

Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST
www.lyonstto.net

BOARD OF SCHOOL TRUSTEES
Michael S. Thiessen, President
Theron G. Tobolski, Trustee
Michael Dickman, Trustee

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LaGrange, IL 60525
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Minutes of the Special Meeting of the Lyons Township Trustees of Schools April 23, 2018 – 5:30 P.M.

Board of School Trustees

Mr. Michael Thiessen
Mr. Theron Tobolski
Mr. Michael Dickman

PRESENT

X
X
X

ABSENT

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Staff Present

Dr. Susan Birkenmaier Lauralee Conway

Others Present

Ms. Emily Witt

Call to Order & Roll Call

President Thiessen called the meeting to order at 5:31 P.M.

Pledge of Allegiance

Public Comments

None

February 21, 2018 – TTO Open Minutes

Board of School Trustees reviewed the minutes of:

February 21, 2018 – TTO Open Meeting

Motion by Trustee Dickman to approve the February 21, 2018 open meeting minutes as presented. **Seconded by Tobolski**

Roll Call: Ayes: Dickman, Thiessen and Tobolski

 Nays: None

 Absent: None

Motion carried

February 21, 2018 – TTO Closed Meeting

Board of School Trustees reviewed the minutes of:

February 21, 2018 Closed Meeting

Motion by Trustee Dickman to approve the February 21, 2018 closed meeting minutes as presented. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Dickman, Thiessen and Tobolski
 Nays: None
 Absent: None

Motion carried

Lyons Township Treasurer’s Financial Reports

Board of School Trustees reviewed the Lyons Township School Treasurer’s financial statements for the following months as presented:

- February 2018
- March 2018

Dr. Birkenmaier reported 73% of the budget has been expended through March 31, 2018.

March 23, 2018 Payables

Motion by Trustee Dickman to approve the March 23, 2018 payables in the amount of \$ 40,771.24. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Dickman, Thiessen and Tobolski
 Nays: None
 Absent: None

Motion carried

April 23, 2018 Payables

Motion by Trustee Dickman to approve the April 23, 2018 payables in the amount of \$ 74,567.32. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Dickman, Thiessen and Tobolski
 Nays: None
 Absent: None

Motion carried

Review School Districts Official Records

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

- February 2018
- March 2018

District 102, 103 and West 40 March financials are pending district level review.

NEW BUSINESS:

Lyons Township Trustees of Schools Investment Policy

The Board of School Trustees reviewed proposed changes to the Lyons Township of Schools Investment Policy.

Motion by Trustee Dickman to approve the Lyons Township Trustees of School Investment Policy as presented. **Seconded by Trustee Dickman. President Thiessen** noted the Investment Policy will be available for public review on the Lyons Township School’s website.

Roll Call: Ayes: Dickman, Thiessen and Tobolski
Nays: None
Absent: None

Motion carried

March 31, Investment Report

Dr. Susan Birkenmaier reported the investment portion of the TTO portfolio has increased by \$39.7 million, mainly due to semi-annual tax collection cycle for this period. There has been diversification in the portfolio with increases in US Treasuries (\$30,898,146), Agency DUS/CMGSs (\$5,090,185), BROKER CD (\$250,000), and decreases in CORPORATE BOND (\$34,388), GOVERNMENT AGENCY (\$987,000), LOCAL CD (\$79,611), MBS: WHIT MBS (\$2,218,768), and TAXABLE MUNICIPAL BOND (\$2,367,163).

Miller Cooper Engagement Letter June 30, 2018

Dr. Birkenmaier presented the engagement letter from Miller Cooper for the FY18 annual audit. The fee for the FY18 audit is \$20,500, which includes a one-time start-up fee for the new GASB75 provision required for our entity.

Motion by Trustee Dickman to approve the Miller Cooper audit engagement letter with Miller Cooper for the FY18 annual audit. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Dickman, Thiessen and Tobolski
Nays: None
Absent: None

Motion carried

Employee Assistance Program

Dr. Susan Birkenmaier presented an Employee Assistance Program (EAP) to the Board of School Trustees. The EAP will be used as a resource that can help develop supervisory skills and keep employees focused on their work. The TTO received four quotes for services, and recommended engaging Perspectives EAP effective May 1, 2018. The cost of the EAP is \$2,500 per year.

Motion by Trustee Dickman to approve Perspective's agreement as the Lyons Township School Treasurer's EAP effective May 1, 2018. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Dickman, Thiessen and Tobolski
Nays: None
Absent: None

Motion carried

Personnel Report

• **Township School Treasurer Retirement**

The Board of Trustees accepted the retirement resignation and contract notification from Treasurer, Susan Birkenmaier, effective June 30, 2018.

Motion by Trustee Dickman to accept the retirement and contract notification from Treasurer, Susan Birkenmaier, effective June 30, 2018. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Dickman, Thiessen and Tobolski
Nays: None
Absent: None

Motion carried

- **Treasurer Recruitment Update and Transition Planning**

Dr. Birkenmaier reported there was a total of 17 applicants that applied for the Lyons Township School Treasurer position. A total of 8 candidates met the Illinois School Code requirements for a Township School Treasurer. Interviews are tentatively scheduled for Thursday, April 26, 2018.

OLD BUSINESS

West 40 Update

Dr. Birkenmaier reported the Illinois State Board has provided West 40 the certification needed to borrow per 105 ILCS 5/18-20 that will cover their operational deficit needs. The certification from ISBE confirms that West 40 is due over \$5 million for FY18. West 40 has a resolution authorizing a line of credit or authority to issues revenue anticipation note. Chapman and Cutler has reviewed the West 40 borrowing options and has advised West 40 and the TTO on the merits/challenges of the various borrowing options.

Pro-Rata Discussion

Dr. Birkenmaier reported the FY17 bill calculation has been prepared with all of the school district's final FY17 AFR information. Revenues are used for the pro-rata share calculation against which the costs of services are distributed. Payment is expected no later than June 2018.

Motion by Trustee Dickman to approve the FY17 Pro-rata bill as presented. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Dickman, Thiessen and Tobolski
Nays: None
Absent: None

Motion carried

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

Motion at 6:25 P.M. by Trustee Dickman to enter closed session under:

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.”

Seconded by Trustee Tobolski.

Roll Call: Ayes: Thiessen, Dickman and Tobolski
Nays: None

Absent: None

Motion Carried.

Motion to reconvene the Special Meeting of the Board of Trustees

Motion by Trustee Dickman to reconvene the Special Meeting at 7:55 P.M. **Seconded by President Tobolski.**

Roll Call: Ayes: Dickman, Thiessen and Tobolski
Nays: None
Absent: None

Motion carried.

Action as a result of Closed Session

None


Adjournment

Motion by Trustee Dickman to adjourn the Special Meeting at 7:55 P.M. **Seconded by Trustee Tobolski.**


Roll Call: Ayes: Dickman, Thiessen and Tobolski
Nays: None
Absent: None

Motion carried.

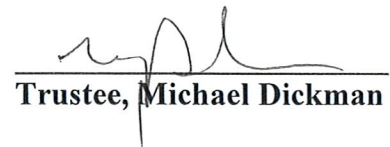
Minutes approved by:



President, Michael Thiessen



Trustee, Theron Tobolski



Trustee, Michael Dickman

Date: JUN 25 2018

**MINUTES OF THE CLOSED MEETING OF THE
LYONS TOWNSHIP TRUSTEES OF SCHOOLS
April 23, 2018**

1. Call to Order.

The Closed Session of the Lyons Township Trustees of Schools was called to order by President Thiessen at the Township School Treasurer's Office, 22 Calendar Court, LaGrange, Illinois at 6:34p.m.

2. Roll Call.

Taken by President Thiessen. Present were President Thiessen, Trustee Tobolski, Trustee Dickman, Treasurer Susan Birkenmaier, and attorney Emily Witt.

3. Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. 5 ILCS 120/2(c)(1).

The Treasurer provided updates on specific employee performance concerns. The Treasurer discussed how certain employees were struggling and how certain employees were making progress.

The Treasurer and Board then discussed the interview process for finding a replacement Treasurer. The Treasurer and Board discussed the candidates for the position and scheduling interviews with the various candidates.

4. 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 a 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. 5 ILCS 120/2(c)(11).

Trustee Thiessen gave an update on the status of the litigation with District 204. Trustee Thiessen stated that District 204 filed a motion to strike two of the TTO's expert witnesses. The Board discussed next steps and potentially filing a new complaint.

5. Adjournment.

Trustee Dickman moved to adjourn the Closed Session, seconded by Trustee Tobolski. A roll call vote was taken, with President Thiessen, Trustee Tobolski, and Trustee Dickman voting aye. Closed session was adjourned at 7:55 p.m.

Minutes Approved by:



President, Michael Thiessen



Trustee Michael Dickman



Trustee Theron Tobolski

Date: JUN 25 2018