

# 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

## NOTICE

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

The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois (Lyons Township) have called a special meeting to be held in the office of the School Treasurer located at 22 Calendar Court, Suite D., LaGrange, Illinois, on February 3, 2016 at 5:00 P.M.

## AGENDA

1. **Call to Order & Roll Call**
2. **Pledge of Allegiance**
3. **Public Comments**
4. **FY15 Audit Presentation** – Betsy Allen, CPA – Miller Cooper & Co., Ltd.  
Review of FY15 Annual TTO Audit
5. **Review/Approval of Minutes**  
The review and approval of the Lyons Township School Treasurer's minutes of:
  1. December 17, 2015 – Open Session
  2. December 17, 2015 – Closed Session
6. **Review/Approval of the Lyons Township Treasurer's Financial Reports**  
The review of the Lyons Township School Treasurer's financial statements for the following months as presented:
  - December, 2015
7. **Review/Approval of Payables List**  
Approval of expenses is requested for the Lyons Township School Treasurer's payables list for :
  - December 18, 2015 - \$ 270.00
  - January 22, 2016 - \$ 5,755.24
  - February 3, 2016 - \$ 88,101.71

➤ Total expenses requested for approval = \$ 94,126.95

**8. Review School Districts Official Records**

Board of Trustee review of the Lyons Township Schools and Coop's financial records for:

- December, 2015

**9. Updated Depository**

Byline Bank

**10. Personnel – Staffing Plan**

**11. Employee Handbook**

1. Follow-up on Board Inquiries
2. Sample of Background Check Policy
3. Preliminary Board Draft 2 for Employee Policy Manual Draft

**12. Motion to suspend the Special 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.”
- *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.”

**13. Motion to reconvene the Special Meeting of the Board of Trustees**

**14. Adjournment**