

# Call to Order & Roll Call

# Pledge of Allegiance

# Public Comments

# Review/Approval of Minutes – (Action Item)

August 26, 2025 – LTTO Open Meeting

August 26, 2025 – LTTO Closed Meeting

## **NOTICE**

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

**August 26, 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 August 18, 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.

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

### **Staff Members Present**

Mr. James T. Fitton, Treasurer

### **Other Guests Present**

Ms. Claudia E. Castro, Attorney for LTTO

Mr. Nick Peranich, CSBO for LADSE

Ms. Cynthia Schilsky, LaGrange

### **Pledge of Allegiance**

### **Public Comments**

### **Review/Approval of Meeting Minutes July 15, 2025 Open Session**

Trustee McGowan motioned to approve the July 15, 2025, Open Session meeting minutes.

Trustee Rojek seconded the motion.

Roll Call: Ayes: McGowan, Negron, Leonard, Rojek, Kirksey

Nays: None

Absent: Bonomo, Channell

Abstain: None

*Motion carried.*

**Review/Approval of Meeting Minutes July 15, 2025 Closed Session**

**Trustee Leonard motioned** to approve the July 15, 2025, Closed Session meeting minutes.

**Trustee Negron seconded the motion.**

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

*Motion carried.*

**Treasurer's Report**

Treasurer Fitton discussed the successful onboarding of the new Director of Member Support & Services and described his process for compiling a FY26 budget. Treasurer Fitton also mentioned that the FY25 audit will begin with the auditors onsite starting September 22, 2025.

**Review and Approval of July 31, 2025 Accounts Payable**

**Trustee Negron motioned** to approve and ratify July 31, 2025, LTTO payables in the amount of \$33,645.15

**Trustee McGowan seconded the motion.**

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

*Motion carried.*

**Review and Approval of August 26, 2025 Accounts Payable**

**Trustee Leonard motioned** to approve August 26, 2025, LTTO payables in the amount of \$24,274.10

**Trustee Rojek seconded the motion.**

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

*Motion carried.*

**Review of the Lyons Township Treasurer's Financial Reports**

Treasurer Fitton discussed the Operating Statement for July 2025. Treasurer Fitton mentioned that the budget numbers used in the report will be discussed in more detail later in this meeting.

## **NEW BUSINESS:**

### **Pro Rata Receivables:**

Treasurer Fitton mentioned that there are no balances due for the FY2000 – 2012 and the FY24 pro-rata receivables. The reports show that the final payment was completed in July 2025. Treasurer Fitton mentioned the FY2025 pro-rata amounts are not ready, and a preliminary invoice was issued to West 40 in an amount equal to their FY24 invoiced amount (\$145,790.44). This estimated amount due from West 40 has been withheld and all other funds were settled.

### **FY26 Preliminary TTO Budget**

Treasurer Fitton discussed that he developed the draft FY26 budget by reviewing every invoice paid in FY25 and adjusted where he believes savings can be attained. The FY26 services and supplies draft budget is approximately half of the FY25 actual spending in 3000 – 9000 objects, while salaries and benefits are budgeted to be essentially the same as FY25 actual spending.

### **Semi Annual Review of Closed Session Minutes**

Ms. Claudia E. Castro introduced the topic with a reminder that the closed session minutes from December 2024 through May 20, 2025 should be reviewed since it has been more than 6 months since our last review of closed session minutes.

President Kirksey mentioned that the board has on occasion approved the opening of closed session Minutes. She also said that the board should consider postponing this action item since Trustee Negron has not had a chance to review these closed session minutes. Action may be taken after a discussion in the September closed session.

**Trustee Rojek motioned** to postpone the vote on the closed session minutes until next meeting.

**Trustee McGowan seconded the motion.**

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

***Motion carried.***

## **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**

Treasurer Fitton gave an update regarding the recent withdrawal of member districts. He mentioned that everything has gone smoothly with a few small surprises like a credit card statement that was automatically paid from a withdrawing districts 15% holdback, while others have had state and federal money deposited and added to their holdback balance.

**Trustee Negron made a motion at 6:47 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 on the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body.”

**Trustee Leonard seconded the motion.**

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

***Motion carried.***

***{Closed Session from 6:47 – 6:56}***

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

**Trustee Leonard motioned at 6:57 p.m. to reconvene the August 26, 2025, Open Session Meeting.**

**Trustee Negron seconded the motion.**

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

***Motion carried.***

**Action as a result of Closed Session**

**Trustee Negron motioned to appoint Mihaela Miller as board secretary to the Lyons Township Trustees of Schools.**

**Trustee Rojek seconded the motion.**

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

***Motion carried.***

**Adjournment**

**Trustee McGowan motioned to adjourn the August 26, 2025, Open Session Board Meeting**

**Trustee Negron seconded the motion.**

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

***Motion carried.***



# Treasurer's Report

# Review the Lyons Township Treasurer's Financial Reports

August , 2025

# Lyons Township Trustee of Schools

## Account Level Operating Statement For the Period 08/01/2025 through 08/31/2025

Fiscal Year: 2025-2026

### All Funds

#### REVENUE

		MTD	YTD	Budget	BudgetBalance	Percent
10.4.1940.0000.000.4001	PRORATA - CURRENT YEAR	\$0.00	\$0.00	(\$1,507,523.00)	(\$1,507,523.00)	0.0%
10.4.1940.0000.000.4002	PRORATA - IMMEDIATE PRIOR YR	\$0.00	(\$145,790.44)	(\$145,790.00)	\$0.44	100.0%
10.4.1950.0000.000.0000	PRORATA - D204 UNPAID FY00-FY12	\$0.00	(\$14,758.68)	(\$14,759.00)	(\$0.32)	100.0%
	<b>REVENUE</b>	<b>\$0.00</b>	<b>(\$160,549.12)</b>	<b>(\$1,668,072.00)</b>	<b>(\$1,507,522.88)</b>	<b>9.6%</b>

#### EXPENDITURE

		MTD	YTD	Budget	BudgetBalance	Percent
10.5.2520.1000.000.5001	SALARIES - TREASURER	\$15,416.66	\$23,124.99	\$185,000.00	\$161,875.01	12.5%
10.5.2520.1000.000.5004	SALARIES - FIN SERV COORD I	\$6,586.66	\$13,083.08	\$79,040.00	\$65,956.92	16.6%
10.5.2520.1000.000.5008	SALARIES - DIR OF DISTR SUPPORT	\$9,264.87	\$16,829.95	\$99,589.00	\$82,759.05	16.9%
10.5.2520.1000.000.5012	SALARIES - SENIOR ACCOUNTANT	\$7,366.66	\$14,582.29	\$88,400.00	\$73,817.71	16.5%
10.5.2520.1000.000.5016	SALARIES - FIN SERV COORD II	\$0.00	\$5,647.26	\$3,060.00	(\$2,587.26)	184.6%
10.5.2520.1000.000.5017	SALARIES - FIN SERV COORD III	\$4,766.66	\$9,367.67	\$57,200.00	\$47,832.33	16.4%
10.5.2520.2120.000.0000	BENEFITS - IMRF	\$2,244.45	\$3,969.81	\$26,640.00	\$22,670.19	14.9%
10.5.2520.2130.000.0000	FICA	\$3,822.84	\$6,821.30	\$45,230.00	\$38,408.70	15.1%
10.5.2520.2140.000.0000	MEDICARE	\$894.06	\$1,595.31	\$10,578.00	\$8,982.69	15.1%
10.5.2520.2210.000.0000	LIFE INSURANCE	\$34.00	\$72.25	\$409.00	\$336.75	17.7%
10.5.2520.2220.000.0000	MEDICAL INSURANCE	\$9,727.00	\$17,281.16	\$147,904.00	\$130,622.84	11.7%
10.5.2520.2230.000.0000	DENTAL INSURANCE	\$320.12	\$589.69	\$3,859.00	\$3,269.31	15.3%
10.5.2520.2341.000.0000	VISION INSURANCE	\$41.42	\$76.52	\$551.00	\$474.48	13.9%
10.5.2520.3100.000.0000	CPA SERVICES	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.0%
10.5.2520.3100.000.0023	PROF. & TECH. SERVICES - IT	\$1,200.00	\$2,400.00	\$16,000.00	\$13,600.00	15.0%
10.5.2520.3160.000.0000	ANNUAL I.V. LICENSE	\$0.00	\$0.00	\$135,000.00	\$135,000.00	0.0%
10.5.2520.3160.000.0027	SOFTWARE	\$621.48	\$1,594.48	\$6,250.00	\$4,655.52	25.5%
10.5.2520.3170.000.0000	AUDIT/FINANCIAL SERVICES	\$0.00	\$0.00	\$32,900.00	\$32,900.00	0.0%
10.5.2520.3180.000.0000	LEGAL SERVICES	\$3,851.25	\$3,851.25	\$25,000.00	\$21,148.75	15.4%
10.5.2520.3190.000.0000	PROF. & TECH. SERVICES - OTHER	\$0.00	\$201.99	\$400.00	\$198.01	50.5%
10.5.2520.3250.000.0000	RENTALS	\$4,200.00	\$8,400.00	\$50,400.00	\$42,000.00	16.7%
10.5.2520.3250.000.0003	COPIER & PRINTER LEASE	\$339.65	\$1,272.65	\$6,000.00	\$4,727.35	21.2%
10.5.2520.3330.000.0000	MEETING EXPENSE	\$67.84	\$92.84	\$700.00	\$607.16	13.3%
10.5.2520.3400.000.0005	POSTAGE	\$93.95	\$93.95	\$100.00	\$6.05	94.0%
10.5.2520.3400.000.0008	INTERNET	\$73.75	\$659.24	\$4,300.00	\$3,640.76	15.3%
10.5.2520.3600.000.0000	PRINTING AND BINDING	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
10.5.2520.3800.000.0011	RETIREE/COBRA BENEFITS	(\$47.86)	\$10.96	\$1,250.00	\$1,239.04	0.9%
10.5.2520.3800.000.0013	COMMERCIAL PACKAGE	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
10.5.2520.3800.000.0014	WORKERS COMPENSATION	\$0.00	\$0.00	\$1,625.00	\$1,625.00	0.0%
10.5.2520.3800.000.0016	PUBLIC OFFICIALS LIABILITY	\$0.00	\$0.00	\$13,000.00	\$13,000.00	0.0%
10.5.2520.3800.000.0017	CYBER LIABILITY	\$0.00	\$0.00	\$5,900.00	\$5,900.00	0.0%
10.5.2520.3800.000.2009	ILL DEPT EMPLOYMENT SECURITY	\$0.00	\$0.00	\$33,900.00	\$33,900.00	0.0%
10.5.2520.4100.000.0000	OFFICE SUPPLIES	\$0.00	\$203.36	\$8,000.00	\$7,796.64	2.5%
10.5.2520.6400.000.0000	DUES AND FEES	\$2,000.00	\$2,000.00	\$320.00	(\$1,680.00)	625.0%
	<b>EXPENDITURE</b>	<b>\$72,885.46</b>	<b>\$133,822.00</b>	<b>\$1,158,505.00</b>	<b>\$1,024,683.00</b>	<b>11.6%</b>

#### Net (Revenue)/Expense

\$72,885.46	(\$26,727.12)	(\$509,567.00)	(\$482,839.88)	5.2%
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# Review and Approval of Accounts Payable Lists

September 15, 2025 – LTTO Open Meeting - \$6,710.63

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# LYONS TOWNSHIP TRUSTEE OF SCHOOLS VOUCHER

Voucher No: 2003

Voucher Date: 09/15/2025

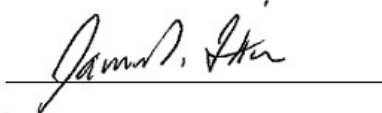
Prepared By: Mihaela Miller

*Printed: 09/11/2025 03:36:29 PM*

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LYONS TOWNSHIP TRUSTEE OF SCHOOLS is hereby authorized to draw warrants against LYONS TOWNSHIP TRUSTEE OF SCHOOLS funds for the sum of \$6,710.63 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2025 to June 30, 2026 (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.



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Shakana L. Kirksey President

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Carol A. McGowan Trustee

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William G. Channell Trustee

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Dr. David Negron Trustee

---

Joseph M. Bonomo Trustee

---

Ryan M. Leonard Trustee

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Dr. Joseph R. Rojek II Trustee

LYONS TOWNSHIP TRUSTEE OF SCHOOLS

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Fund		Amount
10	EDUCATION	\$6,710.63
		<hr/>
		\$6,710.63

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# Lyons Township Trustee of Schools

## Voucher Detail Listing

Voucher Batch Number: 2003

09/15/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Adobe Inc.						
Check Group:						
Adobe pro Monthly 7 licenses		1	26004	3191566970	10.5.2520.3160.000.0027	\$189.72
P-Card Payee: VISA				9/8/2025	SOFTWARE	
Adobe pro Monthly 7 licenses		1	26004	3192963002	10.5.2520.3160.000.0027	\$129.00
P-Card Payee: VISA				9/8/2025	SOFTWARE	
Adobe pro Monthly 7 licenses		-1	26004	3192967493	10.5.2520.3160.000.0027	(\$182.14)
P-Card Payee: VISA				9/8/2025	SOFTWARE	
Check #: 0						
PO/InvoiceTotal:						\$136.58
Vendor Total:						\$136.58
Companion Life Insurance Company						
Check Group:						
L - 08/01/2025 - 08/31/2025		1	26008	2025 10	10.2.0481.0000.000.9942	\$42.50
				9/11/2025	LIFE INSURANCE PAYABLE-ER	
L - 08/01/2025 - 08/31/2025		1	26008	2025 10	10.5.2520.3800.000.0011	\$62.39
				9/11/2025	RETIREE/COBRA BENEFITS	
V - 08/01/2025 - 08/31/2025		1	26008	2025 10	10.2.0481.0000.000.9948	\$39.72
				9/11/2025	VISION INSURANCE-ER	
Check #: 0						
PO/InvoiceTotal:						\$144.61
Vendor Total:						\$144.61
Cook County Farm Bureau						
Check Group:						
Space Lease - paid monthly - autorenewed for 2 years in April 2025		1	26002	2025-10	10.5.2520.3250.000.0000	\$4,200.00
				9/8/2025	RENTALS	
Small Conference Room Rental		1	26002	ConfRoom	10.5.2520.3330.000.0000	\$25.00
				8/26/25		
				9/8/2025	MEETING EXPENSE	
Check #: 0						

# Lyons Township Trustee of Schools

## Voucher Detail Listing

Voucher Batch Number: 2003

09/15/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$4,225.00
						Vendor Total: \$4,225.00
Fitton, James T						
Check Group:						
Tony's board meeting supplies		1	26024	Tonys 9/2/25 9/8/2025	10.5.2520.3330.000.0000 MEETING EXPENSE	\$40.35
Check #: 0						
						PO/InvoiceTotal: \$40.35
						Vendor Total: \$40.35
HumbleFax.com						
Check Group:						
Monthly Subscription		1	26005	ECO7V-0001 9/8/2025	10.5.2520.3160.000.0027 SOFTWARE	\$10.00
P-Card Payee: VISA						
Check #: 0						
						PO/InvoiceTotal: \$10.00
						Vendor Total: \$10.00
IMAGETEC						
Check Group:						
Printer/Copier Quarterly Billing		1	26022	774384 9/8/2025	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$428.30
Check #: 0						
						PO/InvoiceTotal: \$428.30
						Vendor Total: \$428.30
ProxIT, Inc						
Check Group:						
Cloud Services - Sep 2025		1	26001	24744 8/16/2025	10.5.2520.3160.000.0027 SOFTWARE	\$109.00
MSP Services - Sep 2025		1	26001	24744 8/16/2025	10.5.2520.3100.000.0023 PROF. & TECH. SERVICES - IT	\$1,200.00
Check #: 0						

# Lyons Township Trustee of Schools

## Voucher Detail Listing

Voucher Batch Number: 2003

09/15/2025

Fiscal Year: 2025-2026

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VISA						
Check Group:						
Panera 8/15/25 - retirement lunch 5 people		1	26023	Panera 8/15/25 9/8/2025	10.5.2520.3330.000.0000 MEETING EXPENSE	\$77.14
Check #: 0						
PO/InvoiceTotal:						\$1,309.00
Vendor Total:						\$1,309.00
Wells Fargo Vendor Financial Services						
Check Group:						
Hp Copier 09/13/25 to 10/12/25		1	26011	5035652131 9/8/2025	10.5.2520.3250.000.0003 COPIER & PRINTER LEASE	\$339.65
Check #: 0						
PO/InvoiceTotal:						\$77.14
Vendor Total:						\$77.14
Grand Total:						\$6,710.63

End of Report



No New 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

Motion to suspend the Board  
Meeting for the purpose of  
entering Closed Session – (Action  
Item)

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

## Action as a result of Closed Session – (Action Item)

# Adjournment

Time: \_\_\_\_\_