

TRUSTEES
RILEY H. ROGERS
MARTIN F. LAREAU
DWAYNE THRASH



SERVING EDUCATION SINCE 1819

TRUSTEES OF SCHOOL

TREASURER
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THORNTON TOWNSHIP 36 RANGE 14

16106 SOUTH PARK AVENUE
SOUTH HOLLAND, ILLINOIS 60473

APRIL 27, 2020

TO: Trustees of Schools, Thornton Twp36, Rge14
RE: Notice of Adjourned Regular Quarterly Meeting

This is notification of an Adjourned Regular Quarterly Meeting of the Trustees of Schools, Thornton Twp 36, Range 14 to be held on TUESDAY, MAY 5, 2020 at 4:30 PM remotely.

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/788998965>

You can also dial in using your phone.
United States: +1 (872) 240-3212

Access Code: 788-998-965

Please find your Board packet attached.

EUGENE C. VARNADO, CLERK

ECV/ta
Attachments

AGENDA
ADJOURNED REGULAR QUARTERLY MEETING
TRUSTEES OF SCHOOLS, THORNTON TWP36, RGE14
MAY 5, 2020 – 4:30 PM

1. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:
FEBRUARY 4, 2020 AND APRIL 7, 2020
2. CITIZENS COMMENTS
3. APPROVAL OF EXPENDITURES FOR THE PERIOD JANUARY 1, 2020 THRU MARCH 31,
2020 IN THE AMOUNT OF \$320,351.31.
4. CORRESPONDENCE
5. STATEMENTS TO TRUSTEES (BOOKS, ACCOUNTS AND VOUCHERS)
6. APPROVAL OF DEPOSITORIES
7. BOND CANCELLATIONS – SD152 – WCF BD \$400,000
SD205 – WCF BD \$696,000
OHIO CASUALTY
8. AUDIT ENGAGEMENT LETTER – JOHN KASPAREK CO. – FISCAL 2019/20 - \$55,000
(FINAL YEAR OF TWO-YEAR ENGAGEMENT)
9. SALARIES – OFFICE STAFF
10. BUDGET – FISCAL 2020/21
11. TREASURER’S REPORT
 - STATEMENTS OF ECONOMIC INTEREST
 - TREASURER’S SURETY BOND \$50,000,000 TO RENEW 7/1/2020
 - FRAUD POLICY
 - DRUG-FREE WORKPLACE POLICY (2ND READING)
 - OFFICE LEASE
 - CFO - \$103,500 (2ND YR OF TWO-YEAR CONTRACT)
 - TREASURER’S CONTRACT EXTENSION
12. ATTORNEY’S REPORT
13. PETITIONS TO CHANGE BOUNDARIES
14. CLOSED SESSION – DISCUSS HIRING, DISCIPLINE, PERFORMANCE, COMPENSATION,
DISMISSAL AND RESIGNATION, MATTERS OF PENDING, PROBABLE OR IMMINENT
LITIGATION.
15. ADJOURNMENT

MINUTES OF REGULAR QUARTERLY MEETING
TRUSTEES OF SCHOOLS, CALUMET TWP37, RGE14
APRIL 6, 2020

The Regular Quarterly Meeting of the Trustees of Schools of Thornton Township 36 North, Range 14 East convened at 10:00 a.m. on Monday, April 6, 2020. The meeting was rescheduled for Tuesday, May 5, 2020 at 4:30 p.m.

A handwritten signature in cursive script, appearing to read "S. J. ...", written over a horizontal line.

Clerk

A handwritten signature in cursive script, appearing to read "Riley H. Rogers", written over a horizontal line.

President

**MINUTES OF ADJOURNED REGULAR QUARTERLY MEETING
TRUSTEES OF SCHOOLS, THORNTON TWP36, RGE14
MAY 5, 2020**

The Adjourned Regular Quarterly Meeting of the Trustees of Schools of Thornton Township 36 North, Range 14 East, convened at 4:38 p.m. on Tuesday, May 5, 2020. In attendance were Trustees Dwayne Thrash and Martin Lareau. Also, in attendance were Eugene Varnado, Clerk, Andre' Varnado, Chief Financial Officer and Stanley Kusper. Riley Rogers, President, was absent.

The first agenda item was the approval of the minutes of the previous meetings:

A motion to approve the minutes of the Adjourned Regular Quarterly Meeting of February 4, 2020 was made by Mr. Thrash with a second by Mr. Lareau. On roll call the members voted as follows:

Aye: Mr. Thrash and Mr. Lareau

Nay: None Carried

A motion to approve the minutes of the Regular Quarterly Meeting of April 7, 2020 was made by Mr. Lareau with a second by Mr. Thrash. On roll call the members voted as follows:

Aye: Mr. Thrash and Mr. Lareau

Nay: None Carried

The Clerk asked if anyone in the audience would like to address the Board. Paul Woehlke, Business Manager of SD 151 responded, requesting quarterly investment reports for the districts. He also mentioned HB5318 re: website.

Next, the Treasurer's expenditures for the period of January 1, 2020 through March 31, 2020 were presented for approval by the Board:

GENERAL OFFICE:

Salaries:

Eugene C. Varnado	\$	48,865.25
Chief Financial Officer		23,874.55
General Office		81,336.71
PT/OT Salary-Genl Office		10,542.51

Employee Benefits:

IMRF		19,722.85
FICA		9,971.13
Medicare		2,332.04
Annuity		-
Health & Life Insurance		196.99

Purchased Services:

Office Expense		12,491.61
Education		(418.00)
Audit		15,322.00
Legal		11,733.40

Trustees	4,366.70
General Maintenance	1,104.28
Equipment Maintenance	1,020.00
Rent	30,385.97
Travel	-
Telephone	125.00
Surety Bond	-
Trustees Liability	-
Property Insurance	279.50
Workman's Compensation	265.75
Unemployment Compensation	4,610.29
General Liability Insurance	-
Programming	6,734.80
Supplies & Equipment:	
Office Supplies	6,642.29
Computer Supplies	-
Utilities	1,367.71
Equipment	(250.00)
Other:	
Contingency	-
Dues & Fees	2,756.78
Interest	-
Non-Treasurer Expenses	
OTHER COMMUNITY SERVICE	400.00

THORNTON TOTAL EXPENDITURES \$ 296,184.61

CALUMET TOWNSHIP SERVICES:

Eugene Varnado	\$ 6,663.44
Chief Financial Officer	3,255.63
Salaries	10,144.61
IMRF	2,582.17
FICA	1,211.78
Medicare	283.35
Health & Life Insurance	25.54

CALUMET EXPENDITURES \$ 24,166.52

TOTAL EXPENDITURES \$ 320,351.13

A motion to approve the expenditures of the Treasurer's Office for the period of January 1, 2020 through March 31, 2020 was made by Mr. Thrash with a second by Mr. Lareau. On roll call the members voted as follows:

Aye: Mr. Thrash and Mr. Lareau

Nay: None Carried

The Trustees were presented all informative correspondence received since the last Board meeting for their review and/or disposition.

Next, the Combined Statement of Revenue & Expense and Statement of Position for the Schools of Thornton Township and E.C.H.O. were submitted to the Trustees for their examination. In addition, the books, accounts, and vouchers of the Treasurer's Office were available for their review.

The next item of business was to approve the resolution of certain banks as depositories:

- Bank of America
- First Midwest Bank
- Bank of New York Mellon
- BMO Harris Bank
- IIIT – IL Institutional Investors Trust – US Bank
- PMA Public Funds (ISDLAF) Harris Bank
- Fifth Third Bank
- The IL Funds – US Bank
- First American Bank

After checking the statements, the resolution, which is attached hereto and made a part hereof, was presented for approval. A motion to approve the resolution listing the approved depositories for the School Treasurer was made by Mr. Thrash with a second by Mr. Lareau. On roll call the members voted as follows:

Aye: Mr. Thrash and Mr. Lareau

Nay: None Carried

Mr. John Kasperek of John Kasperek Co. will present the audit for Fiscal 2018-2019 to the Board of Trustees at the July meeting.

The next agenda item was the annual salary review for the Office Staff. Mr. Varnado presented his annual salary review for Fiscal 2020/2021 to the Trustees. After review and some discussion, Mr. Thrash made a motion that a 3% salary increase be approved for the office staff as follows:

Office Personnel:		
Tracy Ammons – Office Manager	\$	77,250
Tamika McMillian – Bookkeeper		72,100
Tonnya Stitt-Senholtz – Payroll Clerk		52,015
Rachel Myers – Accounts Payable		63,860
Rakia Langston – Payroll		58,195

Mr. Lareau seconded the motion and on roll call the members voted as follows:

Aye: Mr. Thrash and Mr. Lareau

Nay: None Carried

The Clerk presented the Fiscal 2020/21 Budget for approval by the Board of Trustees:

GENERAL OFFICE:

Salaries:	
Eugene C. Varnado, Treasurer	\$ 92,900.00
Chief Financial Officer	82,800.00
General Office	284,620.00
PT/OT Salary-Genl Office	52,000.00
Employee Benefits:	
IMRF	54,500.00
FICA	24,200.00
Medicare	5,700.00
Annuity	6,000.00
Health & Life Insurance	88,400.00
Purchased Services:	
Office Expense	21,800.00
Education	3,000.00
Audit	61,000.00
Legal	32,000.00
Trustees	8,500.00
General Maintenance	10,000.00
Equipment Maintenance	7,500.00
Rent	100,000.00
Travel	800.00
Telephone	5,500.00
Surety Bond	23,500.00
Professional Liability	6,800.00
Property Insurance	1,500.00
Workman's Compensation	1,000.00
Unemployment Compensation	8,000.00
General Liability Insurance	500.00
Programming	160,000.00
Supplies & Equipment:	
Office Supplies	27,000.00
Computer Supplies	2,500.00
Utilities	6,700.00
Equipment	7,500.00
Other:	
Contingency	1,000.00
Meetings, Dues & Fees	5,000.00
Non-Treasurer Expenses	-
Other Community Services	<u>750.00</u>

THORNTON TOTAL EXPENDITURES \$ 1,192,970.00

CALUMET TOWNSHIP SERVICES:

Eugene Varnado, Treasurer	\$	22,000.00
Chief Financial Officer		20,700.00
Salaries		38,820.00
IMRF		9,600.00
FICA		4,500.00
Medicare		1,000.00
Health & Life Insurance		16,600.00

CALUMET EXPENDITURES **\$ 113,220.00**

TOTAL EXPENDITURES **\$ 1,306,190.00**

Next, the Trustees decided to table agenda item #10 Budget – Fiscal 2020-21 until a later date.

Mr. Varnado briefly discussed the following items with the Trustees:

1. Statements of Economic Interest
2. Treasurer’s Surety Bond - \$50,000,000
3. Office Lease – 3-year extension
4. Treasurer’s Contract extension

Mr. Varnado presented his Investment Report and reviewed his current investments with the Board. There was the 1st reading of the new Fraud Policy and the 2nd reading of the Drug-Free Workplace Policy. A motion to approve the new Fraud Policy and the Drug-Free Policy was made by Mr. Thrash with a second by Mr. Lareau. On roll call the members voted as follows:

Aye: Mr. Lareau and Mr. Thrash

Nay: None Carried

A motion was made by Mr. Thrash at 6:29 pm to go into “Closed Session” regarding Mr. Varnado’s salary contract request. Mr. Lareau seconded the motion. The Board discussed the request and returned to Regular Session at 8:13 pm.

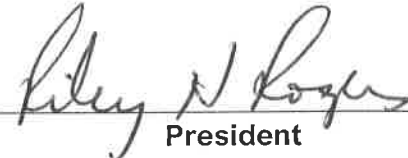
There being no further business to come before the Board, a motion to adjourn the meeting at 8:19 p.m. was made by Mr. Thrash with a second by Mr. Lareau. On roll call the members voted as follows:

Aye: Mr. Lareau and Mr. Thrash

Nay: None Carried



Clerk



President