

Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

www.lyonsLTTO.net

BOARD OF SCHOOL TRUSTEES
Michael S. Thiessen, President
Shakana L. Kirksey-Miller, Trustee
Jessica A. Doherty, Trustee

22 Calendar Ave. STE D
LaGrange, IL 60525
Phone 708-352-4480
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Minutes of the Special Meeting of the Board of Trustees of the Lyons Township School Treasurer’s Office November 22, 2021 – 6:00 P.M.

The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois (Lyons Township) have called a special meeting on November 22, 2021, at 6:00 P.M. Pursuant to Governor Pritzker’s Executive Order 2020-73, the regular meeting will be a virtual meeting.

Microsoft Teams Virtual Meeting Information

[Click Here to Join Meeting](#)

Dial In +1-872-810-3297, Conference ID: 302 424 5#

Mr. Michael Thiessen	<u> X </u>	_____
Ms. Shakana Kirksey-Miller	<u> X </u>	_____
Ms. Jessica A Doherty	<u> X </u>	_____

Staff Virtually Present

Mr. Kenneth T. Getty, Treasurer
Ms. Brigid Murphy, Director of Finance and Operations

Others Virtually Present

Mr. Ed Wong, LTTO Attorney
Ms. Cynthia Schilsky, League of Women Voters & LaGrange resident
Ms. Kathleen Graffam, League of Women Voters
Luz Raymond, Virtual Guest

Call to Order

President Thiessen called the meeting to order at 6:04 P.M.

Pledge of Allegiance

Public Comments – Cynthia Schilsky wanted to clarify that she usually represents the League of Women Voters but tonight is speaking as a resident and taxpayer of LaGrange (living in School Districts #102 & #204) and made comments on the LTTO’s September 23, 2021 Resolution 2022-01 regarding interest allocations and closed session meeting minutes.

President Thiessen asked Treasurer Getty to ensure that all closed meeting minutes that were approved for release are posted to website this week. He further stated that all spreadsheets supporting the LTTO’s September 23, 2021 Resolution reallocation of interest that have been sent to member districts are available on the LTTO’s website.

Ms. Graffam asked if the Board could provide some background information on the newly appointed Trustee, Jessica Doherty. Trustee Doherty addressed Ms. Graffam’s question and highlighted that she was resident of Countryside and LaGrange Highlands School District 106.

Review/Approval of Minutes

The following Open and Closed session meeting minutes were approved as presented:

Meeting Minute Date	Motion made by:	Motion 2nd By:	Ayes	Nays	Abstain
October 20, 2021 – LTTO Open Meeting	President Thiessen	Trustee Kirksey-Miller	Thiessen Kirksey-Miller	None	Trustee Doherty
October 20, 2021 – LTTO Closed Meeting – Trustee Vacancy	President Thiessen	Trustee Kirksey-Miller	Thiessen Kirksey-Miller	None	Trustee Doherty
October , 2021 – LTTO Closed Meeting – Litigation	Trustee Kirksey-Miller	President Thiessen	Thiessen Kirksey-Miller Trustee Doherty	None	None

Motions carried.

Treasurer’s Report

Treasurer Getty provided the Trustees with an update on the health and wellbeing of the LTTO staff members & their families. He noted that, since the last Board meeting, one TTO staff member accepted a new position out of state and resigned. This vacant position will be filled after the holidays. Treasurer Getty informed that Trustees that all member district’s Annual Statement of Affairs have been completed, reported to ISBE and published in local newspapers as required to be done by December 1st each year. Additionally, the 11/30 & 12/1 debt service is set-up to be paid on behalf of our member districts. Treasurer Getty wished everyone a wonderful Thanksgiving.

Review the Lyons Township Treasurer’s Financial Reports

Board of School Trustees reviewed and discussed the TTO’s October financial statements. He noted that these statements were generated directly from the LTTO’s financial software system. It was noted that the TTO is on budget and he expects that by year end the TTO should be under budget.

Review School Districts Official Records

Board of School Trustees reviewed and discussed member district financial records for September and October 2021. He noted that September was unusual because all member district revenues were down year-over-year due to the late due date for the second installment of Cook County property taxes. However, he commended the Cook County Treasurer for aggressively distributed taxes during October. President Thiessen asked if we can expect a normal collection in early 2022. Treasurer Getty stated he does not expect a delay/change in the March 2022 due date.

NEW BUSINESS:

Review/Approval of Comcast Business Contract (11/2021 – 11/2023)

The TTO’s Comcast contract recently expired, and this new contract is favorable to the TTO because it increases both our download speed by 50%, upload speeds by 200% and reduces the

cost by approximately \$70 the first year and \$50 the second year. **A Motion was made by Trustee Kirksey-Miller** to approve the Comcast Business Services contract as presented. **Seconded by President Thiessen.**

Roll Call: **Ayes:** Theissen, Kirksey-Miller & Doherty
 Nays: None
 Absent: None

Motion carried.

Review/Approval of Insurance Coverage (12/01/2021 – 11/30/2022)

In July 2016, the LTTO joined the Illinois Counties Risk Management Trust (ICRMT) for Commercial Liability and Workers Compensation insurance because of a significant cost savings. The annual premium renewal for Commercial Liability and Workers Compensation insurance for the Lyons Township Treasurer’s Office totals \$11,310. This renewal reduces the annual premium by \$761 while maintaining the same coverage levels and deductibles from the previous fiscal year. **A Motion was made by Trustee Kirksey-Miller** to approve the renewal of this insurance contract as presented. **Seconded by Trustee Doherty.**

Roll Call: **Ayes:** Theissen, Kirksey-Miller & Doherty
 Nays: None
 Absent: None

Motion carried.

FY2022 Board of School Trustees Future Meeting Dates

A motion was made by Trustee Kirksey-Miller to approve the following TTO Board meeting dates: **Seconded by President Thiessen.**

December 20, 2021, at 6:00 P.M.

January 10, 2022, at 6:00 P.M.

February 14, 2022, at 6:00 P.M.

March 21, 2022, at 6:00 P.M.

April 25, 2022, at 6:00 P.M. (Rescheduling the established quarterly meeting on April 4, 2022)

Roll Call: **Ayes:** Theissen, Kirksey-Miller & Doherty
 Nays: None
 Absent: None

Motion carried.

Review/Approval of Payables List

A motion was made by Trustee Kirksey-Miller to approve the November 22, 2021, payables in the amount of \$32,284.73 as presented. **Seconded by President Thiessen.**

Roll Call: **Ayes:** Thiessen, Kirksey-Miller & Doherty
 Nays: None
 Absent: None

Motion carried.

Disposal of Surplus Property

President Thiessen asked if is possible to donate any of the items to schools or other social service entities in need within Lyons Township. Trustee Kirksey-Miller stated that she prefers repurposing over disposal of any usable items wherever possible. Treasurer Getty stated he will make every effort to repurpose before disposing of the items. **A motion was made by Trustee Kirksey-Miller** to approve the disposal list as presented. **Seconded by Trustee Doherty.**

Roll Call: **Ayes:** Thiessen, Kirksey-Miller & Doherty
 Nays: None
 Absent: None

Motion carried.

IMRF Annual Contribution Final Rate – Calendar Year 2022

Treasurer Getty informed the Trustees that the calendar year 2022 final IMRF employer contribution rate will be 4.48%.

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

A motion was made at 7:04 P.M. by President Thiessen 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.”

Seconded by Trustee Doherty.

Roll Call: **Ayes:** Thiessen, Kirksey-Miller & Doherty
 Nays: None
 Absent: None

Motion carried.

Special Meeting reconvened following Closed Session

A motion was made by Trustee Kirksey-Miller to resume the Special Meeting of November 22, 2021, at 8:19 P.M. **Seconded by President Thiessen.**

Roll Call: **Present:** Thiessen, Kirksey-Miller & Doherty
 Absent: None

Motion carried.

Action as a result of Closed Session - None

Adjournment

A motion was made by Trustee Kirksey-Miller to adjourn the Special Meeting of the Board of Trustees at 8:20 P.M.; **Seconded by President Thiessen.**

Roll Call: **Ayes:** Thiessen, Kirksey-Miller & Doherty
 Nays: None
 Absent: None

Motion carried.

Minutes approved by:

***Minutes have been approved at the 12/20/2021 Meeting and will be signed when the current COVID-19 precautions allow

President, Michael Thiessen

Trustee, Shakana Kirksey-Miller

Trustee, Jessica Doherty

Date: 12/20/2021

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

November 22, 2021

1. Call to Order.

The Closed Session of the Lyons Township Trustees of Schools was called to order by President Thiessen at 7:06 p.m.

2. Roll Call.

Taken by President Thiessen. Present were President Thiessen, Trustee Kirksey-Miller, and Trustee Doherty. Also present were Treasurer Ken Getty, Brigid Murphy, Director of Finance and Operations, and Edward J. Wong, III, 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 TRO/preliminary injunction litigation.

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

The Trustees discussed issues relating to former employee, Lauralee Kane's, final accrued benefits payout after her November 5, 2021 resignation.

5. Adjournment.

Trustee President Thiessen moved to adjourn the Closed Session, seconded by Trustee Kirksey-Miller and Trustee Doherty. Closed session was adjourned at 8:18 p.m.

Minutes Approved by:

***Minutes have been approved at the 12/20/2021 Meeting and will be signed when the current COVID-19 precautions allow

President Michael S. Thiessen

Date: 12/20/2021

Trustee Shakana L. Kirksey-Miller

Date: 12/20/2021

Trustee Jessica A. Doherty

Date: 12/20/2021