

# 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

22 Calendar Ave. STE D  
LaGrange, IL 60525  
Phone 708-352-4480  
Fax 708-352-4417

## *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.**

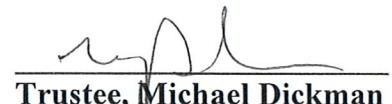
Roll Call: Ayes: Dickman, Thiessen and Tobolski  
Nays: None  
Absent: None

*Motion carried.*

**Minutes approved by:**

  
\_\_\_\_\_  
President, Michael Thiessen

  
\_\_\_\_\_  
Trustee, Theron Tobolski

  
\_\_\_\_\_  
Trustee, Michael Dickman

Date:           JUN 25 2018