

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 January 8, 2018 – 5:30 P.M.

<u>Board of School Trustees</u>	<u>PRESENT</u>	<u>ABSENT</u>
Mr. Michael Thiessen	<u>X</u>	—
Mr. Theron Tobolski	<u>X</u>	—
Mr. Michael Dickman - arrived 5:37pm	<u>X</u>	—

Staff Present

Dr. Susan Birkenmaier Mr. Ken Getty

Others Present

Ms. Emily Witt Ms. Debbie Kunis

Call to Order & Roll Call

President Thiessen called the meeting to order at 5:33 P.M.

Pledge of Allegiance

Public Comments

None

PMA Investment Performance Presentation

Mr. Brian Hextell and Ms. Audra Braski presented the Lyons Township Portfolio Update to the Board of School Trustees. Mr. Hextell discussed the 2018 expected returns in the investment environment and the asset allocation approach. Discussion on total return, net of fees and total return, gross of fees was discussed. Mr. Hextell reported returns are consistently exceeding the benchmark. Lastly, the total portfolio market value is growing and strong returns are driving growth in market value to over \$68.6 million. President Thiessen asked PMA to consider revising the fee structure for the Lyons Township School Treasurer's Office. Mr. Hextell agreed to reach out to Dr. Birkenmaier to discuss a revised fee schedule.

November 28, 2017 – TTO Open Minutes

Board of School Trustees reviewed the minutes of:

November 28, 2017 – TTO Open Meeting

Motion by Trustee Dickman to approve the November 28, 2017 Open Meeting minutes as presented. **Seconded by Trustee Tobolski.**

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

Motion carried

November 28, 2017 – TTO Closed Meeting

Board of School Trustees reviewed the minutes of:

November 28, 2017 Closed Meeting

Motion by Trustee Dickman to approve the November 28, 2017 Closed Meeting minutes as presented. **Seconded by Trustee Tobolski.**

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

Motion carried

Lyons Township Treasurer’s Financial Reports

Board of School Trustees reviewed the Lyons Township School Treasurer’s financial statements for the following months as presented:

- November 2017
- December 2017

Dr. Birkenmaier reported 54% of the budget has been expended through December 31, 2017.

Review School Districts Official Records

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

- November 2017
- December 2017

Dr. Birkenmaier reported she has scheduled a meeting with West 40 to discuss the concerns of the current negative ending fund balance. District 102 & District 217 November financials are pending district level review.

December 19, 2017 Payables

Motion by Trustee Dickman to approve the October 31, 2017 payables in the amount of \$ 285.00. **Seconded by Trustee Tobolski.**

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

Motion carried

December 21, 2017 Payables

Motion by Trustee Dickman to approve the December 21, 2017 payables in the amount of \$ 22,035.96. **Seconded by Trustee Tobolski.**

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

Motion carried

January 8, 2018 Payables

Motion by Trustee Dickman to approve the January 8, 2018 payables in the amount of \$ 46,779.95. **Seconded by Trustee Tobolski.**

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

Motion carried.

Approval of Resolution NO. 2018.01 A Resolution to Establish a Policy to Prohibit Sexual Harassment

Motion by Trustee Dickman to approve a Resolution to Establish a Policy to Prohibit Sexual Harassment. **Seconded by Trustee Tobolski.**

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

Motion carried.

Approval of revised Article 6.8 Sexual Harassment of the Personnel Policy Manual

Motion by Trustee Dickman to approve a revised Article 6.8 Sexual Harassment of the Personnel Policy Manual. **Seconded by Trustee Tobolski.**

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

Motion carried.

Approval of new Article 6.12 Identity Protection of the Personnel Policy Manual

Motion by Trustee Dickman to approve new Article 6.12 Identity Protection of the Personnel Policy Manual. **Seconded by Trustee Tobolski.**

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

Motion carried.

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

Motion at 6:25 P.M. by Trustee Dickman to enter closed session under:

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.” **Seconded by Trustee Tobolski.**

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

Motion carried.

Motion to reconvene the Special Meeting of the Board of Trustees

Motion by Trustee Tobolski to reconvene the Special Meeting at 6:55 P.M. **Seconded by President Thiessen.**

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

Motion carried.

Action as a result of Closed Session

None

Adjournment

Motion by Trustee Dickman to adjourn the Special Meeting at 6:55 P.M. **Seconded by Trustee Tobolski.**

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

Motion carried.

Minutes approved by:



President, Michael Thiessen

Trustee, Theron Tobolski



Trustee, Michael Dickman

Date: February 21, 2018

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MINUTES OF THE CLOSED MEETING OF THE LYONS TOWNSHIP TRUSTEES OF SCHOOLS January 8, 2018

1. Call to Order.

The Closed Session of the Lyons Township Trustees of Schools was called to order by President Thiessen at the Township School Treasurer's Office, 22 Calendar Court, LaGrange, Illinois at 6:27p.m.

2. Roll Call.

Taken by President Thiessen. Present were President Thiessen, Trustee Dickman, Trustee Tobolski, 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).

Trustee Dickman gave an update on the status of the litigation with District 204. Trustee Dickman stated that the Judge requested that both sides draft briefs on additional issues. The Board then discussed the next steps and timelines in the case.

4. 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 retiring from her position and the ensuing transition. The Treasurer left closed session at 6:39pm so that the Board could discuss the Treasurer's potential retirement and next steps.

5. Adjournment.

Trustee Dickman moved to adjourn the Closed Session, seconded by Trustee Tobolski. A roll call vote was taken, with President Thiessen, Trustee Tobolski, and Trustee Dickman voting aye. Closed session was adjourned at 6:55 p.m.

Minutes Approved by:



President, Michael Thiessen

Trustee Theron Tobolski



Trustee Michael Dickman

February 21, 2018