End of Report

Review School Districts Official Records

- September 2023

Lyons Township School Treasurer's Office
 District Operations Report
 September 2023

District	Beginning FY24 Fund Balance	Beginning FY24 fund balance adjustments	Revenues	Beg. Balance + Revenues	Disbursements	Ending FY24 Fund Balance	% of Total Ending Fund Balance
101	6,520,689.19		1,793,104.34	8,313,793.53	5,879,032.16	2,434,761.37	1.18%
102	14,115,551.25		2,809,807.99	16,925,359.24	9,936,602.08	6,988,757.16	3.40%
103	32,557,123.95		6,051,235.57	38,608,359.52	9,035,352.59	29,573,006.93	14.38%
104	20,832,327.83		4,503,917.06	25,336,244.89	11,460,018.82	13,876,226.07	6.75%
105	23,107,961.59		1,866,835.68	24,974,797.27	6,141,984.31	18,832,812.96	9.16%
106	21,990,794.71		669,752.51	22,660,547.22	8,913,398.73	13,747,148.49	6.68%
106.5	3,258,930.78		38,467,132.49	41,726,063.27	33,361,056.99	8,365,006.28	4.07%
106.7	144,655.29		462,669.72	607,325.01	440,149.60	167,175.41	0.08%
107	18,627,087.34		1,303,988.75	19,931,076.09	3,686,226.18	16,244,849.91	7.90%
108	6,021,981.04		676,021.13	6,698,002.17	1,353,533.92	5,344,468.25	2.60%
109	43,575,922.04		5,507,597.33	49,083,519.37	11,829,126.05	37,254,393.32	18.12%
2045	1,450,166.41		9,044,892.50	10,495,058.91	4,234,975.00	6,260,083.91	3.04%
217	52,651,152.10		6,075,527.15	58,726,679.25	12,161,241.02	46,565,438.23	22.64%
TOTAL	244,854,343.52	0.00	79,232,482.22	324,086,825.74	118,432,697.45	205,654,128.29	100.00%

Review/Approval of
Insurance Coverage
(12/01/2023 - 11/30/2024)

Review/Approval of Payables List

- November 21, 2023 - \$21,946.05

LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1037 Voucher Date: 11/21/2023 Prepared By: Brigid Murphy

Printed: 11/17/2023 02:17:06 PM

LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$21,946.05 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Shakana L. Kirksey-Miller President

Jessica A. Doherty Trustee

Carol A. McGowan Trustee

Koula A. Fournier Trustee

William H. Green Trustee

William F. Brockob Trustee

Nicholas H. Caprio Trustee

LYONS TOWNSHIP TRUSTEE OF SCHOOLS

Fund		Amount
10	EDUCATION	\$21,946.05
		<hr/>
		\$21,946.05

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1037

11/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BLUE CROSS AND BLUE SHIELD OF IL						
Check Group:						
D - 12/01/2023 - 12/31/2023		1	0	DEC23 11/21/2023	10.2.0481.0000.000.9946 DENTAL INSURANCE PAYABLE-ER	\$375.42
D - 12/01/2023 - 12/31/2023		1	0	DEC23 11/21/2023	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$38.20
M - 12/01/2023 - 12/31/2023		1	0	DEC23 11/21/2023	10.2.0481.0000.000.9944 HEALTH INSURANCE PAYABLE-ER	\$8,663.28
Check #: 0						
PO/InvoiceTotal:						\$9,076.90
Vendor Total:						\$9,076.90
CHICAGO SUN TIMES						
	1000047					
Check Group:						
12/09/2023 - 12/08/2024		1	0	194887 11/21/2023	10.5.2520.4400.000.0000 PERIODICALS	\$272.40
Check #: 0						
PO/InvoiceTotal:						\$272.40
Vendor Total:						\$272.40
COMCAST						
	1000050					
Check Group:						
11/29/2023 - 12/28/2023		1	0	112823 11/21/2023	10.5.2520.3400.000.0008 INTERNET	\$286.78
Check #: 0						
PO/InvoiceTotal:						\$286.78
Vendor Total:						\$286.78
Companion Life Insurance Company						
Check Group:						
V - 12/01/2023 - 12/31/2023		1	0	Dec23 11/21/2023	10.2.0481.0000.000.9948 VISION INSURANCE-ER	\$45.45

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1037

11/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IMAGETEC						
Check Group:						
11/22/2023 - 02/21/2024		1	0	713453 11/21/2023	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$281.45
Check #: 0						
PO/InvoiceTotal:						\$281.45
Vendor Total:						\$281.45
ProxIT, Inc.						
Check Group:						
MICROSOFT NOV23		1	0	23882 11/21/2023	10.5.2520.3160.000.0027 SOFTWARE	\$332.20
CLOUD BACK UP NOV23		1	0	23882 11/21/2023	10.5.2520.3160.000.0027 SOFTWARE	\$109.00
PROF. & TECH. SERVICES - IT		1	0	23882 11/21/2023	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT	\$1,050.00
Check #: 0						
PO/InvoiceTotal:						\$1,491.20
Vendor Total:						\$1,491.20
The Hartford						
Check Group:						
Worker's Compensation Renewal		1	0	FY24 11/21/2023	10.5.2520.3800.000.0014 WORKERS COMPENSATION	\$1,602.00
Check #: 0						
PO/InvoiceTotal:						\$1,602.00
Vendor Total:						\$1,602.00
TYLER BUSINESS FORMS						
Check Group:						
CHECKS		1	0	ORDER#265523 11/21/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$2,074.82
Check #: 0						

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1037 11/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$2,074.82
						Vendor Total: \$2,074.82
TYLER TECHNOLOGIES, INC						
Check Group:						
2020 ACA FILE CONVERSION		1 0		025-439690 11/21/2023	10.5.2520.3190.000.0000 OTHER PROFESSIONAL AND TECHNICAL SERVICES	\$510.00
						Check #: 0
						PO/InvoiceTotal: \$510.00
						Vendor Total: \$510.00
VISA						
Check Group:						
SOFTWARE		1 0		110123 11/21/2023	10.5.2520.3160.000.0027 SOFTWARE	\$60.00
HUMBLEFAX 10/14/23-11/14/23		1 0		110123 11/21/2023	10.5.2520.3160.000.0027 SOFTWARE	\$10.00
MEETING EXPENSE		1 0		110123 11/21/2023	10.5.2520.3330.000.0000 MEETING EXPENSE	\$100.34
MEETING EXPENSE		1 0		110123 11/21/2023	10.5.2520.3330.000.0000 MEETING EXPENSE	\$30.00
OFFICE SUPPLIES		1 0		110123 11/21/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$25.48
OFFICE SUPPLIES		1 0		110123 11/21/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$93.30
						Check #: 0
						PO/InvoiceTotal: \$319.12
						Vendor Total: \$319.12
Wells Fargo Vendor Financial Services						
Check Group:						
11/13/2023 - 12/12/2023		1 0		XXXXXXXXXXXX XXX 11/21/2023	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$466.50

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1037 11/21/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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Check #: 0

PO/InvoiceTotal:	\$466.50
Vendor Total:	\$466.50
Grand Total:	\$21,946.05

End of Report

Review/Approval of Authorized Depositories

IMRF Annual Contribution Rate Calendar Year 2024


Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST
www.lyonstto.net

BOARD OF SCHOOL TRUSTEES
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6438 Joliet Road, Unit 103
Countryside, IL 60525
Phone 708-352-4480
Fax 708-888-5651

DATE: November 15, 2023
TO: Board of School Trustees
FROM: Kenneth T. Getty, MBA, CSBO 
SUBJECT: IMRF Contribution Rate (Calendar Year 2024)

The LTTO IMRF employer contribution rate for calendar year 2024 was released in November 2023 at 2.44%. This rate was based on actuarial data from December 31, 2022 and does not consider an employee retirement that will be reflected in the calendar year 2024 actuarial data.

My recommendation to the Lyons Township Board of Trustees is to minimize year-over-year rate fluctuation and keep its current IMRF employer rate of 4.48% until its IMRF actuarial formula reflects the recent retirement data.

Recommended Motion:

"I move to approve keeping the current IMRF rate of 4.48% as the contribution rate for calendar year 2024 for the Lyons Township Trustees of Schools."

IMRF Executive Trustee Ballot Selection



Locally funded, financially sound.

- [▶ MY ACCOUNT](#)
- [▶ MEMBERS](#)
- [▶ RETIREES](#)
- [▶ EMPLOYERS](#)
- [▶ INVESTMENTS](#)
- [▶ ABOUT IMRF](#)
- [▶ FORMS AND PUBLICATIONS ARCHIVE](#)

2023 Executive Trustee Election



Jack Bower

Present Position

Executive Director of Broadview Public Library District

Length of Service

Broadview Public Library District, August 2022 to present. Oak Park Public Library, Technology Specialist, 2017 to present. Arlington Heights Memorial Library, Digital Services Manager, 2018 to 2022. Addison Public Library, Digital Services Coordinator, 2013 to 2018.

Current Job Duties

As Executive Director, I oversee the financials of the Library District – developing its \$1.7M budget, preparing its levy, responsibly investing its \$3M reserves, financial reporting, and debt management. I administer HR, including health insurance, benefits, and IMRF pension participation. I manage staff, develop community programs, and ensure the library effectively serves its patrons.

Other Pertinent Information

I deeply value this pension system and appreciate its fiscal responsibility. I am a Tier 2 participant. Tier 2 members only recently started vesting in 2021. I believe the board would benefit from more representation from this growing base. I seek to focus on these newer members and smaller employers. I've worked at 6 different IMRF employers and can offer a varied perspective. My goal is to ensure IMRF remains fiscally sound and viable for employers and all participants for years to come.

Quick Links

[Board of Trustees Directory](#)

[About the Board of Trustees](#)



Locally funded, financially sound.

2023 Executive Trustee Election



Sue Stanish

Present Position

Director of Finance for the Naperville Park District

Length of Service

Naperville Park District, January 2011 to present. Village of Willowbrook, Director of Finance, 1998 to 2010. City of Naperville, Accounting Manager, 1993 to 1998.

Current Job Duties

As Director of Finance I am responsible for the District's financial operations which include: investments, accounts payable, payroll, budgeting, forecasting, debt management, policy development and financial analysis.

Other Pertinent Information

Executive Trustee on the IMRF Board for the past 10 years, CPA, Past President of IGFOA, Past Board Member of IMET and Chair of PDRMA's Finance Committee.

It has been an honor serving on the IMRF board and the experience I have gained has been invaluable. If I am fortunate enough to serve another term on the IMRF Board, I will continue to work hard to ensure that the Fund remains fiscally sound and viable for members and employers.

Quick Links

[Board of Trustees Directory](#)

[About the Board of Trustees](#)

Cook County Property Tax Collection Delay – FY2024

Closed Session

Motion to suspend the Board Meeting for the purpose of entering Closed Session.

- ***Illinois Open Meetings Act, (5 ILCS 120/2 (c)(1)***, “Discussion on the appointment, employment, compensation, discipline, performance or dismissal specific employees of public body.”
- ***Illinois Open Meetings Act, (5 ILCS 120/2 (c)(11)***, “Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.”

Motion to reconvene the
Board Meeting
of the
Board of Trustees

Time: _____

Action as a result of Closed Session

Adjournment