

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 June 27, 2016

1. Call to Order & Roll Call

President Thiessen called the meeting to order at 5:32 P.M.

Roll call was taken and present were Trustee Tobolski. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Office Manager; Lauralee Conway, Special Projects Coordinator; Ken Getty, Financial Services Specialist; Mike Vargas and Kurt Asprooth, TTO Attorney.

Absent: Trustee Dickman

2. Pledge of Allegiance

3. Public Comments

None

4. Approval of Issuance of Surety Bonds for the Argo High School District #217 Debt Certificates and G.O. Bonds

Treasurer Birkenmaier reviewed the Argo High School District 217 Board of Education bond issue for the re-issuance of previously issued Debt Certificate bonds in the amount of \$ 4.45 million. The debt certificates are expected to be repaid in July, 2016.

Motion by Trustee Tobolski to approve the issuance of surety bonds for District 217 debt certificates in the amount of \$ 4,450,000, followed by their repayment and cancellation of the debt certificate surety bond and the subsequent issuance of a surety bond for the General Obligation bonds in an amount not to exceed \$ 18.5 million between July to September 2016. **Seconded by President Thiessen.**

Roll Call: Ayes: Thiessen, Tobolski

Nays: None

Absent: Dickman

Motion Carried

5. **Approval of Minutes**

Motion by Trustee Tobolski to approve the *open session* minutes for:

April 25, 2016. Seconded by President Thiessen.

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

Motion Carried.

Motion by Trustee Tobolski to approve the *closed session* minutes for:

April 25, 2016. Seconded by President Thiessen.

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

Motion Carried.

6. **Review/Approval of the Lyons Township Treasurer's financial reports**

Treasurer Birkenmaier reviewed the Lyons Township School Treasurer's financial statements for the month April & May, 2016.

No action needed.

7. **Review/Approval of payable list**

Motion by Trustee Tobolski to approve the payables list for:

May 31, 2016 - \$ 85,561.81

Seconded by President Thiessen.

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

Motion Carried.

Motion by Trustee Tobolski to approve the payables list for:

June 27, 2016 - \$ 60,680.97

Seconded by President Thiessen.

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

Motion Carried.

8. **Review School Districts Official records**

Treasurer Birkenmaier reviewed the Lyons Township Schools and Coop's financial records for April and May, 2016 with the Board of School Trustees.

No action needed.

9. FY17 Board of Trustees Regular Scheduled Meetings

The Board of Trustees scheduled the following special meeting dates and to authorize the payment of recurring monthly bills and expenses for the month of July, 2016.

August 22, 2016

September 26, 2016

November 28, 2016

December 20, 2016

January 9, 2017

Motion by Trustee Tobolski to approve the special meeting dates and authorize Treasurer Birkenmaier to make the necessary recurring monthly payments for July, 2016.

Seconded by President Thiessen.

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

Motion Carried.

10. FY17 Proposed Preliminary Budget

Treasurer Birkenmaier reviewed the preliminary budget estimates \$ 5,421,194 in revenues, including any past due pro-rata payments. Estimated FY17 expenditures are \$ 1,442,447. The FY17 preliminary budget is approximately 2.2% lower than the FY16 budget but when compared to actual estimated FY16 year-end costs, the budget is expected to be about 4.4% lower than the FY16 actual expenditures. The Board of Trustees agreed to discuss the budget in more detail at the next special meeting scheduled for August 22, 2016.

No action was taken.

11. FY17 Commercial Insurance Coverage and Broker of Record

Treasurer Birkenmaier reviewed the FY17 Commercial Insurance Coverage report with the Board of School Trustees. Quote reports for all the commercial insurance coverage were presented to the Board of School Trustees. Recommendation to participate in the Illinois Counties Risk Management Trust (ICRMT) reporting the pool has been in existence since 1983. There are currently 299 members ranging from County, Township, Municipalities, School Districts and other governmental special districts throughout the State of Illinois. The rate quote was very competitive with an estimated annual savings of approximately \$2,200 over the traditional carrier renewal rates.

Motion by Trustee Tobolski to approve the LTTO to join the ICRMT pool for all commercial insurance coverage beginning July 1, 2016 and the FY17 premium payments.

Seconded by President Thiessen.

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

Motion Carried.

12. FY17 Treasurer's Bond

Motion by Trustee Tobolski to approve the Treasurer's bond for fiscal year 2016-2017.

Seconded by President Thiessen.

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

Motion Carried.

13. Annual Prevailing Wage 2016

Motion by Trustee Tobolski to approve Ordinance No. 2016-02 establishing the prevailing wage rates for the construction of public works projects for the Township Trustee of Schools, Township 38 North, Range 12 East, County of Cook and State of Illinois. **Seconded by President Thiessen.**

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

Motion Carried.

14. Employee Handbook

Motion by Trustee Tobolski to approve the "Final Employee Personnel Manual (effective July 1, 2016). **Seconded by President Thiessen.**

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

Motion Carried.

15. Closed Session

Motion by President Thiessen to suspend the Special Meeting for the purpose of entering closed session at **6:26 P.M.**, for the purpose of:

- *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.”

All in favor, motion carried.

15. Reconvene the Special Meeting of the Board of Trustees

Motion by Trustee Tobolski to reconvene the Special Meeting of the Board of Trustees at 7:19 P.M. **Seconded by President Thiessen.**

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

Motion Carried.

16. Action as a result of Closed Session

No action was taken as a result of closed session.

17. Adjournment


President Thiessen moved to adjourn the Special Meeting of the Board of Trustees at 7:19 P.M.

All in favor.

Minutes approved by:



President, Michael Thiessen



Trustee, Theron Tobolski

AUG 22 2016

Date

**MINUTES OF THE CLOSED MEETING OF THE
LYONS TOWNSHIP TRUSTEES OF SCHOOLS
June 27, 2016**

1. Call to Order.

The Closed Session of the Lyons Township Trustees of Schools was called to order by President Michael Thiessen at the Township School Treasurer's Office, 22 Calendar Court, LaGrange, Illinois at 6:32 p.m.

2. Roll Call.

Taken by President Thiessen. Present were President Thiessen, Trustee Tobolski, , Treasurer Susan Birkenmaier, and attorney Kurt S. Asprooth. Trustee Dickman was absent.

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)(5).

Treasurer Birkenmaier provided an update on the litigation with School District 204 and the recent case management conferences. The Board then discussed the potential depositions that will be taken in the case. The Board also discussed the evidence that has come to light thus far in the litigation. A discussion on whether School District 204's defense costs are being covered by insurance was then held.

The Board also held a discussion on the litigation costs that have been incurred to date and how those costs are shared among the pro-rata bills.

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

Treasurer Birkenmaier discussed the draft IMRF repayment agreement with Lauralee Conway relating to the unauthorized payments that were previously made on her behalf to IMRF. Attorney Asprooth provided an overview of the terms of the draft agreement. The Board discussed the timeline for approval of the agreement. The Board discussed the potential enforcement options for reimbursement of the unauthorized payments.

Treasurer Birkenmaier and the Board then discussed her recommended salary increases for specific employees of the TTO, including the proposed raises in relation to the prevailing salary rates in the current market for each position. The Board held a lengthy discussion regarding the salary increase to be provided to employee Mike Vargas.

The Board then discussed the performance of newly hired employee Maurice Brown.

5. Adjournment.

President Thiessen moved to adjourn the Closed Session, seconded by Trustee Tobolski. A roll call vote was taken, with President Thiessen and Trustee Tobolski voting aye. Closed session was adjourned at 7:18 p.m.

Minutes Approved by:



President, Michael Thiessen



Trustee Theron Tobolski

AUG 22 2016

Date: _____