

# 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 April 25, 2016*

### 1. Call to Order & Roll Call

**President Thiessen** called the meeting to order at 5:00 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 and Kurt Asprooth, TTO Attorney.

Trustee Dickman arrived at 5:31 P.M.

### 2. Pledge of Allegiance

### 3. Public Comments

President Thiessen requested to move agenda items #12 Personnel Action to the beginning of the agenda for discussion. The Trustees agreed.

### 4. Personnel Action

Attorney Asprooth reviewed the terms of the Separation Agreements for Frances Green, Donna Lewis and Beverly Carnevale as presented.

**Motion by Trustee Dickman** to approve Fran Greens separation agreement: The Trustees agreed to pay, on Green's behalf, healthcare insurance premiums directly to the Trustees' health insurance provider up to a maximum amount of \$28,000 or until February 19, 2020, whichever occurs first. Green voluntarily resigns her employment with the Trustees effective September 30, 2016. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Thiessen, Tobolski, Dickman

Nays: None

Absent: None

***Motion Carried***

**Motion by Trustee Dickman** to approve Donna Lewis' separation agreement: The Trustees agreed to pay, on Lewis' behalf, healthcare insurance premiums directly to the Trustees' health insurance provider up to a maximum amount of \$28,000 or until September 11, 2017, whichever occurs first. Lewis voluntarily resigns her employment with the Trustees effective April 30, 2016. **Seconded by Trustee Tobolski.**

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

***Motion Carried***

**Motion by Trustee Dickman** to approve Beverly Carnevale's separation agreement: The Trustees agreed to pay, on Carnevale's behalf, healthcare insurance premiums directly to the Trustees' health insurance provider up to a maximum amount of \$40,000. The Trustees waived unauthorized payments made on behalf of Carnevale to IMRF. Carnevale agreed to the waiver and release of all claims. Carnevale voluntarily resigns her employment with the Trustees effective June 30, 2016. **Seconded by Trustee Tobolski.**

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

***Motion Carried***

**5. Investment Update – March 31, 2016**

Dr. Birkenmaier reported over the past quarter, the Bank of America Merrill Lynch Treasury & Agency Index rate of return has increased to 1.59 in December 2015 to 2.67 in March 2016. Concurrently the TTO portfolio annualized rate of return on investments has increased but is subject to changes in market conditions.

**6. Approval of Minutes**

**Motion by Trustee Dickman** to approve of the *open session* minutes for: **March 16, 2016. Seconded by Trustee Tobolski.**

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

***Motion Carried.***

**Motion by Trustee Tobolski** to approve of the *closed session* minutes for:  
**March 16, 2016. Seconded by Trustee Dickman.**

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

***Motion Carried.***

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

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

*No action needed.*

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

**Motion by Trustee Dickman** to approve the payables list for:

April 15, 2016 - \$ 282.12

**Seconded by Trustee Tobolski.**

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

***Motion Carried.***

**Motion by Trustee Dickman** to approve the payables list for:

April 25, 2016 - \$ 87,972.33

**Seconded by Trustee Tobolski.**

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

***Motion Carried.***

**9. Review School Districts Official records**

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

*No action needed.*

**10. Lyons Township Elementary School Districts' Employee Benefit Cooperative**

**Appointed Representatives**

**Motion by Trustee Dickman** to appoint Dr. Susan L. Birkenmaier, Representative, and as Alternate Representative, Mr. Ken Getty or Mike Vargas, to represent Lyons Township School Treasurer's Office in the LTESDEBC from April 25, 2016 through June 30, 2016. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Thiessen, Tobolski, Dickman



Nays: None  
Absent: None

***Motion Carried.***

**11. Employee Handbook**

Trustee Dickman agreed to review the "Final Employee Handbook", for approval at the next Board of Trustees meeting.

**12. Establishment of Employee 403(b)/457 Retirement Plan**

Dr. Birkenmaier discussed the difference and options of the 404(b) and the 457 Plans. The Board inquired on the cost for an administrator to service the plan. Mr. Ken Getty agreed to research the request and report back to the board at another time.

**13. Staffing Plan Update**

Dr. Birkenmaier presented a revised FY17 staffing plan proposal to the Board of Trustees, discussion followed.

**14. Closed Session**

**Motion by President Thiessen** to suspend the Special Meeting for the purpose of entering closed session at **6:10 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 Dickman** to reconvene the Special Meeting of the Board of Trustees at **7:16 P.M.** **Seconded by Trustee Tobolski.**

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

***Motion Carried.***

**16. Action as a result of Closed Session**

**Motion by Trustee Dickman** to authorize Treasurer Birkenmaier to hire a "Staff Accountant" and set the salary up to \$ 37,500. Hiring will be contingent on Background and Reference checks. **Seconded by Trustee Tobolski.**

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

***Motion Carried.***

**Motion by Trustee Dickman** to authorize Treasurer Birkenmaier to hire a "Senior Accountant" and set the salary up to \$ 72,500. Hiring will be contingent on Background and Reference checks. **Seconded by Trustee Tobolski.**

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

***Motion Carried.***

**17. Adjournment**

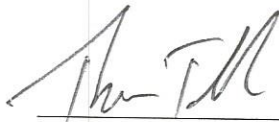
**President Thiessen** moved to adjourn the Special Meeting of the Board of Trustees at 7:19 P.M.

**All in favor.**

Minutes approved by:



**President, Michael Thiessen**



**Trustee, Theron Tobolski**

\_\_\_\_\_  
**Trustee, Michael Dickman**

6-27-16  
**Date**