

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

January 10, 2022 – 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 January 10, 2022 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: 750 181 723#

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:

- December 20, 2021 – TTO Open Meeting
- December 20, 2021 – TTO Closed Meeting

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.

- December 2021

7. **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

- January 10, 2022 - \$ 14,127.51
 - **Total \$ 14,127.51**

NEW BUSINESS:

8. **Semi-Annual Review of Closed Session Minutes**

9. **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.”
- *Illinois Open Meetings Act, (5 ILCS 120/2(c)(21)*, “Discussion of minutes of meetings lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”

10. **Motion to reconvene the Board Meeting of the Board of Trustees**

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

12. **Adjournment**

Call to Order

Pledge of Allegiance

Public Comments

Review/Approval of Minutes

December 20, 2021 – TTO Open Meeting
December 20, 2021 – TTO Closed Meeting

Treasurer's Report

Review the Lyons Township Treasurer's Financial Reports

- December 2021

Lyons Township Trustee of Schools

Account Level Operating Statement For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

		<u>12/01/2021 - 12/31/2021</u>	<u>Budget</u>	<u>Budget Balance</u>		
All Funds						
REVENUE						
		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	(\$70.00)	(\$394.00)	(\$1,000.00)	(\$606.00)	39.4%
	REVENUE	(\$70.00)	(\$967,014.41)	(\$3,094,980.00)	(\$2,127,965.59)	31.2%
EXPENDITURE						
		MTD	YTD	Budget	BudgetBalance	Percent
10.5.2520.1000.000.5001	SALARIES - TREASURER	\$14,583.34	\$87,500.04	\$175,000.00	\$87,499.96	50.0%
10.5.2520.1000.000.5002	SALARIES - OFFICE MANAGER	\$11,000.00	\$35,480.00	\$73,440.00	\$37,960.00	48.3%
10.5.2520.1000.000.5004	SALARIES - PAYROLL	\$5,569.76	\$33,418.56	\$66,836.70	\$33,418.14	50.0%
10.5.2520.1000.000.5008	SALARIES - PT RECORDS MANAGEMENT	\$5,833.34	\$34,374.96	\$70,000.00	\$35,625.04	49.1%
10.5.2520.1000.000.5011	SALARIES - DIR OF FINANCE AND OPERATIONS	\$8,477.46	\$56,960.51	\$116,699.00	\$59,738.49	48.8%
10.5.2520.1000.000.5012	SALARIES - ACCOUNTANT	\$5,923.33	\$35,453.70	\$71,080.30	\$35,626.60	49.9%
10.5.2520.2120.000.0000	BENEFITS - IMRF	\$3,430.40	\$22,656.21	\$40,000.00	\$17,343.79	56.6%
10.5.2520.2130.000.0000	FICA	\$2,281.82	\$19,670.19	\$46,500.00	\$26,829.81	42.3%
10.5.2520.2140.000.0000	MEDICARE	\$962.77	\$5,523.18	\$11,000.00	\$5,476.82	50.2%
10.5.2520.2210.000.0000	LIFE INSURANCE	\$0.00	\$822.50	\$1,150.00	\$327.50	71.5%
10.5.2520.2220.000.0000	MEDICAL INSURANCE	\$4,426.68	\$32,917.90	\$78,550.00	\$45,632.10	41.9%
10.5.2520.2230.000.0000	DENTAL INSURANCE	\$311.25	\$1,828.50	\$4,400.00	\$2,571.50	41.6%
10.5.2520.2341.000.0000	VISION INSURANCE	\$54.45	\$264.68	\$660.00	\$395.32	40.1%
10.5.2520.3100.000.0000	CPA SERVICES	\$2,746.25	\$16,575.00	\$55,000.00	\$38,425.00	30.1%
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	\$4,970.00	\$12,000.00	\$7,030.00	41.4%
10.5.2520.3160.000.0000	ANNUAL I.V. LICENSE	\$0.00	\$139,166.37	\$139,200.00	\$33.63	100.0%
10.5.2520.3160.000.0027	SOFTWARE	\$420.75	\$2,294.50	\$11,000.00	\$8,705.50	20.9%
10.5.2520.3170.000.0000	AUDIT/FINANCIAL SERVICES	\$0.00	\$22,411.25	\$22,000.00	(\$411.25)	101.9%
10.5.2520.3180.000.0000	LEGAL SERVICES	\$5,272.50	\$12,441.25	\$26,000.00	\$13,558.75	47.9%
10.5.2520.3190.000.0000	OTHER PROFESSIONAL AND TECHNICAL SERVICES	\$0.00	\$991.25	\$1,500.00	\$508.75	66.1%
10.5.2520.3200.000.0000	PROPERTY SERVICES	\$57.86	\$289.30	\$800.00	\$510.70	36.2%
10.5.2520.3210.000.0000	SANITATION SERVICES	\$70.00	\$420.00	\$840.00	\$420.00	50.0%
10.5.2520.3220.000.0000	CLEANING SERVICES	\$425.00	\$2,125.00	\$5,100.00	\$2,975.00	41.7%
10.5.2520.3250.000.0000	RENTALS	\$4,830.00	\$28,980.00	\$66,000.00	\$37,020.00	43.9%
10.5.2520.3250.000.0003	COPIER & PRINTER LEASE	\$1,477.75	\$6,827.50	\$14,000.00	\$7,172.50	48.8%
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	\$147.00	\$147.00	\$1,000.00	\$853.00	14.7%
10.5.2520.3400.000.0005	POSTAGE	\$36.95	\$325.45	\$600.00	\$274.55	54.2%
10.5.2520.3400.000.0008	INTERNET	\$164.78	\$1,276.53	\$5,000.00	\$3,723.47	25.5%
10.5.2520.3600.000.0000	PRINTING AND BINDING	\$18,147.98	\$18,644.50	\$21,000.00	\$2,355.50	88.8%
10.5.2520.3800.000.0011	RETIREE/COBRA BENEFITS	(\$54.57)	(\$207.37)	\$8,750.00	\$8,957.37	2.4%
10.5.2520.3800.000.0013	COMMERCIAL PACKAGE	\$0.00	\$8,482.00	\$9,150.00	\$668.00	92.7%
10.5.2520.3800.000.0014	WORKERS COMPENSATION	\$0.00	\$2,828.00	\$3,200.00	\$372.00	88.4%
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	\$396.96	\$1,961.29	\$10,500.00	\$8,538.71	18.7%
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	\$462.50	\$800.00	\$337.50	57.8%
10.5.2520.4400.000.0000	PERIODICALS	\$0.00	\$456.37	\$650.00	\$193.63	70.2%
10.5.2520.4900.000.0020	CHECKS	\$0.00	\$819.00	\$1,500.00	\$681.00	54.6%
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	\$4.47	\$1,820.86	\$3,200.00	\$1,379.14	56.9%
	EXPENDITURE	\$97,798.28	\$641,378.48	\$1,198,156.00	\$556,777.52	53.5%
	Net (Revenue)/Expense	\$97,728.28	(\$325,635.93)	(\$1,896,824.00)	(\$1,571,188.07)	17.2%

Lyons Township Trustee of Schools

Account Level Operating Statement For the Period 12/01/2021 through 12/31/2021

Fiscal Year: 2021-2022

12/01/2021 - 12/31/2021

Budget

Budget Balance

End of Report

Review/Approval of Payables List

- January 10, 2022 - \$ 14,127.51

➤ **Total Amount - \$ 14,127.51**

LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1059 Voucher Date: 01/10/2022 Prepared By: Brigid Murphy

Printed: 01/07/2022 11:35:32 AM

LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$14,127.51 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.



Michael S. Thiessen Board President

Shakana L. Kirksey-Miller Trustee

Jessica A. Doherty Trustee

LYONS TOWNSHIP TRUSTEE OF SCHOOLS

Fund		Amount
10	EDUCATION	\$14,127.51
		<hr/>
		\$14,127.51

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1059 01/10/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ADT SECURITY SERVICES						
Check Group:						
01/03/2022-02/02/2022	1000021	1	0	891291751 1/20/2022	10.5.2520.3200.000.0000 PROPERTY SERVICES	\$57.86
Check #: 0						
PO/InvoiceTotal:						\$57.86
Vendor Total:						\$57.86
 Association for Financial Professionals						
Check Group:						
2022 Annual Membership		1	0	Member#244843 1/10/2022	10.5.2520.6400.000.0000 DUES AND FEES	\$495.00
Check #: 0						
PO/InvoiceTotal:						\$495.00
Vendor Total:						\$495.00
 BLUE CROSS AND BLUE SHIELD OF IL						
Check Group:						
M - 01/01/2022-02/01/2022		1	0	12.17.2021 1/10/2022	10.2.0481.0000.000.9944 HEALTH INSURANCE PAYABLE-ER	\$2,975.23
D - 01/01/2022-02/01/2022		1	0	12.17.2021 1/10/2022	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$36.57
Check #: 0						
PO/InvoiceTotal:						\$3,011.80
Vendor Total:						\$3,011.80
 Companion Life Insurance Company						
Check Group:						
V - 01/01/2022-01/31/2022		1	0	404500 1/10/2022	10.5.2520.2341.000.0000 VISION INSURANCE	\$9.57
V - 01/01/2022-01/31/2022		1	0	404500 1/10/2022	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$7.57

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1059

01/10/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
L - 01/01/2022-01/31/2022		1	0	404500 1/10/2022	10.5.2520.2210.000.0000 LIFE INSURANCE	\$25.50
L - 01/01/2022-01/31/2022		1	0	404500 1/10/2022	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$70.89
Check #: 0						
						PO/InvoiceTotal: \$113.53
						Vendor Total: \$113.53
De Lage Landen Financial Services, Inc.						
Check Group:						
01/15/2022-02/14/2022		1	0	74984873 1/10/2022	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$968.00
Check #: 0						
						PO/InvoiceTotal: \$968.00
						Vendor Total: \$968.00
FIRST NATIONAL BANK OF LAGRANGE						
1000078						
Check Group:						
OFFICE SUPPLIES		1	0	121521 1/10/2022	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$109.68
OFFICE SUPPLIES		1	0	121521 1/10/2022	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$14.64
HUMBLE FAX		1	0	121521 1/10/2022	10.5.2520.3160.000.0027 SOFTWARE	\$10.00
Check #: 0						
						PO/InvoiceTotal: \$134.32
						Vendor Total: \$134.32
KELLY BRADSHAW						
1000114						
Check Group:						
12/01/2021-12/31/2021		1	0	118 1/10/2022	10.5.2520.3100.000.0000 CPA SERVICES	\$2,811.25
Check #: 0						

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1059 01/10/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$2,811.25
						Vendor Total: \$2,811.25
ProxiT, Inc.						
Check Group:						
CLOUD BACK-UP-JANUARY 2022		1 0		22767 1/10/2022	10.5.2520.3160.000.0027 SOFTWARE	\$109.00
MICROSOFT-JANUARY 2022		1 0		22767 1/10/2022	10.5.2520.3160.000.0027 SOFTWARE	\$301.75
JANUARY 2022		1 0		22767 1/10/2022	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT	\$800.00
Check #: 0						
						PO/InvoiceTotal: \$1,210.75
						Vendor Total: \$1,210.75
RRP HOLDINGS, LLC						
Check Group:						
RENT - FEBRUARY 2022		1 0		Feb2022 1/10/2022	10.5.2520.3250.000.0000 RENTALS	\$4,830.00
GARBARGE - FEBRUARY 2022		1 0		Feb2022 1/10/2022	10.5.2520.3210.000.0000 SANITATION SERVICES	\$70.00
Check #: 0						
						PO/InvoiceTotal: \$4,900.00
						Vendor Total: \$4,900.00
WIPE N' KLEEN						
Check Group:						
01/01/2022-01/31/2022		1 0		350000 1/10/2022	10.5.2520.3220.000.0000 CLEANING SERVICES	\$425.00
Check #: 0						
						PO/InvoiceTotal: \$425.00
						Vendor Total: \$425.00

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1059

01/10/2022

Fiscal Year: 2021-2022

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$14,127.51

End of Report

Semi-annual review of the minutes
of meetings lawfully closed under
the Open Meetings Act

Closed Session

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 specific employees of public body.”
- ***Illinois Open Meetings Act, (5 ILCS 120/2(c)(21)***, “Discussion of minutes of meetings lawfully closed under this Act, whether for the purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.”

Motion to reconvene the
Board Meeting
of the
Board of Trustees

Time: _____

Action as a Result of Closed Session

Adjournment