

# 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 September 26, 2016*

### 1. Call to Order & Roll Call

Trustee Tobolski called the meeting to order at 5:30 P.M.

Roll call was taken and present were Trustee Tobolski, Dickman and President Thiessen was present via conference call. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Office Manager; Lauralee Conway, Special Projects Coordinator; Ken Getty, and Emily Witt, TTO Attorney.

### 2. Pledge of Allegiance

### 3. Public Comments

None

### 4. Approval of Minutes

**Motion by Trustee Tobolski to approve the *open session* minutes for:  
August 22, 2016. Seconded by Trustee Dickman.**

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

***Motion Carried.***

**Motion by Trustee Tobolski to approve the *closed session* minutes for:  
August 22, 2016. Seconded by Trustee Dickman.**

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

***Motion Carried.***

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

Treasurer Birkenmaier reviewed the Lyons Township School Treasurer's financial statements for the month September, 2016.

*No action needed.*

**6. Review/Approval of payable list**

**Motion by Trustee Tobolski** to approve the payables list for:

September 26, 2016 - \$ 62,501.26

**Seconded by Trustee Dickman.**

Roll Call: Ayes: Tobolski, Dickman

Nays: None

Absent: None

*Motion Carried.*

**7. Review School Districts Official records**

Treasurer Birkenmaier reviewed the Lyons Township Schools and Coop's financial records for July, 2016 with the Board of School Trustees.

*No action needed.*

**8. June 30, 2016 Investment Report**

**Treasurer Birkenmaier** reported over the past quarter, the Bank of America Merrill Lynch Treasury & Agency Index rate of return increased (2.67 in March 2016 to 2.95 in June 2016). Concurrently the TTO portfolio annualized rate of return on investments has increased as well (3.06 in March 2016 to 3.31 in June 2016).

*No action needed.*

**9. Review/Approval of the FY17 Final Budget**

Treasurer Birkenmaier reported there were no adjustments to the preliminary FY17 budget approved by the Trustees at the August 22, 2016 meeting. The final budget is now presented for adoption. The final FY17 budget anticipates \$ 5,421,194 in revenues including any past due pro-rata payments. Expenditures are estimated at \$1,446,130. The FY17 budget is approximately 1.95% lower than the FY16 budget or 4.07% lower than the actual FY16 expenditures.

**Motion by Trustee Tobolski** to approve the FY17 Final Budget.

**Seconded by Trustee Dickman.**

Roll Call: Ayes: Tobolski, Dickman

Nays: None

Absent: None

*Motion Carried.*

**10. Employment Recommendation**

Treasurer Birkenmaier recommended the employment of Debbie Kunis for the Reception and General Office Position.

**Motion by Trustee Tobolski** to approve the employment of Debbie Kunis effective October 3, 2016 plus 3 transition days prior to September 30, 2016.

**Seconded by Trustee Dickman.**

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

*Motion Carried.*

**11. Accountant Vendor Contract**

Treasurer Birkenmaier reviewed the Consulting Agreement between the Lyons Township School Treasurer's Office and Kelly Bradshaw effective September 26, 2016. The agreement defines the terms of the accounting contract and captures the essence of services she has provided to the TTO over the past several years.

**Motion by Trustee Tobolski** to approve the Consulting Agreement between the Lyons Township School Treasurer's Office and Kelly Bradshaw effective September 26, 2016.

**Seconded by Trustee Dickman.**

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

*Motion Carried.*

**12. Disposal of Surplus Property**

Treasurer Birkenmaier reviewed a list of surplus property slated for disposal. The items on the disposal list are no longer in use by the office due to age or condition.

**Motion by Trustee Tobolski** to approve the surplus property slated for disposal.

**Seconded by Trustee Dickman.**

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

*Motion Carried.*

**13. Closed Session**

**Motion by Trustee Tobolski** to suspend the Special Meeting for the purpose of entering closed session at **6:00 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.**

**14. Reconvene the Special Meeting of the Board of Trustees**

**Motion by Trustee Tobolski to reconvene the Special Meeting of the Board of Trustees at 6:30 P.M. Seconded by Trustee Dickman.**

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

***Motion Carried.***

**15. Action as a result of Closed Session**

None


**16. Adjournment**


**Trustee Tobolski** moved to adjourn the Special Meeting of the Board of Trustees at **6:32 P.M. Seconded by Trustee Dickman.**

**All in favor, motion carried.**

**Minutes approved by:**

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**President, Michael Thiessen**

  
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**Trustee, Theron Tobolski**

  
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**Trustee, Michael Dickman**

**Date: November 28, 2016**

**MINUTES OF THE CLOSED MEETING OF THE  
LYONS TOWNSHIP TRUSTEES OF SCHOOLS  
September 26, 2016**

**1. Call to Order.**

The Closed Session of the Lyons Township Trustees of Schools was called to order by Trustee Tobolski at the Township School Treasurer's Office, 22 Calendar Court, LaGrange, Illinois at 6:02 p.m.

**2. Roll Call.**

Taken by Trustee Tobolski. Present were Trustee Tobolski, Trustee Dickman, Treasurer Susan Birkenmaier, attorney Emily Witt, and President Thiessen was participating via the telephone.

**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 Board discussed the status of the litigation with School District 204. Treasurer Birkenmaier provided an overview of the scheduled deposition preparation with the litigation attorney. The Board also discussed other school districts that have not fully paid their bills and the possibility of adding them to the lawsuit. The Board discussed how to move the case forward and the role other the other school districts may play in the ongoing litigation.

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

Treasurer Birkenmaier discussed the hiring process for a new records manager. They had interviewed a couple of candidates and were still in the search process.

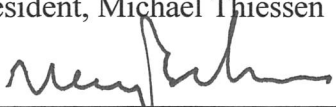
Treasurer Birkenmaier discussed that their Financial Services Specialist, Mike Vargas, was a finalist for a position at District 106 and that they may need to start looking for a replacement for him.


**5. Adjournment.**

Trustee Tobolski moved to adjourn the Closed Session, seconded by Trustee Dickman. A roll call vote was taken, with Trustee Tobolski and Trustee Dickman voting aye. Closed session was adjourned at 6:27 p.m.

Minutes Approved by:

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

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

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

Date: November 28, 2016