

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 August 22, 2016

1. Call to Order & Roll Call

President Thiessen called the meeting to order at 5:31 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, Financial Services Specialist; Mike Vargas and Kurt Asprooth, TTO Attorney.

President Thiessen left the meeting at 6:25 P.M.

2. Pledge of Allegiance

3. Public Comments

None

4. Approval of Minutes

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

June 27, 2016. Seconded by Trustee Dickman.

Roll Call: Ayes: Thiessen, Tobolski, Dickman

Nays: None

Absent: None

Motion Carried.

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

June 27, 2016. Seconded by Trustee Dickman.

Roll Call: Ayes: Thiessen, 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 June & July, 2016.

No action needed.

6. Review/Approval of payable list

Motion by Trustee Tobolski to approve the payables list for:

July 15, 2016 - \$ 28,864.29

Seconded by Trustee Dickman.

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

Motion Carried.

Motion by Trustee Tobolski to approve the payables list for:

July 29, 2016 - \$ 47,471.42

Seconded by Trustee Dickman.

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

Motion Carried.

Motion by Trustee Tobolski to approve the payables list for:

August 22, 2016 - \$ 74,733.17

Seconded by Trustee Dickman.

Roll Call: Ayes: Thiessen, 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 June, 2016 with the Board of School Trustees.

No action needed.

8. FY17 Proposed Preliminary Budget

Treasurer Birkenmaier reviewed the preliminary budget reflecting an estimated \$ 5,421,194 in revenues, including any past due pro-rata payments. Estimated FY17 expenditures are \$ 1,446,130. The FY17 preliminary budget is approximately 1.95%

lower than the FY16 budget but when compared to actual estimated FY16 year-end costs, the budget is expected to be about 4.07% lower than the FY16 actual expenditures.

Motion by Trustee Tobolski to approve the FY17 Proposed Preliminary Budget in the amount of \$ 1,446,130. **Seconded by Trustee Dickman.**

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

Motion Carried.

9. School District Property Purchase

Treasurer Birkenmaier informed the Board on a recent land purchase by Argo High School District #217 and presented an updated copy of the School District Property transaction listing.

Argo District 217 recently purchase a two-story, 14 unit apartment building situated on a 6,637 square foot parcel at 7400 W. 64th Street in Summit, Cook County, Illinois. This property is across the street from the high school. The property will be developed for the school's use in connection with a campus improvement plan.

10. Disposal of Surplus Property

Treasurer Birkenmaier presented 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 items will be sold at current market value. Broken equipment will be properly disposed of or hauled away.

Motion by Trustee Tobolski to approve the Disposal of Surplus Property. **Seconded by Trustee Dickman.**

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

Motion Carried.

11. Reception & Record Manager

Treasurer Birkenmaier updated the Board of Trustees on the status of the application process for the position of Reception and Records Manager positions. The employment positions were posted in the Des Plaines Valley News, Suburban Life, TTO website and on Indeed.com. Over 155 applicants applied for the reception position. Candidates will be called to schedule interviews and a recommendation for employment will be presented to the Board at the September 26, 2016 meeting.

12. Approval of the minutes of meetings lawfully closed under the Open Meetings Act

The Board of Trustees agreed to review and discuss the minutes of the closed session in "Closed Session".

13. 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.”
- *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”

All in favor, motion carried.

14. Reconvene the Special Meeting of the Board of Trustees

President Thiessen left the meeting at 6:25 P.M.

Motion by Trustee Tobolski to reconvene the Special Meeting of the Board of Trustees at **6:50 P.M.** **Seconded by Trustee Dickman.**

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

Motion Carried.

15. Action as a result of Closed Session

Approval of the minutes of meetings lawfully closed under the Open Meetings Act

Motion by Trustee Tobolski to keep all closed session minutes closed. **Seconded by Trustee Dickman.**

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

Motion Carried.

IMRF Member Contribution Repayment Agreement

Motion by Trustee Tobolski to approve Conway’s IMRF Agreement. **Seconded by Trustee Dickman.**

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

Motion Carried.

Employee Handbook – Standard Workday & Annual Paid Time Off Based on Year of Service

Motion by Trustee Tobolski to approved the revisions as presented in the Employee Handbook. **Seconded by Trustee Dickman.**

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

16. Adjournment

Trustee Tobolski moved to adjourn the Special Meeting of the Board of Trustees at **6:55 P.M.** **Seconded by Trustee Dickman.**

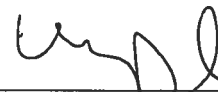
All in favor.

Minutes approved by:

President, Michael Thiessen



Trustee, Theron Tobolski



Trustee, Michael Dickman

SEP 26 2016
Date

***MINUTES OF THE CLOSED MEETING OF THE
LYONS TOWNSHIP TRUSTEES OF SCHOOLS
August 22, 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 6:10 p.m.

2. Roll Call.

Taken by President Thiessen. Present were President Thiessen, Trustee Tobolski, Trustee Dickman, Treasurer Susan Birkenmaier, and attorneys Kurt S. Asprooth and Emily Witt.

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)(11).

Treasurer Birkenmaier provided an update on the litigation with School District 204. The Board discussed their litigation attorney retaining an accounting expert and the associated costs. President Thiessen then left the meeting for a previous engagement. The Board discussed the possibility of other school districts not paying their bills and whether they would need to sue them and include them in their lawsuit.

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

Treasurer Birkenmaier discussed hiring a new records manager and office receptionist. Treasurer Birkenmaier was going to vet the candidates for both positions and send her recommendations to the Board.

Treasurer Birkenmaier discussed issues surrounding grandfathered vacation days. The Lyons TTO recently received an IMRF penalty because an employee was paid out for vacation days, which put them over the 6% salary increase threshold. Treasurer Birkenmaier was going to explore some options on how to reduce future IMRF liability with payout of employee vacation days.

Treasurer Birkenmaier discussed the IMRF repayment agreement with Lauralee Conway relating to the unauthorized payments that were previously made on her behalf to IMRF. Some of the language in the agreement was revised and the Board was going to vote on the agreement during open session.

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)(11).**

The Board then held an additional brief discussion on the litigation with School District 204 and the possibility of needing to include other school districts, who do not pay their bills, in the litigation.

6. **Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the Body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120(c)(21).**

The Board then reviewed the minutes of closed meetings that had not yet been approved for release. The Board recommended that the minutes remain closed as the need for confidentiality remained.

7. **Adjournment.**

Trustee Tobolski moved to adjourn the Closed Session, seconded by Trustee Dickman. A roll call vote was taken, with Trustee Tobolski and Trustee Dickman voting aye. Closed session was adjourned at 6:50 p.m.

Minutes Approved by:

President, Michael Thiessen



Trustee Michael Dickman



Trustee Theron Tobolski

Date: _____

SEP 26 2016