

**BREMEN TOWNSHIP TRUSTEES OF SCHOOLS**  
**REGULAR QUARTERLY MEETING**

**April 7, 2014**

**5:45 P.M.**

A Regular Quarterly Meeting of the Trustees of Schools, Township 36 North, Range 13 East, Cook County, Illinois was held at 5:45 p.m. on April 7, 2014 at Tinley Park High School, Room 109, 6111 West 175th Street, Tinley Park, Illinois.

**1. Call Meeting to Order**

Ms. Stearns called the meeting to order at 5:45 p.m.

**2. Pledge of Allegiance**

Ms. Stearns asked everyone to stand for the Pledge of Allegiance.

**3. Roll Call**

On roll call the following Officers and Members responded present:

Deborah A. Stearns	President and Member
J. Kay Giles	Vice President and Member
Joanne Keilman	Secretary and Member
Dionne Freeman-Cooper	Member
Tina M. Moslander	Member
Joseph J. McDonnell	Treasurer and Ex-Officio Clerk

Absent: Mr. Michael Duggan, Mr. Jason Hedke, Ms. Julienne W. Mallory,  
Ms. Kathy Novak

**4. Approval of Minutes**

Ms. Keilman made a motion to approve the minutes of January 6, 2014 – Regular Quarterly Meeting, seconded by Ms. Giles. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander

NAYES: None

ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

**5. Recognition of Public**

Ms. Stearns asked if there were any members of the public that would like to address the Board. After receiving no response, Ms. Stearns proceeded with the agenda.

**6. Approval of Surety Bond #LSM0566086 for School District #143 ½**

Ms. Keilman made a motion to approve Surety Bond #LSM0566086 for School District #143 ½, seconded by Ms. Giles. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander

NAYES: None

ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

**7. Approval of \$600,000 Surety Bond for School District #143 ½ Working Cash Bond Issue Scheduled to Settle in May 2014**

Ms. Keilman made a motion to approve the \$600,000 Surety Bond for School District #143 ½ Working Cash bond issue scheduled to settle in May 2014, seconded by Ms. Giles. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander

NAYES: None

ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

**8. Approval of Treasurer's General Surety Bond Amount for Fiscal Year 2014/2015**

Mr. McDonnell presented to the Board for approval the General Obligation Surety Bond amount for Fiscal Year 2014/2015. Mr. McDonnell explained the calculation used for the recommended surety bond amount. Ms. Keilman made a motion to approve the Treasurer's General Surety Bond for Fiscal Year 2014/2015 in the amount of \$10,000,000, seconded by Ms. Giles. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander

NAYES: None

ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

**9. Executive Session: Discussion and/or consideration of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, exempt under Section 2(c)(1) of the Open Meetings Act, 5 ILCS 120/2(c)(1)**

Ms. Keilman made a motion to go into Executive Session, seconded by Ms. Giles. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander

NAYES: None

ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

The Board of Trustees went into Executive Session at 5:52 p.m.

Ms. Stearns called the Board of Trustees back into Open Session at 6:17 p.m. Ms. Keilman made a motion to go back into Open Session, seconded by Ms. Giles. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander

NAYES: None

ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

#### **10. Treasurer's Report**

Mr. McDonnell presented to the Board for approval the monthly bank cash balances, investment details by type of investment and a detailed listing of all investments in the portfolio for the periods ending December 31, 2013 thru February 28, 2014. Mr. McDonnell also presented to the Board for approval the Treasurers' Office Statement of Expenditures for the periods ending June 30, 2013 – Final, November 30, 2013 thru February 28, 2014.

Mr. McDonnell explained the various cash balance levels over the past months presented, noting the increases in cash balances due to Spring property tax receipts. Mr. McDonnell also discussed the Statement of Expenditures as presented.

Under other items, Mr. McDonnell discussed the Treasurer's Office Expense Allocation for Fiscal Year 2013/2014, the Statement of Operations for Fiscal Year 2012/2013, and Allocation of Interest Earnings for January 1, 2013 thru June 30, 2013. Mr. McDonnell also mentioned that each Board Member is required to file the Annual Statement of Economic Interest, due to the Cook County Clerk by May 1, 2014, and to provide him with a copy of the filing confirmation.

Ms. Giles made a motion to accept the Treasurer's reports as presented, seconded by Ms. Keilman. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander

NAYES: None

ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

**11. Examination of the Books and Records of the Township School Treasurer's Office for the Fiscal Year Ended June 30, 2013 and Acceptance of the Annual Audit as prepared by the Auditing Firm of Mathieson, Moyski, Celer & Co., LLP**

Mr. McDonnell presented to the Board the annual audit for the fiscal year ended June 30, 2013 as prepared by the auditing firm of Mathieson, Moyski, Celer & Co., LLP. Mr. McDonnell explained the various sections of the annual audit and noted that there were no audit findings.

Ms. Giles made a motion to accept the annual audit for the fiscal year ended June 30, 2013 as prepared by the auditing firm of Mathieson, Moyski, Celer & Co., LLP, seconded by Ms. Keilman. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander

NAYES: None

ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

**12. Approval of Commercial Insurance Proposal from Lucas Insurance Service Group, Inc.**

Mr. McDonnell presented to the Board for approval the commercial insurance proposal from Lucas Insurance Service Group, Inc. Mr. McDonnell explained the items covered under the insurance proposal.

Ms. Keilman made a motion to accept the commercial insurance proposal from Lucas Insurance Service Group, Inc., seconded by Ms. Giles. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander

NAYES: None

ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

**13. Approval of 2014/2015 Tentative Budget for Township School Treasurer's Office**

Mr. McDonnell presented to the Board for approval the 2014/2015 tentative budget for the Township School Treasurer's Office. Mr. McDonnell mentioned that, according to the operating policy of the Board, a tentative budget for the upcoming fiscal year is to be presented to the Board for approval at the Regular Quarterly meeting held in April. Mr. McDonnell discussed each of the pages within the tentative budget report presented and explained several of the significant line items within the tentative budget. Discussion took place regarding some of the line items in the tentative budget.

Ms. Giles made a motion to approve the 2014/2015 tentative budget for the Township School Treasurer's Office, seconded by Ms. Keilman. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander  
NAYES: None  
ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

#### **14. New Business – Board Member Comments**

There were no comments from the Board members. Mr. McDonnell mentioned that he received a question from one of the School District's regarding whether the Board of Trustees had a written procedure in the event of incapacity of the School Treasurer. Mr. McDonnell stated that this Board does not have a written procedure, however, if an incapacity situation should occur, the Board would most likely have to call an emergency meeting to appoint an interim or replacement Treasurer. Mr. McDonnell mentioned that he will review this topic with other School Treasurers and look into drafting a procedure for addressing this situation.

There was no new business presented to the Board.

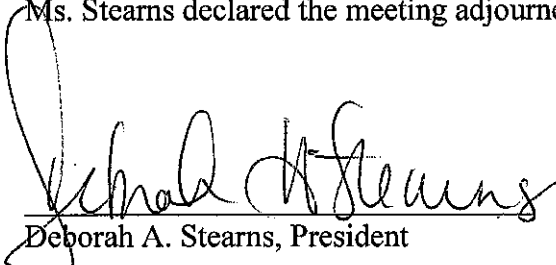
#### **15. Adjournment**


There being no further business before the Board, a motion to adjourn was made by Ms. Keilman, seconded by Ms. Giles. Members voted as follows:

AYES: Stearns, Giles, Keilman, Freeman-Cooper, Moslander  
NAYES: None  
ABSENT: Duggan, Hedke, Mallory, Novak

Motion carried 5-0

Ms. Stearns declared the meeting adjourned at 6:50 p.m.

  
Deborah A. Stearns, President

  
Joseph J. McDonnell, Clerk