

# 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 June 26, 2017*

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

**President Thiessen** called the meeting to order at 5:37 P.M.

Roll call was taken and present were Trustee Tobolski. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Financial Analyst; Ken Getty, and Emily Witt, TTO Attorney.

Trustee Dickman arrived at 5:43 P.M.

### **Pledge of Allegiance**

### **Public Comments**

None

### **Review/Approval of Minutes**

**Motion by Trustee Tobolski** to approve the following minutes:

May 22, 2017 – TTO Reorganizational Meeting

**Seconded by President Thiessen**

Roll Call: Ayes: Thiessen, Tobolski

Nays: None

Absent: Dickman

*Motion carried.*

### **Review/Approval of Minutes**

**Motion by Trustee Tobolski** to approve the following minutes:

May 22, 2017 – TTO Open Meeting

**Seconded by President Thiessen**

Roll Call: Ayes: Thiessen, Tobolski

Nays: None

Absent: Dickman

*Motion carried.*

**Review/Approval of Minutes**

**Motion by Trustee Tobolski** to approve the following minutes:

May 22, 2017 – TTO Closed Session

**Seconded by President Thiessen**

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

*Motion carried.*

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

Treasurer Birkenmaier reported the May 2017 financials are currently at 125% due to CPA services and litigation costs.

**Review School Districts Official Records**

Treasurer Birkenmaier reported the May 2017 official records. The State of Illinois continues to be behind in releasing state funds to West 40.

**Review/Approval of Payables List**

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

June 26, 2017 - \$ 108,003.44. **Seconded by President Thiessen**

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

*Motion carried.*

*Trustee Dickman arrived at 5:43 P.M.*

**FY18 Preliminary Budget**

The preliminary budget for the 2017-18 fiscal year was presented for Trustee consideration and advisement. The Trustees questioned litigation costs and the current contracted CPA. Dr. Birkenmaier will report back to the Board of Trustees with a possible litigation budget amount and the contracted CPA at the next August 14, 2017 meeting when the FY18 Final Budget is presented for final approval.

**Motion by Trustee Tobolski** to approve the FY18 Preliminary Budget. **Seconded by Trustee Dickman.**

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

*Motion carried.*

**FY18 Treasurer’s Bond**

**Motion by Trustee Tobolski** to approve the FY18 Treasurer’s Bond. Seconded by **Trustee Dickman**.

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

*Motion carried.*

**Review/Approval of Leases, Contracts or Agreements**

➤ FY18 CYBER LIABILITY AND PRIVACY POLICY RENEWAL

**Motion by Trustee Tobolski** to approve the FY18 Cyber Liability and Privacy Policy Renewal - \$ 1,757.00. Seconded by **Trustee Dickman**

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

*Motion carried.*

➤ COPIERS

Treasurer Birkenmaier recommended the replacement and equipment buy out of the TTO copiers due to frequent copier breakdowns and regular service calls. Discussion on payment due dates were discussed along with cost of colored images. Treasurer Birkenmaier will report back to the Board of Trustees at the next August 14, 2017 meeting.

**Annual Prevailing Wage Ordinance 2017-01**

**Motion by Trustee Tobolski** to adopt Ordinance No. 2017-01 establishing the prevailing wage rates for the construction of public works projects for the Township Trustees of Schools, Township 38 north, Range 12 East, County of Cook and State of Illinois. Investment fund management agreement. **Seconded by Trustee Dickman.**

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

*Motion carried.*

**District Updates**

Treasurer Birkenmaier discussed the current pro rata FY16 receivable payments with the Board of Trustees.



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

**Motion by Trustee Dickman** to suspend the Special Meeting for the purpose of entering closed session at **6:23 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.”

**Seconded by Trustee Tobolski.**

**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 **7:01 P.M.** **Seconded by Trustee Dickman.**

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

***Motion Carried.***

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

➤ EMPLOYMENT RECOMMENDATION

**Motion by Trustee Tobolski** to hire Jonathan Villar as an accounting intern .

Compensation package

- 12 hours per week during school session weeks and up to 40 hours/week during non-school session weeks.
- \$12.50/hour, not to exceed 999 work hours per fiscal year.
- No pension, insurance, holiday or paid time off (PTO) benefits will be provided.

**Seconded by Trustee Dickman.**

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

***Motion Carried.***

➤ FY18 EMPLOYEE COMPENSATION

**Motion by Trustee Tobolski** to approve the proposed salary increases for FY18 as presented with the modification to increase the salary of Nancy Bechtold to \$55,000/year and Ken Getty’s job title to Director of Finance and Operations.

**12. Adjournment**

**President Thiessen** moved to adjourn the Special Meeting of the Board of Trustees at **7:04 P.M. Seconded by Trustee Dickman.**

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

*Motion Carried.*

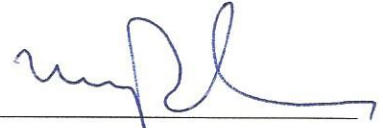
**Minutes approved by:**



**President, Michael Thiessen**



**Trustee, Theron Tobolski**



**Trustee, Michael Dickman**

**Approved on:    August 14, 2017**

# 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 CLOSED MEETING OF THE LYONS TOWNSHIP TRUSTEES OF SCHOOLS June 26, 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 6:29p.m.

### **2. Roll Call.**

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

### **3. 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 discussed proposed salary increases for employees for the next fiscal year. The Treasurer also discussed the Accounting Intern's performance and hiring him to work year round to help with reconciliations. The Board then discussed the promotion of Ken Getty.

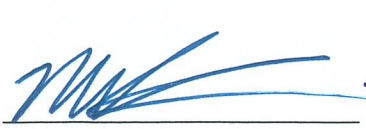
### **4. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when a public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).**

Trustee Dickman gave an update on the status of the litigation with District 204 and discussed the summary judgment briefs. The Board discussed the next steps in the litigation.

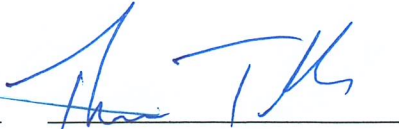
### **5. Adjournment.**

Trustee Tobolski moved to adjourn the Closed Session, seconded by President Dickman. A roll call vote was taken, with President Thiessen, Trustee Dickman, and Trustee Toboloski voting aye. Closed session was adjourned at 7:00 p.m.

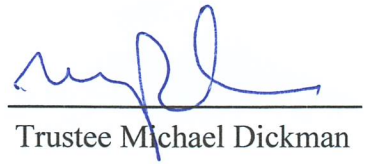
*Minutes Approved by:*



President, Michael Thiessen



Trustee Theron Tobolski



Trustee Michael Dickman

AUG 14 2017

\_\_\_\_\_  
Date