

Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

www.lyonstto.net

BOARD OF SCHOOL TRUSTEES

Michael S. Thiessen, President

Michael Dickman, Trustee

Nicholas A. Kantas, 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

May 18, 2020 – 5:00 P.M.

The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois (Lyons Township) have called a special meeting on May 18, 2020 at 5:00 P.M.

Pursuant to Governor Pritzker's Executive Order 2020-07, the special meeting will be a virtual meeting.

Microsoft Teams Virtual Meeting Information

[Click Here to Join Meeting](#)

To Join Meeting via Phone, Dial +1-872-810-3297,
and enter Conference ID: 459 927 921#

AGENDA

1. **Call to Order & Roll Call**

2. **Pledge of Allegiance**

3. **Public Comments**

4. **Review/Approval of Minutes**

Board of School Trustees review and approval of the Lyons Township School Treasurer's minutes of:

- April 27, 2020 – TTO Open Meeting
- April 27, 2020 – TTO Closed Meeting

5. **Treasurer's Report**

6. **Review/Approval of Payables List**

Board of School Trustees approval and ratification for the payment of expenses is requested for the Lyons Township School Treasurer's payables in the amount of

- May 18, 2020 - \$ 16,163.37
 - **Total \$ 16,163.37**

7. **Review School Districts Official Records**

Board of School Trustees discussion and review of the Lyons Township Schools and Coop's financial records for:

- March 2020 (*Updated to include District 102 Fund Balance*)

NEW BUSINESS:

8. **Review/Approval of Authorized Depositories**

9. **Lyons Township School Treasurer's Employee Insurance Benefit Renewal**

10. **Personnel Policy Manual**

11. **Approval of Information Technology Contract**

12. **FY2021 Board of School Trustees Future Meeting Dates**

13. **Cook County Tax Distribution – FY2021**

OLD BUSINESS:

14. **District 204 Litigation Update**

15. **Motion to suspend the Regular 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."

16. **Motion to reconvene the Regular Meeting of the Board of Trustees**
17. **Action as a result of Closed Session**
18. **Adjournment**

Call to Order

Pledge of Allegiance

Public Comments

Review/Approval of Minutes

April 27, 2020 – TTO Open Meeting
April 27, 2020 – TTO Closed Meeting

Treasurer's Report

Review/Approval of Payables List

- May 18, 2020- \$ 16,163.37

➤ **Total Amount - \$ 16,163.37**

LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 1093 Voucher Date: 05/18/2020 Prepared By: Brigid Murphy

Printed: 05/15/2020 03:23:49 PM

LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$16,163.37 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2019 to June 30, 2020 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



Michael S. Thiessen Board President

Michael Dickman Trustee

Nicholas A. Kantas Trustee

LYONS TOWNSHIP TRUSTEE OF SCHOOLS

| Fund | | Amount |
|------|-----------|--------------------|
| 10 | EDUCATION | \$16,163.37 |
| | | \$16,163.37 |

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1093 05/18/2020

Fiscal Year: 2019-2020

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|---|----------|-----|--------|-------------------------|--|------------|
| ACCURATE OFFICE SUPPLY CO. | 1000018 | | | | | |
| Check Group: | | | | | | |
| OFFICE SUPPLIES | | 1 0 | | 494277 5/18/2020 | 10.5.2520.4100.000.0000 OFFICE SUPPLIES | \$90.35 |
| OFFICE SUPPLIES | | 1 0 | | 498282 5/18/2020 | 10.5.2520.4100.000.0000 OFFICE SUPPLIES | \$139.64 |
| | | | | Check #: 0 | | |
| | | | | | PO/InvoiceTotal: | \$229.99 |
| | | | | | Vendor Total: | \$229.99 |
| BDO Digital | | | | | | |
| Check Group: | | | | | | |
| Microsoft Teams Implementation | | 1 0 | | 1324230 5/18/2020 | 10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT | \$2,002.50 |
| Microsoft Teams Implementation | | 1 0 | | 1340927 5/18/2020 | 10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT | \$440.00 |
| | | | | Check #: 0 | | |
| | | | | | PO/InvoiceTotal: | \$2,442.50 |
| | | | | | Vendor Total: | \$2,442.50 |
| COMCAST | 1000050 | | | | | |
| Check Group: | | | | | | |
| 05/16/2020-06/15/2020 | | 1 0 | | June 2020 5/18/2020 | 10.5.2520.3400.000.0008 INTERNET | \$178.35 |
| | | | | Check #: 0 | | |
| | | | | | PO/InvoiceTotal: | \$178.35 |
| | | | | | Vendor Total: | \$178.35 |
| De Lage Landen Financial Services, Inc. | | | | | | |
| Check Group: | | | | | | |
| 04/15/2020-05/14/2020 | | 1 0 | | 67784905 5/18/2020 | 10.5.2520.3250.000.0003 COPIER & PRINTER LEASE | \$968.00 |
| | | | | Check #: 0 | | |

Lyons Township Trustee of Schools

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Fiscal Year: 2019-2020

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|--|----------|-----|--------|-------------------------|---|------------------------------|
| | | | | | | PO/InvoiceTotal: \$968.00 |
| | | | | | | Vendor Total: \$968.00 |
| FIRST COMMUNICATIONS | | | | | | |
| Check Group: | | | | | | |
| May 2020 | | 1 | 0 | 119583525 5/18/2020 | 10.5.2520.3400.000.0000 TELEPHONE SERVICE | \$447.37 |
| | | | | | | Check #: 0 |
| | | | | | | PO/InvoiceTotal: \$447.37 |
| | | | | | | Vendor Total: \$447.37 |
| HINCKLEY SPRINGS | | | | | | |
| Check Group: | | | | | | |
| April 2020 | 1000092 | | | 1 | 0 | 14650680 050220 5/18/2020 |
| | | | | | 10.5.2520.4100.000.0000 OFFICE SUPPLIES | \$15.91 |
| | | | | | | Check #: 0 |
| | | | | | | PO/InvoiceTotal: \$15.91 |
| | | | | | | Vendor Total: \$15.91 |
| ILLINOIS ASSOC. OF SCHOOL BOARDS | | | | | | |
| Check Group: | | | | | | |
| IASB Membership-K.Getty | | 1 | 0 | 309099 5/18/2020 | 10.5.2520.6400.000.0000 DUES AND FEES | \$500.00 |
| | | | | | | Check #: 0 |
| | | | | | | PO/InvoiceTotal: \$500.00 |
| | | | | | | Vendor Total: \$500.00 |
| ILLINOIS COUNTIES RISK MANAGEMENT TRUST | | | | | | |
| Check Group: | | | | | | |
| 12/1/2018-12/1/2019 Audit Adj. | | 1 | 0 | 95727 5/18/2020 | 10.5.2520.3800.000.0014 WORKERS COMPENSATION | \$47.00 |
| | | | | | | Check #: 0 |
| | | | | | | PO/InvoiceTotal: \$47.00 |

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1093 05/18/2020

Fiscal Year: 2019-2020

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|----------------------------------|----------|-----|--------|-------------------------|---|------------|
| Vendor Total: | | | | | | \$47.00 |
| KELLY BRADSHAW | 1000114 | | | | | |
| Check Group: | | | | | | |
| 04/01/2020-04/30/2020 | | 1 | 0 | 99 5/18/2020 | 10.5.2520.3100.000.0000 CPA SERVICES | \$3,916.25 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$3,916.25 |
| Vendor Total: | | | | | | \$3,916.25 |
| MILLER COOPER & CO., LTD | 1000147 | | | | | |
| Check Group: | | | | | | |
| FY2019 Audit | | 1 | 0 | 207254A 5/18/2020 | 10.5.2520.3170.000.0000 AUDIT/FINANCIAL SERVICES | \$750.00 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$750.00 |
| Vendor Total: | | | | | | \$750.00 |
| Perspectives LTD. | | | | | | |
| Check Group: | | | | | | |
| 05/01/2020-07/31/2020 | | 1 | 0 | 95290 5/18/2020 | 10.5.2520.3110.000.0000 EMPLOYEE ASSISTANCE SERVICES | \$625.00 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$625.00 |
| Vendor Total: | | | | | | \$625.00 |
| RRP HOLDINGS, LLC | | | | | | |
| Check Group: | | | | | | |
| June 2020-Rent | | 1 | 0 | June 2020 5/18/2020 | 10.5.2520.3250.000.0000 RENTALS | \$4,600.00 |
| June 2020-Garbage | | 1 | 0 | June 2020 5/18/2020 | 10.5.2520.3210.000.0000 SANITATION SERVICES | \$70.00 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$4,670.00 |

Lyons Township Trustee of Schools

Voucher Detail Listing

Voucher Batch Number: 1093 05/18/2020

Fiscal Year: 2019-2020

| Vendor Remit Name Description | Vendor # | QTY | PO No. | Invoice Invoice Date | Account | Amount |
|----------------------------------|----------|-----|--------|-------------------------|--|-------------------|
| Vendor Total: | | | | | | \$4,670.00 |
| Vision 96, LLC | | | | | | |
| Check Group: | | | | | | |
| VOIP-April 2020 | | 1 | 0 | 3889 5/18/2020 | 10.5.2520.3400.000.0000 TELEPHONE SERVICE | \$120.00 |
| Microsoft-April 2020 | | 1 | 0 | 3889 5/18/2020 | 10.5.2520.3160.000.0027 SOFTWARE | \$118.00 |
| IT Services-April 2020 | | 1 | 0 | 3889 5/18/2020 | 10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT | \$710.00 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$948.00 |
| Vendor Total: | | | | | | \$948.00 |
| WIPE N' KLEEN | | | | | | |
| Check Group: | | | | | | |
| May 2020 | | 1 | 0 | 248160 5/18/2020 | 10.5.2520.3220.000.0000 CLEANING SERVICES | \$425.00 |
| Check #: 0 | | | | | | |
| PO/InvoiceTotal: | | | | | | \$425.00 |
| Vendor Total: | | | | | | \$425.00 |
| Grand Total: | | | | | | \$16,163.37 |

End of Report

Review School Districts Official Records

- March 2020

(Updated to include District 102 Fund Balance)

Lyons Township School Treasurer's Office
District Operations Report
March 2020

| District | Beginning FY20 Fund Balance | Beginning FY20 fund balance adjustments | Revenues | Beg. Balance + Revenues | Disbursements | Ending FY20 Fund Balance | % of Total Ending Fund Balance |
|--------------|-----------------------------|---|-----------------------|-------------------------|-----------------------|--------------------------|--------------------------------|
| 995 | 254,607.96 | | -43.54 | 254,564.42 | 21,952.34 | 232,612.08 | 0.08% |
| 999 | 884,162.42 | | 358,966.04 | 1,243,128.46 | 1,227,904.52 | 15,223.94 | 0.01% |
| 101 | 9,473,738.08 | | 18,926,374.76 | 28,400,112.84 | 14,518,199.51 | 13,881,913.33 | 4.83% |
| 102 | 9,734,285.90 | | 41,492,082.41 | 51,226,368.31 | 30,507,794.98 | 20,718,573.33 | 7.21% |
| 103 | 12,399,392.72 | | 33,043,426.99 | 45,442,819.71 | 26,584,518.11 | 18,858,301.60 | 6.56% |
| 104 | 12,397,473.91 | | 28,275,620.23 | 40,673,094.14 | 22,904,986.52 | 17,768,107.62 | 6.18% |
| 105 | 15,974,267.09 | | 24,785,889.50 | 40,760,156.59 | 19,775,612.12 | 20,984,544.47 | 7.30% |
| 106 | 12,791,029.55 | | 14,140,124.95 | 26,931,154.50 | 10,274,710.50 | 16,656,444.00 | 5.79% |
| 106.5 | 2,180,203.74 | | 7,408,638.93 | 9,588,842.67 | 8,620,008.01 | 968,834.66 | 0.34% |
| 106.7 | 9,360.47 | | 0.00 | 9,360.47 | 9,360.47 | 0.00 | 0.00% |
| 107 | 13,974,230.20 | | 15,569,823.01 | 29,544,053.21 | 12,586,119.49 | 16,957,933.72 | 5.90% |
| 108 | 6,052,177.93 | | 6,022,541.10 | 12,074,719.03 | 4,610,208.20 | 7,464,510.83 | 2.60% |
| 109 | 30,879,643.59 | | 40,318,279.11 | 71,197,922.70 | 29,487,129.19 | 41,710,793.51 | 14.51% |
| 204 | 41,472,894.85 | -1.00 | 77,859,944.71 | 119,332,838.56 | 56,702,480.33 | 62,630,358.23 | 21.78% |
| 2045 | 3,661,488.31 | | 22,668,759.09 | 26,330,247.40 | 16,599,418.29 | 9,730,829.11 | 3.38% |
| 217 | 30,337,937.52 | | 35,903,760.71 | 66,241,698.23 | 27,273,774.87 | 38,967,923.36 | 13.55% |
| TOTAL | 198,552,285.54 | -1.00 | 366,774,188.00 | 569,251,081.24 | 281,704,177.45 | 287,546,903.79 | 100.00% |


Review/Approval of Authorized Depositories

Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST
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BOARD OF SCHOOL TRUSTEES
Michael S. Thiessen, President
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Nicholas A. Kantas, Trustee

22 Calendar Ave. STE D
LaGrange, IL 60525
Phone 708-352-4480
Fax 708-352-4417

DATE: April 22, 2019
TO: Board of School Trustees
FROM: Kenneth T. Getty, MBA, CSBO 
SUBJECT: Authorized Depositories Updates

The Lyons Township School Treasurer's Office is updating its approved list of depositories to reflect the recent bank acquisition of Countryside Bank by Hinsdale Bank & Trust, part of the Wintrust family of financial institutions. The merger was announced in late 2019, but the transition officially occurred at the close of business on April 17, 2020.

Recommended Motion:

"I move to approve the Authorized Depositories as presented".

Approved Depositories
Lyons Township Trustees of School
Township 38 North, Range 12 East

4/24/2020 13:00

| | Depository Name | Contact | Corporate Headquarter Address | | | | Phone | Fax Number |
|----|--------------------------------------|--------------------------|--------------------------------------|--------------|---------------|----------|--------------|-------------------|
| 1 | Amalgamated Bank of Chicago | Attn: David Paxton | 30 North LaSalle St | | Chicago | IL 60602 | 312-822-3029 | 312-267-8769 |
| 2 | BMO Harris Bank National Association | Attn: Hank Gay | 111 W. Monroe | 5 Center | Chicago | IL 60603 | 312-461-2439 | 312-293-5811 |
| 3 | Byline Bank | Attn: Martha Rodriguez | 180 N LaSalle St | | Chicago | IL 60601 | 773-788-7008 | 773-640-5912 |
| 4 | CIBC Bank USA | Attn: Julianne Tynski | 120 South LaSalle | Suite 400 | Chicago | IL 60603 | 312-564-1485 | 312-800-9728 |
| 5 | CIBC Private Wealth Advisors, Inc. | Attn: Bruce Klein | 181 W. Madison St. | 35th Floor | Chicago | IL 60602 | 312-422-1769 | 312-578-930 |
| 6 | First Bank of Highland Park | Attn: Emma Montagu | 1835 First Street | | Highland Park | IL 60035 | 708-272-1300 | 847-433-2156 |
| 7 | First Midwest Bank | Attn: Nadine Johnson | 8750 W Bryn Mawr Ave | Suite 1300 | Chicago | IL 60631 | 847-739-3841 | 224-321-1820 |
| 8 | FNBC Bank & Trust | Attn: Scott Peters | 620 W. Burlington Avenue | | LaGrange | IL 60525 | 708-579-8644 | 708-479-4626 |
| 9 | Heartland Bank and Trust Company | Attn: Crystal Panzarella | 401 North Hershey Rd | | Bloomington | IL 61702 | 815-823-8224 | 815-439-4444 |
| 10 | Hinsdale Bank & Trust | Attn: Aimee Briles | 9700 W. Higgins Road | Suite 500 | Rosemont | IL 60018 | 630-560-2120 | 877-811-4710 |
| 11 | The Illinois Fund | | 100 West Randolph | Suite 15-600 | Chicago | IL 60601 | 800-947-8479 | |
| 12 | JP Morgan Chase Bank | Attn: David Sippel | 1111 Polaris Parkway | | Columbus | OH 43240 | 312-580-4279 | 312-356-7009 |
| 13 | PMA Financial Network Inc. | Attn: Audra Braski | 2135 City Gate Lane | 7th Floor | Naperville | IL 60563 | 630-657-6422 | |


Employee Insurance
Benefit Renewal – FY2021

Township Trustees of Schools

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22 Calendar Ave. STE D
LaGrange, IL 60525
Phone 708-352-4480
Fax 708-352-4417

DATE: May 14, 2020
TO: Board of School Trustees
FROM: Kenneth T. Getty, MBA, CSBO 
SUBJECT: Lyons Township School Treasurer's Employee Insurance Benefits

The Lyons Township Treasurer's Office has received renewal quotes from Companion Life for life and vision insurance for its full-time staff for fiscal year 2021. There are no rate increases to the life and vision premiums for fiscal year 2021.

Recommended Motion:

"I move to approve the renewal provided by Companion Life for employee life and vision insurance benefits."

Personnel Policy Manual

Approval of Information Technology Contract

FY2021 Board of School
Trustees Future Meeting Dates

Cook County Tax Distribution FY2021

District 204 Litigation Update

Closed Session

Motion to suspend the Special Board 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 specific employees of public body.”

Motion to reconvene the
Special Meeting
of the
Board of Trustees

Time: _____

Action as a result of Closed Session

Adjournment