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

NOTICE

NOTICE OF A SPECIAL 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

Click Here to Join Meeting

To Join Meeting via Phone, Dial +1-872-810-3297, and enter Conference ID: 459 927 921#

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:

- April 27, 2020 TTO Open Meeting
- April 27, 2020 TTO Closed Meeting

5. Treasurer's Report

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

- May 18, 2020 \$ 16,163.37
 - > Total \$ 16,163.37

7. Review School Districts Official Records

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

• March 2020 (Updated to include District 102 Fund Balance)

NEW BUSINESS:

- 8. Review/Approval of Authorized Depositories
- 9. Lyons Township School Treasurer's Employee Insurance Benefit Renewal
- 10. Personnel Policy Manual
- 11. Approval of Information Technology Contract
- 12. FY2021 Board of School Trustees Future Meeting Dates
- 13. <u>Cook County Tax Distribution FY2021</u>

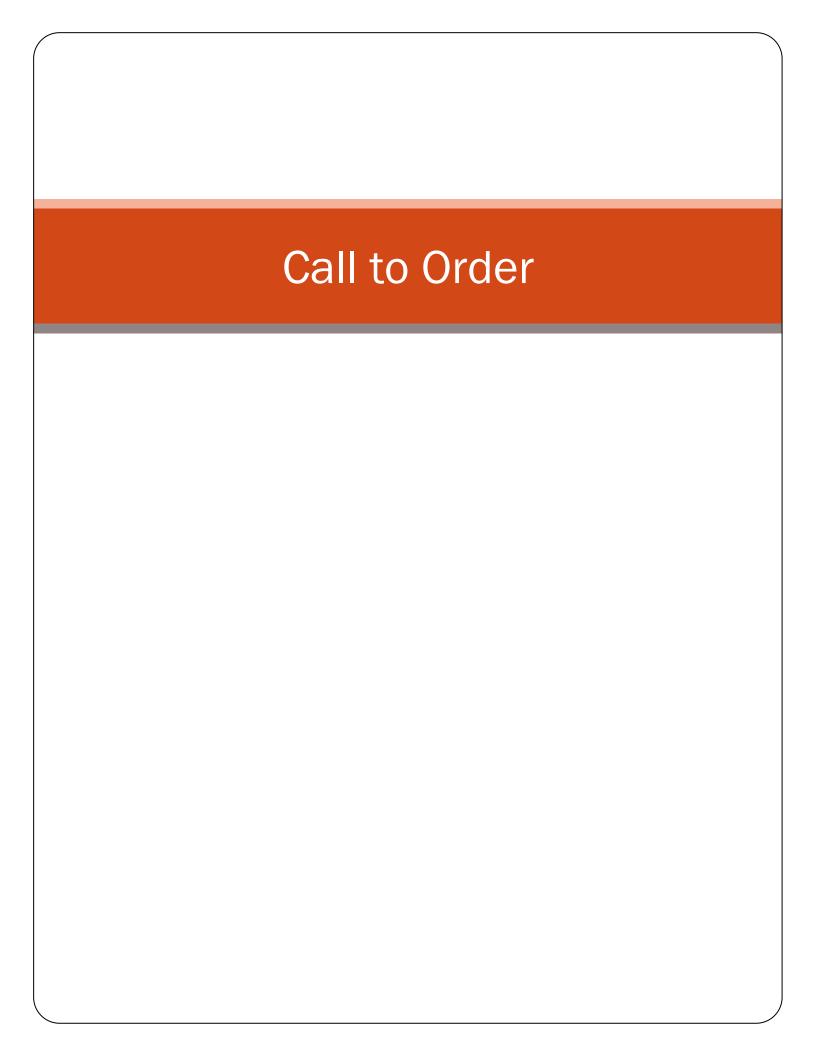
OLD BUSINESS:

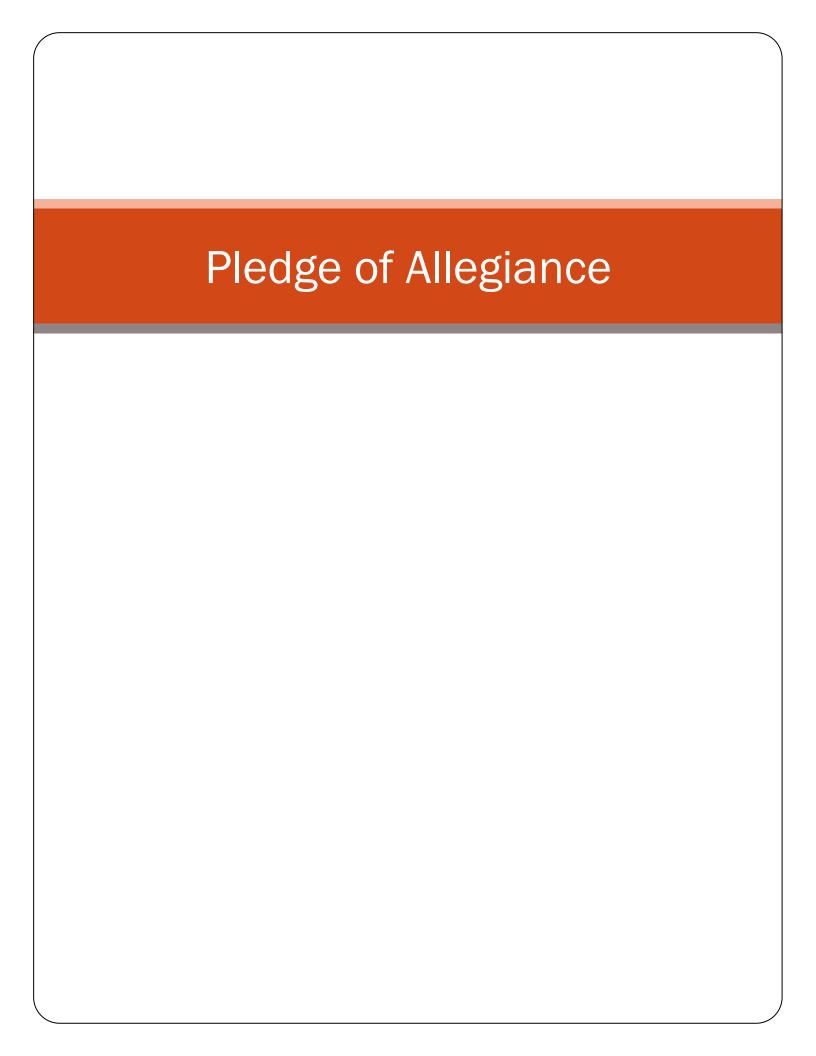
14. District 204 Litigation Update

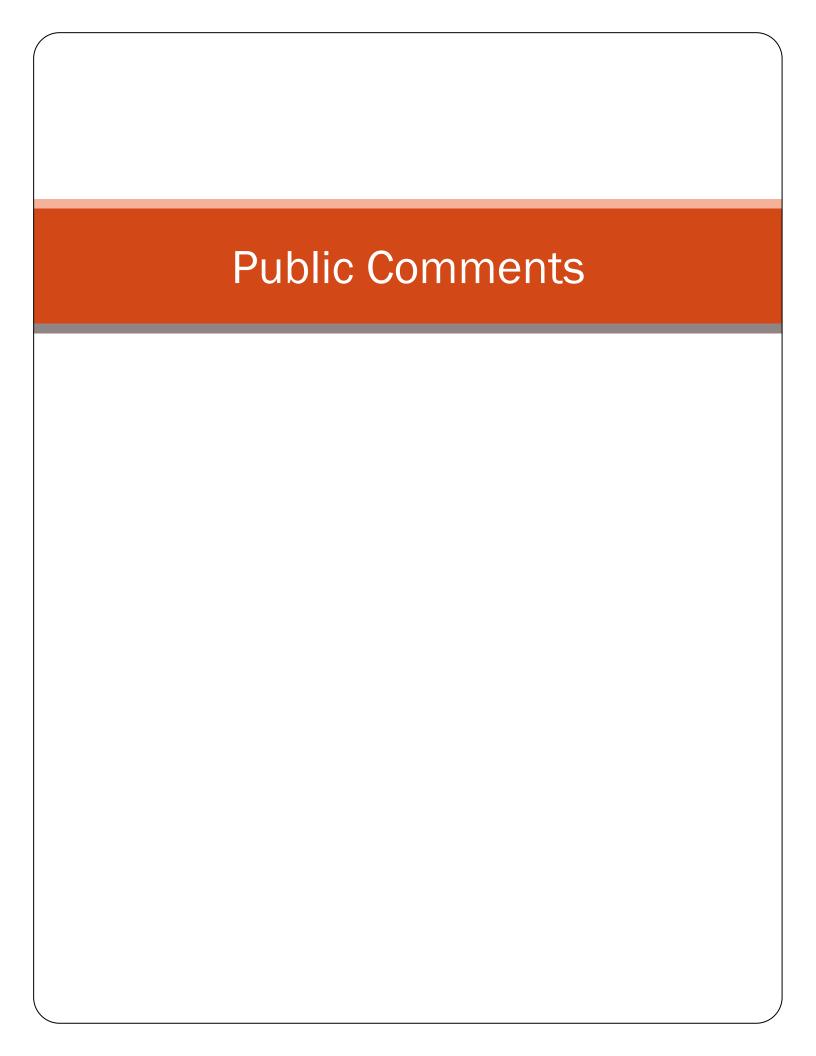
15. <u>Motion to suspend the Regular Meeting for the purpose of entering closed session</u>

- 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."

- 16. Motion to reconvene the Regular Meeting of the Board of Trustees
- 17. Action as a result of Closed Session
- 18. Adjournment

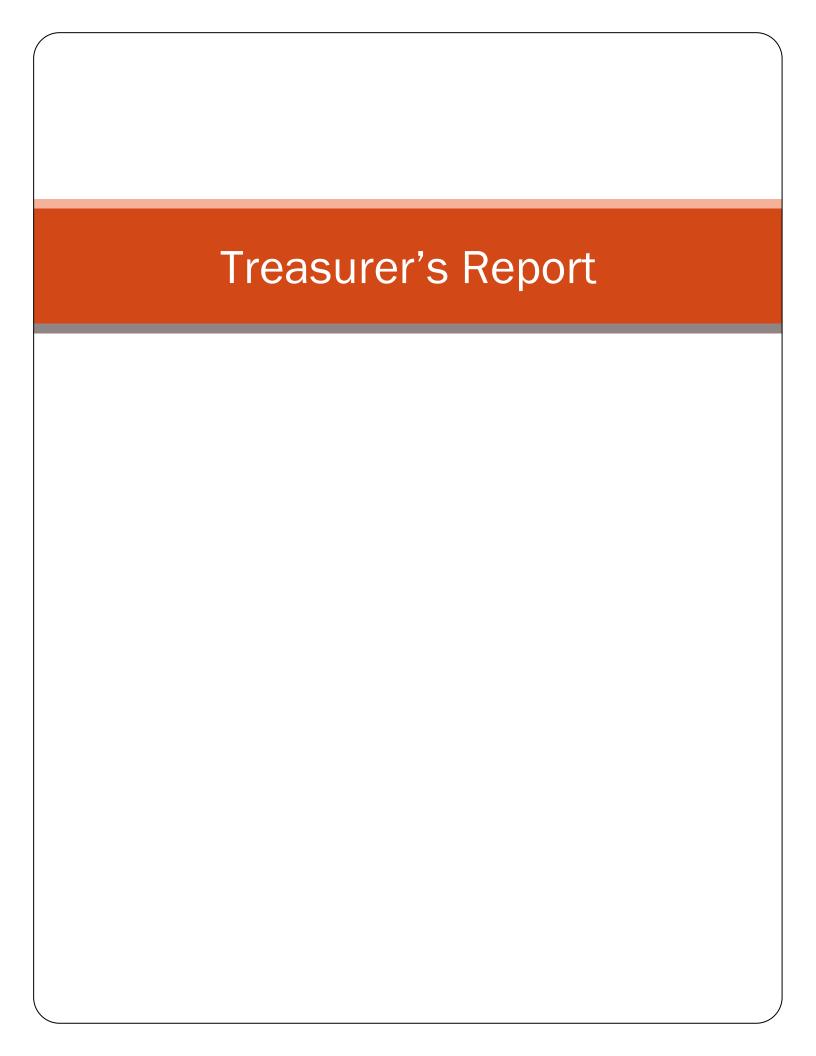






Review/Approval of Minutes

April 27, 2020 – TTO Open Meeting April 27, 2020 – TTO Closed Meeting



Review/Approval of Payables List

- May 18, 2020- \$ 16,163.37
- > Total Amount \$ 16,163.37

LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1093 Voucher Date: 05/18/2020 Prepared By: Brigid Murphy

Printed: 05/15/2020 03:23:49 PM

LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$16,163.37 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (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	\$16,163.37

\$16,163.37

Created By: 1715.bmurphy **Posted By:** 1715.bmurphy **Date:** 05/15/2020 15:23:02 Page: 1

Voucher Detail Listing					Voucher Batch N	lumber: 1093	05/18/2020	
Fiscal Year: 2019-2020								
Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account		Amount	
ACCURATE OFFICE SUPPLY CO.	1000018							
Check Group:								
OFFICE SUPPLIES			1 0	494277 5/18/2020	10.5.2520.4100.000.0000 OFFICE SUPPLIES		\$90.35	
OFFICE SUPPLIES			1 0	498282 5/18/2020	10.5.2520.4100.000.0000 OFFICE SUPPLIES		\$139.64	
					Check #: 0			
						PO/InvoiceTotal:	\$229.99	
						Vendor Total:	\$229.99	
BDO Digital								
Check Group:								
Mircosoft Teams Implementation			1 0	1324230 5/18/2020	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT		\$2,002.50	
Microsoft Teams Implementation			1 0	1340927 5/18/2020	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT		\$440.00	
					Check #: 0			
						PO/InvoiceTotal:	\$2,442.50	
COMCAST	1000050					Vendor Total:	\$2,442.50	
Check Group:	1000030							
05/16/2020-06/15/2020			1 0	June 2020 5/18/2020	10.5.2520.3400.000.0008 INTERNET		\$178.35	
				5, 1 5, 2 2 2	Check #: 0			
					Shook II. O	PO/InvoiceTotal:	\$178.35	
						Vendor Total:	\$178.35	
De Lage Landen Financial Services, Inc. Check Group:							*	
04/15/2020-05/14/2020			1 0	67784905	10.5.2520.3250.000.0003		\$968.00	
				5/18/2020	COPIER & PRINTER LEASE			
					Check #: 0			

Voucher Detail Listing						Voucher Batch N	umber: 1093	05/18/2020
Fiscal Year: 2019-2020								
Vendor Remit Name Description	Vendor #	QTY		PO No.	Invoice Invoice Date	Account		Amount
							PO/InvoiceTotal:	\$968.0
FIRST COMMUNICATIONS							Vendor Total:	\$968.0
FIRST COMMUNICATIONS								
Check Group:			4	0	440502525	40 E 0E00 2400 000 0000		6447. 0
May 2020			1	U	119583525 5/18/2020	10.5.2520.3400.000.0000 TELEPHONE SERVICE		\$447.3
						Check #: 0		
							PO/InvoiceTotal:	\$447.3
							Vendor Total:	\$447.3
HINCKLEY SPRINGS Check Group:	1000092							
April 2020			1	0	14650680 050220	0 10.5.2520.4100.000.0000		\$15.9
, ₁ p.:: 2020			•	·	5/18/2020	OFFICE SUPPLIES		Ψ10.0
						Check #: 0		
							PO/InvoiceTotal:	\$15.9
							Vendor Total:	\$15.9
ILLINOIS ASSOC. OF SCHOOL BOARDS Check Group:	1000094							
IASB Membership-K.Getty			1	0	309099	10.5.2520.6400.000.0000		\$500.0
					5/18/2020	DUES AND FEES		*****
						Check #: 0		
							PO/InvoiceTotal:	\$500.0
							Vendor Total:	\$500.0
ILLINOIS COUNTIES RISK MANAGEMENT TRUST								
Check Group: 12/1/2018-12/1/2019 Audit Adj.			1	0	95727	10.5.2520.3800.000.0014		\$47.0
12/1/2010-12/1/2019 Addit Adj.				O	5/18/2020	WORKERS COMPENSATION		φ47.0
						Check #: 0		
							PO/InvoiceTotal:	\$47.0
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Voucher Detail Listing					Voucher Batch N	lumber: 1093	05/18/2020	
Fiscal Year: 2019-2020								
Vendor Remit Name Description	Vendor#	QTY	PO No.	Invoice Invoice Date	Account		Amount	
						Vendor Total:	\$47.00	
KELLY BRADSHAW	1000114							
Check Group:								
04/01/2020-04/30/2020			1 0	99 5/18/2020	10.5.2520.3100.000.0000 CPA SERVICES		\$3,916.25	
					Check #: 0			
						PO/InvoiceTotal:	\$3,916.25	
MILLER COORER & CO. LTD	4000447					Vendor Total:	\$3,916.25	
MILLER COOPER & CO., LTD Check Group:	1000147							
FY2019 Audit			1 0	207254A	10.5.2520.3170.000.0000		\$750.00	
F12019 Addit			1 0	5/18/2020	AUDIT/FINANCIAL SERVICES		\$750.00	
					Check #: 0			
						PO/InvoiceTotal:	\$750.00	
						Vendor Total:	\$750.00	
Perspectives LTD.								
Check Group:								
05/01/2020-07/31/2020			1 0	95290 5/18/2020	10.5.2520.3110.000.0000 EMPLOYEE ASSISTANCE SERV	VICES	\$625.00	
					Check #: 0			
						PO/InvoiceTotal:	\$625.00	
						Vendor Total:	\$625.00	
RRP HOLDINGS, LLC								
Check Group:								
June 2020-Rent			1 0	June 2020 5/18/2020	10.5.2520.3250.000.0000 RENTALS		\$4,600.00	
June 2020-Garbage			1 0	June 2020 5/18/2020	10.5.2520.3210.000.0000 SANITATION SERVICES		\$70.00	
					Check #: 0			
						PO/InvoiceTotal:	\$4,670.00	
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Voucher Detail Listing					Voucher Batch N	umber: 1093	05/18/2020
Fiscal Year: 2019-2020							
Vendor Remit Name Description	Vendor#	QTY	PO No.	Invoice Invoice Date	Account		Amount
						Vendor Total:	\$4,670.00
Vision 96, LLC							
Check Group:							
VOIP-April 2020			1 0	3889 5/18/2020	10.5.2520.3400.000.0000 TELEPHONE SERVICE		\$120.00
Microsoft-April 2020			1 0	3889 5/18/2020	10.5.2520.3160.000.0027 SOFTWARE		\$118.00
IT Services-April 2020			1 0	3889 5/18/2020	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT		\$710.00
					Check #: 0		
						PO/InvoiceTotal:	\$948.00
						Vendor Total:	\$948.00
WIPE N' KLEEN							
Check Group:							
May 2020			1 0	248160 5/18/2020	10.5.2520.3220.000.0000 CLEANING SERVICES		\$425.00
					Check #: 0		
						PO/InvoiceTotal:	\$425.00
						Vendor Total:	\$425.00
						Grand Total:	\$16,163.37

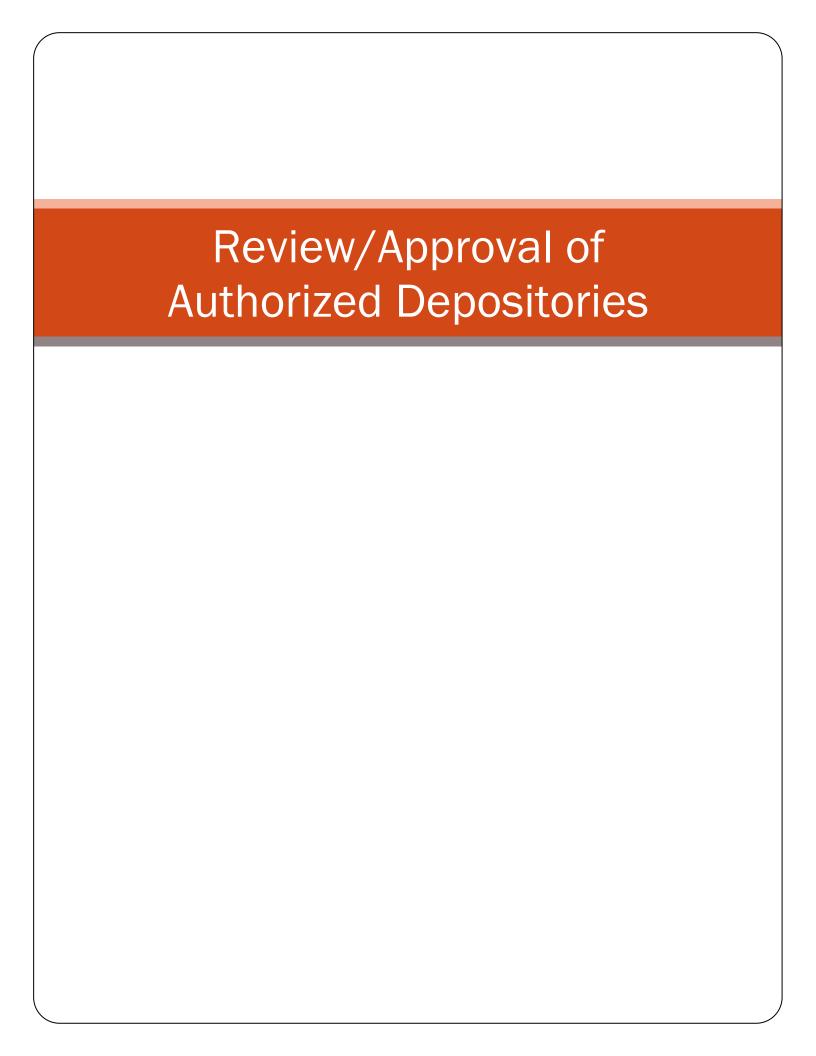
End of Report

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Review School Districts Official Records March 2020 (Updated to include District 102 Fund Balance)

Lyons Township School Treasurer's Office District Operations Report March 2020

District	Beginning FY20 Fund Balance	Beginning FY20 fund balance adjustments	Revenues	Beg. Balance + Revenues	Disbursements	Ending FY20 Fund Balance	% of Total Ending Fund Balance
995	254,607.96		-43.54	254,564.42	21,952.34	232,612.08	0.08%
999	884,162.42		358,966.04	1,243,128.46	1,227,904.52	15,223.94	0.01%
101	9,473,738.08		18,926,374.76	28,400,112.84	14,518,199.51	13,881,913.33	4.83%
102	9,734,285.90		41,492,082.41	51,226,368.31	30,507,794.98	20,718,573.33	7.21%
103	12,399,392.72		33,043,426.99	45,442,819.71	26,584,518.11	18,858,301.60	6.56%
104	12,397,473.91		28,275,620.23	40,673,094.14	22,904,986.52	17,768,107.62	6.18%
105	15,974,267.09		24,785,889.50	40,760,156.59	19,775,612.12	20,984,544.47	7.30%
106	12,791,029.55		14,140,124.95	26,931,154.50	10,274,710.50	16,656,444.00	5.79%
106.5	2,180,203.74		7,408,638.93	9,588,842.67	8,620,008.01	968,834.66	0.34%
106.7	9,360.47		0.00	9,360.47	9,360.47	0.00	0.00%
107	13,974,230.20		15,569,823.01	29,544,053.21	12,586,119.49	16,957,933.72	5.90%
108	6,052,177.93		6,022,541.10	12,074,719.03	4,610,208.20	7,464,510.83	2.60%
109	30,879,643.59		40,318,279.11	71,197,922.70	29,487,129.19	41,710,793.51	14.51%
204	41,472,894.85	-1.00	77,859,944.71	119,332,838.56	56,702,480.33	62,630,358.23	21.78%
2045	3,661,488.31		22,668,759.09	26,330,247.40	16,599,418.29	9,730,829.11	3.38%
217	30,337,937.52		35,903,760.71	66,241,698.23	27,273,774.87	38,967,923.36	13.55%
TOTAL	198,552,285.54	-1.00	366,774,188.00	569,251,081.24	281,704,177.45	287,546,903.79	100.00%



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: April 22, 2019

TO: Board of School Trustees

FROM: Kenneth T. Getty, MBA, CSBO

SUBJECT: Authorized Depositories Updates

The Lyons Township School Treasurer's Office is updating its approved list of depositories to reflect the recent bank acquisition of Countryside Bank by Hinsdale Bank & Trust, part of the Wintrust family of financial institutions. The merger was announced in late 2019, but the transition officially occurred at the close of business on April 17, 2020.

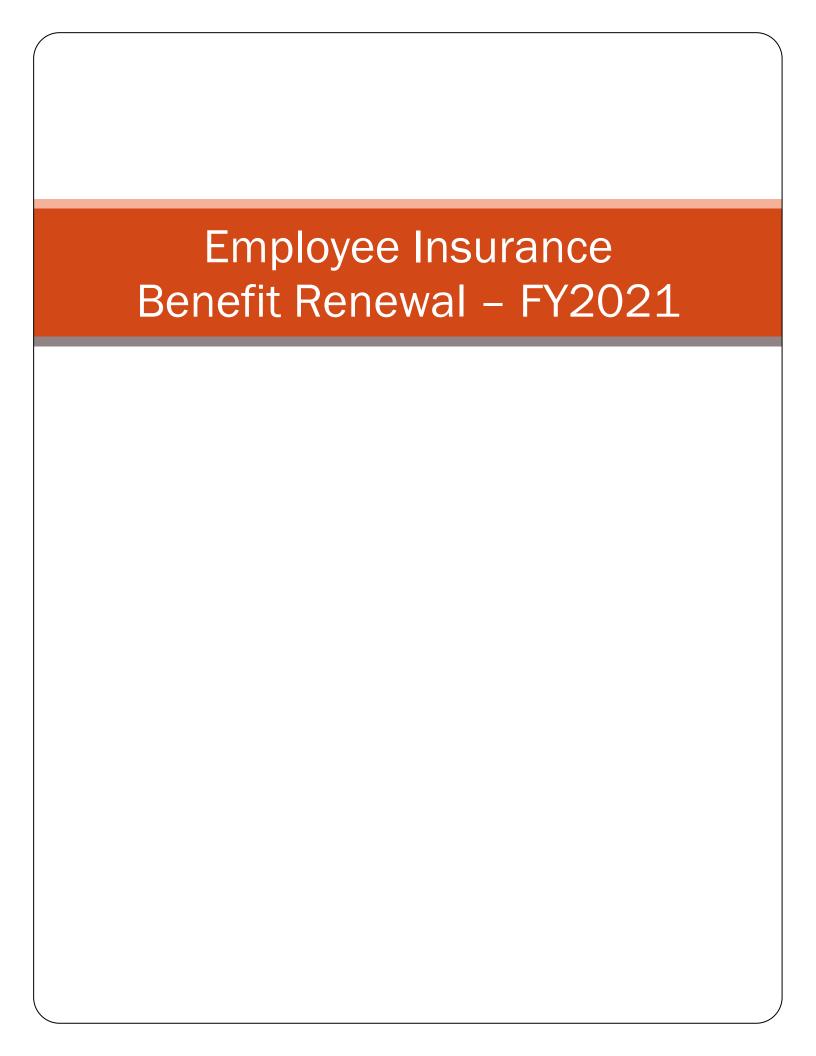
Recommended Motion:

"I move to approve the Authorized Depositories as presented".

Approved Depositories Lyons Township Trustees of School Township 38 North, Range 12 East

4/24/2020 13:00

	Depository Name	Contact	Corpor	Phone	Fax Number			
1	Amalgamated Bank of Chicago	Attn: David Paxton	30 North LaSalle St		Chicago	IL 60602	312-822-3029	312-267-8769
2	BMO Harris Bank National Association	Attn: Hank Gay	111 W. Monroe	5 Center	Chicago	IL 60603	312-461-2439	312-293-5811
3	Byline Bank	Attn: Martha Rodriquez	180 N LaSalle St		Chicago	IL 60601	773-788-7008	773-640-5912
4	CIBC Bank USA	Attn: Julianne Tynski	120 South LaSalle	Suite 400	Chicago	IL 60603	312-564-1485	312-800-9728
5	CIBC Private Wealth Advisors, Inc.	Attn: Bruce Klein	181 W. Madison St.	35th Floor	Chicago	IL 60602	312-422-1769	312-578-930
6	First Bank of Highland Park	Attn: Emma Montagu	1835 First Street		Highland Park	IL 60035	708-272-1300	847-433-2156
7	First Midwest Bank	Attn: Nadine Johnson	8750 W Bryn Mawr Ave	Suite 1300	Chicago	IL 60631	847-739-3841	224-321-1820
8	FNBC Bank & Trust	Attn: Scott Peters	620 W. Burlington Avenue		LaGrange	IL 60525	708-579-8644	708-479-4626
9	Heartland Bank and Trust Company	Attn: Crystal Panzarella	401 North Hershey Rd		Bloomington	IL 61702.	815-823-8224	815-439-4444
10	Hinsdale Bank & Trust	Attn: Aimee Briles	9700 W. Higgins Road	Suite 500	Rosemont	IL 60018	630-560-2120	877-811-4710
11	The Illinois Fund		100 West Randolph	Suite 15-600	Chicago	IL 60601	800-947-8479	
12	JP Morgan Chase Bank	Attn: David Sippel	1111 Polaris Parkway		Columbus	OH 43240	312-580-4279	312-356-7009
13	PMA Financial Network Inc.	Attn: Audra Braski	2135 City Gate Lane	7th Floor	Naperville	IL 60563	630-657-6422	



Township Trustees of Schools

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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: May 14, 2020

TO: Board of School Trustees

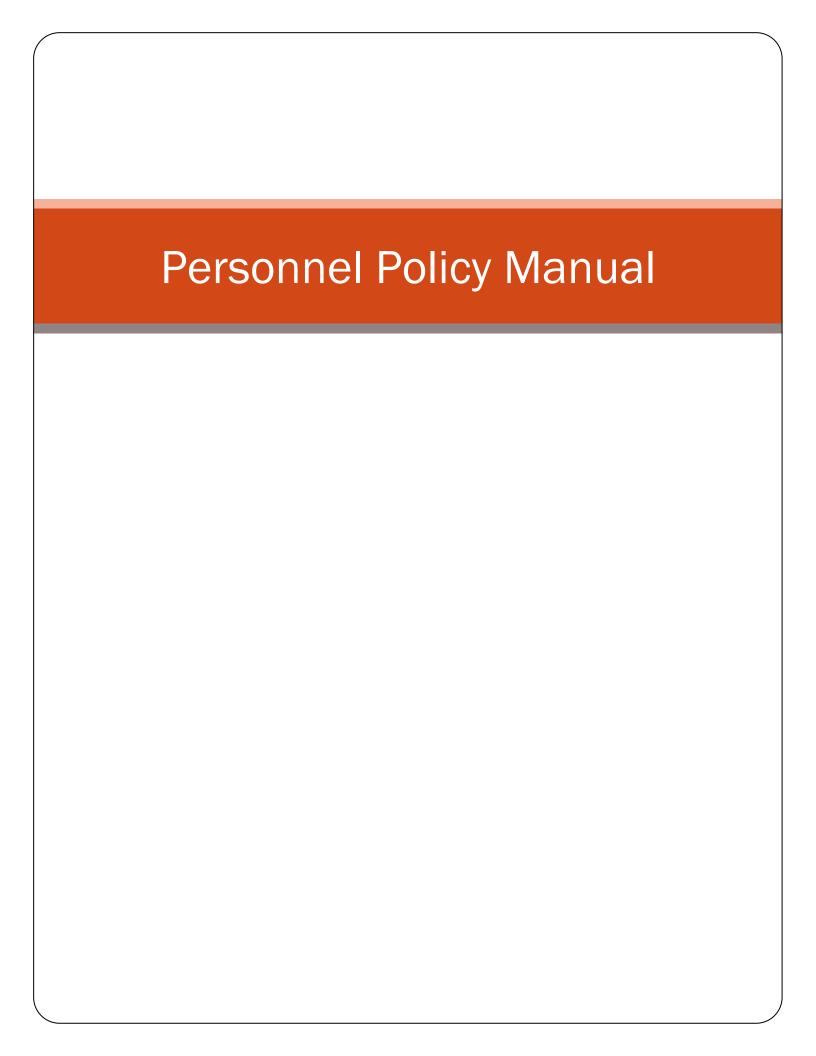
FROM: Kenneth T. Getty, MBA, CSBO

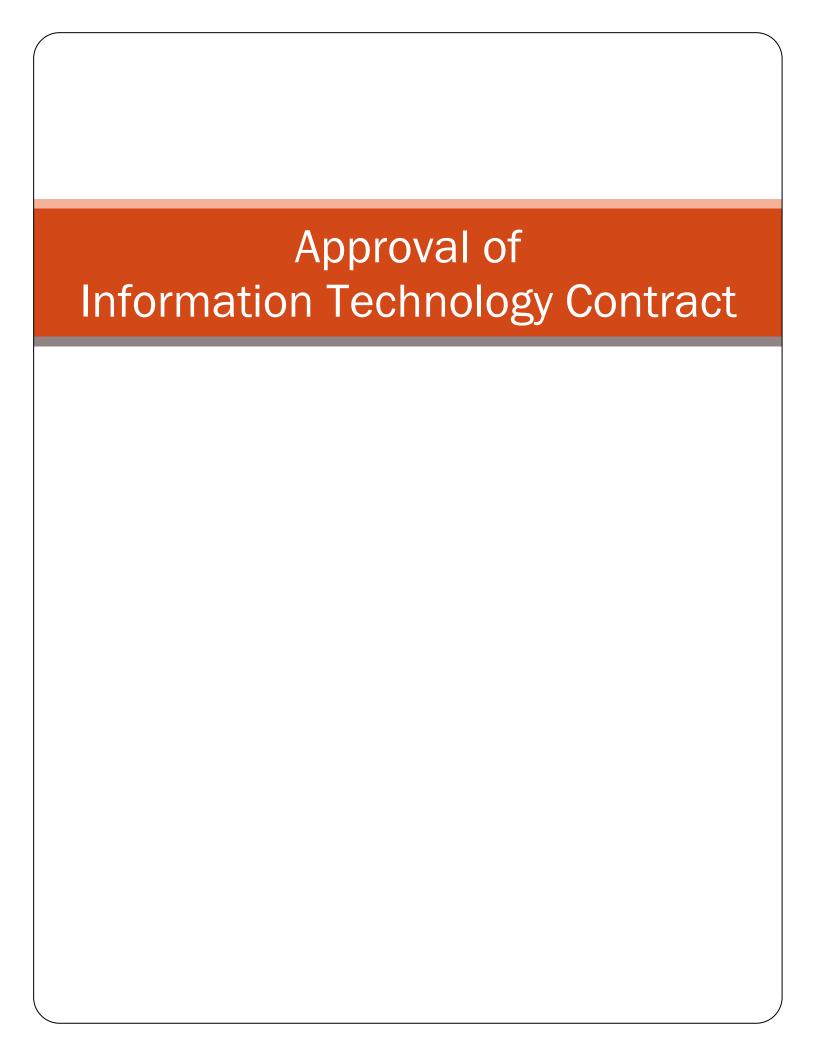
SUBJECT: Lyons Township School Treasurer's Employee Insurance Benefits

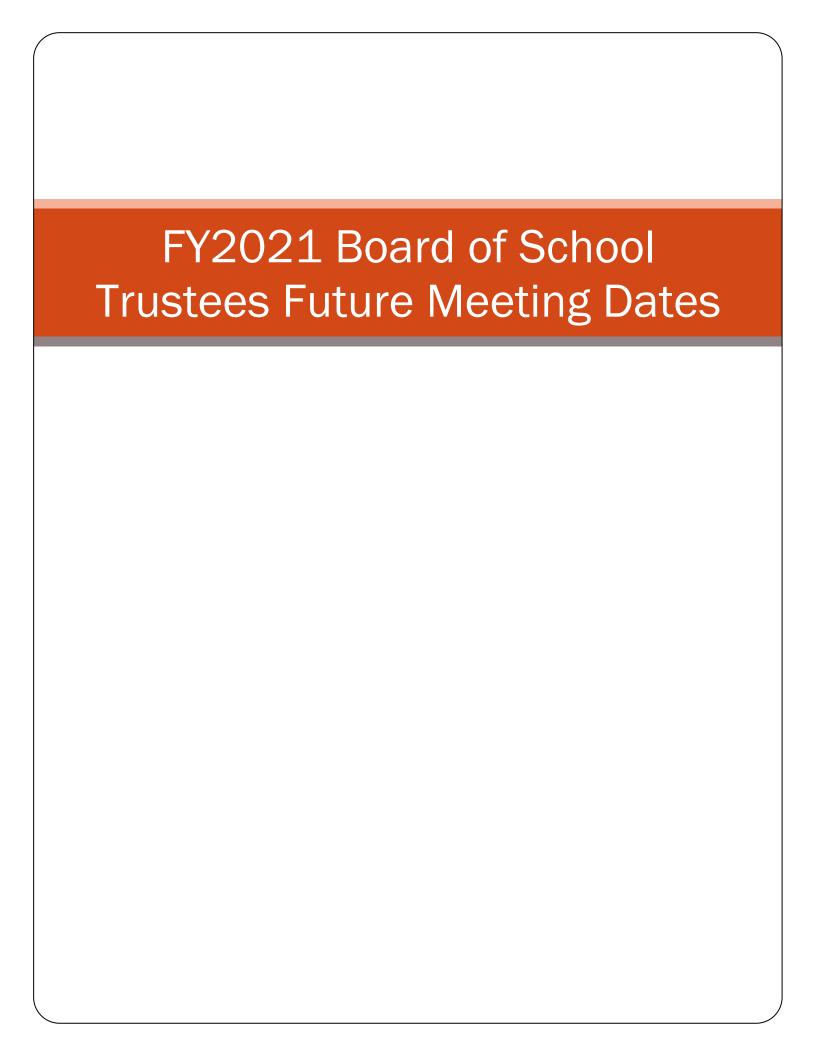
The Lyons Township Treasurer's Office has received renewal quotes from Companion Life for life and vision insurance for its full-time staff for fiscal year 2021. There are no rate increases to the life and vision premiums for fiscal year 2021.

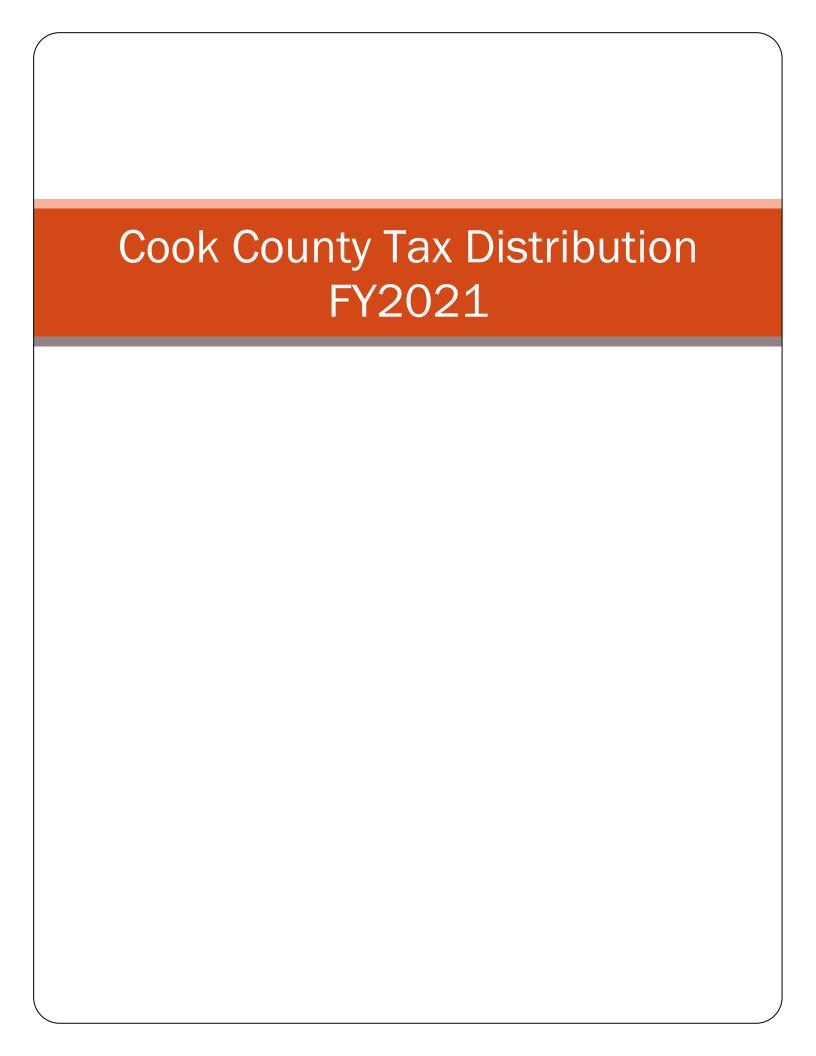
Recommended Motion:

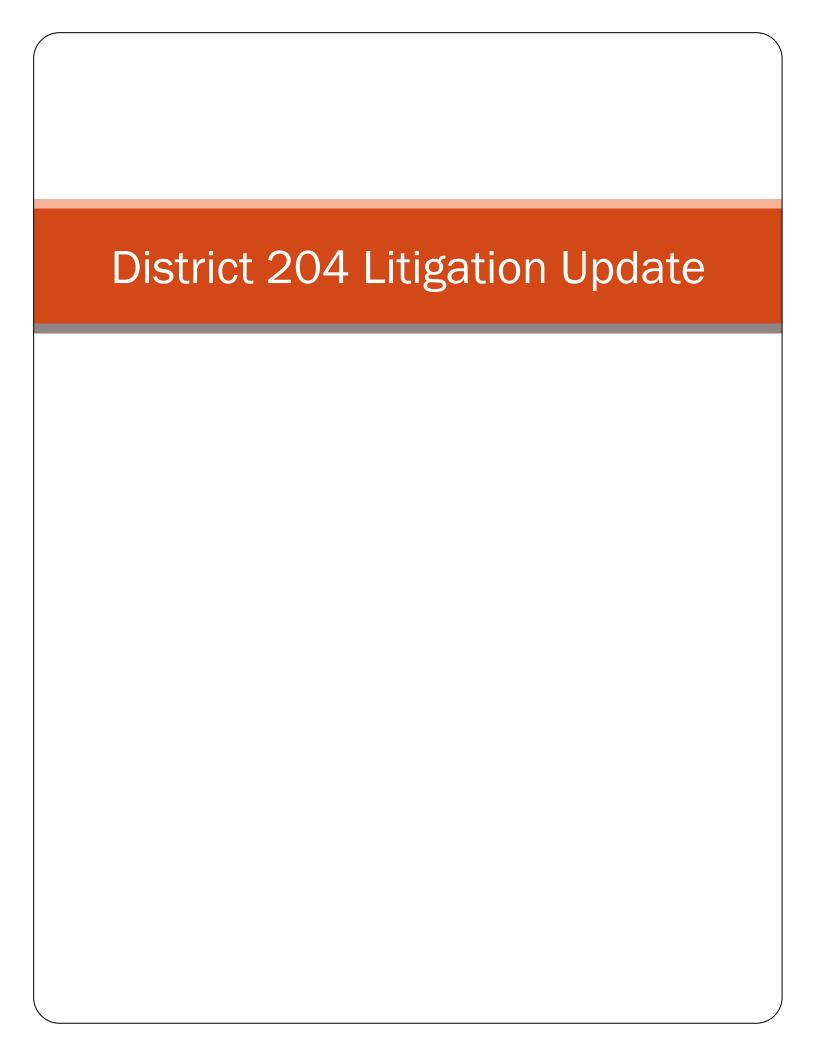
"I move to approve the renewal provided by Companion Life for employee life and vision insurance benefits."











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: _____

