

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 26, 2017

Call to Order & Roll Call

President Thiessen called the meeting to order at 5:37 P.M.

Roll call was taken and present were Trustee Tobolski. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Financial Analyst; Ken Getty, and Emily Witt, TTO Attorney.

Trustee Dickman arrived at 5:43 P.M.

Pledge of Allegiance

Public Comments

None

Review/Approval of Minutes

Motion by Trustee Tobolski to approve the following minutes:

May 22, 2017 – TTO Reorganizational Meeting

Seconded by President Thiessen

Roll Call: Ayes: Thiessen, Tobolski

Nays: None

Absent: Dickman

Motion carried.

Review/Approval of Minutes

Motion by Trustee Tobolski to approve the following minutes:

May 22, 2017 – TTO Open Meeting

Seconded by President Thiessen

Roll Call: Ayes: Thiessen, Tobolski

Nays: None

Absent: Dickman

Motion carried.

Review/Approval of Minutes

Motion by Trustee Tobolski to approve the following minutes:

May 22, 2017 – TTO Closed Session

Seconded by President Thiessen

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

Motion carried.

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

Treasurer Birkenmaier reported the May 2017 financials are currently at 125% due to CPA services and litigation costs.

Review School Districts Official Records

Treasurer Birkenmaier reported the May 2017 official records. The State of Illinois continues to be behind in releasing state funds to West 40.

Review/Approval of Payables List

Motion by Trustee Tobolski to approve the payables list for:

June 26, 2017 - \$ 108,003.44. **Seconded by President Thiessen**

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

Motion carried.

Trustee Dickman arrived at 5:43 P.M.

FY18 Preliminary Budget

The preliminary budget for the 2017-18 fiscal year was presented for Trustee consideration and advisement. The Trustees questioned litigation costs and the current contracted CPA. Dr. Birkenmaier will report back to the Board of Trustees with a possible litigation budget amount and the contracted CPA at the next August 14, 2017 meeting when the FY18 Final Budget is presented for final approval.

Motion by Trustee Tobolski to approve the FY18 Preliminary Budget. **Seconded by Trustee Dickman.**

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

Motion carried.

FY18 Treasurer's Bond

Motion by Trustee Tobolski to approve the FY18 Treasurer's Bond. Seconded by **Trustee Dickman**.

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

Motion carried.

Review/Approval of Leases, Contracts or Agreements

➤ FY18 CYBER LIABILITY AND PRIVACY POLICY RENEWAL

Motion by Trustee Tobolski to approve the FY18 Cyber Liability and Privacy Policy Renewal - \$ 1,757.00. Seconded by **Trustee Dickman**

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

Motion carried.

➤ COPIERS

Treasurer Birkenmaier recommended the replacement and equipment buy out of the TTO copiers due to frequent copier breakdowns and regular service calls. Discussion on payment due dates were discussed along with cost of colored images. Treasurer Birkenmaier will report back to the Board of Trustees at the next August 14, 2017 meeting.

Annual Prevailing Wage Ordinance 2017-01

Motion by Trustee Tobolski to adopt Ordinance No. 2017-01 establishing the prevailing wage rates for the construction of public works projects for the Township Trustees of Schools, Township 38 north, Range 12 East, County of Cook and State of Illinois. Investment fund management agreement. **Seconded by Trustee Dickman.**

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

Motion carried.

District Updates

Treasurer Birkenmaier discussed the current pro rata FY16 receivable payments with the Board of Trustees.

Motion to suspend the Special Meeting for the purpose of entering closed session.

Motion by Trustee Dickman to suspend the Special Meeting for the purpose of entering closed session at **6:23 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.”

Seconded by Trustee Tobolski.

10. Reconvene the Special Meeting of the Board of Trustees

Motion by President Thiessen to reconvene the Special Meeting of the Board of Trustees at **7:01 P.M.** **Seconded by Trustee Dickman.**

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

Motion Carried.

11. Action as a result of Closed Session

➤ **EMPLOYMENT RECOMMENDATION**

Motion by Trustee Tobolski to hire Jonathan Villar as an accounting intern .

Compensation package

- 12 hours per week during school session weeks and up to 40 hours/week during non-school session weeks.
- \$12.50/hour, not to exceed 999 work hours per fiscal year.
- No pension, insurance, holiday or paid time off (PTO) benefits will be provided.

Seconded by Trustee Dickman.

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

Motion Carried.

➤ **FY18 EMPLOYEE COMPENSATION**

Motion by Trustee Tobolski to approve the proposed salary increases for FY18 as presented with the modification to increase the salary of Nancy Bechtold to \$55,000/year and Ken Getty's job title to Director of Finance and Operations.

12. Adjournment

President Thiessen moved to adjourn the Special Meeting of the Board of Trustees at **7:04 P.M. Seconded by Trustee Dickman.**

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

Motion Carried.

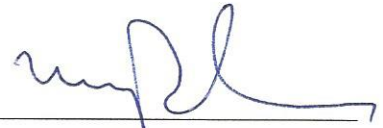
Minutes approved by:



President, Michael Thiessen



Trustee, Theron Tobolski



Trustee, Michael Dickman

Approved on: August 14, 2017