

# Township Trustees of Schools

TOWNSHIP 38 NORTH, RANGE 12 EAST

www.lyonstto.net

BOARD OF SCHOOL TRUSTEES

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## NOTICE

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

**April 25, 2016 – 5:30 P.M.**

The Board of Township Trustees of Schools, Range 38 North, Range 12 East, Illinois (Lyons Township) have called a special meeting to be held in the office of the School Treasurer located at 22 Calendar Court, Suite D., LaGrange, Illinois, on April 25, 2016 at 5:30 P.M.

## AGENDA

1. **Call to Order & Roll Call**
2. **Pledge of Allegiance**
3. **Public Comments**
4. **Investment Update – March 31, 2015** – Dr. Birkenmaier  
Review of the Lyons Township Trustees of School Investment Portfolio.
5. **Review/Approval of Minutes**  
The review and approval of the Lyons Township School Treasurer's minutes of:
  1. March 16, 2016 – Open Session
  2. March 16, 2016 – Closed Session
6. **Review/Approval of the Lyons Township Treasurer's Financial Reports**  
The review of the Lyons Township School Treasurer's financial statements for the following months as presented:
  - March, 2016

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

Approval of expenses is requested for the Lyons Township School Treasurer's payables list for :

April 15, 2016 - \$ 282.12

April 25, 2016 - \$ 87,972.33

➤ Total expenses requested for approval = \$ 88,254.45

**8. Review School Districts Official Records**

Board of Trustee review of the Lyons Township Schools and Coop's financial records for:

- February, 2016

**9. Lyons Township Elementary School Districts' Employee Benefit Cooperative Appointed Representatives**

Motion to appoint Dr. Susan L. Birkenmaier, Representative, and as Alternate Representative, Mr. Ken Getty or Mike Vargas, to represent Lyons Township School Treasurers Office in the LTESDEBC from April 25, 2016 through June 30, 2017.

**10. Employee Handbook – Attorney Asprooth**

Approval of the Final 2016 Employee Personnel Manual

- Employee Personnel Policy Manual Memo
- Red-lined Employee Personnel Policy Manual
- Final 2016 Employee Personnel Manual

**11. Establishment of Employee 403(b)/457 Retirement Plan**

**12. Personnel Action**

1. Approval of a Separation Agreement between the Lyons Township Trustees of Schools and Frances Green.
2. Approval of a Separation Agreement between the Lyons Township Trustees of Schools and Donna Lewis.
3. Approval of a Separation Agreement between the Lyons Township Trustees of Schools and Beverly Carnevale.

**Staffing Plan Update – Dr. Birkenmaier**

Staff assignment plan development update.

**13. Motion to suspend the Special 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.”

**14. Motion to reconvene the Special Meeting of the Board of Trustees**

**15. Authorization for the Treasurer to fill the Accountant Position**

**16. Authorization for the Treasurer to fill the Senior Accountant/Accounting Coordinator Position**

**17. Adjournment**