

# Township Trustees of Schools

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

BOARD OF SCHOOL TRUSTEES  
Michael S. Thiessen, President  
Michael Dickman, Trustee  
Nicholas A. Kantas, Trustee

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## *Minutes of the Regular Meeting of the Board of Trustees of the Lyons Township School Treasurer's Office*

**May 18, 2020 – 5:00 P.M.**

**The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois  
(Lyons Township) have called a special meeting on May 18, 2020 at 5:00 P.M.**

**Pursuant to Governor Pritzker's Executive Order 2020-07, the special meeting will be a  
virtual meeting.**

### **Microsoft Teams Virtual Meeting Information**

**Conference ID: 459 927 921#**

#### **Board of School Trustees**

Mr. Michael Thiessen  
Mr. Michael Dickman  
Mr. Nicholas Kantas

#### **VIRTUALLY PRESENT**

X  
X (joined @5:10pm)  
X

#### **ABSENT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **Staff Present**

Mr. Kenneth Getty, Treasurer  
Ms. Brigid Murphy, Director of Finance and Operations

#### **Others Present**

Ms. Amy Purham, Attorney  
Mr. Kathleen Graffam, League of Women Voters  
Mr. Dave Palzet, Superintendent, Pleasantdale School District #107

#### **Call to Order**

President Thiessen called the meeting to order at 5:03 P.M.

#### **Pledge of Allegiance**

#### **Public Comments**

None

**April 27, 2020 – TTO Open Session Minutes**

**Motion by Trustee Kantas** to approve the April 27, 2020, open session minutes as presented.  
**Seconded by President Thiessen.**

Roll Call: Ayes: Kantas, Thiessen, Dickman absent at the time of the vote  
Nays: None

*Motion carried.*

**April 27, 2020 – TTO Closed Session Minutes**

**Motion by Trustee Kantas** to approve the April 27, 2020, closed session minutes as presented.  
**Seconded by President Thiessen.**

Roll Call: Ayes: Kantas, Thiessen, Dickman absent at the time of the vote  
Nays: None

*Motion carried.*

**Treasurer’s Report**

Treasurer Getty reported that the LTTO staff & families remain healthy amidst the COVID-19 pandemic and all had wonderful Mother’s Day. TTO staff continues to work seamlessly albeit remotely. Staff worked with a member district to resolve a payroll related fraud issue on Friday. ISBE is meeting on 5/20/20 and will be discussing how the CARES Act funds will be deployed. It is estimated that LTTO member districts will receive approximately \$3.5 million in CARES Act funding. The Treasurer continues to have weekly calls with our investment advisors and monitors cash flow and liquidity on a daily basis.

**Trustee Dickman joined the meeting at 5:10 PM**

**May 18, 2020 Payables List**

**Motion by Trustee Dickman** to approve the May 18, 2020, in the amount of \$16,163.37 as presented. **Seconded by Trustee Kantas.**

Roll Call: Ayes: Kantas, Dickman, Thiessen  
Nays: None

*Motion carried.*

**Review School Districts Official Records**

The Board of School Trustees reviewed the Lyons Township Member District’s financial records for:

- March 2020

**NEW BUSINESS**

**Review/Approval of Depositories**

Brigid Murphy reviewed the Authorized Depository listing with the Board of Trustees. The listing has been updated to reflect the April 2020 merger of Countryside Bank with Hinsdale Bank & Trust a Wintrust Bank.

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

Roll Call: Ayes: Dickman, Kantas, Thiessen  
Nays: None

*Motion carried.*

**Lyons Township School Treasurer’s Employee Insurance Benefit Renewal**

**Motion by Trustee Dickman** to approve FY2021 employee insurance vision and life insurance policy renewals. **Second by Trustee Kantas.**

Roll Call: Ayes: Dickman, Kantas, Thiessen  
Nays: None

*Motion carried.*

**Personnel Policy Manual**

Treasurer Getty is seeking guidance from the Board to allow employees to carry over five PTO days into the next fiscal year. Employees have had to cancel vacation/travel plans as a result of the COVID-19 pandemic. The current personnel manual states that unused PTO time is forfeited at the end of each fiscal year and would like approval from the Board to work with the legal counsel to make the change to the personnel manual so that employees can carry over up to five unused FY20 PTO time on a one-time only basis so they do not lose the PTO time. The time must be used during FY21 employment, cannot be paid or cashed out and use is subject to Treasurer’s staffing needs so as not to impact service to member districts. Draft of updated policy will be presented at the June

**Approval of Information Technology Contract-Proxit IT Services**

**Motion by Trustee Dickman** to approve Proxit IT Services beginning June 1, 2020. **Second by Trustee Kantas.**

Roll Call: Ayes: Dickman, Kantas, Thiessen  
Nays: None

*Motion carried.*

**FY2021 Board of School Trustees Future Meeting Dates**

**Motion by Trustee Dickman** to approve the below FY2021 Board of School Trustees Future Meeting Dates. **Seconded by President Thiessen.**

- June 22, 2020
- July 20, 2020 (Rescheduled from 7/6/20)
- August 24, 2020
- September 28, 2020
- October 26, 2020 (Rescheduled from 10/5/20)
- November 30, 2020
- December 21, 2020 (tentative)
- January 25, 2021 (Rescheduled from 1/4/21)
- February 22, 2021
- April 26, 2021 (Rescheduled from 4/5/21)

**Cook County Tax Distribution – FY2021**

The Cook County Board is meeting on May 21, 2020, and it is expected that they will pass a waiver of property tax late fees for up to 60 days after the due date. The waiver is not expected to apply to mortgage companies or third-party payors. This waiver may have an impact on the TTO cash flows. As a result, we are anticipating receiving up to 50% less in property tax collections in July and August 2021. Treasurer Getty will continue to monitor all developments in Cook

County and collar counties and is currently working to schedule a meeting with the Cook County Treasurer to discuss the expected collection cycles for the remainder of the 2020. As a result, the TTO is planning for additional liquidity to assist member districts.

## OLD BUSINESS

### **District 204 Litigation Update**

Due to the COVID-19 pandemic the Cook County Courts have put a hold on all civil litigation proceedings. A new trial date has not yet been set. All filings are current and available on the TTO's public website. The Trustees remain willing to participate in settlement discussions.

### **Motion to suspend the Special Meeting for the purpose of entering closed session:**

**Motion at 5:57 PM 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."

**Seconded by Trustee Kantas.**

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

*Motion carried.*

### **Adjournment**

**Motion by President Thiessen** to simultaneously adjourn the closed session and the Regular Meeting of the Board of Trustees at 7:05 P.M. **Seconded by Trustee Dickman.**

Roll Call:      Ayes:      Kantas, Dickman, Thiessen  
                     Nays:      None

*Motion Carried.*

**Minutes approved by:**

\*\*\*Minutes have been approved at the 06/22/2020 Meeting and will be signed when the current COVID-19 precautions allow.

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**President, Michael Thiessen**

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**Trustee, Michael Dickman**

\_\_\_\_\_  
**Trustee, Nicholas A. Kantas**

**Date:** 06/22/2020