

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 September 26, 2016

1. Call to Order & Roll Call

Trustee Tobolski called the meeting to order at 5:30 P.M.

Roll call was taken and present were Trustee Tobolski, Dickman and President Thiessen was present via conference call. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Office Manager; Lauralee Conway, Special Projects Coordinator; Ken Getty, and Emily Witt, TTO Attorney.

2. Pledge of Allegiance

3. Public Comments

None

4. Approval of Minutes

Motion by Trustee Tobolski to approve the *open session* minutes for:

August 22, 2016. Seconded by Trustee Dickman.

Roll Call: Ayes: Tobolski, Dickman

Nays: None

Absent: None

Motion Carried.

Motion by Trustee Tobolski to approve the *closed session* minutes for:

August 22, 2016. Seconded by Trustee Dickman.

Roll Call: Ayes: Tobolski, Dickman

Nays: None

Absent: None

Motion Carried.

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

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

No action needed.

6. Review/Approval of payable list

Motion by Trustee Tobolski to approve the payables list for:

September 26, 2016 - \$ 62,501.26

Seconded by Trustee Dickman.

Roll Call: Ayes: Tobolski, Dickman

Nays: None

Absent: None

Motion Carried.

7. Review School Districts Official records

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

No action needed.

8. June 30, 2016 Investment Report

Treasurer Birkenmaier reported over the past quarter, the Bank of America Merrill Lynch Treasury & Agency Index rate of return increased (2.67 in March 2016 to 2.95 in June 2016). Concurrently the TTO portfolio annualized rate of return on investments has increased as well (3.06 in March 2016 to 3.31 in June 2016).

No action needed.

9. Review/Approval of the FY17 Final Budget

Treasurer Birkenmaier reported there were no adjustments to the preliminary FY17 budget approved by the Trustees at the August 22, 2016 meeting. The final budget is now presented for adoption. The final FY17 budget anticipates \$ 5,421,194 in revenues including any past due pro-rata payments. Expenditures are estimated at \$1,446,130. The FY17 budget is approximately 1.95% lower than the FY16 budget or 4.07% lower than the actual FY16 expenditures.

Motion by Trustee Tobolski to approve the FY17 Final Budget.

Seconded by Trustee Dickman.

Roll Call: Ayes: Tobolski, Dickman

Nays: None

Absent: None

Motion Carried.

10. Employment Recommendation

Treasurer Birkenmaier recommended the employment of Debbie Kunis for the Reception and General Office Position.

Motion by Trustee Tobolski to approve the employment of Debbie Kunis effective October 3, 2016 plus 3 transition days prior to September 30, 2016.

Seconded by Trustee Dickman.

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

Motion Carried.

11. Accountant Vendor Contract

Treasurer Birkenmaier reviewed the Consulting Agreement between the Lyons Township School Treasurer's Office and Kelly Bradshaw effective September 26, 2016. The agreement defines the terms of the accounting contract and captures the essence of services she has provided to the TTO over the past several years.

Motion by Trustee Tobolski to approve the Consulting Agreement between the Lyons Township School Treasurer's Office and Kelly Bradshaw effective September 26, 2016.

Seconded by Trustee Dickman.

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

Motion Carried.

12. Disposal of Surplus Property

Treasurer Birkenmaier reviewed a list of surplus property slated for disposal. The items on the disposal list are no longer in use by the office due to age or condition.

Motion by Trustee Tobolski to approve the surplus property slated for disposal.

Seconded by Trustee Dickman.

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

Motion Carried.

13. Closed Session

Motion by Trustee Tobolski to suspend the Special Meeting for the purpose of entering closed session at **6:00 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.

14. Reconvene the Special Meeting of the Board of Trustees

Motion by Trustee Tobolski to reconvene the Special Meeting of the Board of Trustees at 6:30 P.M. **Seconded by Trustee Dickman.**

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

Motion Carried.

15. Action as a result of Closed Session

None

16. Adjournment

Trustee Tobolski moved to adjourn the Special Meeting of the Board of Trustees at 6:32 P.M. **Seconded by Trustee Dickman.**

All in favor, motion carried.

Minutes approved by:

 President, Michael Thiessen	 Trustee, Theron Tobolski	 Trustee, Michael Dickman
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Date: November 28, 2016