

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

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Minutes of the Special Meeting of the Lyons Township Trustees of Schools May 22, 2017

Call to Order & Roll Call

President Thiessen called the meeting to order at 5:47 P.M.

Roll call was taken and present were Trustee Tobolski. Also present were Township School Treasurer; Dr. Susan Birkenmaier, Financial Analyst; Ken Getty, and Emily Witt, TTO Attorney.

Trustee Dickman arrived at 5:55 P.M.

Pledge of Allegiance

Public Comments

None

President Thiessen asked to hold the approval of the following agenda items "Approval of Minutes" and the "Establishment of FY18 Special Board Meeting Dates" until Trustee Dickman is present.

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

Financial Analyst, Ken Getty reviewed the Lyons Township School Treasurer's financial statements for the month of April 2017.

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

Motion carried.

Review School Districts Official Records

Treasurer Birkenmaier reported the April 2017 School Districts Official Records.

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

Motion carried.

Review/Approval of Payables List

Motion by Trustee Tobolski to approve the payables list for:

May 22, 2017 - \$ 77,865.23. **Seconded by President Thiessen**

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

Motion carried.

FY18 Budget Assumptions

The preliminary budget assumptions for the 2017-18 fiscal year were presented for Trustee consideration and advisement.

Trustee Dickman arrived at 5:55 P.M.

Establishment of the FY18 Special Board Meeting Dates, Place and Time

Motion by Trustee Dickman to approve the following FY18 Special Board Meeting Dates, Place and Time. **Seconded by Trustee Tobolski.**

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

Motion carried.

*Lyons Township School Treasurer's Office
22 Calendar Court, Suite D., LaGrange 60525*

Time: 5:30 P.M.

Conference Room

Thursday, August 14, 2017
Monday, September 25, 2017
Monday, October 30, 2017
Monday, December 11, 2017
Monday, January 8, 2018

Review/Approval of Minutes

Motion by Trustee Dickman to approve the following minutes:

April 24, 2017 – Open Session

Seconded by President Thiessen

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

Motion carried.

Motion by Trustee Dickman to approve the following minutes:

April 24, 2017 – Closed Session

Seconded by President Thiessen

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

Motion carried.

Approval/Review of Leases and Agreements

➤ GENEVA ADVISORS

Treasurer Birkenmaier presented an amended fee structure of the Geneva Advisors Investment Management for Trustee approval.

Motion by Trustee Tobolski to approve the amended fee structure of the Geneva Investment fund management agreement. **Seconded by Trustee Dickman.**

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

Motion carried.

➤ COPIER LEASE

Dr. Birkenmaier discussed improving the quality of products and services of the offices copier and printer service and maintenance plan. Imagetec prepared a proposal and agreement resulting in a \$123 month savings for a total annual savings of \$1,480 per year for a three year period. In addition an improvement in equipment quality is expected to reduce work disruption saving time and money. The Trustees tabled approval until the TTO counsel reviews the old and new copier lease agreements. Attorney Witt will review the current contract/agreements and report back to Dr. Birkenmaier for approval.

Motion by President Thiessen to approve the Imagetec contract after reviewed and approved by counsel. **Seconded by Trustee Tobolski.**

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

Motion carried.

HMO FY18 Medical Plans

Dr. Birkenmaier reported potential costs savings of nearly \$15,000 in FY18 if the TTO switched from HMO Illinois health plan option and the addition of the HMO Blue Advantage insurance plan effective July 1, 2017. Representatives of our health insurance coop and Blue Cross met with the four TTO HMO plan staff members and retirees to

explain the potential change.

Motion by Trustee Dickman to approve the removal of the HMO Illinois health plan option and the addition of the HMO Blue Advantage insurance plan effective July 1, 2017. **Seconded by Trustee Tobolski.**

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

Motion carried.

**Lyons Township Elementary School District’s Employee Benefit Cooperative
Appointed Representatives**

Motion by Trustee Dickman to appoint Dr. Susan L. Birkenmaier, Representative, and, as Alternative Representative, Mr. Ken Getty and Ms. Claudette Hillock, to represent the Lyons Township School Treasurer’s Office in the Lyons Township School Districts’ Employee Benefit Cooperative Board of Directors for fiscal year 2017-2018. **Seconded by Trustee Tobolski.**

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

Motion carried.

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

Motion by Trustee Dickman to suspend the Special Meeting for the purpose of entering closed session at **6:19 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.”

Seconded by Trustee Tobolski.

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 **7:08 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 **7:08 P.M. Seconded by Trustee Dickman.**

Roll Call: Ayes: Thiessen, Tobolski, Dickman

Nays: None

Absent: None

Motion Carried.

Minutes approved by:



President, Michael Thiessen



Trustee, Theron Tobolski



Trustee, Michael Dickman

Approved on: June 26, 2017

**MINUTES OF THE CLOSED MEETING OF THE
LYONS TOWNSHIP TRUSTEES OF SCHOOLS
May 22, 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 6:22p.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).

The Treasurer gave an update on the status of the litigation with School District 204. President Thiessen reported that School District 204 agreed to mediation. President Thiessen also reported that School District 204 is deposing their financial expert soon.

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 increasing the Special Projects Coordinator's duties and salary. The Board then discussed posting for a part-time employee to assist in the reconciliation process. Lastly, the Board discussed concerns about the attendance of the staff accountant.

5. Adjournment.

Trustee Dickman moved to adjourn the Closed Session, seconded by President Tobolski. A roll call vote was taken, with President Thiessen, Trustee Dickman, and Trustee Tobolski voting aye. Closed session was adjourned at 7:07 p.m.

Minutes Approved by: _____

President, Michael Thiessen

Trustee Michael Dickman

Trustee Theron Tobolski

Date: _____

JUN 26 2017