

# 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

## NOTICE

### **NOTICE OF A MEETING OF THE BOARD OF TRUSTEES OF THE LYONS TOWNSHIP SCHOOL TREASURER'S OFFICE**

**September 19, 2023 – 6:00 P.M.**

The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois (Lyons Township) have called a meeting on September 19, 2023, at 6:00 P.M., at the Lyons Township School Treasurer's Office, 6438 Joliet Road, Unit 103, Countryside, IL 60525.

## AGENDA

1. **Call to Order & Roll Call**

2. **Pledge of Allegiance**

3. **Public Comments**

4. **Review/Approval of Minutes**

Board of School Trustees review and approval of the Lyons Township School Treasurer's minutes of:

- August 15, 2023 – LTTO Open Meeting
- August 15, 2023 – LTTO Closed Meeting

5. **Treasurer's Report**

6. **Review/Approval of Payables List**

Board of School Trustees approval and ratification for the payment of expenses is requested for the Lyons Township School Treasurer's payables in the amount of

- **September 19, 2023 - \$ 20,419.81**

7. **Review/Approval of Review School Districts Official Records**

Board of School Trustees discussion and review of the Lyons Township Schools and Coop's financial records for:

- July 2023

**NEW BUSINESS:**

8. **FY2024 - Proposed Budget**
9. **Review/Approval of Authorized Depositories**

**OLD BUSINESS:**

10. **Cook County Property Tax Collection Delay – FY2024**
11. **Motion to suspend the Board Meeting for the purpose of entering Closed Session**
  - *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.”
12. **Motion to reconvene the Board Meeting of the Board of Trustees**
13. **Action as a result of Closed Session**
14. **Adjournment**

Call to Order

# Pledge of Allegiance

# Public Comments

# Review/Approval of Minutes

August 15, 2023 – TTO Open Meeting  
August 15, 2023 – TTO Closed Meeting

# Treasurer's Report

---

# LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1021      Voucher Date: 09/19/2023      Prepared By: Brigid Murphy

*Printed: 09/14/2023 03:14:31 PM*

---

LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$20,419.81 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

  
\_\_\_\_\_

\_\_\_\_\_  
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

LYONS TOWNSHIP TRUSTEE OF SCHOOLS

---

Fund		Amount
10	EDUCATION	\$20,419.81
		<hr/>
		\$20,419.81



Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1021

09/19/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BLUE CROSS AND BLUE SHIELD OF IL						
Check Group:						
M - 10/01/2023 - 10/31/2023		1	0	XXXXX 9/19/2023	10.2.0481.0000.000.9944 HEALTH INSURANCE PAYABLE-ER	\$8,663.28
D - 10/01/2023 - 10/31/2023		1	0	XXXXX 9/19/2023	10.2.0481.0000.000.9946 DENTAL INSURANCE PAYABLE-ER	\$375.42
D - 10/01/2023 - 10/31/2023		1	0	XXXXX 9/19/2023	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$38.20
					Check #: 0	
					PO/InvoiceTotal:	\$9,076.90
					Vendor Total:	\$9,076.90
COMCAST						
	1000050					
Check Group:						
10/01/2023 - 10/29/2023		1	0	XXXXX 9/19/2023	10.5.2520.3400.000.0008 INTERNET	\$264.85
					Check #: 0	
					PO/InvoiceTotal:	\$264.85
					Vendor Total:	\$264.85
Companion Life Insurance Company						
Check Group:						
V - 10/01/2023 - 10/31/2023		1	0	XXXXX 9/19/2023	10.2.0481.0000.000.9948 VISION INSURANCE-ER	\$45.45
L - 10/01/2023 - 10/31/2023		1	0	XXXXX 9/19/2023	10.2.0481.0000.000.9942 LIFE INSURANCE PAYABLE-ER	\$42.50
L - 10/01/2023 - 10/31/2023		1	0	XXXXX 9/19/2023	10.5.2520.3800.000.0011 RETIREE/COBRA BENEFITS	\$62.39
					Check #: 0	
					PO/InvoiceTotal:	\$150.34
					Vendor Total:	\$150.34

Cook County Farm Bureau

## Lyons Township Trustee of Schools

### Voucher Detail Listing

Voucher Batch Number: 1021

09/19/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
10/01/2023 - 10/31/2023		1	0	Oct23 9/19/2023	10.5.2520.3250.000.0000 RENTALS	\$4,000.00
					Check #: 0	
					PO/InvoiceTotal:	\$4,000.00
					Vendor Total:	\$4,000.00
DEL GALDO LAW GROUP, LLC						
Check Group:						
08/01/2023 - 08/31/2023		1	0	32257 9/19/2023	10.5.2520.3180.000.0000 LEGAL SERVICES	\$1,218.75
					Check #: 0	
					PO/InvoiceTotal:	\$1,218.75
					Vendor Total:	\$1,218.75
HINCKLEY SPRINGS	1000092					
Check Group:						
OFFICE SUPPLIES		1	0	22340370 081923 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$88.44
					Check #: 0	
					PO/InvoiceTotal:	\$88.44
					Vendor Total:	\$88.44
IMAGETEC						
Check Group:						
08/22/2023 - 11/21/2023		1	0	707959 9/19/2023	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$359.37
					Check #: 0	
					PO/InvoiceTotal:	\$359.37
					Vendor Total:	\$359.37
ProxIT, Inc.						
Check Group:						

## Lyons Township Trustee of Schools

### Voucher Detail Listing

Voucher Batch Number: 1021

09/19/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
CLOUD BACK UP - SEPT23		1	0	23815 9/18/2023	10.5.2520.3160.000.0027 SOFTWARE	\$109.00
MICROSOFT - SEPT23		1	0	23815 9/18/2023	10.5.2520.3160.000.0027 SOFTWARE	\$332.20
PROF. & TECH. SERVICES - IT - SEPT23		1	0	23815 9/18/2023	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT	\$1,393.75
Check #: 0						
PO/InvoiceTotal:						\$1,834.95
Vendor Total:						\$1,834.95
TYLER BUSINESS FORMS						
Check Group:						
CHECKS		1	0	85320 9/19/2023	10.5.2520.4900.000.0020 CHECKS	\$859.82
Check #: 0						
PO/InvoiceTotal:						\$859.82
Vendor Total:						\$859.82
VISA						
Check Group:						
OFFICE SUPPLIES		1	0	09012023 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$115.38
OFFICE SUPPLIES		1	0	09012023 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$41.69
PERIODICALS		1	0	09012023 9/19/2023	10.5.2520.4400.000.0000 PERIODICALS	\$399.00
QUICKBOOKS PLUS ADDT'L USER		1	0	09012023 9/19/2023	10.5.2520.3160.000.0027 SOFTWARE	\$463.71
HUMBLE FAX - 08/14/2023 - 09/14/2023		1	0	09012023 9/19/2023	10.5.2520.3160.000.0027 SOFTWARE	\$10.00
OFFICE SUPPLIES		1	0	09012023 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$268.27

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1021

09/19/2023

Fiscal Year: 2023-2024

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
OFFICE SUPPLIES		1	0	09012023 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	\$9.07
CAPITALIZED EQUIPMENT		1	0	09012023 9/19/2023	10.5.2520.5500.000.0000 CAPITALIZED EQUIPMENT	\$1,085.26
OFFICE SUPPLIES		1	0	09012023 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	(\$62.82)
OFFICE SUPPLIES		1	0	09012023 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	(\$135.81)
OFFICE SUPPLIES		1	0	09012023 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	(\$8.87)
OFFICE SUPPLIES		1	0	09012023 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	(\$10.00)
OFFICE SUPPLIES		1	0	09012023 9/19/2023	10.5.2520.4100.000.0000 OFFICE SUPPLIES	(\$74.99)

Check #: 0

PO/InvoiceTotal: \$2,099.89  
Vendor Total: \$2,099.89

Wells Fargo Vendor Financial Services

Check Group:

09/12/2023 - 10/12/2023

1	0	XXXXXX	10.5.2520.3250.000.0003	\$466.50
		8/31/2023	COPIER & PRINTER LEASE	

Check #: 0

PO/InvoiceTotal: \$466.50  
Vendor Total: \$466.50  
Grand Total: \$20,419.81

End of Report

# Review School Districts Official Records

- July 2023

Lyons Township School Treasurer's Office  
 District Operations Report  
 July 2023

District	Beginning FY24 Fund Balance	Beginning FY24 fund balance adjustments	Revenues	Beg. Balance + Revenues	Disbursements	Ending FY24 Fund Balance	% of Total Ending Fund Balance
101	6,520,689.19		89,353.57	6,610,042.76	1,153,048.42	5,456,994.34	2.32%
102*	14,124,024.19			14,124,024.19		14,124,024.19	5.99%
103	32,549,525.97		1,733,920.03	34,283,446.00	2,691,314.96	31,592,131.04	13.40%
104	20,832,327.83		1,152,137.31	21,984,465.14	1,124,652.66	20,859,812.48	8.85%
105	23,108,630.27		835,424.03	23,944,054.30	1,900,423.71	22,043,630.59	9.35%
106	21,990,794.71		194,303.62	22,185,098.33	2,192,417.82	19,992,680.51	8.48%
106.5	3,258,926.78		7,743,202.80	11,002,129.58	7,486,176.42	3,515,953.16	1.49%
106.7	233,531.01		3,821,083.99	4,054,615.00	3,981,469.24	73,145.76	0.03%
107	18,627,087.34		543,956.43	19,171,043.77	1,165,235.60	18,005,808.17	7.64%
108	6,021,981.04		105,685.05	6,127,666.09	166,900.76	5,960,765.33	2.53%
109	43,575,922.04		1,083,895.99	44,659,818.03	4,806,973.14	39,852,844.89	16.91%
2045	1,450,166.41		1,447,432.17	2,897,598.58	758,870.25	2,138,728.33	0.91%
217	52,651,152.10		1,352,285.79	54,003,437.89	1,899,982.95	52,103,454.94	22.10%
<b>TOTAL</b>	<b>244,944,758.88</b>	<b>0.00</b>	<b>20,102,680.78</b>	<b>265,047,439.66</b>	<b>29,327,465.93</b>	<b>235,719,973.73</b>	<b>100.00%</b>

\* District 102 July 2023 Financials are pending FY2023 June reconciliation and July 2023 District deposit information

Lyons Township Trustees of Schools  
FY2024 – Proposed Budget

**LYONS TOWNSHIP TREASURER'S OFFICE**  
**Preliminary Budget and Staffing Comparison - FY24 to FY23**

PROGRAM STAFF DETAIL	FY24	FY23	INC/DEC
Treasurer	1.00	1.00	0.00
Director of Finance & Operations	0.00	1.00	(1.00)
Director of Cash Management & Bank Relations	1.00	0.00	1.00
Senior Accountant	1.00	1.00	0.00
Financial Services Coordinator	3.00	3.00	0.00
<b>TOTAL STAFF</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

***Education Fund***

EXPENDITURE DETAIL	BUDGET FY24	BUDGET FY23	INC/DEC
1000 SALARIES	\$604,458	\$586,476	\$17,982
2000 BENEFITS	\$210,662	\$200,805	\$9,857
3000 SERVICES	\$387,020	\$392,967	(\$5,947)
4000 SUPPLIES	\$17,600	\$17,538	\$62
5000 EQUIPMENT	\$7,500	\$5,500	\$2,000
6000 OTHER	\$3,500	\$3,370	\$130
Subtotal Expenditures	\$1,230,740	\$1,206,656	\$24,084

<b>TOTAL EXPENDITURES</b>	<b>\$1,230,740</b>	<b>\$1,206,656</b>	<b>2.00%</b>
---------------------------	--------------------	--------------------	--------------



	ACCOUNT NAME	PROPOSED BUDGET 2024	APPROVED REVISED BUDGET 2023
10.4.1940.0000.000.4001	Pro-rata Current Year	\$1,206,154	\$1,108,314
10.4.1940.0000.000.4002	Pro-rata Immediate Prior Year	\$144,859	\$1,900,272
10.4.1950.0000.000.0000	Refund of Prior Years Expenditures	\$500	\$500
10.4.1980.0000.000.0000	Municipal Investment Services	\$3,000	\$0
10.4.1999.0000.000.0000	Other Local Revenues	\$0	\$0
10	<i>Education Fund</i>	<i>\$1,354,513</i>	<i>\$3,009,086</i>
Education Fund Expenditures			
10.5.2520.1000.000.5001	Salary-Treasurer	\$188,558	\$180,250
10.5.2520.1000.000.5004	Salary-Financial Services Coordinator	\$73,500	\$71,526
10.5.2520.1000.000.5008	Salary-Financial Services Coordinator	\$78,200	\$75,000
10.5.2520.1000.000.5011	Salary-Dir. of Cash Management & Bank Relations	\$120,200	\$120,201
10.5.2520.1000.000.5012	Salary-Senior Accountant	\$86,500	\$83,000
10.5.2520.1000.000.5016	Salary-Financial Services Coordinator	\$57,500	\$56,500
1000 Series Total		\$604,458	\$586,476
10.5.2520.2120.000.0000	IMRF	\$35,545	\$34,500
10.5.2520.2130.000.0000	FICA	\$48,840	\$44,000
10.5.2520.2140.000.0000	Medicare	\$11,425	\$11,600
10.5.2520.3800.000.0011	Retirement Benefits	\$9,250	\$8,980
10.5.2520.2210.000.0000	Life Insurance	\$1,120	\$1,105
10.5.2520.2220.000.0000	Medical Insurance	\$99,660	\$96,025
10.5.2520.2230.000.0000	Dental Insurance	\$4,276	\$4,060
10.5.2520.2341.000.0000	Vision Insurance	\$546	\$535
2000 Series Total		\$210,662	\$200,805
10.5.2520.3100.000.0000	CPA Services	\$6,000	\$33,500
10.5.2520.3100.000.0019	Programming & Training	\$6,000	\$2,500
10.5.2520.3100.000.0023	Prof & Tech Services - IT	\$11,000	\$11,000
10.5.2520.3160.000.0000	Annual I.V. License	\$153,500	\$148,841
10.5.2520.3160.000.0027	Software	\$8,000	\$7,000
10.5.2520.3170.000.0000	Audit/Financial Services	\$43,250	\$35,000
10.5.2520.3180.000.0000	Legal Services-General	\$33,000	\$39,000
10.5.2520.3190.000.0000	Other Professional Services	\$4,000	\$1,500

	ACCOUNT NAME	PROPOSED BUDGET 2024	APPROVED REVISED BUDGET 2023
10.5.2520.3200.000.0000	Property Services	\$1,500	\$200
10.5.2520.3250.000.0000	Rentals	\$48,000	\$48,000
10.5.2520.3250.000.0003	Copier & Printer Lease	\$9,100	\$9,060
10.5.2520.3320.000.0000	Travel	\$0	\$0
10.5.2520.3330.000.0000	Meeting Expense	\$4,000	\$3,000
10.5.2520.3400.000.0005	Postage	\$850	\$842
10.5.2520.3400.000.0008	Internet	\$6,000	\$2,930
10.5.2520.3600.000.0000	Printing & Binding	\$19,000	\$18,471
10.5.2520.3800.000.0013	Insurance-Commercial	\$10,920	\$9,925
10.5.2520.3800.000.0014	Insurance-Workers Comp	\$1,675	\$1,528
10.5.2520.3800.000.0016	Insurance-Public Officials Liability	\$15,000	\$15,000
10.5.2520.3800.000.0017	Insurance-Cyber Liability	\$6,225	\$5,670
Series 3000 Total		\$387,020	\$392,967
10.5.2520.4100.000.0000	Office Supplies	\$16,500	\$13,000
10.5.2520.4100.000.0024	Envelopes	\$0	\$1,346
10.5.2520.4400.000.0000	Periodals	\$1,100	\$1,212
10.5.2520.4900.000.0020	Checks	\$0	\$1,980
4000 Series Total		\$17,600	\$17,538
10.5.2520.5500.000.0000	Capitalized Equipment	\$7,500	\$5,500
5000 Series Total		\$7,500	\$5,500
10.5.2520.6400.000.0000	Dues and Fees	\$3,500	\$3,370
6000 Series Total		\$3,500	\$3,370
	2520 Business Office	\$1,230,740	\$1,206,656
	1 Education Fund	\$1,230,740	\$1,206,656

# Review/Approval of Authorized Depositories


# 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

**DATE:** September 15, 2023  
**TO:** Board of School Trustees  
**FROM:** Kenneth T. Getty, MBA, CSBO   
**SUBJECT:** Authorized Depositories Update

The Treasurer is requesting approval to add the Illinois School District Liquid Asset Fund to the LTTO approved depository list.

The Illinois School District Liquid Asset Fund Plus (ISDLAF+) is a pooled investment fund that was established in 1984 specifically for Illinois school treasurer's offices, school districts, community college districts and educational service regions. The Fund is administered by PMA Financial Network, LLC and is known for its excellent performance, built around the safety, liquidity and yield. Participants have three fund investment options: Multi-Class Series (Liquid Class and MAX Class), Term Series (of fixed durations) or Limited Term Duration Series fund shares. The Multi-Class Series (Liquid and Max Class) have earned an AAAM rating from Standard & Poor's ("S&P"). The Funds' investment advisor is PMA Asset Management LLC and it is administered by PMA Financial Network, LLC.

Recommended Motion:

*"I move to approve the Authorized Depositories list as presented."*

**Lyons Township Trustees of School  
Township 38 North, Range 12 East  
Approved Depositories**

#	Depository Name	Contact	Address				Phone	Fax Number	
1	Byline Bank	Thomas Bell III	180 N LaSalle St		Chicago	IL	60601	773-475-2959	773-640-5912
2	CIBC Bank USA	Julianne Tynski	120 South LaSalle	Suite 400	Chicago	IL	60603	312-564-1485	312-800-9728
3	CIBC Private Wealth Advisors, Inc.	Bruce Klein	181 W. Madison St.	35th Floor	Chicago	IL	60602	312-422-1769	312-578-930
4	Fidelity Investments		100 Crosby Parkway		Covington	KY	41015		
5	First Bank of Highland Park	Ann Vogt	633 Skokie Blvd		Northbrook	IL	60062	708-897-7501	847-433-2156
6	First Midwest Bank a division of Old National Bank	Nadine Johnson	8750 W Bryn Mawr Ave	Suite 1300	Chicago	IL	60631	847-739-3841	224-321-1820
7	FNBC Bank & Trust	Scott Peters	620 W. Burlington Avenue		LaGrange	IL	60525	708-579-8644	708-479-4626
8	Gold Coast Bank	John Morgan, CFO	1165 N Clark St		Chicago	IL	60610	312-587-3200	312-587-3210
9	Hinsdale Bank & Trust	Aimee Briles	9700 W. Higgins Road	Suite 500	Rosemont	IL	60018	630-560-2120	877-811-4710
10	JP Morgan Chase Bank	David Sippel	1111 Polaris Parkway		Columbus	OH	43240	312-580-4279	312-356-7009
11	Lakeside Bank	Matthew Palmisano	141 W Jackson Blvd		Chicago	IL	60604	312-763-6660	312-350-2528
12	The Illinois Fund		100 West Randolph	Suite 15-600	Chicago	IL	60601	800-947-8479	
13	PFM Asset Management	Matt Hanigan	209 S LaSalle St	2nd Floor	Chicago	IL	60604	312-523-2430	
14	Beverly Bank & Trust	Michael T. Harris II	10258 S. Western Ave		Chicago	IL	60643	773-239-2265	
15	First National Bank of Brookfield	Phillip M Richard	9136 Washington Ave		Brookfield	IL	60513	708-485-2770	708-485-2815
16	Heartland Bank & Trust Co	Mark Ptacek	4456 Wolf Rd		Western Springs	IL	60558	312-208-3338	
17	Illinois School District Liquid Asset Fund Plus	Audra Braski	2135 City Gate Ln		Naperville	IL	60563	630-657-6422	

Proposed: 09/19/2023

# Cook County Property Tax Collection Delay – FY2024

# Closed Session

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

- ***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.”

Motion to reconvene the  
Board Meeting  
of the  
Board of Trustees

Time: \_\_\_\_\_



# Action as a result of Closed Session

# Adjournment