

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 February 3, 2016

1. Call to Order & Roll Call

President Thiessen called the meeting to order at 5:15 P.M.

Roll call was taken and present were Trustee Tobolski and Trustee Dickman. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Office Manager; Lauralee Conway, Special Projects Coordinator; Ken Getty and Kurt Asprooth, TTO Attorney.

2. Pledge of Allegiance

3. Public Comments

None

4. FY15 Audit Presentation

Betsy Allen, CPA – Miller Cooper & Co, Ltd, presented the FY15 Annual TTO Audit to the Board of School Trustees.

- Independent Auditor's Report
- Management's Discussion and Analysis
- Basic Financial Statements
- Statement of Revenues, Expenditures, and Changes in Fund Deficit

President Thiessen directed Ms. Conway to post the FY15 Annual TTO Audit on the Township Treasurer's website.

5. Approval of Minutes

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

December 17, 2015. Seconded by Trustee Tobolski.

Roll Call: Ayes: Thiessen, Tobolski, Dickman

Nays: None

Absent: None

Motion Carried.

Motion by Trustee Dickman to approve of the *closed session* minutes for:
December 17, 2015. Seconded by Trustee Tobolski.

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

Motion Carried.

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

Treasurer Birkenmaier reviewed the Lyons Township School Treasurer's financial statements for the months of December, 2015.

No action needed.

7. Review/Approval of payable list

Motion by Trustee Dickman to approve the payables list for:
December 18, 2015 - \$ 270.00.

Seconded by Trustee Tobolski.

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

Motion Carried.

Motion by Trustee Tobolski to approve the payables list for:
January 22, 2016 – \$ 5,755.24.

Seconded by Trustee Dickman.

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

Motion by Trustee Dickman to approve the payables list for:
February 3, 2016 - \$ 88,101.71.

Seconded by Trustee Tobolski.

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

Motion Carried.

8. Review School Districts Official records

Treasurer Birkenmaier reviewed the Lyons Township Schools and Coop’s financial records for December, 2015 with the Board of School Trustees.

No action needed.

9. Updated Depository

Treasurer Birkenmaier presented an updated resolution identifying authorized TTO account signers to the Board of School Trustees. The authorization will extend to any Lyons Township School Treasurer accounts held at Byline Bank.

Motion by Trustee Dickman to approve the updated resolution for Byline Bank as presented. **Seconded by Trustee Tobolski**

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

Motion Carried.

10. Personnel – Staffing Plan

Treasurer Birkenmaier presented a framework to guide the development of a Lyons Township Treasurer’s Office staffing plan for FY17 and beyond. The plan will be built on the staff knowledge and skills needed to support the following departments:

- District Operations Management
- Administrative Management
- Sub-Out of Network Software
- Sub-In Network Software
- Sub-Statutory
- Sub-Office Admin
- Special Projects

Further plan updates will be presented at a future meeting.

11. Employee Handbook

The Board discussed the information on potential updates to the Office’s Personnel Policy Manual.

- Converting Part-Time or Temporary Hours into Full-Time Service
- What employee “breaks” must the Office provide employees by law
- Sample Background Check policy
- Benefits – IMRF Hourly Standard
- Previous earned employee benefits
- Converting to a PTO Day Plan
- Bereavement Leave

- Life Insurance

No action was taken by the Board of School Trustees.

Closed Session

Motion by President Thiessen to suspend the Special Meeting for the purpose of entering closed session at **7:02 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.

12. Reconvene the Special Meeting of the Board of Trustees

Motion by Trustee Tobolski to reconvene the Special Meeting of the Board of Trustees at **7:32 P.M.** **Seconded by Trustee Dickman.**

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

13. Action as a result of Closed Session

No action was taken.

14. Adjournment


President Thiessen moved to adjourn the Special Meeting of the Board of Trustees at **7:34 P.M.**

All in favor.


Minutes approved by:



President, Michael Thiessen



Trustee, Theron Tobolski



Trustee, Michael Dickman

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Date