

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

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Minutes of the Special Meeting of the Lyons Township Trustees of Schools January 9, 2017

1. Call to Order & Roll Call

President Thiessen called the meeting to order at 6:02 P.M.

Roll call was taken and present were Trustee Tobolski. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Office Manager; Lauralee Conway, Special Projects Coordinator; Ken Getty, and Emily Witt, TTO Attorney.

Trustee Dickman arrived at 6:15 P.M.

2. Pledge of Allegiance

3. Public Comments

The LADSE Director, Dr. Wernsing reported the LADSE Board finance subcommittee is not on a fast track to independently withdraw from the Township Treasurer's Office and thus will not be seeking to withdraw from the Township School Treasurer's Office on or before June 30, 2017. Dr. Wernsing indicated that an option of finding a new Fiscal Agent is under consideration. The impact of a TTO withdrawal on LADSE's interst income is also under discussion. Dr. Wernsing will be meeting with the LADSE Financial Committee and will report the outcome back to the Treasurer. President Thiessen offered to become LADSE's "Fiscal Agent". Dr. Wernsing did not reply or accept. Dr. Wernsing also reported that the LADSE Board of Directors did pass a resolution in November, 2016 supporting legislative efforts to separate from the Treasurer's office.

4. Approval of Minutes

Motion by Trustee Tobolski to approve the minutes of:
November 28, 2016 – TTO Open Session

Seconded by Trustee Dickman

Roll Call: Ayes: Thiessen, Tobolski, Dickman

Nays: None

Abstain: None

Motion carried.

Motion by Trustee Tobolski to approve the minutes of:
November 28, 2016 – TTO Closed Session

Seconded by Trustee Dickman

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

Motion carried.

Motion by Trustee Dickman to approve the minutes of:
November 30, 2016 – 103 Open Session

Seconded by Trustee Thiessen

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

Motion carried.

Motion by Trustee Dickman to approve the minutes of:
December 5, 2016 – 106 Open Session

Seconded by Trustee Thiessen

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

Motion carried.

Motion by Trustee Dickman to approve the minutes of:
December 12, 2016 – 217 Open Session

Seconded by Trustee Thiessen

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

Motion carried.

Motion by Trustee Dickman to approve the minutes of:
December 12, 2016 – 105 Open Session

Seconded by Trustee Thiessen

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

Motion carried.

The Board of School Trustees requested changes to the following minutes:
November 16, 2016 – 204 Open Session
December 8, 2016 – 102 Open Session
The requested changes will be made and brought forward for review at the next Township Trustees of Schools Board meeting on March 13, 2017.

5. Review/Approval of the Lyons Township Treasurer's financial reports

Treasurer Birkenmaier reviewed the Lyons Township School Treasurer's financial statements for the month November, 2016.

No action needed.

6. Review School Districts Official Records

Treasurer Birkenmaier reviewed the School Districts Official Records for the months of: November, 2016

No action needed.

7. Review/Approval of payable list

Motion by Trustee Dickman to approve the payables list for:

December 2, 2016 - \$ 4,461.16

Seconded by Trustee Tobolski.

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

Motion carried.

Motion by Trustee Dickman to approve the payables list for:

December 15, 2016 - \$ 78,003.09

Seconded by Trustee Tobolski.

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

Motion carried.

Motion by Trustee Dickman to approve the payables list for:

January 9, 2017 - \$ 187,968.28

Seconded by Trustee Tobolski.

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

Motion carried.

8. Pro-rata Discussion

Dr. Birkenmaier presented the draft FY16 pro-rata bill calculation for the Trustee review. The Treasurer's Office is waiting for some District's Annual Financial Report (AFR) to complete the FY16 revenue column. The revenues are used for the pro-rata share calculation against which the costs of services are distributed. Three billing option charts were presented to the Trustees for review. Discussion was had on whether to include the #204 litigation costs in the FY16 pro-rata billing.

President Thiessen requested Attorney Witt to research the option of charging interest to the districts who have not paid their full pro-rata due to the Treasurer's Office, or the option of escrowing their interest income until the pro-rata amount due is paid in full.
No action was taken at this time.

9. J.Butkus Master Consulting Agreement

Motion by Trustee Tobolski to approve the consulting agreement between the Treasurer's Office and Jonathon Butkus effective January 1, 2017 through 2018.

Seconded by Trustee Dickman.

Roll Call: Ayes: Thiessen, Tobolski, Dickman

Nays: None

Absent: None

Motion carried.

10. District Updates

• School District Updates:

The Lyons Township Treasurer's Office visited and made formal presentations to School Districts 101, 102, 103, 104, 105, 106, 108, 109, 204 & 217 throughout the months of October, November and December in 2016. The presentations were tailored to each district and outlined the significant cost savings from the shared services model & vastly higher interest earning revenues from pooled funds investment. The district presentations demonstrated full alignment with the State of Illinois Task Force on Local Government Consolidation and Unfunded Mandates, which is seeking to streamline government services, reduce costs to taxpayers, and consolidate redundant administrative duties/activities.

The LTTO has returned \$ 9.25 million in investment income to member districts as compared to an estimated \$ 1.56 million if districts were to independently invest taxpayer dollars. The LTTO cumulative interest earnings are \$ 3.65 million higher than the office's expenses, resulting in a 65.07% return to its member districts.

- **LaGrange Area Department of Special Education (LADSE)**

On December 14, 2016, Rob Pritts, Ken Getty and Dr. Birkenmaier met with Sheri Wernsing and Brian Riegler, LADSE administrators as a follow up to their request/resolution to withdraw from the Lyons TTO. Originally LADSE proposed a withdrawal effective June 30, 2017. The plan LADSE laid out included TTO training of LADSE staff who would be taking over the current TTO responsibilities; possible continuation of software licensing through the TTO; and the turnover of funds to LADSE's control. Dr. Birkenmaier distributed attachments responding to LADSE's questions, Cost Savings, Cost Shifting, Driving Force Motivating Withdrawal and LADSE's Current Status. President Thiessen requested a letter be directed to LADSE accepting their request to withdraw from the TTO.

11. Future Board of School Trustees Meeting Dates

April 4, 2017 Elected Township Trustees of Schools term begins the third Monday of month following election (May 15, 2017), the organizational meeting must be held within 10 days following commencement of the term. The Board of Trustees set the following Special Board Meeting dates:

March 13, 2017 at 5:30 P.M.

April 24, 2017 at 5:30 P.M.

May 22, 2017 at 5:30 P.M.

12. Semi –annual review of the minutes of meetings lawfully closed under the Open Meetings Act.

Motion by Trustee Tobolski that the minutes remain lawfully closed under the Open Meetings Act as the need for confidentiality remained.

Seconded by Trustee Dickman.

Roll Call: Ayes: Thiessen, Tobolski, Dickman

Nays: None

Absent: None

Motion carried.

13. 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 **7:46 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, Tobolski, Dickman
 Nays: None
 Absent: None

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 **9:13 P.M. Seconded by Trustee Tobolski.**

All in favor, motion carried.

Minutes approved by:



President, Michael Thiessen



Trustee, Theron Tobolski



Trustee, Michael Dickman

Approved on: March 13, 2017

**MINUTES OF THE CLOSED MEETING OF THE
LYONS TOWNSHIP TRUSTEES OF SCHOOLS
January 9, 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 8:00p.m.

2. Roll Call.

Taken by President Thiessen. Present were President Thiessen, Trustee Tobolski, 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. Trustee Dickman provided an update regarding the recent depositions. President Thiessen discussed a potential settlement and reiterated that that the TTO is willing to discuss settlement with School District 204.

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

Treasurer Birkenmaier again discussed her succession plan, as her contract expires June 30, 2017. She provided the Board with a list of potential options regarding her future employment. The Treasurer discussed the staff accountant and concerns regarding his absenteeism. The Treasurer also discussed performance concerns regarding the new receptionist. The Treasurer also discussed the consultant missing project deadlines. The Board discussed personnel development and how the staff could transition if Treasurer Birkenmaier retired. The Board discussed a potential salary raise for the Treasurer and giving the Treasurer an answer regarding her succession plan within the next few months. The Board discussed potential candidates to replace Treasurer Birkenmaier if she retired.

5. 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 possibility of settlement with School District 204. Trustee Dickman outlined the potential timeline of the litigation if the case continues towards trial.

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

The Board again discussed Treasurer Birkenmaier's succession plan and setting a timeline to give her a response.

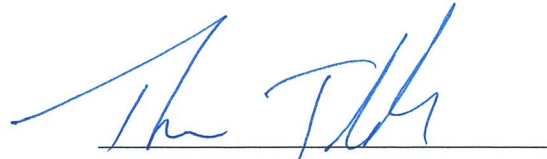
7. Adjournment.

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

Minutes Approved by:



President, Michael Thiessen



Trustee Theron Toboloski



Trustee Michael Dickman

Date: MAR 13 2017