

# 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  
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## *Minutes of the Special Meeting of the Lyons Township Trustees of Schools April 24, 2017*

### **Call to Order & Roll Call**

**President Thiessen** called the meeting to order at 5:30 P.M.

Roll call was taken and present were Trustee Dickman. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Office Manager; Lauralee Conway, Financial Analyst; Ken Getty, and Emily Witt, TTO Attorney, Kelly Bradshaw, Contract Accountant.

Absent: Trustee Tobolski

### **Pledge of Allegiance**

### **Public Comments**

None

### **March 31, 2017 Investment Report**

The Geneva Advisors Mr. Bruce Klein and Mr. Tim Musial presented the Lyons Township Treasurer Performance report dated March 31, 2017 to the Board of Trustees. The Geneva investors reported the portfolio is invested in high quality assets that should further help mitigate the volatility stemming from uncertainty around economic growth. The Geneva advisors remain confident that the portfolio can continue to deliver very good risk adjusting returns relative to its benchmark and with the required parameters.

President Thiessen discussed the option of investing in any State of Illinois investments. The Geneva advisors will research State of Illinois investments and report back to the School Treasurer.

### **Approval of Minutes**

**Motion by Dickman** to approve the minutes of:

March 13, 2017 - TTO Open Session

**Seconded by President Thiessen**

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

*Motion carried.*

**Motion by Trustee Dickman** to approve the minutes of:  
March 13, 2017 – TTO Closed Session

**Seconded by President Thiessen**

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

*Motion carried.*

**Review/Approval of the Lyons Township Treasurer’s financial reports**

Treasurer Birkenmaier reviewed the Lyons Township School Treasurer’s financial statements for the month of February 2017 and March 2017.

*No action needed.*

**Review School Districts Official Records**

The Board of Trustees reviewed the Lyons Township Schools and Coop’s financial records for the month of February 2017 and March 2017. Ms. Bradshaw and the Board of Trustees discussed deadlines and progress of the agency reconciliation.

**Approval of Payables List**

**Motion by Trustee Dickman** to approve the payables list:

April 13, 2017 - \$ 2,002.69

**Seconded by President Thiessen.**

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

*Motion carried.*

**Motion by Trustee Dickman** to approve the payables list:

April 24, 2017 - \$ 204,287.43.

**Seconded by President Thiessen.**

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

*Motion carried.*

**Approval of Leases and Agreements**

**Motion by Trustee Dickman** to approve the extension of Miller Cooper Accounting Services agreement for an additional \$5,000 with a total expense cap of \$7,500.00.

**Seconded by President Thiessen.**

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

*Motion carried.*

**Motion by Trustee Dickman** to approve the Miller Cooper Engagement Letter June 30, 2017.

**Seconded by President Thiessen.**

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

*Motion carried.*

**Motion by Trustee Dickman** to approve the Neopost DS35 Inserter 36 Month Lease Agreement.

**Seconded by President Thiessen.**

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

*Motion carried.*

**Pro-rata Discussion**

Treasurer Birkenmaier reviewed the FY16 Pro-rata bill with the Board of Trustees. The Trustees have considered billing options such as: Option 1 – Include all FY16 operational and litigation costs or Option 2 – limit the litigation costs billed to districts each year or defer payment until the litigation process comes to a close. While Option 2 could provide some current relief to districts, a deferral of litigation billing could create billing increases at a later date.

**Motion by Trustee Dickman** to approve Option 1 – Include all FY16 operational and litigation costs.

**Seconded by President Thiessen.**

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

*Motion carried.*

**FY17-19 Treasurer’s Contract**

The Board of Trustees reviewed Treasurer Birkenmaier’s renewal contract for the period of July 1, 2017 through June 30, 2019. Minor adjustments were made to work responsibilities and compensation is set at \$950 per day for a maximum of 599 hours per fiscal year.

**Motion by Trustee Dickman** to approve Treasurer Birkenmaier’s 2017-2019 contract as presented.

**Seconded by President Thiessen.**

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

*Motion carried.*

**Employment recommendation – Staff Accountant**

Treasurer Birkenmaier recommended the hiring of Angelique Duncan. Ms. Duncan is currently working on her Bachelor of Accounting Degree from the College of DuPage/Benedictine University. She has 13 years of accounting office related work experience.

**Motion by Trustee Dickman** to approve the hiring of Angelique Duncan.

**Seconded by President Thiessen.**

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

*Motion carried.*

**Motion to suspend the Special Meeting for the purpose of entering closed session.**

**Motion by President Thiessen** to suspend the Special Meeting for the purpose of entering closed session at **8:05 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.**

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

**Motion by President Thiessen** to reconvene the Special Meeting of the Board of Trustees at **9:12 P.M. Seconded by Trustee Dickman.**

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

***Motion Carried.***

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

None

**12. Adjournment**

**President Thiessen** moved to adjourn the Special Meeting of the Board of Trustees at **9:12 P.M. Seconded by Trustee Dickman.**

**All in favor, motion carried.**

**Minutes approved by:**



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

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**Trustee, Theron Tobolski**



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**Trustee, Michael Dickman**

**Approved on:       May 22, 2017**

**MINUTES OF THE CLOSED MEETING OF THE  
LYONS TOWNSHIP TRUSTEES OF SCHOOLS  
April 24, 2017**

**1. Call to Order.**

The Closed Session of the Lyons Township Trustees of Schools was called to order by President Michael Thiessen at the Township School Treasurer's Office, 22 Calendar Court, LaGrange, Illinois at 8:10.m.

**2. Roll Call.**

Taken by President Thiessen. Present were President Thiessen, Trustee Dickman, Treasurer Susan Birkenmaier, and attorney Emily Witt.

**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. The Board received a letter from District 204's attorney in response to their settlement demand. The letter stated that District 204 would not make a counter offer at this time. The Board then discussed the next steps in the litigation.

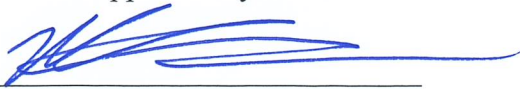
**4. Discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. 5 ILCS 120/2(c)(1).**

The Treasurer gave an update on filling the staff accountant position. The Treasurer discussed the candidates and gave her recommendation. The Treasurer also discussed adding a part-time reconciliation person to address staffing issues. The Board discussed performance issues with the consultant and possible solutions.

**5. Adjournment.**

Trustee Dickman moved to adjourn the Closed Session, seconded by President Thiessen. A roll call vote was taken, with President Thiessen and Trustee Dickman voting aye. Closed session was adjourned at 9:12 p.m.

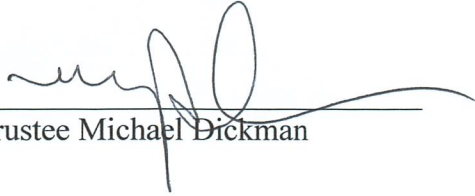
Minutes Approved by:



President, Michael Thiessen



Trustee Theron Tobolski



Trustee Michael Dickman

Date: 5/22/2017