

Township Trustees of Schools

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

BOARD OF SCHOOL TRUSTEES
Shakana L. Kirksey-Miller, President
Jessica A. Doherty, Trustee
Carol A. McGowan, Trustee
Koula A. Fournier, Trustee

William H. Green, Trustee
William F. Brockob, Trustee
Nicholas H. Caprio, Trustee

6438 Joliet Road, Unit 103
Countryside, IL 60525
Phone 708-352-4480
Fax 708-888-5651

Minutes of the Special Meeting of the Board of Trustees of the Lyons Township School Treasurer's Office May 23, 2023– 6:00 P.M.

	<u>In Attendance</u>	<u>Absent</u>
Mr. Michael S. Thiessen	<u>X</u>	<u> </u>
Ms. Shakana L. Kirksey-Miller	<u>X</u>	<u> </u>
Ms. Jessica A. Doherty	<u>X</u>	<u> </u>
Ms. Carol A. McGowan	<u>X</u>	<u> </u>
Mr. William H. Green	<u>X</u>	<u> </u>
Mr. William F. Brockob	<u> </u>	<u>X</u>
Mr. Nicholas H. Caprio	<u> </u>	<u>X</u>

Staff Members Present

Mr. Kenneth T. Getty, Treasurer
Ms. Brigid Murphy, Director of Finance and Operations
Ms. Nancy Bechtold, Financial Services Coordinator
Ms. Lisa McAtee, Senior Accountant
Ms. Gina Trevino, Financial Services Coordinator
Ms. Cathy Pavlik, Financial Services Coordinator

Other Guests Present

Ms. Katie Ngo, Attorney for LTTO
The Honorable Nicholas A. Kantas
Mr. Brian Stachacz, Director of Business Services, Lyons Township High School
Mr. Robert Skolnik, Reporter, Riverside Brookfield Landmark
Mr. Christopher Getty, Lyons Township Supervisor
Ms. Elyse Hoffenberg, Lyons Township Clerk
Mr. Harry Fournier, Burr Ridge Resident

Call to Order & Roll Call

President Thiessen called the meeting to order at 6:10 p.m.

Pledge of Allegiance

Recognition of Outgoing Trustee / President Michael S. Thiessen

Treasurer Getty thanked outgoing President Thiessen for his 11 years of service and leadership and presented him with a plaque.

Honorable Nicholas A. Kantas to Administer Oath of Office for Elected Trustees

The Oath of Office for the elected trustees, Koula A. Fournier, Jessica A. Doherty, Carol A. McGowan was administered by the Honorable Nicholas A. Kantas.

Nomination and Election of President of the Trustees of Schools

Trustee McGowan nominated Trustee Kirksey-Miller for the Board President. **Trustee Kirksey-Miller accepted the nomination.** No other nominations were made. **Trustee Doherty made a motion** to election Trustee Kirksey-Miller for the two-year term of Lyons Township Trustee of Schools Board President. **Trustee McGowan seconded the motion.**

Roll Call: **Ayes:** Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: Kirksey-Miller
 Absent: Brockob, Caprio

Motion carried.

Approve Future Regular Board Meeting Dates, Place, Time

A motion was made by Trustee Doherty to reschedule the regularly scheduled quarterly Board of Trustee meeting dates as detailed below. All meetings begin at 6:00 p.m. and will be held at the LTTO office located at 6438 N Joliet Rd, Countryside, IL 60525. **The motion was seconded by Trustee McGowan.**

- From July 10, 2023, to July 18, 2023
- From October 2, 2023, to October 17, 2023
- Jan 8, 2024, to January 16, 2024
- April 1, 2024, to April 16, 2024

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

Motion/Approval of the Organization Certificate and Authorization for the President and one Trustee to sign the Organization Certificate

President Kirksey-Miller nominated Trustee Doherty to sign the Organization Certificate. **The nomination was accepted by Trustee Doherty.** No other nominations were made. **President Kirksey-Miller made a motion** to approve Trustee Doherty. **Trustee McGowan seconded the motion.**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

Review/Approval of Minutes

Trustee Doherty made a motion to approve the April 25, 2023, open session meeting minutes with corrections of a scrivener's error. **Trustee McGowan seconded the motion.**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, McGowan
 Nays: None
 Abstain: Green
 Absent: Brockob, Caprio

Motion carried.

President Kirksey-Miller made a motion to approve the April 25, 2023, closed session meeting minutes as presented. **Trustee Doherty seconded the motion.**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, McGowan
 Nays: None
 Abstain: Green
 Absent: Brockob, Caprio

Motion carried.

Treasurer's Report

Treasurer Getty reported \$1.8M of third quarter investment earnings was distributed and booked to member districts fund balances in April 2023. A total of \$3.8M has been distributed in FY2023 thus far.

Review the Lyons Township Treasurer's Financial Reports

The Board of School Trustees discussed and reviewed the Lyons Township School Treasurer's April 2023 financial statements. He noted that an amended budget is included later in this agenda and that the office is on pace to finish the year at or below budget.

Review/Approval of Payables List

Trustee Doherty made a motion to approve the May 23, 2023, payables in the amount of \$22,782.66 as presented. **Trustee McGowan seconded the motion.**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

Review/Approval of Review School Districts Official Records

The Board of School Trustees reviewed and discussed member district's April 2023 financial statements. Treasurer Getty noted that the adjustment column reflects FY22 audit adjustments.

NEW BUSINESS:

Approval of Resolution 2023-02: RESOLUTION TO ESTABLISH SIGNING AUTHORITY ON BEHALF OF THE LYONS TOWNSHIP TRUSTEES OF SCHOOLS

Trustee McGowan made a motion to approve Resolution #2023-02 to establish signing authority to President Kirksey-Miller on behalf of the Lyons Township Trustee of Schools. **Trustee Fournier seconded the motion.**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

FY2023-2024 Board of School Trustees Future Meeting Dates

President Kirksey-Miller made a motion to approve the future additional meeting dates listed below. **Trustee McGowan seconded the motion.**

- **June 27, 2023**
- **August 15, 2023**
- **September 19, 2023**
- **November 21, 2023**
- **December 19, 2023**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

FY2023 Proposed Amended Budget

President Kirksey-Miller made a motion to approve amended FY23 budget as presented noting that the amended budget does not increase the total budget of the LTTTO. **Trustee McGowan seconded the motion.**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

Request for Proposal - Audit Services

Trustee Doherty made a motion to approve the issuance of a Request for Proposal [RFP] for Audit Services for fiscal years 2023-2025. **Trustee Green seconded the motion.**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

Review/Approval of Cyber Liability Insurance Policy – FY2024

Trustee Green made a motion to approve the FY2024 Cyber Liability Insurance Policy as presented. **Trustee McGowan seconded the motion.**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

OLD BUSINESS: NONE

Motion to suspend the Board Meeting for the purpose of entering Closed Session

Trustee Doherty made a motion to suspend the Board Meeting at 6:55 p.m. for the purpose of entering Closed Session. **Trustee Fournier seconded the motion.**

- *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.”

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

Motion to reconvene the Open Session Meeting of the Board of Trustees

President Kirksey-Miller made a motion at 7:54 p.m. to reconvene the May 23, 2023, Board Meeting. **The motion was seconded by Trustee Fournier.**

Roll Call: **Ayes:** Kirksey-Miller, Doherty, Fournier, Green, McGowan
 Nays: None
 Abstain: None
 Absent: Brockob, Caprio

Motion carried.

Action as a result of Closed Session - None

Adjournment

Trustee Fournier made a motion to adjourn the meeting at 7:55 p.m. President Kirksey-Miller seconded the motion.

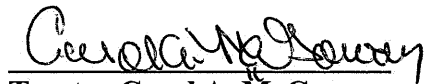
Roll Call: Ayes: Kirksey-Miller, Doherty, Fournier, Green, McGowan
Nays: None
Abstain: None
Absent: Brockob, Caprio

Motion carried.

Minutes Approved by:




President Shakana L. Kirksey-Miller



Trustee Carol A. McGowan

Trustee Jessica A. Doherty



Trustee Koula A. Fournier

Trustee William H. Green

Trustee William F. Brockob

Trustee Nicholas H. Caprio

Date: 06/27/2023

Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

www.lyonstto.net

BOARD OF SCHOOL TRUSTEES

Shakana L. Kirksey-Miller, President

Jessica A. Doherty, Trustee

Carol A. McGowan, Trustee

Koula A. Fournier, Trustee

William H. Green, Trustee

William F. Brockob, Trustee

Nicholas H. Caprio, Trustee

6438 Joliet Road, Unit 103

Countryside, IL 60525

Phone 708-352-4480

Fax 708-888-5651

MINUTES OF THE CLOSED MEETING OF THE LYONS TOWNSHIP TRUSTEES OF SCHOOLS

May 23, 2023

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, 6438 Joliet Rd, Countryside, Illinois 60525, at 7:33 pm.

2. Roll Call.

Taken by President Kirsey-Miller. Present were President Kirksey-Miller, Trustee Doherty, Trustee Caprio, Trustee Green, Trustee McGowan, and Trustee Brockob. Trustees Caprio and Brockob were absent. Also present were Treasurer Ken Getty, Brigid Murphy, Director of Finance and Operations, and Katie Ngo, Board Attorney.

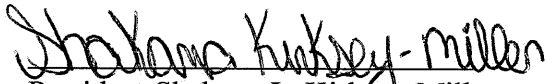
3. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).

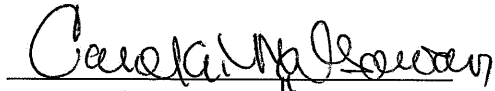
The Trustees discussed the status of pending litigation with LTHS and ICRMT.

4. Adjournment.

Trustee Fournier, moved to adjourn the Closed Session, seconded by Trustee McGowan. Closed session was adjourned at 7:55 pm.

Minutes Approved by:


President Shakana L. Kirksey-Miller

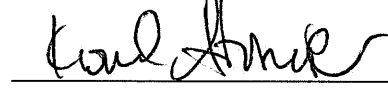

Trustee Carol A. McGowan

Trustee William H. Green

Trustee Nicholas H. Caprio

Date: 06/27/2023

Trustee Jessica A. Doherty


Trustee Koula A. Fournier

Trustee William F. Brockob