

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 June 25, 2018 – 6:00 P.M.

Board of School Trustees

	<u>PRESENT</u>	<u>ABSENT</u>
Mr. Michael Thiessen	<u>X</u>	—
Mr. Theron Tobolski	<u>X</u>	—
Mr. Michael Dickman	<u>X</u>	—

Staff Present

Dr. Susan Birkenmaier Mr. Ken Getty Mrs. Lauralee Kane

Others Present

Ms. Emily Witt
Mr. Dave Palzet

Call to Order & Roll Call

President Thiessen called the meeting to order at 6:01 P.M.

Pledge of Allegiance

Public Comments

None

April 23, 2018 – TTO Open Minutes

Board of School Trustees reviewed the minutes of:

April 23, 2018 – TTO Open Meeting

Motion by Trustee Dickman to approve the April 23, 2018 open meeting minutes as presented.

Seconded by Tobolski.

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

Motion carried

April 23, 2018 – TTO Closed Meeting

Board of School Trustees reviewed the minutes of:

April 23, 2018 Closed Meeting

Motion by Trustee Dickman to approve the April 23, 2018 closed meeting minutes as presented. **Seconded by Trustee Tobolski.**

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

Motion carried

April 26, 2018 – TTO Open Minutes

Board of School Trustees reviewed the minutes of:

April 26, 2018 – TTO Open Meeting

Motion by Trustee Dickman to approve the April 26, 2018 open meeting minutes as presented.

Seconded by Tobolski.

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

Motion carried

April 26, 2018 – TTO Closed Meeting

Board of School Trustees reviewed the minutes of:

April 26, 2018 Closed Meeting

Motion by Trustee Dickman to approve the April 26, 2018 closed meeting minutes as presented. **Seconded by Trustee Tobolski.**

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

Motion carried

May 9, 2018 – TTO Open Minutes

Board of School Trustees reviewed the minutes of:

May 9, 2018 – TTO Open Meeting

Motion by Trustee Dickman to approve the May 9, 2018 open meeting minutes as presented.

Seconded by Tobolski

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

Motion carried

May 9, 2018 – TTO Closed Meeting

Board of School Trustees reviewed the minutes of:

May 9, 2018 Closed Meeting

Motion by Trustee Dickman to approve the May 9, 2018 closed meeting minutes as presented.

Seconded by Trustee Tobolski.

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

Motion carried

May 10, 2018 – TTO Open Minutes

Board of School Trustees reviewed the minutes of:

May 10, 2018 – TTO Open Meeting

Motion by Trustee Dickman to approve the May 10, 2018 open meeting minutes as presented.

Seconded by Tobolski

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

Motion carried

May 10, 2018 – TTO Closed Meeting

Board of School Trustees reviewed the minutes of:

May 10, 2018 Closed Meeting

Motion by Trustee Dickman to approve the May 10, 2018 closed meeting minutes as presented.

Seconded by Trustee Tobolski.

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

Motion carried

June 11, 2018 – TTO Open Minutes

Board of School Trustees reviewed the minutes of:

June 11, 2018 – TTO Open Meeting

Motion by Trustee Dickman to approve the June 11, 2018 open meeting minutes as presented.

Seconded by Tobolski

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

Motion carried

June 11, 2018 – TTO Closed Meeting

Board of School Trustees reviewed the minutes of:

June 11, 2018 Closed Meeting

Motion by Trustee Dickman to approve the June 11, 2018 closed meeting minutes as presented.

Seconded by Trustee Tobolski.

Roll Call: Ayes: Dickman, Thiessen and Tobolski
 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:

- April 2018
- May 2018

Dr. Birkenmaier reported 84.50% of the budget has been expended through May 31, 2018.

May 24, 2018 Payables

Motion by Trustee Dickman to approve the May 24, 2018 payables in the amount of \$ 21,587.22. **Seconded by Trustee Tobolski.**

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

Motion carried

June 25, 2018 Payables

Motion by Trustee Dickman to approve the June 25, 2018 payables in the amount of \$ 145,272.66. **Seconded by Trustee Tobolski.**

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

Motion carried

Review School Districts Official Records

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

- April 2018
- May 2018

District 102 May financials are pending district level review.

NEW BUSINESS:

FY19 School Treasurer’s Bond

Motion by Trustee Dickman to approve the renewal of the FY19 School Treasurer’s Bond for fiscal year 2018-19. **Seconded by Trustee Tobolski.**

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

Motion carried

Resolution 2018-02 “A Resolution for the Appointment of IMRF Authorized Agent for the Township Trustees of Schools, Township 38 North, Range 12 East, County of Cook, State of Illinois”

Motion by Trustee Dickman to approve the IMRF Authorized Agent 2018-02 Resolution as presented. **Seconded by Trustee Tobolski.**

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

Motion carried

Designate a Representative and an Alternate Representative to represent Lyons Township School Treasurer's Office in the Lyons Township Elementary School Districts' Employee Cooperative Board of Directors for the fiscal year 2018-19

Motion by Trustee Dickman to appoint Ken Getty, Representative, and, as Alternate Representative, Lauralee Conway to represent Lyons Township School Treasurer's Office in the Lyons Township Elementary School Districts' Employee Benefit Cooperative Board of Directors for fiscal year 2018-19. **Seconded by Trustee Tobolski.**

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

Motion carried

Review/Approval of Depositories

Community Bank of Oak Park River Forest was added as a new depository for short-term investing.

Motion by Trustee Dickman to approve the Authorized Depositories as presented. **Seconded by Trustee Tobolski.**

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

Motion carried

Banking Resolutions and Agreements effective July 1, 2018

Motion by Trustee Dickman to approve the cash management, investment and funds transfer master agreements, effective July 1, 2018 between the Lyons TTO and the Bank and Investment firms as presented. **Seconded by Trustee Tobolski.** The Treasurer, Trustees and Board President signed all required banking agreements effective July 1, 2018.

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

Motion carried

Ordinance 2018-01 "An Ordinance Establishing the Prevailing Rates of Wages for the Construction of Public Projects for the Township Trustees of Schools, Township 38 North, Range 12 East, County of Cook, State of Illinois.

Motion by Trustee Dickman to approve the Prevailing Rates of Wages Ordinance 2018-01 as presented. **Seconded by Trustee Tobolski.**

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

Motion carried

FY19 Cyber Liability Insurance Coverage

Motion by Trustee Dickman to approve the renewal of the cyber liability insurance policy for fiscal year 2018-19 as presented. **Seconded by Trustee Tobolski.**

Roll Call: Ayes: Dickman, Thiessen and Tobolski

Nays: None
Absent: None

Motion carried

Personnel Update

Mr. Getty discussed the elimination of the “Financial Services Specialist” position due to the FY19 staffing plan.

Personnel Policy Manual

Mr. Getty proposed to decrease the Lyons Township Employees Paid Time Off (PTO).
Motion by Trustee Dickman to approve a reduction of five (5) PTO Days for all current LTTO employees and be converted to their daily wage rate as a FY2019 base salary. **Seconded by Trustee Tobolski.**

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

Motion carried

FY19 Staffing Plan

Moved to agenda item to “Action as the result of Closed Session”.

OLD BUSINESS

West 40 Update

Mr. Getty reported West 40 has executed a \$ 2.5 million dollar loan from Community Bank of Oak Park River Forest, which eliminated the deficit position. Because West 40 is a Regional Office of Education and not a taxing body, it could not collateralize a loan. Moving forward the TTO will have a one year, \$ 2.5 million dollar CD which will earn 2% (two) percent interest through the Community Bank of Oak Park River Forest while serving as West 40’s collateral. West 40 will maintain a separate interest draw down account at the bank.

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

Motion at 6:47 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.”

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.

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

Motion Carried.

Motion to reconvene the Special Meeting of the Board of Trustees

Motion by Trustee Dickman to reconvene the Special Meeting at 9:19 P.M. **Seconded by President Tobolski.**

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

Motion carried.

Action as a result of Closed Session

- FY19 Employee Compensation

Motion by Trustee Dickman to approve the total FY19 salary compensation as discussed and presented to the Board of Trustees. **Seconded by Trustee Tobolski.**

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

Motion Carried.

- Personnel

Motion by Trustee Dickman to approve the staffing plan for FY19 as discussed and presented. **Seconded by Trustee Tobolski.**

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

Motion Carried.

Adjournment

Motion by Trustee Dickman to adjourn the Special Meeting at 9:21 P.M. **Seconded by Trustee Tobolski.**

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

Motion carried.

Minutes approved by:



President, Michael Thiessen

Trustee, Theron Tobolski



Trustee, Michael Dickman

Date: SEP 17 2018

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MINUTES OF THE CLOSED MEETING OF THE LYONS TOWNSHIP TRUSTEES OF SCHOOLS

June 25, 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 6:47p.m.

2. Roll Call.

Taken by President Thiessen. Present were President Thiessen, Trustee Tobolski, Trustee Dickman, Treasurer Susan Birkenmaier, Ken Getty, 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 Trustees discussed the new lawsuit against District 204 regarding passed due amounts and the next steps in this process.

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 Trustees and the Treasurer discussed various personnel issues. The Trustees also discussed the staffing plan and compensation for employees for the next fiscal year.

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 9:15 p.m.

Minutes Approved by:



President, Michael Thiessen

Trustee, Theron Tobolski



Trustee, Michael Dickman

SEP 17 2018

Date