

Township Trustees of Schools

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

BOARD OF SCHOOL TRUSTEES
Michael S. Thiessen, President
Theron G. Tobolski, Trustee
Michael Dickman, Trustee

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Minutes of the Special Meeting of the Lyons Township Trustees of Schools February 21, 2018 – 5:30 P.M.

Board of School Trustees

Mr. Michael Thiessen
Mr. Theron Tobolski
Mr. Michael Dickman

PRESENT

X

X

ABSENT

X

Staff Present

Dr. Susan Birkenmaier Mr. Ken Getty Lauralee Conway

Others Present

Ms. Emily Witt Mr. Bruce Klein Mr. Tim Musial Dr. Michael Popp
Dr. Mark Klaisner Mr. Jonathan Butkus

Call to Order & Roll Call

President Thiessen called the meeting to order at 6:03 P.M.

Pledge of Allegiance

Public Comments

None

President Thiessen motioned to move agenda item #9 – West 40 Update and agenda item #16 IT Consulting Agreement to #5 and #6. All in favor, motion carried.

Geneva Investment Performance Presentation

Mr. Bruce Klein and Mr. Tim Musial presented the Lyons Township Portfolio Update to the Board of School Trustees. Mr. Musial discussed the Lyons Township School Treasurer Performance through December 31, 2017. Discussion on sector breakdown and distribution by duration was discussed. Mr. Musial reviewed the portfolio valuation of Certificates of Deposits, Corporates, FHLMC's, FNMA's, Municipals and US Government Bonds. Mr. Klein reported an Illinois Municipal Bond purchase was made in the amount of \$ 500,000 on November 1, 2017. The Board of Trustees requested Mr. Klein and Mr. Musial continue researching Illinois based investments.

West 40 Update

Dr. Mark Klaisner thanked the Board of Trustees for their time and patience with West 40 Educational Services Center. Dr. Klaisner discussed the current State funding changes that will impact revenue funding for West 40. Currently the 2017 program growth for new students enrolling will be impacted due to the State of Illinois omitting funds from the State's budget resulting in a shortfall of approximately 1.4 million dollars. Mr. Popp reported West 40 is currently working with Chapman and Cutler on a 2.88 million dollar loan opinion. West 40 is investigating potential borrowing options. The Board of Trustees asked Dr. Michael Popp and Dr. Mark Klaisner to share the loan information from Chapman and Cutler. Mr. Popp will continue to update Treasurer Birkenmaier when information is available.

IT Consulting Agreement

Jonathan Butkus presented the Vision96 Statement of Work and Master Services Agreement to the Board of Trustees. Mr. Butkus explained he is unable to independently keep up with the demands of his client base as a sole provider of services. Mr. Butkus joined forces with a group called Vision96 to improve client services and responsiveness. The Board of Trustees requested some changes in the Statement of Work with a final review by the attorney prior to acceptance.

January 8, 2018 – TTO Open Minutes

Board of School Trustees reviewed the minutes of:

January 8, 2018 – TTO Open Meeting

Motion by Trustee Dickman to approve the January 8, 2018 open meeting minutes as presented. **Seconded by President Thiessen.**

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried

January 8, 2018 – TTO Closed Meeting

Board of School Trustees reviewed the minutes of:

January 8, 2018 Closed Meeting

Motion by President Thiessen to approve the January 8, 2018 closed meeting minutes as presented. **Seconded by Trustee Dickman.**

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried

Lyons Township Treasurer's Financial Reports

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

- January 2018

Dr. Birkenmaier reported 61% of the budget has been expended through January 31, 2018.

January 30, 2018 Payables

Motion by President Thiessen to approve the January 30, 2018 payables in the amount of \$ 32,559.83. **Seconded by Trustee Dickman**

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried

February 21, 2018 Payables

Motion by President Thiessen to approve the February 21, 2018 payables in the amount of \$ 68,701.06. **Seconded by Trustee Dickman**

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried

Review School Districts Official Records

Board of School Trustees reviewed the Lyons Township Schools and Coop’s financial records for:

- December 2017
- January 2018

District 102 & District 103 January financials are pending district level review.

Review/Approval of Depositories

Dr. Birkenmaier reported the depository listing was updated to reflect current depositories. U.S. Bank which was recently added, was removed as the District 103 depository and changed to FNBC in LaGrange. The list of approved depositories reflects all banks and institutions authorized to accept Lyons TTO deposits.

Motion by President Thiessen to approve the Authorized Depositories as presented. **Seconded by Trustee Dickman**

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried

December 31, 2017 Investment Report

Mr. Getty presented the Investment Analysis report dated December 31, 2017. There has been diversification in the portfolio with increases in Agency DUS/CMBSs (\$1,513,389) and Taxable Municipal Bonds (\$638,096) and a decrease in MBS: WHIT MBS (\$2,170,670).

PMA Investment Advisory Agreement effective April, 2018

Dr. Birkenmaier reported Prudent Man Advisors (PMA) has agreed to decrease their fees, effective April 1, 2018. PMA currently manages about \$68.6 million of the TTO’s long-term investment portfolio. A revised investment agreement was presented to the Board of Trustees for approval.

Motion by President Thiessen to approve the amended fee structure of the Prudent Man Advisors (PMA) Investment agreement with the Lyons Township Treasure’s Office. **Seconded by Trustee Dickman**

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried

Private Bank Schedule of Fees

Dr. Birkenmaier advised Private Bank that a reduction of fees has been requested from each of our investment brokers. Private Bank was asked to consider a reduction in their custodial fees. Private Bank maintains/provides a list of all Lyons TTO long-term investments and collateral reports. Private Bank has advised that they will reduce their fees by 10% effective April 1, 2018.

Motion by President Thiessen to approve the revised custodial fee structure for investments held and managed for the Lyons Township Treasurer’s Office by the Private Bank. **Seconded by Trustee Dickman**

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried

Health Insurance Cooperative Update

Dr. Birkenmaier and the Board of Trustees reviewed and discussed several alternative health benefits provider options other than the Lyons Township Elementary School Districts’ Employee Benefit Cooperative (LTESDEBC). Discussion followed.

Designated Representative to the Lyons Township Elementary School Districts’ Employee Benefit Cooperative Board

Motion by President Thiessen to appoint Dr. Susan Birkenmaier, Representative, and, as Alternate Representative, Mr. Ken Getty to represent Lyons Township School Treasurer’s Office in the Lyons Township Elementary School Districts’ Employee Benefit Cooperative Board of Directors for fiscal year 2017-18.. **Seconded by Trustee Dickman**

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried

Pro-Rata Discussion

President Thiessen requested the Pro-Rata discussion be tabled until the next special board meeting.

Motion to suspend the Special Meeting for the purpose of entering closed session
Motion at 8:30 P.M. by Trustee Dickman to enter closed session under:

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.”

Illinois Open Meetings Act, (5 ILCS 120/2 (c)(1), “Discussion on the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.”

Illinois Open Meetings Act, (5ILCS 120/2 (c)(21), “Discussion of minutes of meetings lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06”.

Seconded by Trustee Tobolski.

Roll Call: Ayes: Thiessen, Dickman
 Nays: None
 Absent: Tobolski

Motion Carried.

Semi-annual review of the minutes of meetings lawfully closed under the Open Meetings Act

Motion by President Thiessen to continue closed status of the below minutes of meetings lawfully closed under the Open Meetings Act. **Seconded by Trustee Dickman.**

Roll Call: Ayes: Thiessen, Dickman
 Nays: None
 Absent: Tobolski

Motion Carried.

December 21, 2012	November 9, 2015	January 9, 2017
February 6, 2014	December 17, 2015	March 13, 2017
February 24, 2014	February 3, 2016	April 24, 2017
August 25, 2014	March 16, 2016	May 22, 2017
October 29, 2014	April 25, 2016	June 26, 2017
December 11, 2014	June 27, 2016	August 14, 2017
February 12, 2015	August 22, 2016	September 25, 2017
March 23, 2015	September 26, 2016	November 28, 2017
May 26, 2015	October 31, 2016	January 8, 2018
October 2, 2015	November 28, 2016	

Motion to reconvene the Special Meeting of the Board of Trustees

Motion by Trustee Tobolski to reconvene the Special Meeting at 9:38 P.M. Seconded by President Thiessen.

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried.

Action as a result of Closed Session

None

Adjournment

Motion by Trustee Dickman to adjourn the Special Meeting at 9:38 P.M. Seconded by Trustee Tobolski.

Roll Call: Ayes: Dickman, Thiessen
 Nays: None
 Absent: Tobolski

Motion carried.

Minutes approved by:



President, Michael Thiessen

Trustee, Theron Tobolski



Trustee, Michael Dickman

Date: April 26, 2018

**MINUTES OF THE CLOSED MEETING OF THE
LYONS TOWNSHIP TRUSTEES OF SCHOOLS
February 21, 2018**

1. Call to Order.

The Closed Session of the Lyons Township Trustees of Schools was called to order by President Thiessen at the Township School Treasurer's Office, 22 Calendar Court, LaGrange, Illinois at 8:33p.m.

2. Roll Call.

Taken by President Thiessen. Present were President Thiessen, Trustee Dickman, Treasurer Susan Birkenmaier, Ken Getty, and attorney Emily Witt.

3. 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 a 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. 5 ILCS 120/2(c)(11).

Trustee Dickman gave an update on the status of the litigation with District 204. Trustee Dickman stated that the Judge denied District 204's summary judgement motion and the statute of limitations was not applied as a matter of law. Trustee Dickman explained that District 204 will respond to the TTO's summary judgment brief and then the TTO will reply to their response. The Board also discussed amending the compliant and the next steps and timelines in the case.

4. Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. 5 ILCS 120/2(c)(1).

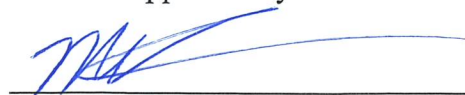
The Treasurer discussed specific employee performance concerns and how the Treasurer is addressing these issues and working with these employees.

The Treasurer and Board discussed the Treasurer's retirement and the process for finding a replacement Treasurer.

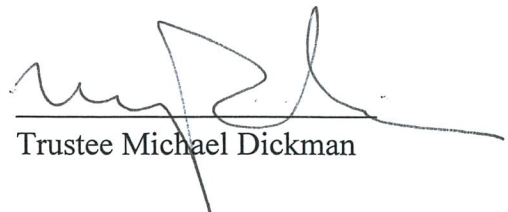
5. Adjournment.

President Thiessen asked for a motion to adjourn the Closed Session, which all members agreed to by unanimous consent. Closed session was adjourned at 9:38p.m.

Minutes Approved by:



President, Michael Thiessen



Trustee Michael Dickman

Date: 4-23-18