

# Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

www.lyonstto.net

BOARD OF SCHOOL TRUSTEES  
Michael S. Thiessen, President  
Shakana L. Kirksey-Miller, Trustee  
Jessica A. Doherty, Trustee

22 Calendar Ave. STE D  
LaGrange, IL 60525  
Phone 708-352-4480  
Fax 708-888-5651

## NOTICE

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

**November 22, 2021 – 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 on November 22, 2021 at 6:00 P.M.

Pursuant to Governor Pritzker's Executive Order 2020-73, the 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: 302 424 5#

## 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:

- October 20, 2021 – TTO Open Meeting
- October 20, 2021 – TTO Closed Meeting – Trustee Vacancy
- October 20, 2021 – TTO Closed Meeting – Litigation

5. **Treasurer's Report**

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 2021

7. **Review School Districts Official Records**

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

- September 2021
- October 2021

**NEW BUSINESS:**

8. **Review/Approval of Comcast Business Contract (11/2021 – 11/2023)**

9. **Review/Approval of Insurance Coverage (12/01/2021 – 11/30/2022)**

10. **FY2022 Board of School Trustees Future Meeting Dates**

11. **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 22, 2021 - \$ 32,284.73
  - **Total \$ 32,284.73**

12. **Disposal of Surplus Property**

**OLD BUSINESS:**

13. **IMRF Annual Contribution Final Rate – Calendar Year 2022**

14. **Motion to suspend the 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 of specific employees of the public body.”

15. **Motion to reconvene the Board Meeting of the Board of Trustees**
16. **Action as a result of Closed Session**
17. **Adjournment**

Call to Order

# Pledge of Allegiance

# Public Comments

# Review/Approval of Minutes

October 20, 2021 – TTO Open Meeting  
October 20, 2021 – TTO Closed Meeting (Trustee Vacancy)  
October 20, 2021 – TTO Closed Meeting (Litigation)

# Treasurer's Report



# Review the Lyons Township Treasurer's Financial Reports

- October 2021

# Lyons Township Trustee of Schools

## Account Level Operating Statement For the Period 10/01/2021 through 10/31/2021

Fiscal Year: 2021-2022

		<u>10/01/2021 - 10/31/2021</u>	<u>Budget</u>	<u>Budget Balance</u>		
<b>All Funds</b>						
<b>REVENUE</b>						
		MTD	YTD	Budget	BudgetBalance	Percent
10.4.1940.0000.000.4001	PRORATA - CURRENT YEAR	\$0.00	\$0.00	(\$2,127,360.00)	(\$2,127,360.00)	0.0%
10.4.1940.0000.000.4002	PRORATA - IMMEDIATE PRIOR YEAR	\$0.00	(\$966,620.41)	(\$966,620.00)	\$0.41	100.0%
10.4.1950.0000.000.0000	REFUND OF PRIOR YEARS' EXPENDITURES	\$0.00	(\$324.00)	(\$1,000.00)	(\$676.00)	32.4%
	<b>REVENUE</b>	<b>\$0.00</b>	<b>(\$966,944.41)</b>	<b>(\$3,094,980.00)</b>	<b>(\$2,128,035.59)</b>	<b>31.2%</b>
<b>EXPENDITURE</b>						
		MTD	YTD	Budget	BudgetBalance	Percent
10.5.2520.1000.000.5001	SALARIES - TREASURER	\$14,583.34	\$58,333.36	\$175,000.00	\$116,666.64	33.3%
10.5.2520.1000.000.5002	SALARIES - OFFICE MANAGER	\$6,120.00	\$24,480.00	\$73,440.00	\$48,960.00	33.3%
10.5.2520.1000.000.5004	SALARIES - PAYROLL	\$5,569.76	\$22,279.04	\$66,836.70	\$44,557.66	33.3%
10.5.2520.1000.000.5008	SALARIES - PT RECORDS MANAGEMENT	\$5,833.34	\$22,708.28	\$70,000.00	\$47,291.72	32.4%
10.5.2520.1000.000.5011	SALARIES - DIR OF FINANCE AND OPERATIONS	\$9,724.92	\$38,758.13	\$116,699.00	\$77,940.87	33.2%
10.5.2520.1000.000.5012	SALARIES - ACCOUNTANT	\$5,923.34	\$23,607.03	\$71,080.30	\$47,473.27	33.2%
10.5.2520.2120.000.0000	BENEFITS - IMRF	\$3,812.84	\$15,817.51	\$40,000.00	\$24,182.49	39.5%
10.5.2520.2130.000.0000	FICA	\$3,719.92	\$15,711.21	\$46,500.00	\$30,788.79	33.8%
10.5.2520.2140.000.0000	MEDICARE	\$934.60	\$3,739.05	\$11,000.00	\$7,260.95	34.0%
10.5.2520.2210.000.0000	LIFE INSURANCE	\$42.50	\$737.50	\$1,150.00	\$412.50	64.1%
10.5.2520.2220.000.0000	MEDICAL INSURANCE	\$5,878.12	\$24,064.54	\$78,550.00	\$54,485.46	30.6%
10.5.2520.2230.000.0000	DENTAL INSURANCE	\$365.70	\$1,097.10	\$4,400.00	\$3,302.90	24.9%
10.5.2520.2341.000.0000	VISION INSURANCE	\$54.45	\$155.78	\$660.00	\$504.22	23.6%
10.5.2520.3100.000.0000	CPA SERVICES	\$6,386.25	\$10,952.50	\$55,000.00	\$44,047.50	19.9%
10.5.2520.3100.000.0019	PROGRAMMING & TRAINING	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
10.5.2520.3100.000.0023	PROF. & TECH. SERVICES - IT	\$800.00	\$3,370.00	\$12,000.00	\$8,630.00	28.1%
10.5.2520.3160.000.0000	ANNUAL I.V. LICENSE	\$139,166.37	\$139,166.37	\$139,200.00	\$33.63	100.0%
10.5.2520.3160.000.0027	SOFTWARE	\$374.75	\$1,499.00	\$11,000.00	\$9,501.00	13.6%
10.5.2520.3170.000.0000	AUDIT/FINANCIAL SERVICES	\$21,850.00	\$21,850.00	\$22,000.00	\$150.00	99.3%
10.5.2520.3180.000.0000	LEGAL SERVICES	\$1,572.50	\$7,168.75	\$26,000.00	\$18,831.25	27.6%
10.5.2520.3190.000.0000	OTHER PROFESSIONAL AND TECHNICAL SERVICES	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.5.2520.3200.000.0000	PROPERTY SERVICES	\$57.86	\$173.58	\$800.00	\$626.42	21.7%
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	\$1,275.00	\$5,100.00	\$3,825.00	25.0%
10.5.2520.3250.000.0000	RENTALS	\$4,830.00	\$19,320.00	\$66,000.00	\$46,680.00	29.3%
10.5.2520.3250.000.0003	COPIER & PRINTER LEASE	\$968.00	\$4,381.75	\$14,000.00	\$9,618.25	31.3%
10.5.2520.3320.000.0000	TRAVEL	\$0.00	\$0.00	\$250.00	\$250.00	0.0%
10.5.2520.3330.000.0000	MEETING EXPENSE	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.5.2520.3400.000.0005	POSTAGE	\$0.00	\$135.75	\$600.00	\$464.25	22.6%
10.5.2520.3400.000.0008	INTERNET	\$466.70	\$823.40	\$5,000.00	\$4,176.60	16.5%
10.5.2520.3600.000.0000	PRINTING AND BINDING	\$248.26	\$496.52	\$21,000.00	\$20,503.48	2.4%
10.5.2520.3800.000.0011	RETIREE/COBRA BENEFITS	\$23.89	(\$255.15)	\$8,750.00	\$9,005.15	2.9%
10.5.2520.3800.000.0013	COMMERCIAL PACKAGE	\$0.00	\$0.00	\$9,150.00	\$9,150.00	0.0%
10.5.2520.3800.000.0014	WORKERS COMPENSATION	\$0.00	\$0.00	\$3,200.00	\$3,200.00	0.0%
10.5.2520.3800.000.0016	PUBLIC OFFICIALS LIABILITY	\$0.00	\$0.00	\$12,500.00	\$12,500.00	0.0%
10.5.2520.3800.000.0017	CYBER LIABILITY	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.5.2520.4100.000.0000	OFFICE SUPPLIES	\$164.79	\$817.36	\$10,500.00	\$9,682.64	7.8%
10.5.2520.4100.000.0018	PAPER	\$0.00	\$0.00	\$300.00	\$300.00	0.0%
10.5.2520.4100.000.0024	ENVELOPES	\$0.00	\$0.00	\$800.00	\$800.00	0.0%
10.5.2520.4400.000.0000	PERIODICALS	\$0.00	\$42.99	\$650.00	\$607.01	6.6%
10.5.2520.4900.000.0020	CHECKS	\$0.00	\$495.00	\$1,500.00	\$1,005.00	33.0%
10.5.2520.5500.000.0000	CAPITALIZED EQUIPMENT	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
10.5.2520.6400.000.0000	DUES AND FEES	\$4.90	\$1,815.15	\$3,200.00	\$1,384.85	56.7%
	<b>EXPENDITURE</b>	<b>\$239,972.10</b>	<b>\$465,296.50</b>	<b>\$1,198,156.00</b>	<b>\$732,859.50</b>	<b>38.8%</b>
	<b>Net (Revenue)/Expense</b>	<b>\$239,972.10</b>	<b>(\$501,647.91)</b>	<b>(\$1,896,824.00)</b>	<b>(\$1,395,176.09)</b>	<b>26.4%</b>

Lyons Township Trustee of Schools

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Account Level Operating Statement For the Period 10/01/2021 through 10/31/2021

Fiscal Year: 2021-2022

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10/01/2021 - 10/31/2021

Budget

Budget Balance

End of Report

# Review School Districts Official Records

- September 2021
- October 2021

Lyons Township School Treasurer's Office  
 District Operations Report  
 September 2021

District	Beginning FY22 Fund Balance	Beginning FY22 fund balance adjustments	Revenues	Beg. Balance + Revenues	Disbursements	Ending FY22 Fund Balance	% of Total Ending Fund Balance
101	7,772,547.28		4,510,258.78	12,282,806.06	3,973,771.79	8,309,034.27	3.86%
102	12,187,733.26		9,353,130.43	21,540,863.69	8,366,554.77	13,174,308.92	6.13%
103	19,282,981.33		8,285,399.32	27,568,380.65	8,596,845.99	18,971,534.66	8.82%
104	16,326,747.25		6,444,928.82	22,771,676.07	4,917,380.96	17,854,295.11	8.30%
105	16,715,416.77		5,389,808.27	22,105,225.04	5,431,130.31	16,674,094.73	7.75%
106	17,600,649.68		7,076,129.73	24,676,779.41	4,583,169.57	20,093,609.84	9.34%
106.5	4,401,628.71		6,879,081.37	11,280,710.08	6,717,516.68	4,563,193.40	2.12%
106.7	0.00		363,400.42	363,400.42	301,503.93	61,896.49	0.03%
107	13,259,905.64		3,077,417.12	16,337,322.76	2,100,809.93	14,236,512.83	6.62%
108	6,361,495.19		2,811,654.96	9,173,150.15	1,743,297.42	7,429,852.73	3.45%
109	38,324,141.08		15,950,923.00	54,275,064.08	15,126,768.04	39,148,296.04	18.20%
204	47,780,298.05		84,810.03	47,865,108.08	47,870,005.25	-4,897.17	0.00%
2045	3,581,993.98		13,203,130.74	16,785,124.72	3,751,964.06	13,033,160.66	6.06%
217	35,053,060.83		19,658,290.50	54,711,351.33	13,191,638.57	41,519,712.76	19.31%
<b>TOTAL</b>	<b>198,552,285.54</b>	<b>0.00</b>	<b>103,088,363.49</b>	<b>341,736,962.54</b>	<b>126,672,357.27</b>	<b>215,064,605.27</b>	<b>100.00%</b>

Lyons Township School Treasurer's Office  
 District Operations Report  
 October 2021

District	Beginning FY22 Fund Balance	Beginning FY22 fund balance adjustments	Revenues	Beg. Balance + Revenues	Disbursements	Ending FY22 Fund Balance	% of Total Ending Fund Balance
101	7,772,547.28		9,731,189.91	17,503,737.19	6,969,309.31	10,534,427.88	4.42%
102	12,187,733.26		21,300,091.19	33,487,824.45	12,191,966.12	21,295,858.33	8.94%
103	19,282,981.33		16,285,517.11	35,568,498.44	11,546,920.32	24,021,578.12	10.09%
104	16,326,747.25		12,785,088.33	29,111,835.58	8,337,947.13	20,773,888.45	8.72%
105	16,715,416.77		12,852,417.93	29,567,834.70	7,469,745.41	22,098,089.29	9.28%
106	17,600,649.68		7,076,129.73	24,676,779.41	4,583,169.57	20,093,609.84	8.44%
106.5	4,401,628.71		11,328,250.57	15,729,879.28	12,781,443.84	2,948,435.44	1.24%
106.7*	0.00		363,400.42	363,400.42	301,503.93	61,896.49	0.03%
107	13,259,905.64		7,019,099.51	20,279,005.15	3,202,342.91	17,076,662.24	7.17%
108	6,361,495.19		2,811,654.96	9,173,150.15	1,743,297.42	7,429,852.73	3.12%
109	38,324,141.08		15,950,923.00	54,275,064.08	15,126,768.04	39,148,296.04	16.44%
204	47,780,298.05		110,610.91	47,890,908.96	47,895,806.13	-4,897.17	0.00%
2045	3,581,993.98		13,524,415.36	17,106,409.34	5,978,177.98	11,128,231.36	4.67%
217	35,053,060.83		19,658,290.50	54,711,351.33	13,191,638.57	41,519,712.76	17.44%
<b>TOTAL</b>	198,552,285.54	0.00	150,797,079.43	389,445,678.48	151,320,036.68	238,125,641.80	100.00%

\* District 1067 October 2021 Financials are pending District Level review.

# Review/Approval of Comcast Business Contract

# Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

www.lyonstto.net

BOARD OF SCHOOL TRUSTEES  
Michael S. Thiessen, President  
Shakana L. Kirksey-Miller, Trustee  
Jessica A. Doherty, Trustee

22 Calendar Ave. STE D  
LaGrange, IL 60525  
Phone 708-352-4480  
Fax 708-888-5651

**DATE:** November 18, 2021  
**TO:** Board of School Trustees  
**FROM:** Kenneth T. Getty, MBA, CSBO  
**SUBJECT:** Comcast Business Services – Internet Contract

The Lyons Township School Treasurer's Office has negotiated a contract to upgrade its current internet service with Comcast Business Services. Attached is a two-year agreement that will increase the LTTO's internet download bandwidth by 50% (current 150MB / proposed 300MB) and upload bandwidth by 200% (current 10MB / proposed 30MB). The current Comcast Business Services price is \$288.35 and this proposed contract will reduce the monthly cost to \$218.40 in year one and \$238.40 in year two.

Recommended Motion:

***"I move to approve to approve the Comcast Business Services contract as presented".***



# Review/Approval of Insurance Policy Coverage

# Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

www.lyonstto.net

BOARD OF SCHOOL TRUSTEES  
Michael S. Thiessen, President  
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22 Calendar Ave. STE D  
LaGrange, IL 60525  
Phone 708-352-4480  
Fax 708-888-5651

**DATE:** November 18, 2021  
**TO:** Board of School Trustees  
**FROM:** Kenneth T. Getty, MBA, CSBO  
**SUBJECT:** FY2022 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 \$11,310, which is a decrease of \$761 from the previous fiscal year. An ICRMT premium history shows the er the last six fiscal years:

<b>ICRMT General Liability &amp; Workers Compensation LTTO Insurance Rate History (FY2017 to FY2022)</b>						
	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>	<b>FY20</b>	<b>FY21</b>	<b>FY22</b>
<b>ICRMT Premium:</b>	\$ 12,356	\$ 12,357	\$ 12,167	\$ 12,366	\$ 12,071	\$ 11,310

Recommended Motion:

**"I move to approve the commercial insurance and workers compensation policy renewal beginning December 1<sup>st</sup>, 2021".**

# FY2022 Board of School Trustees Future Meeting Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	6pm - LTTO Board Meeting				Christmas Eve Day off for Christmas Day LTTO Closed	Christmas Day
26	27	28	29	30	31	1
	LTTO Closed				Day off for New Year's Day LTTO Closed New Year's Eve	New Year's Day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
	LTTO Closed				Day off for New Year's Day LTTO Closed New Year's Eve	New Year's Day
2	3	4	5	6	7	8
	LTTO Closed					
9	10	11	12	13	14	15
	6pm - Regular Quarterly LTTO					
16	17	18	19	20	21	22
	LTTO Closed Martin Luther King Jr. Day					
23	24	25	26	27	28	29
30	31	1	2	3	4	5
		First Day of Black History Month				

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31	1 First Day of Black History Month	2	3	4	5
6	7	8	9	10	11	12
13	14 Valentine's Day	15	16	17	18	19
20	21 LTTO Closed Presidents' Day	22	23	24	25	26
27	28	1 First Day of Women's History	2	3	4	5

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1 First Day of Women's History	2	3	4	5
6	7	8	9	10	11	12
13 Daylight Saving Time starts	14	15	16	17 St. Patrick's Day	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4 6pm - Regular Quarterly LTTO	5	6	7	8	9
10	11	12	13	14	15	16
17 Easter Sunday	18 Easter Monday LTTO Closed Tax Day	19	20	21	22	23
24	25	26	27	28	29	30



Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 First Day of Asian Pacific	2	3	4	5 Cinco de Mayo	6	7
8 Mother's Day	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29 LITTO Closed Memorial Day	30	31	1 First Day of LGBTQ+ Pride Month	2	3	4

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
	LTTO Closed Memorial Day		First Day of LGBTQ+ Pride Month			
5	6	7	8	9	10	11
12	13	14	15	16	17	18
		Flag Day				
19	20	21	22	23	24	25
Father's Day Juneteenth	Day off for Juneteenth					
26	27	28	29	30	1	2

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4 Independence Day	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5 Labor Day	6	7	8	9	10
11	12	13	14	15 First Day of Hispanic Heritage	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10 Columbus Day Indigenous Peoples' Day	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31 Halloween	1 First Day of American Indian	2	3	4	5

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31 Halloween	1 First Day of American Indian	2	3	4	5
6 Daylight Saving Time ends	7	8 Election Day	9	10	11 Veterans Day	12
13	14	15	16	17	18	19
20	21	22	23	24 Thanksgiving Day	25 Native American Heritage Day	26
27	28	29	30	1	2	3

# Review/Approval of Payables List

- November 22, 2021 - \$ 32,284.73

➤ **Total Amount - \$ 32,284.73**



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# LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1036

Voucher Date: 11/22/2021

Prepared By: Brigid Murphy

*Printed: 11/19/2021 12:24:20 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 \$32,284.73 on account of obligations incurred for value received in services and for materials as shown below for period August 2, 2021 to June 30, 2022 (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.



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Michael S. Thiessen Board President

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Shakana L. Kirksey-Miller Trustee

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Jessica A. Doherty Trustee

LYONS TOWNSHIP TRUSTEE OF SCHOOLS

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Fund		Amount
10	EDUCATION	\$32,284.73
		<hr/>
		\$32,284.73

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1036

11/22/2021

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ADT SECURITY SERVICES	1000021					
Check Group:						
11/03/2021-12/02/2021		1	0	876647282 11/22/2021	10.5.2520.3200.000.0000 PROPERTY SERVICES	\$57.86
					Check #: 0	
					PO/InvoiceTotal:	\$57.86
					Vendor Total:	\$57.86
BLUE CROSS AND BLUE SHIELD OF IL						
Check Group:						
M-11/01/2021-11/30/2021		1	0	Acct#245480-907 174 11/22/2021	10.2.0481.0000.000.9944 HEALTH INSURANCE PAYABLE-ER	\$5,878.09
D-11/01/2021-11/30/2021		1	0	Acct#245480-907 174 11/22/2021	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$36.57
D-11/01/2021-11/30/2021		1	0	Acct#245480-907 174 11/22/2021	10.5.2520.2230.000.0000 DENTAL INSURANCE	\$365.70
					Check #: 0	
					PO/InvoiceTotal:	\$6,280.36
					Vendor Total:	\$6,280.36
CHICAGO SUN TIMES	1000047					
Check Group:						
PERIODICALS		1	0	Acct#194887 11/22/2021	10.5.2520.4400.000.0000 PERIODICALS	\$270.40
					Check #: 0	
					PO/InvoiceTotal:	\$270.40
					Vendor Total:	\$270.40
COMCAST	1000050					
Check Group:						
11/16/2021-12/15/2021		1	0	11092021 11/22/2021	10.5.2520.3400.000.0008 INTERNET	\$288.35

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1036

11/22/2021

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$288.35</u>
						Vendor Total: <u>\$288.35</u>
Companion Life Insurance Company						
Check Group:						
D-11/01/2021-11/30/2021		1 0		376124 11/22/2021	10.5.2520.2230.000.0000 DENTAL INSURANCE	\$54.45
D-11/01/2021-11/30/2021		1 0		376124 11/22/2021	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$7.57
L-11/01/2021-11/30/2021		1 0		376124 11/22/2021	10.5.2520.2210.000.0000 LIFE INSURANCE	\$42.50
L-11/01/2021-11/30/2021		1 0		376124 11/22/2021	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$70.89
L;-12/01/2021-12/31/2021		1 0		391221 11/22/2021	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$70.89
V-12/01/2021-12/31/2021		1 0		391221 11/22/2021	10.5.2520.2341.000.0000 VISION INSURANCE	\$54.45
V-12/01/2021-12/31/2021		1 0		391221 11/22/2021	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$7.57
L-12/01/2021-12/31/2021		1 0		391221 11/22/2021	10.5.2520.2210.000.0000 LIFE INSURANCE	\$42.50
Check #: 0						
						PO/InvoiceTotal: <u>\$350.82</u>
						Vendor Total: <u>\$350.82</u>
De Lage Landen Financial Services, Inc.						
Check Group:						
11/15/2021-12/14/2021		1 0		74312625 11/22/2021	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$968.00
Check #: 0						
						PO/InvoiceTotal: <u>\$968.00</u>

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1036

11/22/2021

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total:
FIRST NATIONAL BANK OF LAGRANGE	1000078					\$968.00
Check Group:						
WALL STREET JOURNAL-OCT 2021		1 0		10152021 11/22/2021	10.5.2520.4400.000.0000 PERIODICALS	\$42.99
FINANCIAL TIMES 10/23/2021-10/22/2022		1 0		10152021 11/22/2021	10.5.2520.4400.000.0000 PERIODICALS	\$99.99
OFFICE SUPPLIES		1 0		10152021 11/22/2021	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$158.33
FINANCE CHARGE		1 0		10152021 11/22/2021	10.5.2520.6400.000.0000 DUES AND FEES	\$1.24
						Check #: 0
						PO/InvoiceTotal:
						\$302.55
						Vendor Total:
						\$302.55
HINCKLEY SPRINGS	1000092					
Check Group:						
OFFICE SUPPLIES		1 0		V270713 11/22/2021	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$18.00
						Check #: 0
						PO/InvoiceTotal:
						\$18.00
						Vendor Total:
						\$18.00
ILLINOIS COUNTIES RISK MANAGEMENT TRUST						
Check Group:						
12/01/2021-12/01/2022		1 0		R2-1000536-211- 01 11/22/2021	10.5.2520.3800.000.0013 COMMERCIAL PACKAGE	\$8,482.00
12/01/2021-12/01/2022		1 0		R2-1000536-211- 01 11/22/2021	10.5.2520.3800.000.0014 WORKERS COMPENSATION	\$2,828.00
						Check #: 0
						PO/InvoiceTotal:
						\$11,310.00

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1036

11/22/2021

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total:
KELLY BRADSHAW	1000114					\$11,310.00
Check Group:						
10/01/2021-10/31/2021		1 0		116 11/22/2021	10.5.2520.3100.000.0000 CPA SERVICES	\$2,876.25
						Check #: 0
						PO/InvoiceTotal:
						\$2,876.25
						Vendor Total:
						\$2,876.25
ProxIT, Inc.						
Check Group:						
CLOUD BACK-UP - NOVEMBER 2021		1 0		22655 11/22/2021	10.5.2520.3160.000.0027 SOFTWARE	\$109.00
MICROSOFT - NOVEMBER 2021		1 0		22655 11/22/2021	10.5.2520.3160.000.0027 SOFTWARE	\$265.75
NOVEMBER 2021		1 0		22655 11/22/2021	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT	\$800.00
						Check #: 0
						PO/InvoiceTotal:
						\$1,174.75
						Vendor Total:
						\$1,174.75
RRP HOLDINGS, LLC						
Check Group:						
GARBAGE DECEMBER 2021		1 0		Dec2021 11/22/2021	10.5.2520.3210.000.0000 SANITATION SERVICES	\$70.00
DECEMBER 2021		1 0		Dec2021 11/22/2021	10.5.2520.3250.000.0000 RENTALS	\$4,830.00
						Check #: 0
						PO/InvoiceTotal:
						\$4,900.00
						Vendor Total:
						\$4,900.00
The Quinlan Law Firm						
Check Group:						

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1036

11/22/2021

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
FY21 AUDIT		1	0	2298 11/22/2021	10.5.2520.3170.000.0000 AUDIT/FINANCIAL SERVICES	\$561.25
ARCHIVAL RECORD REQUEST		1	0	2298 11/22/2021	10.5.2520.3190.000.0000 OTHER PROFESSIONAL AND TECHNICAL SERVICES	\$991.25

Check #: 0

PO/InvoiceTotal: \$1,552.50

Vendor Total: \$1,552.50

TYLER BUSINESS FORMS

Check Group:

CHECKS		1	0	63726 11/22/2021	10.5.2520.4900.000.0020 CHECKS	\$360.00
10% DISCOUNT		1	0	63726 11/22/2021	10.5.2520.4900.000.0020 CHECKS	(\$36.00)
SHIPPING		1	0	63726 11/22/2021	10.5.2520.3400.000.0005 POSTAGE	\$152.75
2021-1099 NEC FORMS		1	0	63794 11/22/2021	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$99.35
2021-ENVEOPES FOR 1099 NEC FORMS		1	0	63794 11/22/2021	10.5.2520.4100.000.0024 ENVELOPES	\$312.50
DISCOUNT		1	0	63794 11/22/2021	10.5.2520.4100.000.0000 OFFICE SUPPLIES	(\$114.79)
2021-W2 FORMS		1	0	63794 11/22/2021	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$586.08
2021-ENVELOPES FOR W2s		1	0	63794 11/22/2021	10.5.2520.4100.000.0024 ENVELOPES	\$150.00

Check #: 0

PO/InvoiceTotal: \$1,509.89

Vendor Total: \$1,509.89

WIPE N' KLEEN

Check Group:

## Lyons Township Trustee of Schools

### Voucher Detail Listing

Voucher Batch Number: 1036      11/22/2021

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NOVEMBER 2021		1	0	248185 11/22/2021	10.5.2520.3220.000.0000 CLEANING SERVICES	\$425.00

Check #: 0

PO/InvoiceTotal:	\$425.00
Vendor Total:	\$425.00
Grand Total:	\$32,284.73

End of Report

# 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  
Shakana L. Kirksey-Miller, Trustee  
Jessica A. Doherty, Trustee

22 Calendar Ave. STE D  
LaGrange, IL 60525  
Phone 708-352-4480  
Fax 708-888-5651

**DATE:** November 18, 2021  
**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.

Recommended Motion:

**“I move to approve the disposal of surplus property as presented.”**

**Lyons Township School Treasurer's Office**

**Request for Disposal**

**November 22, 2021**

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

<b>Room</b>	<b>Item</b>	<b>Brand</b>	<b>Model</b>	<b>Serial #</b>	<b>Quantity</b>
Archive Room	All-in-One (minus hard drive)	Dell	OptiPlex	HLMJ822	1
Archive Room	All-in-One (minus hard drive)	Dell	OptiPlex	6CXCDY1	1
Archive Room	All-in-One (minus hard drive)	Dell	OptiPlex	GDDTXCY1	1
Archive Room	All-in-One (minus hard drive)	Dell	OptiPlex	4CXCDY1	1
Archive Room	All-in-One (minus hard drive)	Dell	OptiPlex	5YWCDY1	1
Archive Room	Computer Tower (minus hard drive)	Dell		52Y7ZV1	1
Archive Room	Computer Tower (minus hard drive)	Dell		2VA946103M	1
Archive Room	Computer Tower (minus hard drive)	Dell		BW5Z3C2	1
Archive Room	Printer/Scanner	HP	Officejet Pro 8500A Plus		1
Archive Room	Fax Machine	Intellifax	2820		1

**Lyons Township School Treasurer's Office**

**Request for Disposal**

**November 22, 2021**

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

<b>Room</b>	<b>Item</b>	<b>Brand</b>	<b>Model</b>	<b>Serial #</b>	<b>Quantity</b>
Archive Room	4 Drawer File Cabinet	Hon			3
Server Room	Phone Switch System	NEC			1
Archive Room	Desk Phone	NEC	DT300		13
Archive Room	Desk Phone	Yealink	SIP-T58A		8
Archive Room	Desk Phone	Polycom	VVX411		3
Archive Room	Server	Dell	E17S		1
Archive Room	Server	HP	RX2660		1
Archive Room	Monitor	Acer			3
Archive Room	Monitor	Dell			7
Archive Room	Monitor	Sony			1
Archive Room	Shredder	Staples	SPL-1506X		1

# IMRF Annual Contribution Final Rate Calendar Year 2022

# 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  
Board Meeting  
of the  
Board of Trustees

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

# Action as a result of Closed Session

# Adjournment