

# 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

22 Calendar Ave. STE D  
LaGrange, IL 60525  
Phone 708-352-4480  
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## NOTICE

### **NOTICE OF A SPECIAL MEETING OF THE BOARD OF TRUSTEES OF THE LYONS TOWNSHIP SCHOOL TREASURER'S OFFICE**

**June 24, 2019 – 6:00 P.M.**

The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois (Lyons Township) have called a special meeting to be held in the office of the School Treasurer located at 22 Calendar Court, Suite D., LaGrange, Illinois, on June 24, 2019 at 6:00 P.M.

## AGENDA

**1. Call to Order & Roll Call**

**2. Pledge of Allegiance**

**3. Public Comments**

**4. Review/Approval of Minutes**

Board of School Trustees review and approval of the Lyons Township School Treasurer's minutes of:

1. May 28, 2019 – TTO Open Meeting
2. May 28, 2019 – TTO Closed Meeting

**5. Review the Lyons Township Treasurer's Financial Reports**

Board of School Trustees discussion and review of the Lyons Township School Treasurer's financial statements for the following months as presented.

- May 2019

**6. Review/Approval of Payables List**

Board of School Trustees approval and ratification for the payment of expenses is requested for the Lyons Township School Treasurer's payables in the amount of :

- June 10, 2019 - \$ 281.93
- June 24, 2018 - \$ 85,128.03
- **Total \$ 85,409.96**

7. **Review School Districts Official Records**

Board of School Trustees discussion and review of the Lyons Township Schools and Coop's financial records for:

- May 2019

**NEW BUSINESS:**

8. **Lyons Township Elementary School Districts' Employee Benefit Cooperative Joint Dissolution Agreement**

9. **FY20 Cyber Liability Policy**

10. **Personnel Policy Manual**

11. **Personnel Update**

**OLD BUSINESS:**

12. **West 40**

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

- *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."

14. **Motion to reconvene the Special Meeting of the Board of Trustees**

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

16. **Adjournment**

Township of School Trustees  
Special Meeting  
June 24, 2019

6:00 P.M.

22 Calendar Court, Suite D



**MEETING**

Call to Order

# Pledge of Allegiance

# Public Comments

# Review/Approval of Minutes

May 28, 2019 – TTO Open Meeting

May 28, 2019 – TTO Closed Meeting

# Review the Lyons Township Treasurer's Financial Reports

- May 2019



# Lyons Township Trustee of Schools

## Revenues-Expenditures by Function

Fiscal Year: 2018-2019

From Date: 5/1/2019 To Date: 5/31/2019

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.4.1940.0000.000.4001	PRORATA - CURRENT YEAR	\$1,608,192.00	(\$413,488.15)	(\$413,488.15)	\$2,021,680.15	\$0.00	\$2,021,680.15	125.71%
10.4.1940.0000.000.4002	PRORATA - IMMEDIATE PRIOR YEAR	\$354,104.00	\$0.00	(\$218,150.11)	\$572,254.11	\$0.00	\$572,254.11	161.61%
10.4.1940.0000.000.4003	PRORATA - PRIOR YEARS	\$386,985.00	\$0.00	\$0.00	\$386,985.00	\$0.00	\$386,985.00	100.00%
	FUNCTION: SERVICES PROVIDED TO OTHER DISTRICTS - 1940	\$2,349,281.00	(\$413,488.15)	(\$631,638.26)	\$2,980,919.26	\$0.00	\$2,980,919.26	126.89%
10.5.2520.1000.000.5001	SALARIES - TREASURER	\$140,000.00	\$11,666.66	\$128,333.26	\$11,666.74	\$0.00	\$11,666.74	8.33%
10.5.2520.1000.000.5002	SALARIES - OFFICE MANAGER	\$71,193.00	\$9,932.76	\$65,260.36	\$5,932.64	\$0.00	\$5,932.64	8.33%
10.5.2520.1000.000.5004	SALARIES - PAYROLL	\$60,000.00	\$5,000.00	\$55,000.00	\$5,000.00	\$0.00	\$5,000.00	8.33%
10.5.2520.1000.000.5008	SALARIES - PT RECORDS MANAGEM	\$17,000.00	\$2,967.04	\$13,944.08	\$3,055.92	\$0.00	\$3,055.92	17.98%
10.5.2520.1000.000.5011	SALARIES - DIR OF FINANCE AND	\$75,000.00	\$7,500.00	\$63,750.00	\$11,250.00	\$0.00	\$11,250.00	15.00%
10.5.2520.1000.000.5012	SALARIES - ACCOUNTANT	\$38,603.00	\$3,216.92	\$35,340.16	\$3,262.84	\$0.00	\$3,262.84	8.45%
10.5.2520.1000.000.5013	SALARIES - SR ACCOUNTANT	\$76,126.00	\$6,343.84	\$69,691.57	\$6,434.43	\$0.00	\$6,434.43	8.45%
10.5.2520.1000.000.5014	SALARIES - RECEPTION/BANKING	\$1,250.00	\$0.00	\$1,237.58	\$12.42	\$0.00	\$12.42	0.99%
10.5.2520.1000.000.5015	SALARIES - PT BUSINESS SERVICE	\$15,000.00	\$868.00	\$12,017.30	\$2,982.70	\$0.00	\$2,982.70	19.88%
10.5.2520.2120.000.0000	BENEFITS - IMRF	\$43,802.00	\$3,214.78	\$37,300.69	\$6,501.31	\$0.00	\$6,501.31	14.84%
10.5.2520.2130.000.0000	FICA	\$39,912.00	\$3,542.66	\$36,863.22	\$3,048.78	\$0.00	\$3,048.78	7.64%
10.5.2520.2140.000.0000	MEDICARE	\$9,334.00	\$828.51	\$8,621.74	\$712.26	\$0.00	\$712.26	7.63%
10.5.2520.2210.000.0000	LIFE INSURANCE	\$1,350.00	\$228.52	\$1,216.21	\$133.79	\$0.00	\$133.79	9.91%
10.5.2520.2220.000.0000	MEDICAL INSURANCE	\$100,000.00	\$9,189.64	\$89,062.73	\$10,937.27	\$0.00	\$10,937.27	10.94%
10.5.2520.2230.000.0000	DENTAL INSURANCE	\$7,500.00	\$1,187.80	\$6,691.40	\$808.60	\$0.00	\$808.60	10.78%
10.5.2520.2341.000.0000	VISION INSURANCE	\$1,000.00	\$186.21	\$906.42	\$93.58	\$0.00	\$93.58	9.36%
10.5.2520.3100.000.0000	CPA SERVICES	\$65,000.00	\$11,537.50	\$55,116.75	\$9,883.25	\$0.00	\$9,883.25	15.21%
10.5.2520.3100.000.0023	PROF. & TECH. SERVICES - IT	\$13,000.00	\$1,870.25	\$7,330.75	\$5,669.25	\$0.00	\$5,669.25	43.61%
10.5.2520.3110.000.0000	EMPLOYEE ASSISTANCE SERVICES	\$2,500.00	\$625.00	\$2,500.00	\$0.00	\$0.00	\$0.00	0.00%
10.5.2520.3160.000.0000	ANNUAL IV. LICENSE	\$120,000.00	\$0.00	\$119,739.00	\$261.00	\$0.00	\$261.00	0.22%
10.5.2520.3160.000.0027	SOFTWARE	\$12,000.00	\$399.51	\$9,110.38	\$2,889.62	\$0.00	\$2,889.62	24.08%
10.5.2520.3170.000.0000	AUDIT/FINANCIAL SERVICES	\$24,000.00	\$539.00	\$20,339.00	\$3,661.00	\$0.00	\$3,661.00	15.25%
10.5.2520.3180.000.0000	DEL GALDO LEGAL SERVICES	\$26,000.00	\$1,526.25	\$21,535.00	\$4,465.00	\$0.00	\$4,465.00	17.17%
10.5.2520.3180.000.0001	MILLER CANFIELD - LITIGATION	\$500,000.00	\$60,123.94	\$447,036.08	\$52,963.92	\$0.00	\$52,963.92	10.59%
10.5.2520.3190.000.0000	OTHER PROFESSIONAL AND TECHNIC	\$1,000.00	\$0.00	\$518.75	\$481.25	\$0.00	\$481.25	48.13%
10.5.2520.3200.000.0000	PROPERTY SERVICES	\$75.00	\$95.68	\$574.86	\$0.14	\$0.00	\$0.14	0.02%
10.5.2520.3200.000.0002	PROPERTY APPRAISAL	\$1,200.00	\$0.00	\$1,055.00	\$145.00	\$0.00	\$145.00	12.08%
10.5.2520.3210.000.0000	SANITATION SERVICES	\$840.00	\$70.00	\$770.00	\$70.00	\$0.00	\$70.00	8.33%
10.5.2520.3220.000.0000	CLEANING SERVICES	\$5,100.00	\$850.00	\$5,100.00	\$0.00	\$0.00	\$0.00	0.00%
10.5.2520.3250.000.0000	RENTALS	\$51,000.00	\$4,154.00	\$46,225.00	\$4,775.00	\$0.00	\$4,775.00	9.36%
10.5.2520.3250.000.0003	COPIER & PRINTER LEASE	\$13,500.00	\$968.00	\$12,040.15	\$1,459.85	\$0.00	\$1,459.85	10.81%
10.5.2520.3250.000.0004	NEOPOST LEASE	\$2,004.00	\$501.00	\$2,004.00	\$0.00	\$0.00	\$0.00	0.00%
10.5.2520.3320.000.0000	TRAVEL	\$100.00	\$0.00	\$55.79	\$44.21	\$0.00	\$44.21	44.21%
10.5.2520.3330.000.0000	MEETING EXPENSE	\$800.00	\$0.00	\$631.82	\$168.18	\$0.00	\$168.18	21.02%
10.5.2520.3400.000.0000	TELEPHONE SERVICE	\$9,000.00	\$687.73	\$7,626.22	\$1,373.78	\$0.00	\$1,373.78	15.26%
10.5.2520.3400.000.0005	POSTAGE	\$500.00	\$20.90	\$325.87	\$174.13	\$0.00	\$174.13	34.83%
10.5.2520.3400.000.0006	DELIVERY SERVICES	\$80.00	\$0.00	\$75.35	\$4.65	\$0.00	\$4.65	5.81%
10.5.2520.3400.000.0008	INTERNET	\$2,800.00	\$473.70	\$2,543.35	\$256.65	\$0.00	\$256.65	9.17%
10.5.2520.3600.000.0000	PRINTING AND BINDING	\$19,000.00	\$0.00	\$18,930.91	\$69.09	\$0.00	\$69.09	0.36%
10.5.2520.3800.000.0000	COBRA ADMINISTRATION	\$760.00	\$114.03	\$722.19	\$37.81	\$0.00	\$37.81	4.98%
10.5.2520.3800.000.0011	RETIREE/COBRA BENEFITS	\$15,000.00	\$2,489.11	\$14,600.56	\$399.44	\$0.00	\$399.44	2.66%
10.5.2520.3800.000.0013	COMMERCIAL PACKAGE	\$9,000.00	\$0.00	\$8,958.00	\$42.00	\$0.00	\$42.00	0.47%
10.5.2520.3800.000.0014	WORKERS COMPENSATION	\$3,200.00	\$0.00	\$3,106.00	\$94.00	\$0.00	\$94.00	2.94%
10.5.2520.3800.000.0016	PUBLIC OFFICIALS LIABILITY	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	0.00%
10.5.2520.3800.000.0017	CYBER LIABILITY	\$1,875.00	\$0.00	\$1,875.00	\$0.00	\$0.00	\$0.00	0.00%
10.5.2520.3800.000.2009	ILLINOIS DEPT OF EMPLOYMENT SE	\$5,000.00	\$685.00	\$3,562.00	\$1,438.00	\$0.00	\$1,438.00	28.76%

**Lyons Township Trustee of Schools**

**Revenues-Expenditures by Function**

Fiscal Year: 2018-2019

From Date: 5/1/2019

To Date: 5/31/2019

- Subtotal by Collapse Mask   
  Include pre encumbrance   
  Print accounts with zero balance   
  Filter Encumbrance Detail by Date Range  
 Exclude Inactive Accounts with zero balance

Account Number	Description	GL Budget	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
10.5.2520.4100.000.0000	OFFICE SUPPLIES	\$12,000.00	\$1,036.82	\$5,686.79	\$6,313.21	\$0.00	\$6,313.21	52.61%
10.5.2520.4100.000.0018	PAPER	\$500.00	\$142.50	\$403.68	\$96.32	\$0.00	\$96.32	19.26%
10.5.2520.4100.000.0024	ENVELOPES	\$1,100.00	\$0.00	\$1,094.37	\$5.63	\$0.00	\$5.63	0.51%
10.5.2520.4400.000.0000	PERIODICALS	\$500.00	\$0.00	\$337.00	\$163.00	\$0.00	\$163.00	32.60%
10.5.2520.4900.000.0020	CHECKS	\$1,700.00	\$0.00	\$1,656.83	\$43.17	\$0.00	\$43.17	2.54%
10.5.2520.5500.000.0000	CAPITALIZED EQUIPMENT	\$11,000.00	\$0.00	\$3,170.23	\$7,829.77	\$0.00	\$7,829.77	71.18%
10.5.2520.6400.000.0000	DUES AND FEES	\$3,500.00	\$506.65	\$2,715.35	\$784.65	\$0.00	\$784.65	22.42%
	FUNCTION: FISCAL SERVICES - 2520	\$1,647,204.00	\$166,289.91	\$1,469,308.75	\$177,895.25	\$0.00	\$177,895.25	10.80%
<b>Grand Total:</b>				\$837,670.49	\$3,158,814.51	\$0.00	\$3,158,814.51	79.04%

**End of Report**

## Lyons Township Trustee of Schools

### Account Level Operating Statement For the Period 05/01/2019 through 05/31/2019

Fiscal Year: 2018-2019

		<u>05/01/2019 - 05/31/2019</u>	<u>Budget</u>	<u>Budget Balance</u>		
<b>All Funds</b>						
<b>REVENUE</b>						
LineDesc		MTD	YTD	Budget	BudgetBalance	Percent
10.4.1940.0000.000.4001	PRORATA - CURRENT YEAR	(\$413,488.15)	(\$413,488.15)	\$1,608,192.00	\$2,021,680.15	25.7%
10.4.1940.0000.000.4002	PRORATA - IMMEDIATE PRIOR YEAR	\$0.00	(\$218,150.11)	\$354,104.00	\$572,254.11	61.6%
10.4.1940.0000.000.4003	PRORATA - PRIOR YEARS	\$0.00	\$0.00	\$386,985.00	\$386,985.00	0.0%
<b>REVENUE</b>		<b>(\$413,488.15)</b>	<b>(\$631,638.26)</b>	<b>\$2,349,281.00</b>	<b>\$2,980,919.26</b>	<b>26.9%</b>
<b>EXPENDITURE</b>						
LineDesc		MTD	YTD	Budget	BudgetBalance	Percent
10.5.2520.1000.000.5001	SALARIES - TREASURER	\$11,666.66	\$128,333.26	\$140,000.00	\$11,666.74	91.7%
10.5.2520.1000.000.5002	SALARIES - OFFICE MANAGER	\$5,932.76	\$65,260.36	\$71,193.00	\$5,932.64	91.7%
10.5.2520.1000.000.5004	SALARIES - PAYROLL	\$5,000.00	\$55,000.00	\$60,000.00	\$5,000.00	91.7%
10.5.2520.1000.000.5008	SALARIES - PT RECORDS MANAGEMENT	\$2,967.04	\$13,944.08	\$17,000.00	\$3,055.92	82.0%
10.5.2520.1000.000.5011	SALARIES - DIR OF FINANCE AND OPERATIONS	\$7,500.00	\$63,750.00	\$75,000.00	\$11,250.00	85.0%
10.5.2520.1000.000.5012	SALARIES - ACCOUNTANT	\$3,216.92	\$35,340.16	\$38,603.00	\$3,262.84	91.5%
10.5.2520.1000.000.5013	SALARIES - SR ACCOUNTANT	\$6,343.84	\$69,691.57	\$76,126.00	\$6,434.43	91.5%
10.5.2520.1000.000.5014	SALARIES - RECEPTION/BANKING	\$0.00	\$1,237.58	\$1,250.00	\$12.42	99.0%
10.5.2520.1000.000.5015	SALARIES - PT BUSINESS SERVICES	\$868.00	\$12,017.30	\$15,000.00	\$2,982.70	80.1%
10.5.2520.2120.000.0000	BENEFITS - IMRF	\$3,214.78	\$37,300.69	\$43,802.00	\$6,501.31	85.2%
10.5.2520.2130.000.0000	FICA	\$3,542.66	\$36,863.22	\$39,912.00	\$3,048.78	92.4%
10.5.2520.2140.000.0000	MEDICARE	\$828.51	\$8,621.74	\$9,334.00	\$712.26	92.4%
10.5.2520.2210.000.0000	LIFE INSURANCE	\$228.52	\$1,216.21	\$1,350.00	\$133.79	90.1%
10.5.2520.2220.000.0000	MEDICAL INSURANCE	\$9,189.64	\$89,062.73	\$100,000.00	\$10,937.27	89.1%
10.5.2520.2230.000.0000	DENTAL INSURANCE	\$1,187.80	\$6,691.40	\$7,500.00	\$808.60	89.2%
10.5.2520.2341.000.0000	VISION INSURANCE	\$186.21	\$906.42	\$1,000.00	\$93.58	90.6%
10.5.2520.3100.000.0000	CPA SERVICES	\$11,537.50	\$55,116.75	\$65,000.00	\$9,883.25	84.8%
10.5.2520.3100.000.0023	PROF. & TECH. SERVICES - IT	\$1,870.25	\$7,330.75	\$13,000.00	\$5,669.25	56.4%
10.5.2520.3110.000.0000	EMPLOYEE ASSISTANCE SERVICES	\$625.00	\$2,500.00	\$2,500.00	\$0.00	100.0%
10.5.2520.3160.000.0000	ANNUAL I.V. LICENSE	\$0.00	\$119,739.00	\$120,000.00	\$261.00	99.8%
10.5.2520.3160.000.0027	SOFTWARE	\$399.51	\$9,110.38	\$12,000.00	\$2,889.62	75.9%
10.5.2520.3170.000.0000	AUDIT/FINANCIAL SERVICES	\$539.00	\$20,339.00	\$24,000.00	\$3,661.00	84.7%
10.5.2520.3180.000.0000	DEL GALDO LEGAL SERVICES	\$1,526.25	\$21,535.00	\$26,000.00	\$4,465.00	82.8%
10.5.2520.3180.000.0001	MILLER CANFIELD - LITIGATION	\$60,123.94	\$447,036.08	\$500,000.00	\$52,963.92	89.4%
10.5.2520.3190.000.0000	OTHER PROFESSIONAL AND TECHNICAL SERVICES	\$0.00	\$518.75	\$1,000.00	\$481.25	51.9%
10.5.2520.3200.000.0000	PROPERTY SERVICES	\$95.68	\$574.86	\$575.00	\$0.14	100.0%
10.5.2520.3200.000.0002	PROPERTY APPRAISAL	\$0.00	\$1,055.00	\$1,200.00	\$145.00	87.9%
10.5.2520.3210.000.0000	SANITATION SERVICES	\$70.00	\$770.00	\$840.00	\$70.00	91.7%
10.5.2520.3220.000.0000	CLEANING SERVICES	\$850.00	\$5,100.00	\$5,100.00	\$0.00	100.0%
10.5.2520.3250.000.0000	RENTALS	\$4,154.00	\$46,225.00	\$51,000.00	\$4,775.00	90.6%
10.5.2520.3250.000.0003	COPIER & PRINTER LEASE	\$968.00	\$12,040.15	\$13,500.00	\$1,459.85	89.2%
10.5.2520.3250.000.0004	NEOPOST LEASE	\$501.00	\$2,004.00	\$2,004.00	\$0.00	100.0%
10.5.2520.3320.000.0000	TRAVEL	\$0.00	\$55.79	\$100.00	\$44.21	55.8%
10.5.2520.3330.000.0000	MEETING EXPENSE	\$0.00	\$631.82	\$800.00	\$168.18	79.0%
10.5.2520.3400.000.0000	TELEPHONE SERVICE	\$687.73	\$7,626.22	\$9,000.00	\$1,373.78	84.7%
10.5.2520.3400.000.0005	POSTAGE	\$20.90	\$325.87	\$500.00	\$174.13	65.2%
10.5.2520.3400.000.0006	DELIVERY SERVICES	\$0.00	\$75.35	\$80.00	\$4.65	94.2%
10.5.2520.3400.000.0008	INTERNET	\$473.70	\$2,543.35	\$2,800.00	\$256.65	90.8%
10.5.2520.3600.000.0000	PRINTING AND BINDING	\$0.00	\$18,930.91	\$19,000.00	\$69.09	99.6%
10.5.2520.3800.000.0000	COBRA ADMINISTRATION	\$114.03	\$722.19	\$760.00	\$37.81	95.0%
10.5.2520.3800.000.0011	RETIREE/COBRA BENEFITS	\$2,489.11	\$14,600.56	\$15,000.00	\$399.44	97.3%
10.5.2520.3800.000.0013	COMMERCIAL PACKAGE	\$0.00	\$8,958.00	\$9,000.00	\$42.00	99.5%
10.5.2520.3800.000.0014	WORKERS COMPENSATION	\$0.00	\$3,106.00	\$3,200.00	\$94.00	97.1%
10.5.2520.3800.000.0016	PUBLIC OFFICIALS LIABILITY	\$15,000.00	\$15,000.00	\$15,000.00	\$0.00	100.0%
10.5.2520.3800.000.0017	CYBER LIABILITY	\$0.00	\$1,875.00	\$1,875.00	\$0.00	100.0%
10.5.2520.3800.000.2009	ILLINOIS DEPT OF EMPLOYMENT SECURITY	\$685.00	\$3,562.00	\$5,000.00	\$1,438.00	71.2%
10.5.2520.4100.000.0000	OFFICE SUPPLIES	\$1,036.82	\$5,686.79	\$12,000.00	\$6,313.21	47.4%
10.5.2520.4100.000.0018	PAPER	\$142.50	\$403.68	\$500.00	\$96.32	80.7%

**Lyons Township Trustee of Schools**

**Account Level Operating Statement For the Period 05/01/2019 through 05/31/2019**

Fiscal Year: 2018-2019

	<u>05/01/2019 - 05/31/2019</u>	<u>Budget</u>	<u>Budget Balance</u>			
10.5.2520.4100.000.0024	ENVELOPES	\$0.00	\$1,094.37	\$1,100.00	\$5.63	99.5%
10.5.2520.4400.000.0000	PERIODICALS	\$0.00	\$337.00	\$500.00	\$163.00	67.4%
10.5.2520.4900.000.0020	CHECKS	\$0.00	\$1,656.83	\$1,700.00	\$43.17	97.5%
10.5.2520.5500.000.0000	CAPITALIZED EQUIPMENT	\$0.00	\$3,170.23	\$11,000.00	\$7,829.77	28.8%
10.5.2520.6400.000.0000	DUES AND FEES	\$506.65	\$2,715.35	\$3,500.00	\$784.65	77.6%
	<b>EXPENDITURE</b>	<b>\$166,289.91</b>	<b>\$1,469,308.75</b>	<b>\$1,647,204.00</b>	<b>\$177,895.25</b>	<b>89.2%</b>
<b>Net (Revenue)/Expense</b>		<b>(\$247,198.24)</b>	<b>\$837,670.49</b>	<b>\$3,996,485.00</b>	<b>\$3,158,814.51</b>	<b>21.0%</b>

Lyons Township Trustee of Schools

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Account Level Operating Statement For the Period 05/01/2019 through 05/31/2019

Fiscal Year: 2018-2019

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05/01/2019 - 05/31/2019

Budget

Budget Balance

End of Report

# Review/Approval of Payables List

- June 10, 2019 - \$281.93
  - June 28, 2019 - \$85,128.03
- **Total Amount - \$85,409.96**

# LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1109

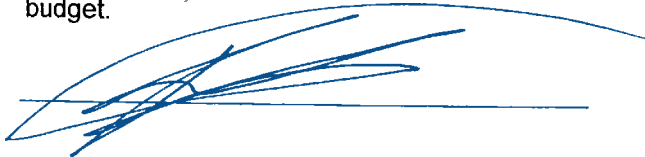
Voucher Date: 06/10/2019

Prepared By: 

Printed: 06/10/2019 12:38:32 PM

LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$281.93 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Michael S. Thiessen Board President

Michael Dickman Trustee

Nicholas A. Kantas Trustee

LYONS TOWNSHIP TRUSTEE OF SCHOOLS

Fund		Amount
10	EDUCATION	\$281.93
		<b>\$281.93</b>

# Lyons Township Trustee of Schools

Voucher Batch Number: 1109      06/10/2019

## Voucher Detail Listing

Fiscal Year: 2018-2019

Vendor Remit Name  
Description

Amount

Companion Life Insurance CCompany

Check Group:

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
July 2019 - Vision Insurance Employee	1	0	V67318 6/10/2019	10.5.2520.2341.000.0000 VISION INSURANCE	\$84.46
July 2019 - Vision Insurance Retiree	1	0	V67318 6/10/2019	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$36.96
July 2019 - Life Insurance Employee	1	0	V67318 6/10/2019	10.5.2520.2210.000.0000 LIFE INSURANCE	\$90.10
July 2019 - Life Insurance Retiree	1	0	V67318 6/10/2019	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$70.41

Check #: 100801087

PO/InvoiceTotal: \$281.93  
Vendor Total: \$281.93  
Grand Total: \$281.93

End of Report



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# LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1114

Voucher Date: 06/24/2019

Prepared By:



Printed: 06/21/2019 04:40:26 PM

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LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$85,128.03 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2018 to June 30, 2019 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



\_\_\_\_\_  
Michael S. Thiessen Board President

\_\_\_\_\_  
Michael Dickman Trustee

\_\_\_\_\_  
Nicholas A. Kantas Trustee

LYONS TOWNSHIP TRUSTEE OF SCHOOLS

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Fund		Amount
10	EDUCATION	\$85,128.03
		<hr/> <b>\$85,128.03</b>

# Lyons Township Trustee of Schools

Voucher Batch Number: 1114      06/24/2019

## Voucher Detail Listing

Fiscal Year: 2018-2019

Vendor Remit Name  
Description

ACCURATE OFFICE SUPPLY CO.

Check Group:

OFFICE SUPPLIES

Office Furniture

Check #:

0

PO/Invoice Total:

\$2,961.73

Vendor Total:

\$2,961.73

ADT SECURITY SERVICES

Check Group:

07/03/19 - 08/02/2019

Check #:

0

PO/Invoice Total:

\$49.16

Vendor Total:

\$49.16

COMCAST

Check Group:

INTERNET - 06/16/19 - 07/15/2019

Check #:

0

PO/Invoice Total:

\$236.85

Vendor Total:

\$236.85

CONNOR & GALLAGHER INSURANCE SERVICES

Check Group:

Renewal of Cyber Liability Policy FY20

Check #:

0

PO/Invoice Total:

\$1,875.00

Vendor Total:

\$1,875.00

# Lyons Township Trustee of Schools

## Voucher Detail Listing

Voucher Batch Number: 1114      06/24/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
De Lage Landen Financial Services, Inc.						
Check Group:						
Samsung - 05/15/2019 - 06/14/2019		1	0	63644069 6/24/2019	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$968.00
						Vendor Total: \$1,875.00
DEL GALDO LAW GROUP, LLC						
Check Group:						
Legal Services - April 2019		1	0	22539 6/24/2019	10.5.2520.3180.000.0000 DEL GALDO LEGAL SERVICES	\$2,312.50
Legal Services - May 2019		1	0	22613 6/24/2019	10.5.2520.3180.000.0000 DEL GALDO LEGAL SERVICES	\$1,110.00
						PO/Invoice Total: \$968.00
						Vendor Total: \$968.00
FIRST COMMUNICATIONS						
Check Group:						
May 2019		1	0	117828477 6/24/2019	10.5.2520.3400.000.0000 TELEPHONE SERVICE	\$699.17
						PO/Invoice Total: \$3,422.50
						Vendor Total: \$3,422.50
FIRST NATIONAL BANK OF LAGRANGE						
Check Group:						
OFFICE SUPPLIES	1000078	1	0	June 2019 6/24/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$10.94
OFFICE SUPPLIES		1	0	June 2019 6/24/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$9.89
						PO/Invoice Total: \$699.17
						Vendor Total: \$699.17

# Lyons Township Trustee of Schools

## Voucher Detail Listing

Voucher Batch Number: 1114

06/24/2019

Fiscal Year: 2018-2019

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	June 2019 6/24/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$36.94
	1	0	June 2019 6/24/2019	10.5.2520.3330.000.0000 MEETING EXPENSE	\$117.07
	1	0	June 2019 6/24/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$21.36
	1	0	June 2019 6/24/2019	10.5.2520.3330.000.0000 MEETING EXPENSE	\$55.20
	1	0	June 2019 6/24/2019	10.5.2520.3400.000.0005 POSTAGE	\$11.05
	1	0	June 2019 6/24/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$19.72
	1	0	June 2019 6/24/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$20.20
	1	0	June 2019 6/24/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$26.99
	1	0	June 2019 6/24/2019	10.5.2520.3330.000.0000 MEETING EXPENSE	\$70.91
	1	0	June 2019 6/24/2019	10.5.2520.3160.000.0027 SOFTWARE	\$170.00
	1	0	June 2019 6/24/2019	10.5.2520.4400.000.0000 PERIODICALS	\$21.49
Check #: 0					
PO/Invoice Total:					\$591.76
Vendor Total:					\$591.76
HINCKLEY SPRINGS					
Check Group:					
May 2019 Delivery	1	0	10525204100 6/24/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$114.96
Check #: 0					

# Lyons Township Trustee of Schools

Voucher Batch Number: 1114      06/24/2019

## Voucher Detail Listing

Fiscal Year: 2018-2019

Vendor Remit Name Description

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
ILLINOIS ASSOC OF SCH BUSINESS OFFICIALS					
1000096					
Check Group:					
IASBO - Kenneth T. Getty	1	0	395170 6/24/2019	10.5.2520.6400.000.0000 DUES AND FEES	\$340.00
				Check #: 0	
				PO/Invoice Total:	\$340.00
				Vendor Total:	\$340.00
IMAGETEC					
Check Group:					
06/05/2019 - 09/04/2019	1	0	566070 6/24/2019	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$339.75
Contract overage charges 03/05/2019 - 06/04/2019	1	0	566070 6/24/2019	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$275.93
				Check #: 0	
				PO/Invoice Total:	\$615.68
				Vendor Total:	\$615.68
KELLY BRADSHAW					
1000114					
Check Group:					
05/01/2019 - 05/31/2019	1	0	87 6/24/2019	10.5.2520.3100.000.0000 CPA SERVICES	\$5,963.75
06/01/2019 - 06/19/2019	1	0	88 6/24/2019	10.5.2520.3100.000.0000 CPA SERVICES	\$3,786.25
				Check #: 0	
				PO/Invoice Total:	\$9,750.00
				Vendor Total:	\$9,750.00
MILLER CANFIELD PADDOCK & STONE, P.L.C					
1000117					
Check Group:					

# Lyons Township Trustee of Schools

Voucher Batch Number: 1114      06/24/2019

## Voucher Detail Listing

Fiscal Year: 2018-2019

Vendor Remit Name Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
D204 Post 2012 Pro-Rata - April 2019	1	0	1437131 6/24/2019	10.5.2520.3180.000.0001 MILLER CANFIELD - LITIGATION	\$4,453.00
Check #: 0					PO/Invoice Total: \$4,453.00
Vendor Total:					\$4,453.00
PETTY CASH - LT SCHOOL TREASURER					
Check Group:					
Postage - April 2019	1	0	June 2019 6/24/2019	10.5.2520.3400.000.0005 POSTAGE	\$55.00
Postage - June 2019	1	0	June 2019 6/24/2019	10.5.2520.3400.000.0005 POSTAGE	\$110.00
Check #: 0					PO/Invoice Total: \$165.00
Vendor Total:					\$165.00
RRP HOLDINGS, LLC					
Check Group:					
Rent - July 2019	1	0	July 2019 6/24/2019	10.5.2520.3250.000.0000 RENTALS	\$4,154.00
Garbage - July 2019	1	0	July 2019 6/24/2019	10.5.2520.3210.000.0000 SANITATION SERVICES	\$70.00
Parking FY2020	1	0	July 2019 6/24/2019	10.5.2520.3250.000.0000 RENTALS	\$1,920.00
Check #: 0					PO/Invoice Total: \$6,144.00
Vendor Total:					\$6,144.00
STAPLETON & ASSOCIATES					
Check Group:					
Annual Software Maintenance 07/01/2019 - 07/30/2020	1	0	10167 6/24/2019	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT	\$4,213.26
Check #: 0					

# Lyons Township Trustee of Schools

## Voucher Detail Listing

Voucher Batch Number: 1114

06/24/2019

Fiscal Year: 2018-2019

Vendor Remit Name  
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<b>TASC</b>					
Check Group:					
			06/01/2019 - 06/30/2019		
	1	0	June 2019	10.5.2520.3800.000.0000	\$38.01
			6/24/2019	COBRA ADMINISTRATION	
				Check #: 0	
				PO/Invoice Total:	\$4,213.26
				Vendor Total:	\$4,213.26
<b>The Quinlan Law Firm</b>					
Check Group:					
			D204 Post 2012 Pro-Rata - April 2019		
	1	0	April 2019	10.5.2520.3180.000.0001	\$39,766.25
			6/24/2019	MILLER CANFIELD - LITIGATION	
				Check #: 0	
				PO/Invoice Total:	\$38.01
				Vendor Total:	\$38.01
<b>Vision 96, LLC</b>					
Check Group:					
			IT Services - May 2019		
	1	0	3377	10.5.2520.3100.000.0023	\$547.50
			6/24/2019	PROF. & TECH. SERVICES - IT	
	1	0	3394	10.5.2520.5500.000.0000	\$4,382.70
			6/24/2019	CAPITALIZED EQUIPMENT	
	1	0	3399	10.5.2520.3100.000.0023	\$527.50
			6/24/2019	PROF. & TECH. SERVICES - IT	
	1	0	3399	10.5.2520.3160.000.0027	\$8.00
			6/24/2019	SOFTWARE	
	1	0	3399	10.5.2520.3400.000.0000	\$12.00
			6/24/2019	TELEPHONE SERVICE	
	1	0	3401	10.5.2520.3160.000.0027	\$1,500.00
			6/24/2019	SOFTWARE	

# Lyons Township Trustee of Schools

## Voucher Detail Listing

Fiscal Year: 2018-2019

Vendor Remit Name  
Description

Voucher Batch Number: 1114

06/24/2019

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
8 Licenses - Windows 10 Pro	1	0	3402	10.5.2520.3160.000.0027	\$621.00
IT Services - Upgrade to Windows 10	1	0	3402	10.5.2520.3100.000.0023	\$1,125.00
			6/24/2019	SOFTWARE	
			6/24/2019	PROF. & TECH. SERVICES - IT	

Check #: 0

PO/Invoice Total: \$8,723.70

Vendor Total: \$8,723.70

Grand Total: \$85,128.03

End of Report



# Review School Districts Official Records

- May 2019

Lyons Township School Treasurer's Office  
 District Operations Report  
 May 2019

District	Beginning FY19 Fund Balance	Beginning FY19 fund balance adjustments	Revenues	Beg. Balance + Revenues	Disbursements	Ending FY19 Fund Balance	% of Total Ending Fund Balance
995	242,435.83		170,206.20	412,642.03	177,650.63	234,991.40	0.10%
999	804,769.45		6,441,759.15	7,246,528.60	6,881,340.57	365,188.03	0.15%
101	10,031,198.70		18,721,220.87	28,752,419.57	16,472,436.79	12,279,982.78	5.02%
102	8,511,063.67		43,768,812.55	52,279,876.22	36,537,033.16	15,742,843.06	6.43%
103	12,774,199.15	1,671,776.71	34,486,608.49	48,932,584.35	32,492,498.60	16,440,085.75	6.72%
104	11,264,811.99		31,185,386.50	42,450,198.49	27,609,852.20	14,840,346.29	6.07%
105	16,467,035.97		25,215,275.68	41,682,311.65	22,216,320.11	19,465,991.54	7.96%
106	12,067,764.44		14,072,076.57	26,139,841.01	11,329,559.17	14,810,281.84	6.05%
106.5	1,559,655.42		7,764,618.04	9,324,273.46	8,500,512.45	823,761.01	0.34%
106.7	9,261.88		43.69	9,305.57	0.00	9,305.57	0.00%
107	13,721,883.36		15,481,891.22	29,203,774.58	12,829,314.74	16,374,459.84	6.69%
108	5,984,829.32		6,645,316.53	12,630,145.85	6,377,765.49	6,252,380.36	2.56%
109	29,249,565.48		37,483,684.88	66,733,250.36	34,480,988.14	32,252,262.22	13.18%
204	40,628,517.83		79,274,646.81	119,903,164.64	66,305,740.40	53,597,424.24	21.91%
2045	3,638,294.52		23,505,106.07	27,143,400.59	20,164,224.70	6,979,175.89	2.85%
217	27,210,053.43		41,092,182.47	68,302,235.90	34,122,423.94	34,179,811.96	13.97%
<b>TOTAL</b>	<b>198,552,285.54</b>	<b>1,671,776.71</b>	<b>385,308,835.72</b>	<b>581,145,952.87</b>	<b>336,497,661.09</b>	<b>244,648,291.78</b>	<b>100.00%</b>

Lyons Township Elementary School  
Districts' Employee Benefit  
Cooperative Joint Dissolution  
Agreement


# 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

22 Calendar Ave. STE D  
LaGrange, IL 60525  
Phone 708-352-4480  
Fax 708-352-4417

**DATE:** June 18, 2019  
**TO:** Board of School Trustees  
**FROM:** Kenneth T. Getty, MBA, CSBO   
**SUBJECT:** Lyons Township Elementary School Districts' Employee Benefit Cooperative Joint Dissolution Agreement

As discussed at the last Board Meeting on May 28, 2019, the Lyons Township Elementary School Districts' Employee Benefit Cooperative (LTESDEBC) will be dissolving effective June 30, 2019.

With the dissolution of the LTESDEBC, a Joint Dissolution Agreement of the remaining members has been drafted to allow for claims run-off per the LTESDEBC's fourth amended Intergovernmental Cooperative Agreement:

- 18.3 Within ninety (90) days after the conclusion of the Fiscal Year following the Fiscal Year in which termination became effective, each District shall receive:
- a. A final report covering the status of the District's funds;
  - b. All unprocessed claims for benefits;
  - c. All claims, files, reports and other records dealing with the Cooperative.

Per the attached Joint Dissolution Agreement, the Lyons Township Treasurer's Office will be providing Account Manager functions for the LTESDEBC throughout FY2020 and the first quarter of FY2021 for a fee of \$11,500.00.

It has been agreed by the LTESDEBC Board Members that the LTESDEBC will be liquidated from the LTTO's Investment Portfolio at the end of FY2019. The remaining LTESDEBC funds will be placed into separate treasury accounts that are not co-mingled with any of the LTTO Member Districts funds in FY2020 or FY2021.

Recommended Motion:

*"I move to approve the Joint Dissolution Agreement that will provide Treasurer's Office services to the Lyons Township Elementary School Districts' Employee Benefit Cooperative through September 30, 2019."*

## JOINT DISSOLUTION AGREEMENT

This Joint Dissolution Agreement (the "Agreement") is entered into on the date set forth below, and is between the LaGrange School District #102 ("District 102"), LaGrange School District #105 ("District 105") and the Lyons Township School Treasurer's Office (the "TTO") collectively known as the "Parties";

WHEREAS, pursuant to Lyons Township Elementary School Districts' Employee Benefit Cooperative's Fourth Amended Intergovernmental Cooperative Agreement, dated February 23, 2009, the parties have joined together for the purpose of establishing a self-insurance program (the "Cooperative"); and

WHEREAS, the parties are desirous of dissolving the Cooperative pursuant to Article XVIII of the Intergovernmental Cooperative Agreement; and

NOW THEREFORE, for and in consideration for the mutual covenants and promises hereinafter set forth, and for other good and valuable consideration, the sufficiency of which is acknowledged, the parties agree as follows:

1. The Parties hereby agree to dissolve the Cooperative effective June 30, 2019.
2. Except as provided below, the Cooperative shall do no further business after June 30, 2019, except for the purpose of winding down the affairs of the Cooperative and limited to collecting receivables and paying expenses agreed to by the parties hereto. Further, for the purpose of winding down the Cooperative in a manner satisfactory to the Parties to this Agreement, the Parties agree that:

- a. The Cooperative shall retain Benico, Ltd. Robbins Schwartz, Miller Cooper, and the Lyons Township School Treasurer's Office for the purposes set forth herein;
- b. The Parties agree that funds contained in the existing Cooperative account(s) shall be disbursed only for ordinary and necessary business expenses, including but not limited to the following purposes and in the following manner:
  - (1) To pay the June 2019 customer statements from Blue Cross Blue Shield of Illinois and Guardian Life Insurance Company of America that will be in the Lyons Township School Treasurer's Office's receipt in July 2019;
  - (2) To pay the runout of claims under the Blue Cross Blue Shield of Illinois medical plans and the Guardian dental plan on account of claims that are incurred by plan members prior to the close of business on June 30, 2019;
  - (3) To file and pay the requisite Patient-Centered Outcomes Research Institute (PCORI) fee, due July 31, 2019, for the Blue Cross Blue Shield of Illinois plan year ending June 30, 2019;
  - (4) To pay any other eligible bills and expenses incurred by or on behalf of the Cooperative incurred prior to the close of business on June 30, 2019:

- (5) To pay any sums that become due Benico, Ltd. Robbins Schwartz, Miller Cooper, or the Lyons Township School Treasurer's Office for work performed on behalf of the Cooperative after the date of dissolution;
- (6) After June 30, 2020, any sums remaining in the aforementioned Cooperative account(s), following payment of the items specified above, shall be disbursed to the Parties in pro rata shares as such is defined under Article 2.12 of the Intergovernmental Cooperative Agreement and explained further in Article 18.2. Further, if at any point after June 30, 2019 should the Cooperative's account(s) become depleted but there remain payables the Cooperative is financially responsible for, in a timely fashion the Administrator will calculate, based on the Parties' pro rata shares as defined under Article 18.2, and direct the Account Manager to invoice assessments to the appropriate Party or Parties.

3. The Cooperative shall cease operations at the close of business on June 30, 2019, except for the purpose of winding down its affairs. For that purpose, the Parties agree that:

(a) Benico, Ltd. shall be authorized to act as "Administrator" to handle day-to-day matters after June 30, 2019 occurring after that date, including but not limited to:

- (1) Managing the contractual relationships with Blue Cross Blue Shield of Illinois and Guardian Life Insurance Company of America over the

- course of these carriers' 12-month post-termination contracts to hold them accountable to what has been contractually promised by them;
- (2) Provide advocacy on behalf of insured members (i.e., covered employees or dependents) should any claim disputes arise post-termination;
  - (3) Review Blue Cross Blue Shield's reporting every month to ensure that proper credits are applied with respect to claims that exceed stop loss during the runout period;
  - (4) Assist the Account Manager with the filing and payment of the requisite PCORI fee by July 31, 2019;
  - (5) Timely file any required documents with the Illinois Department of Insurance in the course of the Cooperative's compliance with Public Act 098-0504;
  - (6) Interpret, calculate, and appropriately apply and direct the Account Manager to disburse excess funds after June 30, 2020 OR to invoice assessments any time after June 30, 2019 should the Cooperative's account(s) become depleted and such assessment(s) become necessary;
  - (7) Provide regular reports to the Parties during FY20 around finance, administrative, and compliance related items, and after June 30, 2020 provide the Parties with a final post-dissolution report concerning the same.



(8) Coordinate the activities of the Auditor, General Counsel, and the Account Manager; and

(9) Engage in any other task that might reasonably be considered to be within the purview of the Administrator.

(b) Robbins Schwartz shall be authorized to act as General Counsel for the Cooperative with regard to all legal matters and, among other things, is authorized to take such legal action as may be necessary after June 30, 2019 to dissolve the Cooperative, including filing articles of dissolution with the Illinois Secretary of State;

(c) Miller Cooper shall be authorized to act as the independent auditor for the Cooperative and to take all actions necessary and proper to wind down the affairs of the Cooperative;

(d) The Lyons Township School Treasurer's Office shall be authorized to act as the Account Manager, and to provide such duties as are prescribed for the Account Manager under Article 7.6 of the Intergovernmental Cooperative Agreement.

(e) The Parties further agree that the following fees will be paid for the services noted above in paragraphs (a), (b), (c), and (d):

Benico, Ltd.: \$9,000 flat fee, to be invoiced, in advance of each calendar quarter during FY20, installments of \$2,250 each.

Miller Cooper: \$10,000 fee for the FY19 audit which will be completed during the third calendar quarter of 2019.

Robbins Schwartz: Hourly fee of \$270, with time sheets to support the amount of future invoices.

Lyons Township School Treasurer's Office: \$11,500 flat fee, \$11,000 is attributable to Medical / Life 999 and \$500 on account of Dental 995.

4. Any correspondence other than bills and checks, received by the Parties after June 30, 2019, shall be directed to Benico, Ltd. Bills and checks shall be directed to the Lyons Township School Treasurer's Office, and copies of such to Benico, Ltd.

5. The parties agree and acknowledge that they have had the benefit of advice and representation of legal counsel regarding the terms and conditions of this Agreement. They agree and acknowledge that they have voluntarily accepted the terms and conditions of this Agreement.

6. This Agreement constitutes and contains the entire Agreement between the parties concerning the specific terms of this Agreement and supersedes all prior negotiations, proposed agreements or understandings, oral or in writing, if any, between the parties concerning the specific terms of this Agreement.

7. The parties agree to execute any other documents and instruments and take any other actions as may be reasonably necessary to further the purposes of, or to carry out the intent and purpose of this Agreement.

8. The parties agree that this Agreement shall be interpreted, construed, governed and enforced under and pursuant to the laws of the State of Illinois, without regard to the conflicts of law principles thereof. All disputes and controversies arising between the parties shall be decided exclusively in the Circuit Court of Cook County, Illinois, and the parties irrevocably submit to the jurisdiction of such court.

9. This Agreement shall inure to the benefit of, and shall be binding upon, each of the parties hereto, their representatives, heirs, devisees and assigns.

10. This Agreement is a partial compromise of disputed claims, and any actions taken in furtherance of this Agreement shall not be construed as an admission of liability of any wrongdoing or actionable conflict.

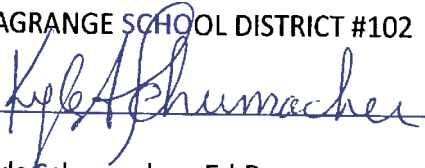
11. This Agreement may not be modified in any respect except by a writing duly executed by both of the parties hereto.

12. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as if it were drafted jointly by the parties and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship or any of the provisions of this Agreement.

13. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together, shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have set their hands as of this 18th day of June, 2019.

LAGRANGE SCHOOL DISTRICT #102



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Kyle Schumacher, Ed.D.

LAGRANGE SCHOOL DISTRICT #105



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Steve Bahn

LYONS TOWNSHIP SCHOOL TREASURER'S OFFICE

---

Michael Theissen, Board President

## **LTESDEBC Post-Dissolution Account Manager Functions**

- Investment Management for FY2020 and First Quarter of FY2021 (7/1/2019 to 9/30/2020)
  - Liquidate position within the LTTO Investment Portfolio on 6/30/2019
- Bonded Treasury Management for FY2020 and First Quarter of FY2021 (7/1/2019 to 9/30/2020)
  - Investment - Money Market Accounts
  - Operating - Dental (995)
  - Operating - Medical (999)
- Accounts Payable Services for FY2020 and First Quarter of FY2021 (7/1/2019 to 9/30/2020)
  - Benico (999)
  - Blue Cross Blue Shield (999)
  - Guardian Life Insurance (995)
  - United States Treasury - PCORI Fee (999)
  - Robbin Schwartz (999)
  - Miller Cooper (999)
  - Menard Consulting (999)
- End of Month Reporting for FY2020 and First Quarter of FY2021 (7/1/2019 to 9/30/2020)
  - Dental (995)
  - Medical (999)
- Bank Account Reconciliation for FY2020 and First Quarter of FY2021 (7/1/2019 to 9/30/2020)
  - Investment Account (Money Market)
  - Dental (995)
  - Medical (999)
- Coordination and Completion of FY2020 Audit
- Accounts Receivable for FY2020 and First Quarter of FY2021 (7/1/2019 to 9/30/2020)
  - Invoice Any Member District Assessments for 999
- Send all Pro-Rata Share checks to LTESDEBC Members on 9/30/2020
  - D102 – (995 & 999)
  - D105 – (999)
  - LTTO - (995 & 999)

### **Lyons Township Treasurer's Office Fee: \$11,500.00**

District 995: \$ 500.00

District 999: \$ 11,000.00


FY20  
Cyber Liability Policy

# 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

22 Calendar Ave. STE D  
LaGrange, IL 60525  
Phone 708-352-4480  
Fax 708-352-4417

**DATE:** June 11, 2019  
**TO:** Board of School Trustees  
**FROM:** Kenneth T. Getty, MBA, CSBO   
**SUBJECT:** FY20 Cyber Liability Insurance Coverage

Cyber liability coverage protects the TTO and its Member Districts if there is an unauthorized release of private/confidential information; copyright/trademark violation allegations and computer security compromises. The coverage provides defense costs in the event of state or Federal regulatory proceeding in the event of privacy law violations and expert resources and monetary reimbursement for the expenses related handling of these types of incidents.

The premium for the policy for FY20 is \$1,875.00. There is no premium increase over the current fiscal year.

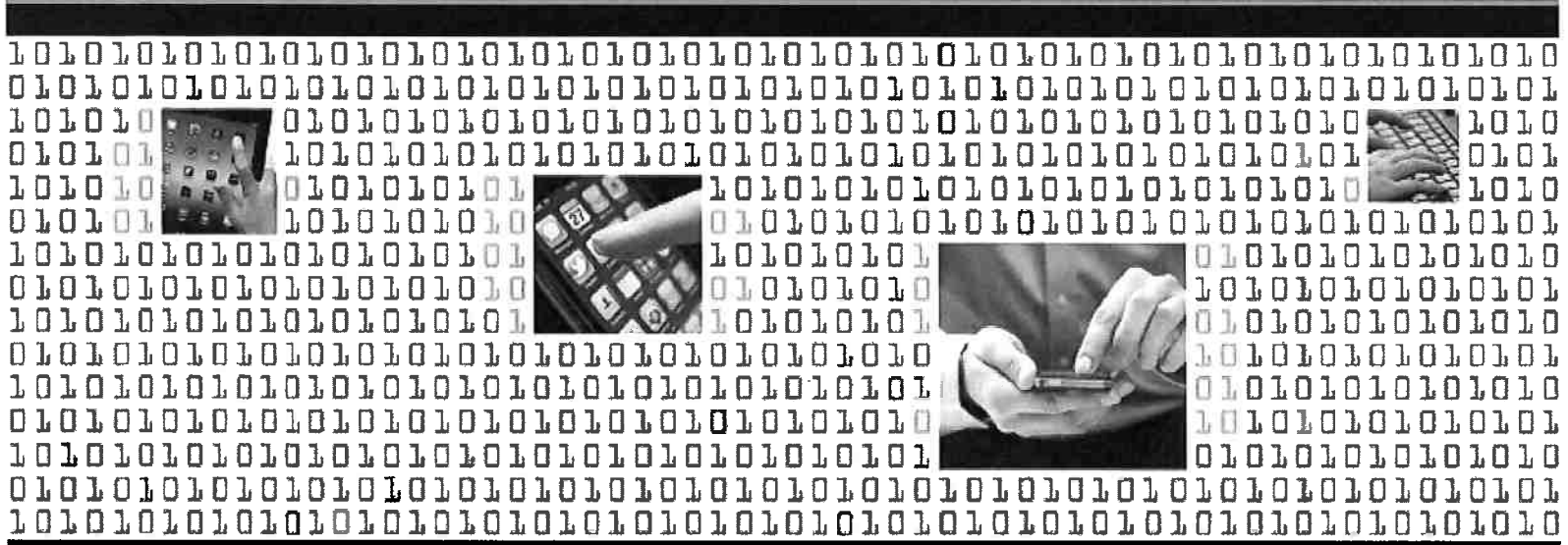
Recommended Motion:

*"I move to approve the renewal of the cyber liability insurance policy for fiscal year 2019-20".*



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# Cyber Insurance Quotation





# Frequently Asked Questions

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Do you have any questions about your insurance? The frequently asked questions below are here to help you make an informed decision.

## What is Cyber Liability Insurance?

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"Cyber" Liability is insurance coverage specifically designed to protect a business or organization from a range of threats and incidents relating to a breach event including:

- Liability claims involving the unauthorized release of information for which the organization has a legal obligation to keep private
- Liability claims alleging invasion of privacy and/or copyright/trademark violations in a digital, online or social media environment
- Liability claims alleging failures of computer security that result in deletion/alteration of data, transmission of malicious code, denial of service, etc.
- Defense costs in State or Federal regulatory proceedings that involve violations of privacy law; and
- The provision of expert resources and monetary reimbursement to the Insured for the out-of-pocket (1st Party) expenses associated with the appropriate handling of the types of incidents listed above

The term "Cyber" implies coverage only for incidents that involve electronic hacking or online activities, when in fact this product is much broader, covering private data and communications in many different formats – paper, digital or otherwise.

## What does Privacy Liability (including Employee Privacy) cover?

---

The Privacy Liability aspect of the insuring agreement in our policy goes beyond providing liability protection for the Insured against the unauthorized release of Personally Identifiable Information (PII), Protected Health Information (PHI), and corporate confidential information of third parties and employees, like most popular "Data Breach" policies. Rather, our policy provides true Privacy protection in that the definition of **Privacy Breach** includes violations of a person's right to privacy, etc. Because information lost in every data breach may not fit State or Federal-specific definitions of PII or PHI, our policy broadens coverage to help fill these potentially costly gaps. This is a key provision that truly sets the RPS policy apart from others.

## What does Privacy Regulatory Claims Coverage cover?

---

The Privacy Regulatory Claims Coverage insuring agreement provides coverage for both legal defense and the resulting fines/penalties emanating from a **Regulatory Claim** made against the Insured, alleging a privacy breach or a violation of a Federal, State, local or foreign statute or regulation with respect to privacy regulations.

## Does this policy cover regulatory investigations and/or fines related to GDPR privacy violations?

---

The BCS cyber policy has always provided broad **Regulatory Claim** coverage that would contemplate defense and penalties associated with unintentional violations of domestic and foreign privacy statutes. In accordance with the implementation of the EU's General Data Protection Regulation, BCS added clarifying language to the policy form under the definitions of **Privacy Regulations** and **Private Information** to specifically reference coverage for GDPR by name (subject to policy terms and conditions). It is important to note that fines and penalties may not be insurable by law in certain U.S. States and in certain foreign countries, including some member countries of the European Union.

### What does Security Breach Response Coverage cover?

---

This 1st Party coverage reimburses an Insured for costs incurred in the event of a security breach of personal, non-public information of their customers or employees. Examples include:

- The hiring of a public relations consultant to help avert or mitigate damage to the Insured's brand
- IT forensics, customer notification and 1st Party legal expenses to determine the Insured's obligations under applicable Privacy Regulations
- Credit monitoring expenses for affected customers for up to 12 months and longer if circumstances require.

Our policy can also extend coverage even in instances where there is no legal duty to notify if the Insured feels that doing so will mitigate potential brand damage (such voluntary notification requires prior written consent).

### What does Security Liability cover?

---

The Security Liability insuring agreement provides coverage for the Insured for allegations of a **Security Wrongful Act**, including:

- The inability of a third-party, who is authorized to do so, to gain access to the Insured's computer systems
- The failure to prevent unauthorized access to or use of a computer system, and/or the failure to prevent false communications such as phishing that results in corruption, deletion of or damage to electronic data, theft of data and denial of service attacks against websites or computer systems of a third party
- Protects against liability associated with the Insured's failure to prevent transmission of malicious code from their **Computer System** to a third party's **Computer System**

### What does Multimedia Liability cover?

---

The Multimedia Liability insuring agreement provides coverage against allegations that include:

- Defamation, libel, slander, emotional distress, invasion of the right to privacy, copyright and other forms of intellectual property infringement (patent excluded) in the course of the Insured's communication of **Media Content** in electronic (website, social media, etc.) or non-electronic forms

Other "Cyber" insurance policies often limit this coverage to content posted to the Insured's website. Our policy extends what types of media are covered as well as the formats where this information resides.

### What does Cyber Extortion cover?

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The **Cyber Extortion** insuring agreement provides:

- Expense and payments (including ransom payments if necessary) to a third party to avert potential damage threatened against the Insured such as the introduction of malicious code, system interruption, data corruption or destruction or dissemination of personal or confidential corporate information

Ransomware is among the most reported types of cybersecurity incidents. Verizon's 2018 Data Breach Investigations Report (DBIR) indicated that ransomware is the most common type of malware, found in 39 percent of malware-related data breaches – double of the amount reported in last year's DBIR. Investigation and other expenses associated with ransomware events are contemplated under the **Cyber Extortion** insuring agreement. Additionally, Symantec's 2018 Internet Security Threat Report indicated that 2017 brought a 46% increase in new ransomware variants. Having the proper team in place to help you navigate the intricacies of a ransomware attack is critical and the RPS-Cyber policy provides this through the **Cyber Extortion** coverage

### What does Business Income and Digital Asset Restoration cover?

---

The Business Income and Digital Asset Restoration insuring agreement provides for lost earnings and expenses incurred because of a **Network Disruption**, or, an authorized third-party's inability to access a **Computer System**. The policy will also cover for lost business as a result of a loss of reputation caused by any failure or disruption to **Computer Systems**. **Restoration Costs** to restore or recreate digital (not hardware) assets to their pre-loss state are provided for as well. What's more, the definition of **Computer System** is broadened to include not only systems under the Insured's direct control, but also systems under the control of a **Service Provider** with whom the Insured contracts to hold or process their digital assets. Most competing Cyber insurance forms require that a **Security Breach** take place in order for Business Interruption coverage to respond. The BCS form is unique in that the definition of **Network Disruption** is extremely broad and includes any unplanned failure, interruption or degradation of the operation of your **Computer System** or the **Computer System** of an IT service provider – whether it was caused by a **Security Breach** or otherwise. The BCS policy further differentiates itself by taking this expansion of coverage a step further. In addition to IT service providers, coverage for **Network Disruption** is provided (on a sub-limited basis) to **Outsourced Providers**, that is, any provider, other than an IT **Service Provider**, that provides services (other than IT services) for you, pursuant to a written contract. This expanded coverage is offered without the need for additional underwriting.

### What is "PCI-DSS Assessment" coverage?

---

The Payment Card Industry Data Security Standard (PCI-DSS) was established in 2006 through a collaboration of the major credit card brands as a means of bringing standardized security best practices for the secure processing of credit card transactions. Merchants and service providers must adhere to certain goals and requirements in order to be "PCI Compliant," and certain specific agreements, may subject an Insured to an "assessment" for breach of such agreements. The RPS Cyber Policy responds to **PCI Assessments** as well as claims expenses in the wake of a breach involving cardholder information. Additionally, this coverage provides for expenses associated with a mandatory audit performed by a Qualified Security Assessor (QSA), certified by the PCI Security Standards Council, to show you are PCI DSS compliant, following a **Security Breach**.

### What is Cyber Deception cover?

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The **Cyber Deception** extension is purchased for an additional premium if the applicant is eligible. The extension provides coverage for the intentional misleading of the Applicant by means of a dishonest misrepresentation of a material fact contained or conveyed within an electronic or telephonic communication(s) and which is relied upon by the Applicant believing it to be genuine. This is commonly known as spear-phishing or social engineering, and, along with ransomware events, is among the most reported incidents to the BCS Cyber policy. Many Cyber policies offering this coverage require that the insured call back, or, attempt to verify the request's authenticity via a method other than the original means. In other words, if a request to transfer money to a different bank routing number is received via email, other Cyber policies may require that the person receiving the email attempt to verify the request also via telephone before authorizing the transfer of money. While the application process asks a question regarding controls in place for this, the BCS policy differentiates itself further by not requiring this of insureds in the policy wording.

### What is Telephone Hacking coverage?

---

**Telephone Hacking** coverage is included in the **Electronic Fraud** sub-section of the BCS policy. It provides a sub-limit of coverage for the intentional, unauthorized and fraudulent use of your **Telecommunications Services** (ie: telephone, fax, broadband or other data transmission services that you purchase from third parties) that results in unauthorized calls or unauthorized use of your bandwidth.

## What is Funds Transfer Fraud coverage?

---

**Funds Transfer Fraud** coverage is available in the **Electronic Fraud** sub-section of the BCS policy for insureds who are NOT classified as Financial Institutions (Financial Institutions includes Community, State or Credit Unions, as well as National financial institutions, banks, etc.) For those organizations who are not in the financial institution classification, the coverage provides coverage for unauthorized electronic funds transfer, theft of your money or other financial assets from your bank by electronic means, theft of your money or other financial assets from your corporate credit cards by electronic means, or any fraudulent manipulation of electronic documentation while stored on your **Computer System**. This should not be confused with **Cyber Deception** coverage which requires a willful release of funds (not theft) based on a fraudulent instruction the insured believes to be true.

## Who is RPS?

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With more than 2,000 employees throughout the United States, Risk Placement Services empowers insurance agents and brokers like yours with product and industry expertise, and access to exclusive Property & Casualty insurance coverage for their clients throughout the country. RPS is the exclusive Managing General Agent for the specialized Cyber insurance quotation your agent has provided herein. RPS is consistently recognized by Business Insurance magazine as the nation's largest Managing General Agency. RPS is also honored to be named the winner of the Business Insurance "2018 Insurtech Initiative of the Year" award. Your agent's decision to partner with RPS speaks of their desire to provide your organization with the best insurance solutions available in the marketplace today.

## How is this policy better than other options in the marketplace?

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As with any insurance policy, what sets our coverage apart lies in the definitions and exclusions in the policy. The RPS Cyber Policy offers broader definitions of critical terms such as **Privacy Breach**, **Computer System**, and **Media Content**. These definitions, along with the absence of some industry-standard exclusions and a drastically streamlined application process, make this policy more comprehensive and easier to access than the typical Cyber policy available from traditional sources.

## Isn't this already covered under most business insurance plans?

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The short answer is "No". While liability coverage for data breach and privacy claims has been found in limited instances through General Liability, Commercial Crime and some D&O policies, these forms were not intended to respond to the modern threats posed in today's 24/7 information environment. Where coverage has been afforded in the past, carriers (and the ISO) are taking great measures to include exclusionary language in form updates that make clear their intentions of not covering these threats. Additionally, even if coverage can be found in rare instances through other policies, they lack the expert resources and critical 1st Party coverages that help mitigate the financial, operational and reputational damages a data breach can inflict on an organization.

## Are businesses required to carry this coverage?

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While there is presently no law that requires a business or organization to carry Cyber Liability, there is a national trend in business contracts for proof of this coverage. In addition, the SEC and other regulatory bodies are encouraging disclosure of this coverage as a way of demonstrating sound information security risk management. Laws such as HIPAA-HITECH, GDPR, Gramm-Leach-Bliley and state-specific data breach laws are continually driving demand as requirements for notification in the wake of a data breach become more expensive, and expectations around the level of response by an impacted organization are increased.

### **Do small businesses need this coverage?**

---

A recent Ponemon Institute report uncovered that 50% of small and medium sized US businesses had suffered a data breach, with 55% suffering a cyber-attack, with the most prevalent attack being non-sophisticated phishing attempts. The US National Cyber Security Alliance has advised that 60% of small companies are out of business within 6 months after being hacked. While breaches involving public corporations and government entities garner the vast majority of headlines, it is the small business that can be most at risk. With lower information security budgets, limited personnel and greater system vulnerabilities, small businesses are increasingly at risk for a data breach. In the past, many small business owners in the SME space were reluctant to purchase Cyber liability insurance coverage because they did not see themselves as data rich targets. Today's trends are showing that much of the data breach and ransomware attacks in today's business environment are indiscriminant of industry or size. Random attacks distributed to thousands of unknown recipients with the hopes of snaring just a limited number have caused business owners of all sizes and descriptions to re-think their approach to this huge risk and purchase insurance to mitigate the effects.

### **If e-commerce functions such as payment processing or data storage are outsourced, is this coverage still needed?**

---

The responsibility to notify customers of a data breach or legal liabilities associated with protecting customer data, remain the responsibility of the Insured. Generally speaking, business relationships exist between Insureds and their customers, not their customers and the back-office vendors the Insured uses to assist them in their operations. Outsourcing business critical functions such as payment processing, data storage, website hosting, etc. can help insulate Insureds from risk, however, the contractual agreement wording between Insureds, their customers and the vendors with whom they do business will govern the extent to which liability is assigned in specific incidents.

### **What is the cost of not buying the coverage and self-insuring a data breach?**

---

The Ponemon Institute, a well-known research firm, publishes an annual "Cost of a Data Breach" report. In partnership with IBM, the 2017 report indicated that the average cost paid for each lost or stolen record is \$141. These numbers are reflective of both the indirect expenses associated with a breach (time, effort and other organizational resources spent during the data breach resolution, customer churn, etc.), as well as direct expenses (customer notification, credit monitoring, forensics, hiring a law firm, etc.).

While there has been a decrease in the average cost paid for each lost or stolen record since 2016, (down from \$158), the average size of a breach has increased to 1.8 times the size of breaches last year. So, despite decreasing average costs per record, more records are being lost which means an increasing cost to businesses. More information can be found in the "2017 Cost of Data Breach Study: Global Overview" at [www.ponemon.org](http://www.ponemon.org).

In addition, the cost of breaches has evolved from just the cost of notification to now include ransom demands, business income loss, theft, and associated liability costs. These additional factors have also contributed to driving up the potential financial impact of a breach incident.

### **Who is the insurance carrier?**

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The BCS Cyber and Privacy Liability Policy is underwritten by BCS Insurance Company and powered by and with the backing of certain syndicates at Lloyd's of London. BCS Insurance Company is a licensed, admitted insurance company in all states and the District of Columbia. The BCS Cyber policy is admitted in every state except VT. BCS Insurance Company provides value through a solid foundation of strong governance, national and international capabilities and product and industry expertise and is rated A- (Excellent) by A.M. Best. BCS Insurance has been in business for over 60 years. It is a wholly owned subsidiary of BCS Financial Corporation which, in turn, is owned by all Blue Cross Blue Shield primary licensees. BCS Insurance Company's relationship with certain syndicates at Lloyd's of London brings additional strength, stability and industry-leading expertise to the RPS cyber insurance program. BCS was recognized by S&P Global as the #6 underwriter of cybersecurity insurance in 2017, according to direct written premium, and the #3 market for in-force policies.

### **What is the claims-handling process?**

---

A 24-hour data breach hotline is available to report incidents or even suspected incidents. As soon as you suspect a data breach incident or receive notice of a claim, you should call the hotline listed in your policy. This hotline is manned by Baker Hostetter, a world-wide leading privacy law firm with experience in handling thousands of data breach events. Immediately after calling the hotline, you are required to send notice to Clyde & Co., the designated legal firm that has been contracted to triage initial notices in this regard. This can be done by sending an email with a brief description of the incident, including your contact information, to the claims-reporting email address listed in your policy. Your RPS broker will receive notification of the incident (or any third-party claim) as well. It is critical that you immediately report any and all incidents that you believe could give rise to a claim of any kind under this policy.

### **What if there are questions that are not answered here?**

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Please contact your preferred Cyber Professional who will assist you with any questions you may have.

(A stock insurance company, herein the "Company")

## Policy No. RPS-Q-0660739M/1

Renewal of: RPS-P-0505903M

### Cyber and Privacy Liability Insurance Policy

94.111 (06/18)

**NOTICE: THE POLICY CONTAINS ONE OR MORE COVERAGES. CERTAIN COVERAGES ARE LIMITED TO LIABILITY FOR CLAIMS THAT ARE FIRST MADE AGAINST THE INSURED AND NOTIFIED TO US DURING THE POLICY PERIOD AS REQUIRED. CLAIM EXPENSES SHALL REDUCE THE APPLICABLE LIMITS OF LIABILITY AND ARE SUBJECT TO THE APPLICABLE RETENTION (S). PLEASE READ THIS POLICY CAREFULLY.**

#### POLICY DECLARATIONS

<b>ITEM 1.</b>	<b>NAMED INSURED</b>	Lyons Township Trustees of Schools
	<b>ADDRESS</b>	22 W Calendar Ave., Ste D , LaGrange, Illinois, 60525
<b>ITEM 2.</b>	<b>POLICY PERIOD</b>	FROM: July 1, 2019 TO: July 1, 2020 (12:01 A.M. Standard time at the address shown in Item 1.)
<b>ITEM 3.</b>	<b>POLICY LIMITS OF LIABILITY AND COVERAGES PURCHASED</b>	A. Aggregate Limit of Liability: \$1,000,000 (Aggregate for Each and Every Claim including Claims Expenses)  B. Sublimit of Liability for Individual Coverage(s) Purchased: \$1,000,000 "Nil" or "N/A" Sublimit of Liability for any coverage indicates that the coverage was not purchased

COVERAGE	PER CLAIM SUBLIMIT OF LIABILITY INCLUDES CLAIM EXPENSES	AGGREGATE SUBLIMIT OF LIABILITY
A. Privacy Liability (including Employee Privacy)	\$1,000,000	\$1,000,000
B. Privacy Regulatory Claims Coverage	\$1,000,000	\$1,000,000
C. Security Breach Response Coverage	\$1,000,000	\$1,000,000
D. Security Liability	\$1,000,000	\$1,000,000
E. Multimedia Liability	\$1,000,000	\$1,000,000
F. Cyber Extortion	\$1,000,000	\$1,000,000
G. Business Income and Digital Asset Restoration	\$1,000,000	\$1,000,000
H. PCI DSS Assessment	\$1,000,000	\$1,000,000

I. Electronic Fraud		
1. Telephone Hacking	\$100,000	\$100,000
2. Funds Transfer Fraud	\$100,000	\$100,000

**ITEM 4. RETENTION (including Claims Expenses ):**

COVERAGE	EACH CLAIM
A. Privacy Liability (including Employee Privacy)	\$2,500
B. Privacy Regulatory Claims Coverage	\$2,500
C. Security Breach Response Coverage	\$2,500
D. Security Liability	\$2,500
E. Multimedia Liability	\$2,500
F. Cyber Extortion	\$2,500
G. Business Income and Digital Asset Restoration	\$2,500 / 8 hrs waiting period
H. PCI DSS Assessment	\$2,500
I. Electronic Fraud	
1. Telephone Hacking	\$2,500
2. Funds Transfer Fraud	\$2,500

<b>ITEM 5. PREMIUM</b>	\$1,406.00
<b>CYBER DECEPTION PREMIUM:</b>	\$450.00 (IF ELECTED)
<b>TRIA PREMIUM:</b>	\$19.00 (IF ELECTED IS 1% OF THE TOTAL PREMIUM)
<b>TOTAL:</b>	\$1,875.00

**ITEM 6. TERRITORIAL LIMITS** Worldwide

**ITEM 7. RETROACTIVE DATE** Full Prior Acts

**ITEM 8. NOTICE OF CLAIM** 2 Steps:

1. Call Baker Hostetter at the 24 Hour Security Breach Hotline: 1-866-288-1705
2. File your claim with:

rpscyberclaims@clydeco.us  
 Clyde & Co. US LLP  
 101 Second Street, 24th Floor  
 San Francisco CA 94105  
 USA

**ITEM 9. NOTICE OF ELECTION** RPS National Claims  
 190 New Camellia Blvd.



Covington, LA 70433  
USA

**ITEM 10. SERVICE OF SUIT**

Risk Situated in California:  
Eileen Ridley  
FLWA Service Corp.  
c/o Foley & Lardner LLP  
555 California Street, Suite 1700, San Francisco, CA 94104-1520

Risks Situated in All Other States:  
Mendes & Mount  
750 Seventh Avenue, New York, NY 10019

**ITEM 11. CHOICE OF LAW**

Illinois

**ITEM 12. WAITING PERIOD:**

8 hrs waiting period

**FORMS AND ENDORSEMENTS  
EFFECTIVE AT INCEPTION**

94.200 (06/17) CYBER AND PRIVACY LIABILITY POLICY FORM  
94.510 (09/15) Cyber Deception Endorsement (If elected)  
94.102 (01 15) Nuclear Incident Exclusion  
94.103 (01 15) Radioactive Contamination Exclusion  
94.805 (06/17) Breach Response Team Endorsement  
94.801 (06/17) ILLINOIS Amendatory  
94.527 (06/18) Coverage Enhancements Endorsement  
94.528 (06/18) FTF Coverage Endorsement  
94.551 (01 15) Coverage for Certified Acts of Terrorism (Included only if  
Terrorism coverage is elected at 1% additional premium)  
94.552 IL (04 15) War and Terrorism Endorsement  
BCSI-X010 IL (01 15) IL Notice


# Personnel Policy Manual

# 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

22 Calendar Ave. STE D  
LaGrange, IL 60525  
Phone 708-352-4480  
Fax 708-352-4417

**DATE:** June 20, 2019  
**TO:** Board of School Trustees  
**FROM:** Kenneth T. Getty, MBA, CSBO   
**SUBJECT:** Personnel Policy Manual – June 2019 Revisions

Due to the dissolution of the Lyons Township Elementary District's Employment Benefit Cooperative, *Article V* of the Lyons Township School Treasurer's Office Personnel Policy Manual needed to be updated to reflect the new health, dental, vision, and life insurance policies and state law requirements.

The proposed additions have been highlighted in yellow and language that needs to be deleted has been struck through.

Recommended Motion:

*"I move to approve the revisions to Article V of the Lyons Township School Treasurer's Office Personnel Policy Manual effective June 24, 2019".*

LYONS TOWNSHIP SCHOOL TREASURER'S OFFICE

PERSONNEL POLICY MANUAL

(proposed effective date: June 24, 2019)

**Potential Allowable Reasons for Leave:**

1. to seek medical attention
2. to seek psychological or other counseling
3. to obtain victim services
4. to participate in safety planning or relocate for reason of safety
5. to seek legal assistance
6. to participate in a related court proceeding

Notice Required: You must provide your manager with advance notice (at least 48 hours) of your intention to take the leave if you had advance notice of the need for time off. If such notice is *not possible*, you must notify one of your managers as soon as is practicable.

Certification Required: If an employee is eligible to take VESSA leave and chooses to use it, then the employee must provide his or her manager with a “certification” (sworn statement) within a reasonable time (generally no later than 15 days) of the employee’s manager or human resources requesting the certification. The certification must: (a) state the employee or his/her family member is a victim of domestic violence or sexual violence; and (b) includes the employee’s reason(s) for taking the leave. Additionally, the certification must be accompanied by corroborating information to support the employee’s need for leave. Examples of such corroborating information include: documentation prepared by a victim services organization, attorney, clergy member, or medical professionals who provided assistance to the victim; police or court records.

The VESSA policy listed here is not exhaustive of the requirements or caveats for this kind of leave.

5.9 School Visitation Leave

Any employee who has worked for the Office for fifteen (15) or more hours on average for at least the preceding six (6) months is eligible for unpaid “school visitation leave.” Specifically, eligible employees who are parents or guardians of children from kindergarten through grade twelve (12) may take up to eight (8) hours per year (but not more than four (4) hours in one day) of unpaid time off to attend conferences or activities relating to the child, but only if the conference or activity cannot be scheduled during non-work hours. Furthermore, no school visitation leave may be taken by an eligible employee, unless the employee has exhausted all accrued vacation days or paid time off (PTO) days, and any other leave that may be granted to the employee except sick leave and disability leave. Finally, the eligible employee must provide his or her manager with a written request for school visitation leave at least seven (7) days in advance, except in an emergency situation (twenty-four (24) hours notice). For more details, please speak with your manager.

5.10 Health Insurance

The Office currently provides certain employees with certain insurance benefits. The Treasurer reserves the right to modify, amend or terminate such benefits as they apply to current, former and retired employees, to the extent allowed by state or federal law. ~~The Administrator of the insurance plan has the discretionary authority to determine eligibility for benefits of the Lyons Township Elementary District’s Employment Benefit Plan.~~

a. **Health Coverage**

Insurance coverage is described and limited to:

1. Any insurance policies purchased by the ~~Elementary School Districts’ Employee Benefit Plan~~ Trustees of Schools.

~~2. The plan summaries issued by the Lyons Township Elementary School Districts' Employee Benefit Plan.~~

3. Health, vision, term-life and dental insurance coverage as provided by the Township School Treasurer's Trustees is available to all employees who have 1040 scheduled hours a year.

b. **Effective Date**

All Insurance (dental, vision, health, and term life) commences the first day of the calendar month following the date the employee commences employment. Eligible dependents (if applicable to the type of insurance) will be covered on the date the employee becomes insured or the date they become dependent, whichever is later, provided the employee enrolled for benefits for such dependents.

c. **Premiums Covered**

The Board currently pays for all medical, dental, and vision insurance premiums for employees who have 1040 scheduled hours of work a year and who elect such coverage, as well as their eligible dependents, under the terms of ~~the policies the Lyons Township Elementary School Districts' Employee Benefit Plan.~~ A waiver is to be on file for any full-time employee who elects no coverage, ~~to the extent allowed by state or federal law.~~

d. **Eligible Dependents**

Eligible dependents consist of the following: (1) employee's wife or husband, including a same-sex spouse; and (2) employee's children under twenty six (26) years of age (although such coverage will be extended beyond age twenty-six (26) if the child qualifies (i.e., disabled and dependent upon the employee)).

e. **Life Insurance**

The Board provides each employee with at least 1040 scheduled hours a year a term-life insurance policy with accidental death and dismemberment coverage of \$50,000 for all full-time employees. All life insurance coverage terminates on the final day of employment. The Board currently pays for all eligible employee term life insurance premium. Life insurance is provided for the employee only.

f. **Termination**

~~With the exception of life insurance, all~~ Insurance coverage terminates as follows:

1. On the last day of the month during which employment terminates. However, the ex-employee and his or her eligible dependents may be entitled to continuation coverage under the ~~Consolidated Omnibus Budget Reconciliation Act ("COBRA") and other state laws~~ ~~state continuation laws~~ for a certain amount of time, but the ex-employee must pay 100% of the insurance premiums.
2. Upon retirement, or in the event of disability, and if the employee is eligible and has applied for and has been granted disability status under the terms of the Illinois Municipal Retirement Fund, the employee will be permitted to retain coverage under the basic hospital plan as required by 215 ILCS 5/367j, relating to municipal employees' continuance privilege, until age sixty-five (65). However, the retired (or disabled) employee will be responsible for 100% of the insurance premium.

~~g.~~ **Dental and Vision Insurance**

~~Insurance for dental and vision care is provided to all employees with at least 1040 scheduled hours a year by the Office. Currently, the Office covers the entire premium.~~

- h. **Disclaimer:** The Treasurer reserves the right to modify, amend or terminate health, dental, vision, and life insurance benefits on a year to year basis to the extent allowed by state and federal law as they apply to current, former and retired employees, to the extent allowed by state or federal law.

5.11 *Retirement Programs*

- a. The IMRF is a state retirement and disability program for public employees in Illinois. All employees working one thousand (1000) or more hours annually must participate according to current IMRF rules and regulations. All employees are subject to the 1,000 hours standard except those employees who were previously designated to be governed under the six hundred (600) hour standard. Both the Office and the employee contribute a percentage of earnings to this program. All employee earnings contributed are tax deferred in accordance with applicable state and federal regulations.
- b. Monthly contributions are withheld from wages in a fixed and predetermined amount set by IMRF, currently 4.5%. Each employee receives notice of any change in deductions at the time the amounts are determined by the fund. The amount of monthly contributions is matched by the Office.
- c. **Social Security Note:** Social Security is a federally-mandated retirement and disability program. All personnel, regardless of employment status, are required to participate. Both the Office and its employees contribute a percentage of earnings to this program.

5.12 *Workers' Compensation*

All full-time and part-time employees (as well as any "temporary employees") are provided with workers' compensation coverage. In case an employee is injured while in the course of employment, the employee is covered by workers' compensation insurance with limits set by the Office's policy. An employee who claims to have been injured while on-duty performing his or her job duties must file a report of the injury as soon as possible on the form provided by the Office with his or her supervisor. In the event immediate medical attention is required, the employee shall get a written authorization from the Treasurer immediately to be sent to the Office's designated health care provider.

All such claims will be governed by the Illinois Workers' Compensation Act (820 ILCS 305/1 *et seq.*).

If an employee has not returned to work after one (1) calendar year from the date of injury, said employee may be removed by the Treasurer from the roll of employees and no longer will be considered an employee. In such an event, the person may then reapply for a position with the Office, but the person's seniority will be reset (if hired) for purposes of Office benefits.

# Personnel Update



West 40

# Closed Session

*Motion to suspend the Special Board Meeting for the purpose of entering Closed Session.*

- ***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 specific employees of public body.”

Motion to reconvene the  
Special Meeting  
of the  
Board of Trustees

Time: \_\_\_\_\_

# Action as a result of Closed Session

# Adjournment