

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

November 25, 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 Avenue, Suite D, LaGrange, Illinois, on November 25, 2019 at 6:00 P.M.

AGENDA

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

2. **Pledge of Allegiance**

3. **Public Comments**

4. **CIBC Investment Presentation**

5. **Review/Approval of Minutes**

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

1. October 21, 2019 – TTO Open Meeting
2. October 21, 2019 – TTO Closed Meeting

6. **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.

- October 2019

7. **Review/Approval of Insurance Policy Coverage (12/01/2019 – 11/30/2020)**

- General Liability Package
- Umbrella Liability
- Workers Compensation

8. **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

- November 15, 2019 - \$ 518.40
 - November 25, 2019 - \$ 51,087.50
- **Total \$ 51,605.90**

9. **Review School Districts Official Records**

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

- October 2019

NEW BUSINESS:

10. **Employment Recommendation**

- Mrs. Lisa McAtee, Accountant

11. **Disposal of Surplus Property**

12. **Review/Approval of Depositories**

13. **FY2020 Board of School Trustees Future Meeting Dates**

OLD BUSINESS:

14. **District 204 Litigation Update**

15. **West 40**

16. **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.”

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

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

19. **Adjournment**

Township of School Trustees
Special Meeting
November 25, 2019

6:00 P.M.

22 Calendar Court, Suite D
LaGrange, IL 60525



MEETING

Call to Order

Pledge of Allegiance

Public Comments

CIBC Investment Presentation

Review/Approval of Minutes

October 21, 2019 – TTO Open Meeting

October 21, 2019 – TTO Closed Meeting

Review the Lyons Township Treasurer's Financial Reports

- October 2019

Lyons Township Trustee of Schools

Account Level Operating Statement For the Period 10/01/2019 through 10/31/2019

Fiscal Year: 2019-2020

		<u>10/01/2019 - 10/31/2019</u>	<u>Budget</u>	<u>Budget Balance</u>		
All Funds						
REVENUE						
LineDesc		MTD	YTD	Budget	BudgetBalance	Percent
10.4.1940.0000.000.4001	PRORATA - CURRENT YEAR	(\$11,500.00)	(\$11,500.00)	(\$1,678,186.00)	(\$1,666,686.00)	0.7%
10.4.1940.0000.000.4002	PRORATA - IMMEDIATE PRIOR YEAR	\$0.00	(\$597,761.76)	(\$354,104.00)	\$243,657.76	168.8%
10.4.1940.0000.000.4003	PRORATA - PRIOR YEARS	\$0.00	\$0.00	(\$386,985.00)	(\$386,985.00)	0.0%
10.4.1950.0000.000.0000	REFUND OF PRIOR YEARS' EXPENDITURES	(\$2,666.00)	(\$2,675.72)	\$0.00	\$2,675.72	0.0%
REVENUE		(\$14,166.00)	(\$611,937.48)	(\$2,419,275.00)	(\$1,807,337.52)	25.3%
EXPENDITURE						
LineDesc		MTD	YTD	Budget	BudgetBalance	Percent
10.5.2520.1000.000.5001	SALARIES - TREASURER	\$11,666.66	\$46,666.64	\$140,000.00	\$93,333.36	33.3%
10.5.2520.1000.000.5002	SALARIES - OFFICE MANAGER	\$6,000.00	\$24,000.00	\$72,000.00	\$48,000.00	33.3%
10.5.2520.1000.000.5004	SALARIES - PAYROLL	\$5,250.00	\$21,000.00	\$63,000.00	\$42,000.00	33.3%
10.5.2520.1000.000.5008	SALARIES - PT RECORDS MANAGEMENT	\$3,333.34	\$13,150.18	\$40,000.00	\$26,849.82	32.9%
10.5.2520.1000.000.5010	SALARIES - OVERTIME	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
10.5.2520.1000.000.5011	SALARIES - DIR OF FINANCE AND OPERATIONS	\$9,236.64	\$30,591.60	\$101,603.05	\$71,011.45	30.1%
10.5.2520.1000.000.5012	SALARIES - ACCOUNTANT	\$0.00	\$8,255.37	\$40,500.00	\$32,244.63	20.4%
10.5.2520.1000.000.5013	SALARIES - SR ACCOUNTANT	\$0.00	\$3,171.84	\$0.00	(\$3,171.84)	0.0%
10.5.2520.1000.000.5015	SALARIES - PT BUSINESS SERVICES	\$1,292.00	\$5,212.20	\$27,500.00	\$22,287.80	19.0%
10.5.2520.2120.000.0000	BENEFITS - IMRF	\$2,764.22	\$11,365.35	\$43,802.00	\$32,436.65	25.9%
10.5.2520.2130.000.0000	FICA	\$3,126.23	\$12,810.78	\$39,912.00	\$27,101.22	32.1%
10.5.2520.2140.000.0000	MEDICARE	\$731.14	\$2,996.05	\$9,334.00	\$6,337.95	32.1%
10.5.2520.2210.000.0000	LIFE INSURANCE	\$0.00	\$253.30	\$1,608.00	\$1,354.70	15.8%
10.5.2520.2220.000.0000	MEDICAL INSURANCE	\$7,228.64	\$33,382.83	\$127,393.00	\$94,010.17	26.2%
10.5.2520.2230.000.0000	DENTAL INSURANCE	\$0.00	\$1,253.52	\$7,994.00	\$6,740.48	15.7%
10.5.2520.2341.000.0000	VISION INSURANCE	\$0.00	\$190.75	\$1,076.00	\$885.25	17.7%
10.5.2520.3100.000.0000	CPA SERVICES	\$0.00	\$13,828.75	\$90,000.00	\$76,171.25	15.4%
10.5.2520.3100.000.0019	PROGRAMMING & TRAINING	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.5.2520.3100.000.0023	PROF. & TECH. SERVICES - IT	\$977.50	\$2,032.50	\$13,000.00	\$10,967.50	15.6%
10.5.2520.3110.000.0000	EMPLOYEE ASSISTANCE SERVICES	\$0.00	\$625.00	\$2,500.00	\$1,875.00	25.0%
10.5.2520.3160.000.0000	ANNUAL I.V. LICENSE	\$0.00	\$0.00	\$124,000.00	\$124,000.00	0.0%
10.5.2520.3160.000.0027	SOFTWARE	\$8.00	\$896.09	\$9,000.00	\$8,103.91	10.0%
10.5.2520.3170.000.0000	AUDIT/FINANCIAL SERVICES	\$10,600.00	\$15,600.00	\$23,000.00	\$7,400.00	67.8%
10.5.2520.3180.000.0000	LEGAL SERVICES	\$1,144.38	\$6,894.38	\$32,000.00	\$25,105.62	21.5%
10.5.2520.3180.000.0001	DISTRICT 204 - LITIGATION	\$146,111.65	\$321,793.04	\$500,000.00	\$178,206.96	64.4%
10.5.2520.3190.000.0000	OTHER PROFESSIONAL AND TECHNICAL SERVICES	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.5.2520.3200.000.0000	PROPERTY SERVICES	\$49.16	\$196.64	\$575.00	\$378.36	34.2%
10.5.2520.3200.000.0002	PROPERTY APPRAISAL	\$0.00	\$0.00	\$250.00	\$250.00	0.0%
10.5.2520.3210.000.0000	SANITATION SERVICES	\$70.00	\$280.00	\$840.00	\$560.00	33.3%
10.5.2520.3220.000.0000	CLEANING SERVICES	\$425.00	\$1,700.00	\$5,100.00	\$3,400.00	33.3%
10.5.2520.3250.000.0000	RENTALS	\$4,154.00	\$16,616.00	\$51,000.00	\$34,384.00	32.6%
10.5.2520.3250.000.0003	COPIER & PRINTER LEASE	\$968.00	\$4,453.90	\$13,500.00	\$9,046.10	33.0%
10.5.2520.3250.000.0004	ENVELOPE INSERTER LEASE	\$0.00	\$501.00	\$2,004.00	\$1,503.00	25.0%
10.5.2520.3320.000.0000	TRAVEL	\$44.00	\$67.43	\$1,800.00	\$1,732.57	3.7%
10.5.2520.3330.000.0000	MEETING EXPENSE	\$67.63	\$324.20	\$1,200.00	\$875.80	27.0%
10.5.2520.3400.000.0000	TELEPHONE SERVICE	\$714.05	\$2,864.57	\$9,000.00	\$6,135.43	31.8%
10.5.2520.3400.000.0005	POSTAGE	\$0.00	\$17.75	\$500.00	\$482.25	3.6%
10.5.2520.3400.000.0008	INTERNET	\$136.86	\$847.41	\$2,700.00	\$1,852.59	31.4%
10.5.2520.3600.000.0000	PRINTING AND BINDING	\$0.00	\$0.00	\$16,500.00	\$16,500.00	0.0%
10.5.2520.3800.000.0000	COBRA ADMINISTRATION	\$0.00	\$0.00	\$750.00	\$750.00	0.0%
10.5.2520.3800.000.0011	RETIREE/COBRA BENEFITS	(\$1,130.30)	\$6,939.37	\$15,844.00	\$8,904.63	43.8%
10.5.2520.3800.000.0013	COMMERCIAL PACKAGE	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
10.5.2520.3800.000.0014	WORKERS COMPENSATION	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
10.5.2520.3800.000.0015	COMMERCIAL UMBRELLA	\$0.00	\$0.00	\$20.00	\$20.00	0.0%
10.5.2520.3800.000.0016	PUBLIC OFFICIALS LIABILITY	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.0%
10.5.2520.3800.000.0017	CYBER LIABILITY	\$0.00	\$0.00	\$1,875.00	\$1,875.00	0.0%
10.5.2520.3800.000.2009	ILLINOIS DEPT OF EMPLOYMENT SECURITY	\$0.00	\$0.00	\$16,550.00	\$16,550.00	0.0%

Lyons Township Trustee of Schools

Account Level Operating Statement For the Period 10/01/2019 through 10/31/2019

Fiscal Year: 2019-2020

	<u>10/01/2019 - 10/31/2019</u>		<u>Budget</u>	<u>Budget Balance</u>		
10.5.2520.4100.000.0000	OFFICE SUPPLIES	\$224.72	\$1,071.19	\$12,000.00	\$10,928.81	8.9%
10.5.2520.4100.000.0018	PAPER	\$0.00	\$567.00	\$500.00	(\$67.00)	113.4%
10.5.2520.4100.000.0024	ENVELOPES	\$0.00	\$535.00	\$1,100.00	\$565.00	48.6%
10.5.2520.4400.000.0000	PERIODICALS	\$21.49	\$100.96	\$500.00	\$399.04	20.2%
10.5.2520.4900.000.0020	CHECKS	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.5.2520.5500.000.0000	CAPITALIZED EQUIPMENT	\$0.00	\$0.00	\$6,000.00	\$6,000.00	0.0%
10.5.2520.6400.000.0000	DUES AND FEES	\$93.60	\$211.30	\$3,500.00	\$3,288.70	6.0%
	EXPENDITURE	\$215,308.61	\$613,263.89	\$1,709,330.05	\$1,096,066.16	35.9%
		\$201,142.61	\$1,326.41	(\$709,944.95)	(\$711,271.36)	0.2%
Net (Revenue)/Expense						

Review/Approval of Insurance Policy Coverage

12/1/19 through 11/30/20


1. General Liability Package
2. Umbrella Liability
3. Workers Compensation

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: November 21, 2019
TO: Board of School Trustees
FROM: Kenneth T. Getty, MBA, CSBO 
SUBJECT: FY20 Commercial Insurance Coverage

In July 2016, the LTTO joined the Illinois Counties Risk Management Trust (ICRMT) for Commercial Liability and Workers Compensation insurance with an annual savings of approximately \$2,200 over our previous carrier.

The annual premium renewal for Commercial Liability and Workers Compensation insurance for the Lyons Township Treasurer's Office will total \$12,366, which is an increase of \$199. A premium cost history shows that the price has remained flat when averaged over the four fiscal years:

ICRMT General Liability & Workers Compensation Insurance Coverage LTTO Rate History (FY17 to FY20)				
	FY17	FY18	FY19	FY20
ICRMT Premium Costs	\$ 12,356	\$ 12,357	\$ 12,167	\$ 12,366

Recommended Motion:

"I move to approve the commercial insurance and workers compensation policy renewal beginning December 1st, 2019".

Review/Approval of Payables List

- November 15, 2019 - \$518.40
- November 25, 2019 - \$51,087.50

➤ **Total Amount - \$51,605.90**

LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1038

Voucher Date: 11/15/2019


Prepared By:



Printed: 11/15/2019 01:43:49 PM

LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$518.40 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	\$518.40
		\$518.40

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1038 11/15/2019

Fiscal Year: 2019-2020

Vendor Remit Name
Description

Amount

Account

Invoice
Invoice Date

PO No.

QTY

Vendor #

LYONS TOWNSHIP ELEMENTARY SCHOOL DIST. 1000132

Check Group:

TTO - November pro rata assessment

V228557 10.5.2520.2220.000.0000
11/15/2019 MEDICAL INSURANCE

\$518.40

Check #: 0

PO/Invoice Total: \$518.40

Vendor Total: \$518.40


Grand Total: \$518.40

End of Report

LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1037

Voucher Date: 11/25/2019

Prepared By: 

Printed: 11/22/2019 04:15:45 PM

LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$51,087.50 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	\$51,087.50
		<hr/> \$51,087.50

Lyons Township Trustee of Schools

Voucher Batch Number: 1037 11/25/2019

Voucher Detail Listing

Fiscal Year: 2019-2020

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
ACCURATE OFFICE SUPPLY CO.					
1000018					
Check Group:					
Business Cards	1	0	488472 11/25/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$55.00
Check #: 0					
PO/Invoice Total:					\$55.00
Vendor Total:					\$55.00
ADT SECURITY SERVICES					
1000021					
Check Group:					
12/03/2019-01/02/2020	1	0	401500203 11/25/2019	10.5.2520.3200.000.0000 PROPERTY SERVICES	\$49.16
Check #: 0					
PO/Invoice Total:					\$49.16
Vendor Total:					\$49.16
Association for Financial Professionals					
Check Group:					
1/1/2020-12/31/2020 Professional Dues/B. Murphy	1	0	244843 11/25/2019	10.5.2520.6400.000.0000 DUES AND FEES	\$495.00
Check #: 0					
PO/Invoice Total:					\$495.00
Vendor Total:					\$495.00
BME ELECTRIC					
Check Group:					
PROFESSIONAL & TECHNICAL SERVICES	1	0	2280 11/25/2019	10.5.2520.3190.000.0000 OTHER PROFESSIONAL AND TECHNICAL SERVICES	\$1,441.00
Check #: 0					
PO/Invoice Total:					\$1,441.00
Vendor Total:					\$1,441.00
CHICAGO SUN TIMES					
Check Group:					
1000047					

Lyons Township Trustee of Schools

Voucher Batch Number: 1037 11/25/2019

Voucher Detail Listing

Fiscal Year: 2019-2020

Vendor Remit Name
Description

Chicago SunTimes 12/12/19-12/10/20

Vendor #	QTY	PO No.	Invoice Date	Account	Amount
1	0		Acct.#194887	10.5.2520.4400.000.0000	\$234.00
			11/25/2019	PERIODICALS	

Check #: 0

PO/InvoiceTotal: \$234.00
Vendor Total: \$234.00

COMCAST

Check Group:

11/16/19-12/15/19

1	0		December 2019	10.5.2520.3400.000.0008	\$176.85
			11/25/2019	INTERNET	

Check #: 0

PO/InvoiceTotal: \$176.85
Vendor Total: \$176.85

Companion Life Insurance Company

Check Group:

V-November 2019

1	0		4624	10.5.2520.2341.000.0000	\$71.32
			11/25/2019	VISION INSURANCE	

V-November 2019

1	0		4624	10.5.2520.3800.000.0011	\$29.39
			11/25/2019	RETIREE/COBRA BENEFITS	

L-November 2019

1	0		4624	10.5.2520.2210.000.0000	\$81.60
			11/25/2019	LIFE INSURANCE	

L-November 2019

1	0		4624	10.5.2520.3800.000.0011	\$48.65
			11/25/2019	RETIREE/COBRA BENEFITS	

V-December 2019

1	0		9350	10.5.2520.3800.000.0011	\$15.14
			11/25/2019	RETIREE/COBRA BENEFITS	

V-December 2019

1	0		9350	10.5.2520.2341.000.0000	\$71.32
			11/25/2019	VISION INSURANCE	

L-December 2019

1	0		9350	10.5.2520.2210.000.0000	\$81.60
			11/25/2019	LIFE INSURANCE	

L-December 2019

1	0		9350	10.5.2520.3800.000.0011	\$70.89
			11/25/2019	RETIREE/COBRA BENEFITS	

Lyons Township Trustee of Schools

Voucher Batch Number: 1037 11/25/2019

Voucher Detail Listing

Fiscal Year: 2019-2020

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0					
CONNOR & GALLAGHER INSURANCE SERVICES					
		1 0	R2-1000536-1920 -01 11/25/2019	10.5.2520.3800.000.0014 WORKERS COMPENSATION	\$3,320.00
		1 0	R2-1000536-1920 -01 11/25/2019	10.5.2520.3800.000.0013 COMMERCIAL PACKAGE	\$9,046.00
Check #: 0					
De Lage Landen Financial Services, Inc.					
		1 0	65537933 11/25/2019	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$968.00
Check #: 0					
DEL GALDO LAW GROUP, LLC					
		1 0	23333 11/25/2019	10.5.2520.3180.000.0000 LEGAL SERVICES	\$937.50
		1 0	23334 11/25/2019	10.5.2520.3180.000.0000 LEGAL SERVICES	\$1,017.50
Check #: 0					
DESPLAINES VALLEY NEWS					
		1000059			\$1,955.00

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1037

11/25/2019

Fiscal Year: 2019-2020

Vendor Remit Name
Description

Vendor # QTY PO No. Invoice Date Account Amount

Check Group:

ASA Publication SD104 FYE 6/30/2019

1	0	19244	10.5.2520.3600.000.0000		\$2,359.50
		11/25/2019	PRINTING AND BINDING		

Check #: 0

PO/InvoiceTotal: \$2,359.50
Vendor Total: \$2,359.50

FIRST COMMUNICATIONS

Check Group:

November 2019

1	0	118598514	10.5.2520.3400.000.0000		\$702.05
		11/25/2019	TELEPHONE SERVICE		

Check #: 0

PO/InvoiceTotal: \$702.05
Vendor Total: \$702.05

FIRST NATIONAL BANK OF LAGRANGE

Check Group:

DUES AND FEES

1	0	XXX-XXX-XXX-52 46	10.5.2520.6400.000.0000		\$12.95
		11/25/2019	DUES AND FEES		

Wall Street Journal App

1	0	XXX-XXX-XXX-52 46	10.5.2520.4400.000.0000		\$21.49
		11/25/2019	PERIODICALS		

Financial Times

1	0	XXX-XXX-XXX-52 46	10.5.2520.4400.000.0000		\$99.99
		11/25/2019	PERIODICALS		

POSTAGE

1	0	XXX-XXX-XXX-52 46	10.5.2520.3400.000.0005		\$104.00
		11/25/2019	POSTAGE		

Office Supplies

1	0	XXX-XXX-XXX-52 46	10.5.2520.4100.000.0000		\$18.75
		11/25/2019	OFFICE SUPPLIES		

Check #: 0

PO/InvoiceTotal: \$257.18
Vendor Total: \$257.18

Lyons Township Trustee of Schools

Voucher Batch Number: 1037 11/25/2019

Voucher Detail Listing

Fiscal Year: 2019-2020

Vendor Remit Name Description

Health Care Service Corporation

Check Group:

M-November 2019

M-November 2019

D-November 2019

M - December 2019

M - December 2019

D - December 2019

D - December 2019

HINCKLEY SPRINGS

Check Group:

September 2019

October 2019

ILL Dept of Employment Security

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
	1	0	0000907174 245480 11/25/2019	10.2.0481.0000.000.9944 HEALTH INSURANCE PAYABLE-ER	\$2,591.81
	1	0	0000907174 245480 11/25/2019	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$505.50
	1	0	0000907174 245480 11/25/2019	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$50.80
	1	0	December 2019 11/25/2019	10.2.0481.0000.000.9944 HEALTH INSURANCE PAYABLE-ER	\$6,694.60
	1	0	December 2019 11/25/2019	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$982.29
	1	0	December 2019 11/25/2019	10.5.2520.2230.000.0000 DENTAL INSURANCE	\$416.82
	1	0	December 2019 11/25/2019	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$71.00
				Check #: 0	
				PO/Invoice Total:	\$11,312.82
				Vendor Total:	\$11,312.82
	1	0	14650680 101919 11/25/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$88.70
	1	0	14650680 111619 11/25/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$71.91
				Check #: 0	
				PO/Invoice Total:	\$160.61
				Vendor Total:	\$160.61

Lyons Township Trustee of Schools

Voucher Batch Number: 1037 11/25/2019

Voucher Detail Listing

Fiscal Year: 2019-2020

Vendor Remit Name Description

Account Amount

Check Group: 3rd Quarter-7/1/2019-9/30/2019

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1 0			DC 684001245 11/25/2019	10.5.2520.3800.000.2009 ILLINOIS DEPT OF EMPLOYMENT SECURITY	\$2,268.00

Check #: 0

PO/Invoice Total: \$2,268.00
Vendor Total: \$2,268.00

Illinois Association of School Treasurer

Check Group:

2019-2020 Annual Dues

1 0			V895051 11/25/2019	10.5.2520.6400.000.0000 DUES AND FEES	\$1,650.00
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Check #: 0

PO/Invoice Total: \$1,650.00
Vendor Total: \$1,650.00

MAILFINANCE 1000135

Check Group:

8/13/19-11/2/19

1 0			N7964580 11/25/2019	10.5.2520.3250.000.0004 ENVELOPE INSERTER LEASE	\$501.00
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Check #: 0

PO/Invoice Total: \$501.00
Vendor Total: \$501.00

MILLER COOPER & CO., LTD 1000147

Check Group:

FY 2019 - Annual Audit

1 0			207254 11/25/2019	10.5.2520.3170.000.0000 AUDIT/FINANCIAL SERVICES	\$5,000.00
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Check #: 0

PO/Invoice Total: \$5,000.00
Vendor Total: \$5,000.00

Perspectives LTD.

Check Group:

Lyons Township Trustee of Schools

Voucher Batch Number: 1037 11/25/2019

Voucher Detail Listing

Fiscal Year: 2019-2020

Vendor Remit Name
Description

Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
11/1/19-1/31/20	1	0	93761 11/25/2019	10.5.2520.3110.000.0000 EMPLOYEE ASSISTANCE SERVICES	\$625.00
Check #: 0					PO/Invoice Total: \$625.00
Vendor Total:					\$625.00
RRP HOLDINGS, LLC					
Check Group:					
RENT - December 2019	1	0	December 2019 11/25/2019	10.5.2520.3250.000.0000 RENTALS	\$4,154.00
GARBAGE - December 2018	1	0	December 2019 11/25/2019	10.5.2520.3210.000.0000 SANITATION SERVICES	\$70.00
Check #: 0					PO/Invoice Total: \$4,224.00
Vendor Total:					\$4,224.00
TYLER BUSINESS FORMS					
Check Group:					
2019 - W-2 Forms	1	0	38117 11/25/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$540.72
2019 - 1099 MISC Forms	1	0	38117 11/25/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$91.65
2019 - Envelopes for W-2 Forms	1	0	38117 11/25/2019	10.5.2520.4100.000.0024 ENVELOPES	\$462.00
2019 - Envelopes for 1099-MISC Formss	1	0	38117 11/25/2019	10.5.2520.4100.000.0024 ENVELOPES	\$85.00
Shipping of W-2/1099-MISC/Envelopes	1	0	38117 11/25/2019	10.5.2520.3400.000.0005 POSTAGE	\$130.50
10% Discount	1	0	38117 11/25/2019	10.5.2520.4100.000.0000 OFFICE SUPPLIES	(\$117.94)
Check #: 0					PO/Invoice Total: \$1,191.93

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1037 11/25/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Date	Account	Amount
Vision 96, LLC						
Check Group:						
Microsoft-October 2019		1	0	3548 11/25/2019	10.5.2520.3160.000.0027 SOFTWARE	\$8.00
VOIP Services-October 2019		1	0	3548 11/25/2019	10.5.2520.3400.000.0000 TELEPHONE SERVICE	\$12.00
IT Services-October 2019		1	0	3548 11/25/2019	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT	\$527.50
SERVER BATTERY BACKUP		1	0	3570 11/25/2019	10.5.2520.5500.000.0000 CAPITALIZED EQUIPMENT	\$1,122.99
Check #: 0						
						PO/Invoice Total: \$1,670.49
						Vendor Total: \$1,670.49
WEST 40 - ISC #2						
Check Group:						
Fingerprinting		1	0	20-1104 11/25/2019	10.5.2520.6400.000.0000 DUES AND FEES	\$55.00
Check #: 0						
						PO/Invoice Total: \$55.00
						Vendor Total: \$55.00
WIPE N' KLEEN						
Check Group:						
November 2019		1	0	448097 11/25/2019	10.5.2520.3220.000.0000 CLEANING SERVICES	\$425.00
December 2019		1	0	448098 11/25/2019	10.5.2520.3220.000.0000 CLEANING SERVICES	\$425.00
Check #: 0						
						PO/Invoice Total: \$850.00
						Vendor Total: \$850.00

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1037 11/25/2019

Fiscal Year: 2019-2020

Vendor Remit Name
Description

Amount

WorkRight Occupational Health

Check Group:

Drug Testing

\$50.00

10.5.2520.6400.000.0000

DUES AND FEES

368136

11/25/2019

1 0

Check #: 0

PO/Invoice Total: \$50.00

Vendor Total: \$50.00

Grand Total: \$51,087.50

End of Report

Review School Districts Official Records

- October 2019

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

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	20,745.84	233,818.58	0.09%
999	884,162.42		300,576.54	1,184,738.96	1,173,201.90	11,537.06	0.00%
101	9,473,738.08		9,112,203.69	18,585,941.77	5,637,516.40	12,948,425.37	4.88%
102*	9,734,305.90		18,562,794.94	28,297,100.84	7,574,002.12	20,723,098.72	7.81%
103	12,399,392.72		14,825,053.43	27,224,446.15	10,626,995.48	16,597,450.67	6.25%
104	12,397,473.91		12,673,061.29	25,070,535.20	7,782,787.52	17,287,747.68	6.51%
105	16,144,889.09		12,320,927.85	28,465,816.94	7,460,616.45	21,005,200.49	7.92%
106	12,791,029.55		6,580,935.26	19,371,964.81	3,685,513.11	15,686,451.70	5.91%
106.5	2,180,203.74		1,924,328.89	4,104,532.63	3,618,335.79	486,196.84	0.18%
106.7	9,360.47		0.00	9,360.47	0.00	9,360.47	0.00%
107	13,974,230.20		7,405,642.34	21,379,872.54	4,089,261.58	17,290,610.96	6.52%
108	6,052,177.93		2,779,627.58	8,831,805.51	1,505,563.80	7,326,241.71	2.76%
109	30,879,643.59		14,116,519.46	44,996,163.05	11,889,367.27	33,106,795.78	12.48%
204	41,472,894.85		37,502,895.56	78,975,790.41	21,986,266.71	56,989,523.70	21.48%
2045	3,661,488.31		11,272,251.98	14,933,740.29	5,982,861.35	8,950,878.94	3.37%
217	30,337,937.52		15,902,179.09	46,240,116.61	9,521,534.58	36,718,582.03	13.84%
TOTAL	198,552,285.54	0.00	165,278,954.36	367,926,490.60	102,554,569.90	265,371,920.70	100.00%

* District 102 October 2019 Financials are pending District Level review

Employment Recommendation

- Mrs. Lisa McAtee, Accountant

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: November 22, 2019

TO: Board of School Trustees

FROM: Kenneth T. Getty, MBA, CSBO 

SUBJECT: Employment Recommendation-Accountant

I am recommending the hiring of Lisa McAtee for the vacant Accountant position. Mrs. McAtee has over 25 years' experience in the private sector, in a variety of industries. She holds a bachelor's degree in accounting from the University of Utah.

The following is recommended as the compensation package for this position:

- Full-time at-will employment under the terms and conditions established by the Trustees and set forth in the Lyons TTO Personnel Policy Manual
- Annual salary of \$67,000
- Access to Board paid full health benefits package-medical, dental and vision insurance
- \$50,000 term life insurance policy
- Participation in the IMRF pension program
- Start date of Monday, November 11, 2019

With Trustee approval, we will finalize the hiring and orientation process.


Disposal of Surplus Property

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: November 21, 2019
TO: Board of School Trustees
FROM: Kenneth T. Getty, MBA, CSBO 
SUBJECT: Disposal of Surplus Property

Attached is a list of surplus property slated for disposal. Each of the items on the disposal list are no longer in use by the office due to age or condition. When possible we will sell the equipment at a current market value or donate it to a not-for-profit organization within Lyons Township. Broken and/or non-functioning equipment will be disposed in the appropriate manner.

Lyons Township School Treasurer's Office

Request for Disposal

November 25, 2019

The Lyons Township School Treasurer's Office is requesting to dispose of the following items:

Room	Item	ID #/ Serial Number	Quantity
Accounting Room	Desk	010053	1
Accounting Room	Small Dell Monitor	E2172FPC	1
Archive Room	Dell Tower	8Y3LPS1	1
Archive Room	Dell Tower	8Y3PPS1	1
Archive Room	HP Tower	010053	1

Review/Approval Of Depositories

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: November 22, 2019

TO: Board of School Trustees

FROM: Kenneth T. Getty, MBA, CSBO 

SUBJECT: Depository Updates

The Lyons Township School Treasurer's Office is pursuing a banking partnership with First Bank of Highland Park and requesting that the institution be placed on the list of approved depositories by the Trustees.

Names and addresses of the previously approved depositories have been updated to match the Federal Deposit Insurance Corporation (FDIC) listings.

Recommended Motion:

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

FY20 Board of School Trustees Future Meeting Dates

District 204 Litigation 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