

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 March 16, 2016

1. Call to Order & Roll Call

President Thiessen called the meeting to order at 5:45 P.M.

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

Also present: Frances Green, Nancy Bechtold and Beverly Carnevale.

2. Pledge of Allegiance

3. Public Comments

President Thiessen asked if there were any public comments, there were none. President Thiessen requested to move agenda items #10 Employee Handbook and #11 Personnel – Staffing Plan to the beginning of the agenda for discussion.

4. Employee Handbook

The Board of Trustees discussed the follow-up board inquiries/issues pending on the personnel manual. Final changes were discussed and agreed upon. The final draft will be completed and presented for approval at the next Board meeting. The board agreed to convert all sick/personal/vacation time to a use or lose PTO (paid time off plan) effective July 1, 2016. The employee's current sick and vacation time will be banked as a separate plan to use if needed.

5. Personnel – Staffing Plan

Dr. Birkenmaier presented the staff assignment plan development update to the Board of Trustees. Dr. Birkenmaier discussed changes that have occurred in the areas of financial software operation, specifically the advanced functionality of software. There were two

staff position options presented to the Board for review and discussion. The Board will revisit the staffing plan at the next board meeting.

6. Investment Update – December 31, 2015

Dr. Birkenmaier reviewed the December 31, 2015 Lyons Township of School Investment Portfolio. The following items were discussed:

- Long Term Investments
- Short Term Investments
- Cash
- Rate of Return

President Thiessen directed Mr. Getty to draft a press release reporting the estimated annualized rate of return on the Lyons Township Investment Portfolio.

7. Resolution to Adopt the Annual 1,000 Hour Standard for IMRF Participation.

Motion by Trustee Dickman to adopt the annual 1,000 hour standard for IMRF participation. **Seconded by Trustee Tobolski.**

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

Motion Carried

8. Approval of Minutes

Motion by Trustee Dickman to approve of the *open session* minutes for: **February 3, 2016. Seconded by Trustee Tobolski.**

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

Motion Carried.

Motion by Trustee Dickman to approve of the *closed session* minutes for: **February 3, 2016. Seconded by Trustee Tobolski.**

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

Motion Carried.

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

Treasurer Birkenmaier reviewed the Lyons Township School Treasurer's financial statements for the months of January, 2016 and February, 2016.

No action needed.

10. Review/Approval of payable list

Motion by Trustee Tobolski to approve the payables list for:
March 16, 2016 - \$ 76,119.41

Seconded by Trustee Dickman.

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

Motion Carried.

11. Review School Districts Official records

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

No action needed.

12. Closed Session

Motion by President Thiessen to suspend the Special Meeting for the purpose of entering closed session at **7:49 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.

13. Reconvene the Special Meeting of the Board of Trustees

Motion by Trustee Tobolski to reconvene the Special Meeting of the Board of Trustees at **7:32 P.M.** **Seconded by Trustee Dickman.**

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

14. Action as a result of Closed Session

No action was taken.

15. Adjournment


President Thiessen moved to adjourn the Special Meeting of the Board of Trustees at 9:06 P.M.

All in favor.

Minutes approved by:



President, Michael Thiessen



Trustee, Theron Tobolski



Trustee, Michael Dickman

APR 25 2016

Date