

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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Minutes of the Special Meeting of the Lyons Township Trustees of Schools April 25, 2016

1. Call to Order & Roll Call

President Thiessen called the meeting to order at 5:00 P.M.

Roll call was taken and present were Trustee Tobolski. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Office Manager; Lauralee Conway, Special Projects Coordinator; Ken Getty and Kurt Asprooth, TTO Attorney.

Trustee Dickman arrived at 5:31 P.M.

2. Pledge of Allegiance

3. Public Comments

President Thiessen requested to move agenda items #12 Personnel Action to the beginning of the agenda for discussion. The Trustees agreed.

4. Personnel Action

Attorney Asprooth reviewed the terms of the Separation Agreements for Frances Green, Donna Lewis and Beverly Carnevale as presented.

Motion by Trustee Dickman to approve Fran Greens separation agreement: The Trustees agreed to pay, on Green's behalf, healthcare insurance premiums directly to the Trustees' health insurance provider up to a maximum amount of \$28,000 or until February 19, 2020, whichever occurs first. Green voluntarily resigns her employment with the Trustees effective September 30, 2016. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Thiessen, Tobolski, Dickman

Nays: None

Absent: None

Motion Carried

Motion by Trustee Dickman to approve Donna Lewis' separation agreement: The Trustees agreed to pay, on Lewis' behalf, healthcare insurance premiums directly to the Trustees' health insurance provider up to a maximum amount of \$28,000 or until September 11, 2017, whichever occurs first. Lewis voluntarily resigns her employment with the Trustees effective April 30, 2016. **Seconded by Trustee Tobolski.**

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

Motion Carried

Motion by Trustee Dickman to approve Beverly Carnevale's separation agreement: The Trustees agreed to pay, on Carnevale's behalf, healthcare insurance premiums directly to the Trustees' health insurance provider up to a maximum amount of \$40,000. The Trustees waived unauthorized payments made on behalf of Carnevale to IMRF. Carnevale agreed to the waiver and release of all claims. Carnevale voluntarily resigns her employment with the Trustees effective June 30, 2016. **Seconded by Trustee Tobolski.**

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

Motion Carried

5. Investment Update – March 31, 2016

Dr. Birkenmaier reported over the past quarter, the Bank of America Merrill Lynch Treasury & Agency Index rate of return has increased to 1.59 in December 2015 to 2.67 in March 2016. Concurrently the TTO portfolio annualized rate of return on investments has increased but is subject to changes in market conditions.

6. Approval of Minutes

Motion by Trustee Dickman to approve of the *open session* minutes for: **March 16, 2016. Seconded by Trustee Tobolski.**

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

Motion Carried.

Motion by Trustee Tobolski to approve of the *closed session* minutes for:
March 16, 2016. Seconded by Trustee Dickman.

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

Motion Carried.

7. Review/Approval of the Lyons Township Treasurer's financial reports

Treasurer Birkenmaier reviewed the Lyons Township School Treasurer's financial statements for the month March, 2016.

No action needed.

8. Review/Approval of payable list

Motion by Trustee Dickman to approve the payables list for:

April 15, 2016 - \$ 282.12

Seconded by Trustee Tobolski.

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

Motion Carried.

Motion by Trustee Dickman to approve the payables list for:

April 25, 2016 - \$ 87,972.33

Seconded by Trustee Tobolski.

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

Motion Carried.

9. Review School Districts Official records

Treasurer Birkenmaier reviewed the Lyons Township Schools and Coop's financial records for February, 2016 with the Board of School Trustees.

No action needed.

10. Lyons Township Elementary School Districts' Employee Benefit Cooperative

Appointed Representatives

Motion by Trustee Dickman to appoint Dr. Susan L. Birkenmaier, Representative, and as Alternate Representative, Mr. Ken Getty or Mike Vargas, to represent Lyons Township School Treasurer's Office in the LTESDEBC from April 25, 2016 through June 30, 2016. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Thiessen, Tobolski, Dickman

Nays: None
Absent: None

Motion Carried.

11. Employee Handbook

Trustee Dickman agreed to review the “Final Employee Handbook”, for approval at the next Board of Trustees meeting.

12. Establishment of Employee 403(b)/457 Retirement Plan

Dr. Birkenmaier discussed the difference and options of the 404(b) and the 457 Plans. The Board inquired on the cost for an administrator to service the plan. Mr. Ken Getty agreed to research the request and report back to the board at another time.

13. Staffing Plan Update

Dr. Birkenmaier presented a revised FY17 staffing plan proposal to the Board of Trustees, discussion followed.

14. Closed Session

Motion by President Thiessen to suspend the Special Meeting for the purpose of entering closed session at **6:10 P.M.**, for the purpose of:

- *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.”

All in favor, motion carried.

15. Reconvene the Special Meeting of the Board of Trustees

Motion by Trustee Dickman to reconvene the Special Meeting of the Board of Trustees at **7:16 P.M.** **Seconded by Trustee Tobolski.**

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

Motion Carried.

16. Action as a result of Closed Session

Motion by Trustee Dickman to authorize Treasurer Birkenmaier to hire a "Staff Accountant" and set the salary up to \$ 37,500. Hiring will be contingent on Background and Reference checks. **Seconded by Trustee Tobolski.**

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

Motion Carried.

Motion by Trustee Dickman to authorize Treasurer Birkenmaier to hire a "Senior Accountant" and set the salary up to \$ 72,500. Hiring will be contingent on Background and Reference checks. **Seconded by Trustee Tobolski.**

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

Motion Carried.

17. Adjournment

President Thiessen moved to adjourn the Special Meeting of the Board of Trustees at 7:19 P.M.

All in favor.

Minutes approved by:



President, Michael Thiessen



Trustee, Theron Tobolski

Trustee, Michael Dickman

6-27-16

Date

**MINUTES OF THE CLOSED MEETING OF THE
LYONS TOWNSHIP TRUSTEES OF SCHOOLS
April 25, 2016**

1. Call to Order.

The Closed Session of the Lyons Township Trustees of Schools was called to order by President Michael Thiessen at the Township School Treasurer's Office, 22 Calendar Court, LaGrange, Illinois at 6:12 p.m.

2. Roll Call.

Taken by President Thiessen. Present were President Thiessen, Trustee Tobolski, Trustee Dickman, Treasurer Susan Birkenmaier, attorney Kurt S. Asprooth.

3. 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)(5).

President Thiessen discussed his frustration with the litigation and the delays from School District 204 in providing mediator names and engaging in settlement discussions. President Thiessen discussed issuing a statement to the school districts explaining the current status of the litigation and the reason for the delay in reaching a settlement. The Board agreed with President Thiessen that a statement should be issued. The Board then discussed potential settlement options with School District 204 and whether the school districts would support a settlement with School District 204. The Board then discussed whether School District 204's legal costs are being covered by insurance or not.

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

Treasurer Birkenmaier discussed her recommendation for the junior accountant position of Maurice Brown. The Board then discussed salary recommendations for the position, and the long-term goals of the Applicant. The Board asked that Treasurer Birkenmaier confirm the Applicant's references, but otherwise was supportive of the hire.

Treasurer Birkenmaier then discussed her recommendation for the senior accountant position, Rob Pritts. The applicant is a CPA and has experience working with the school districts served by the Lyons TTO. Treasurer Birkenmaier stated her belief that the Applicant will provide substantial benefit to the office given his experience and depth of knowledge. The Board then discussed the Applicant's experience and reasons for leaving his current position. The Board was supportive of the Treasurer's recommendation, but

President Thiessen first asked to schedule a time to meet with the Applicant. The Board then had additional discussions regarding the Applicant's past experience and achievements.

Treasurer Birkenmaier then discussed the distribution of work to specific employees and what duties each employee may be able to take on given the three employees who will be retiring.

The Board then discussed the terms and impact of the separation agreements that will be signed by the three employees who are retiring.

- 5. 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)(5).**

The Board then held an additional discussion on the settlement options for the School District 204 lawsuit and the likelihood of whether any potential settlement will involve School District 204 being removed from the Lyons TTO.

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

Treasurer Birkenmaier then discussed her recommendations for compensation for specific employees for the upcoming fiscal year. The Board then discussed each of Treasurer Birkenmaier's recommendations for the employees. The Board decided to wait to take action on the updated salaries until the next board meeting.

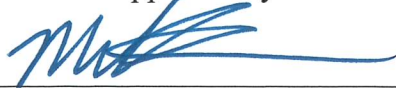
The Board then discussed the motions and potential action that the Board would take on the hiring recommendations of Treasurer Birkenmaier.

The Board then discussed potential candidates for the receptionist position.

- 8. Adjournment.**

Trustee Tobolski moved to adjourn the Closed Session, seconded by Trustee Dickman. A roll call vote was taken, with President Thiessen, Trustee Tobolski, and Trustee Dickman voting aye. Closed session was adjourned at 7:16 p.m.

Minutes Approved by:



President, Michael Thiessen



Trustee Theron Tobolski

Trustee Michael Dickman

Date: 6-27-16