

Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST
www.lyonstto.net

BOARD OF SCHOOL TRUSTEES
Shakana L. Kirksey, President
Carol A. McGowan, Trustee
William G. Channell, Trustee

Dr. David Negron, Trustee
Joseph M. Bonomo, Trustee
Ryan M. Leonard, Trustee
Dr. Joseph R. Rojek, 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 15, 2025 – 6:00 p.m.

The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois (Lyons Township) has called a meeting on September 15, 2025, at 6:00 p.m., at the Lyons Township School Treasurer's Office, 6438 Joliet Road, Unit 103, Countryside, IL 60525.

AGENDA

Call to Order & Roll Call

President Kirksey called the meeting to order at 6:09 p.m.

	<u>In Attendance</u>	<u>Absent</u>
Ms. Shakana L. Kirksey	X	
Ms. Carol A. McGowan	X	
Mr. William G. Channell	X	
Dr. David Negron		X
Mr. Joseph M. Bonomo		Arrived 6:10
Mr. Ryan M. Leonard	X	
Dr. Joseph R. Rojek II	X	

Staff Members Present

Mr. James T. Fitton, Treasurer
Ms. Mihaela Miller, Board Secretary

Other Guests Present

Ms. Claudia E. Castro, Attorney for LTTO
Dr. Ellie Ambuehl, Executive Director for LADSE
Ms. Cynthia Schilsky, LaGrange
Ms. Kathleen Graffam, Indian Head Park

Pledge of Allegiance

Public Comments

Review/Approval of Meeting Minutes August 26, 2025 Open Session

Trustee McGowan motioned to approve the August 26, 2025, Open Session meeting minutes.
Trustee Rojek seconded the motion.

Roll Call:
Ayes: McGowan, Channell, Leonard, Rojek, Kirksey
Nays: None
Absent: Bonomo, Negron
Abstain: None

Motion carried.

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Review/Approval of Meeting Minutes August 26, 2025 Closed Session

Trustee Leonard motioned to approve the August 26, 2025, Closed Session meeting minutes.

Trustee Channell seconded the motion.

Roll Call: **Ayes:** McGowan, Channell, Leonard, Rojek, Kirksey
 Nays: None
 Absent: Bonomo, Negron
 Abstain: None

Motion carried.

Treasurer's Report

Treasurer Fitton shared that Jacqueline Horne has resigned her position as Financial Services Coordinator. The office is planning to redistribute her responsibilities amongst the 4.0 FTE remaining employees. To ensure success with fewer staff, stricter deadlines will be implemented:

1. **Payroll files**
 - a. Must be submitted at least 3 days prior to payday.
 - b. No additional payrolls will be processed for corrections outside the scheduled payroll.
 - c. All corrections should be made during the next scheduled payroll.
2. **General Ledgers** should be closed 5 days after the end of each month
3. **Accounts Payable (ACH & Checks)** need to be submitted 48 hours in advance

Trustee Leonard inquired if these changes could be sent to the districts in a separate email. Treasurer Fitton confirmed that this will be done. Treasurer Fitton noted that the FY25 audit is scheduled to begin with onsite auditors starting September 22, 2025. Additionally, with Mihaela Miller now working at the LTTO full time, we have been able to better support the member districts- especially in Infinite Visions.

Review of the Lyons Township Treasurer's Financial Reports

Treasurer Fitton discussed the Operating Statement for August 2025. Treasurer Fitton mentioned that the budget numbers match what was discussed at the July meeting and that the team will continue to look for expenses that can be cut.

Trustee Rojek asked if there had been any more discussions with the landlord regarding ending the current lease early. Treasurer Fitton mentioned that he will develop a plan for a new location and then talk to the landlord about ending the lease early. He also mentioned that he had visited one site that could accommodate the LTTO.

Review and Approval of September 15, 2025, Accounts Payable

Trustee Channell motioned to approve and ratify the September 15, 2025, LTTO payables in the amount of \$6,710.63

Trustee Rojek seconded the motion.

Roll Call: **Ayes:** McGowan, Channell, Leonard, Rojek, Bonomo, Kirksey
 Nays: None
 Absent: Negron
 Abstain: None

Motion carried.

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NEW BUSINESS:

No New Business

OLD BUSINESS:

Matters related to the withdrawal of Member Districts from the Township Trustees of Schools, Township 38 North, Range 12 East, County of Cook, State of Illinois at the conclusion of FY2025

- **Funds Transfer and Holding Back Remaining Funds**
 - Treasurer Fitton noted that the deadline for transferring the funds held back from the departing districts is rapidly approaching. Given that the books will not be fully reconciled through September (and possibly not August), and considering ongoing transactions, Treasurer Fitton requested guidance from the Trustees regarding whether a portion of the funds should remain withheld.
 - He explained that, since billing for FY25 Pro-Rata is still pending, there will continue to be financial transactions with the departing districts. Therefore, continuing to holdback funds may not be necessary.
 - The Trustees agreed that there is no need to continue holding back funds.

Trustee McGowan made a motion at 6:23 p.m. to suspend the Open Session Board Meeting for the purpose of entering Closed Session.

Illinois Open Meetings Act, (5 ILCS 120/2 (c)(1), “Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).”

Trustee Channell seconded the motion.

Roll Call:	Ayes:	McGowan, Channell, Leonard, Rojek, Bonomo, Kirksey
	Nays:	None
	Absent:	Negron
	Abstain:	None

Motion carried.

{Closed Session from 6:25 – 6:33}

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Motion to reconvene the Board Meeting of the Board of Trustees – (Action Item)

Trustee McGowan motioned at 6:33 p.m. to reconvene the September 15, 2025, Open Session Meeting.

Trustee Leonard seconded the motion.

Roll Call: **Ayes:** McGowan, Channell, Leonard, Rojek, Bonomo, Kirksey
 Nays: None
 Absent: Negron
 Abstain: None

Motion carried.

Action as a result of Closed Session

Trustee Rojek motioned to approve that the following closed session Board Meeting Minutes REMAIN CLOSED based on the existing need for confidentiality pursuant to Illinois Open Meetings Act (5 ILCS 120/2.06):

- December 23, 2024
- January 21, 2025
- February 18, 2025
- April 24, 2025
- May 6, 2025
- May 20, 2025

Trustee Channell seconded the motion.

Roll Call: **Ayes:** McGowan, Channell, Leonard, Rojek, Bonomo, Kirksey
 Nays: None
 Absent: Negron
 Abstain: None

Motion carried.

Adjournment

Trustee Rojek motioned at 6:33 to adjourn the September 15, 2025, Open Session Board Meeting
Trustee Channell seconded the motion.

Roll Call: **Ayes:** McGowan, Channell, Leonard, Rojek, Bonomo, Kirksey
 Nays: None
 Absent: Negron
 Abstain: None

Motion carried.

Minutes Authenticated by:

President Shakana L. Kirksey

Secretary Mihaela Miller