

BREMEN TOWNSHIP TRUSTEES OF SCHOOLS
REGULAR QUARTERLY MEETING

April 3, 2017

5:35 P.M.

A Regular Quarterly Meeting of the Trustees of Schools, Township 36 North, Range 13 East, Cook County, Illinois was held at 5:35 p.m. on April 3, 2017 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 5:35 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
Joanne Keilman	Secretary and Member
Tina M. Moslander	Member
Kathy Novak	Member
Joseph J. McDonnell	Treasurer and Ex-Officio Clerk

Absent: Ms. J. Kay Giles, Ms. Nancy Hullinger, Dr. Gregory Jackson

4. Approval of Minutes

Ms. Keilman made a motion to approve the minutes of January 9, 2017 – Regular Quarterly Meeting, seconded by Ms. Novak. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak

NAYES: None

ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

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. Cancellation of Surety Bond #LSM0843558 for School District #144

Ms. Keilman made a motion to cancel Surety Bond #LSM0843558 for School District #144, seconded by Ms. Novak. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak

NAYES: None

ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

7. Approval of Surety Bond #LSM0978054 for School District #160

Ms. Novak made a motion to approve Surety Bond #LSM0978054 for School District #160, seconded by Ms. Keilman. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak

NAYES: None

ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

8. Approval of Employment Contract with Joseph J. McDonnell to Act as Bremen Township School Treasurer for the Upcoming Two Year Period Beginning July 1, 2017 and Ending June 30, 2019

Ms. Novak made a motion to approve the employment contract with Joseph J. McDonnell to act as Bremen Township School Treasurer for the upcoming two year period beginning July 1, 2017 and ending June 30, 2019, seconded by Ms. Moslander. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak

NAYES: None

ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

9. Approval of Treasurer's General Surety Bond for Fiscal Year 2017/2018

Ms. Novak made a motion to approve the Treasurer's general surety bond for fiscal year 2017/2018, seconded by Ms. Keilman. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak

NAYES: None

ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

10. Approval of Surety Bonds for All Bremen Township School Districts Issuing Bonds During Fiscal Year Ending June 30, 2018 and Delegation to the Bremen Township School Treasurer to Obtain Those Surety Bonds

Ms. Keilman made a motion for the approval of surety bonds for all Bremen Township School Districts issuing bonds during fiscal year ending June 30, 2018 and delegation to the Bremen Township School Treasurer to obtain those surety bonds, seconded by Ms. Novak. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak

NAYES: None

ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

11. 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, 2016 thru February 28, 2017. Mr. McDonnell also presented to the Board for approval the Treasurer's Office Statement of Expenditures for the periods ending June 30, 2016 – Final and for December 31, 2016 thru February 28, 2017.

Mr. McDonnell stated that the audit of fiscal year ended June 30, 2016 has been completed and will be presented later in the meeting. Mr. McDonnell explained that the cash balances as of June 30, 2016 – Final, being presented, were unchanged from the preliminary report that was previously provided to the Board. Mr. McDonnell explained the various cash balance levels over the past months presented and noted that we have begun to receive the first installment of property taxes in February 2017. Mr. McDonnell stated that cash balances continue to be higher than normal, due to the recent bond issues of a few School Districts. Mr. McDonnell also reviewed the investment details of the pooled funds. Mr. McDonnell mentioned that interest earnings should be higher than previous fiscal years, due to the higher cash balance and an increase in short-term interest rates, due to the Fed rate increases in December 2016 and March 2017.

Mr. McDonnell also discussed the Statement of Expenditures as presented and noted that expenditures are within budget, thru February 2017.

Mr. McDonnell reviewed the Treasurer's Office Expense allocation for the 2016/2017 fiscal year and explained how the allocation is calculated. Mr. McDonnell also reviewed the Annual Statement of Operations for 2015/2016 and the allocation of interest earnings for January 1, 2016 thru June 30, 2016. Mr. McDonnell mentioned that the office has converted all accounts payable and payroll accounts to ACH debit block and positive pay services. This should reduce the amount of fraudulent activity recently experienced on these accounts.

Under other items, Mr. McDonnell noted that the Annual Statement of Economic Interest

forms are currently due to the County Clerk's Office. Trustees should list both School Board Member position and Trustee of Schools position on their form. Mr. McDonnell mentioned, if running for re-election as a School Board Member, a separate Statement of Economic Interests form was required to be filed with your candidate petitions. However, you cannot use the same form filing as a candidate, so you must re-file in March 2017.

Ms. Moslander asked about the property tax collection rates of the Township. Mr. McDonnell stated that the collection rates vary by School District, but the average collection rate for the first installment of taxes currently being collected is around 85%. Historically, the average collection rate is around 95%, overall.

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

AYES: Stearns, Keilman, Moslander, Novak
NAYES: None
ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

12. Examination of the Books and Records of the Township School Treasurer's Office for the Fiscal Year Ended June 30, 2016 and Acceptance of the Annual Audit as prepared by the Auditing Firm of Mathieson, Moyski, Austin & Co., LLP

Mr. McDonnell presented to the Board for approval the annual audit of the Township School Treasurer's Office for the Fiscal Year Ended June 30, 2016. Mr. McDonnell stated that there were no audit findings during the year and that the auditors issued an unqualified opinion on the financial statements. Mr. McDonnell stated that there will be a couple new audit disclosures requirements, regarding pension obligations, for next fiscal year. Ms. Novak made a motion to approve the examination of the books and records of the Township School Treasurer's Office for the fiscal year ended June 30, 2016 and acceptance of the annual audit as prepared by the auditing firm of Mathieson, Moyski, Austin & Co., LLP, seconded by Ms. Keilman. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak
NAYES: None
ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

13. Approval of Commercial Insurance Proposal from Lucas Insurance Services Group, Inc.

Mr. McDonnell presented to the Board for approval the Commercial Insurance Proposal from Lucas Insurance Services Group, Inc. and mentioned that there was a slight increase of \$356 versus last year. Ms. Novak made a motion to approve the commercial insurance proposal from Lucas Insurance Services Group, Inc., seconded by Ms. Keilman. Members voted as

follows:

AYES: Stearns, Keilman, Moslander, Novak

NAYES: None

ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

14. Approval of Policy for Reimbursement of Travel, Meal and Lodging Expenses

Mr. McDonnell presented to the Board for approval a policy for reimbursement of travel, meal and lodging expenses as required under the Illinois Local Government Travel Expense Control Act (Public Act 99-604, effective January 1, 2017). Ms. Moslander made a motion to approve the policy for reimbursement of travel, meal and lodging expenses, seconded by Ms. Keilman. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak

NAYES: None

ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

15. Approval of 2017/2018 Tentative Budget for Township School Treasurer's Office

Mr. McDonnell presented to the Board for approval the 2017/2018 tentative budget for the Township School Treasurer's Office. Mr. McDonnell explained several line item increases and decreases versus the projected actual expenditures for 2016/2017. Ms. Novak made a motion to approve the 2017/2018 tentative budget for the Township School Treasurer's Office, seconded by Ms. Moslander. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak

NAYES: None

ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

16. New Business – Board Member Comments

Mr. McDonnell mentioned that the next Regular Quarterly Meeting is scheduled for Monday, July 3, 2017, followed by meetings on Monday, October 2, 2017, Monday, January 8, 2018 and Monday, April 2, 2018. Mr. McDonnell noted that the July 4th holiday is Tuesday, the day after the next meeting scheduled for Monday, July 3, 2107, and that the Board may want to consider rescheduling to Monday, July 10, 2017. Ms. Keilman made a motion to reschedule the next Regular Quarterly Meeting from Monday, July 3, 2017 to Monday, July 10, 2017, seconded by Ms. Moslander. Members voted as follows:

AYES: Stearns, Keilman, Moslander, Novak
NAYES: None
ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

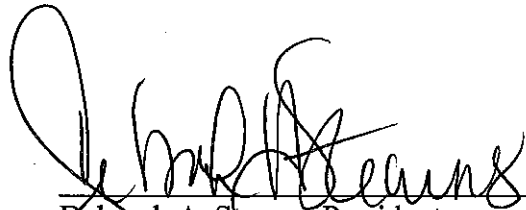
17. Adjournment

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

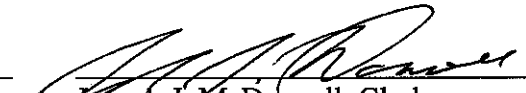
AYES: Stearns, Keilman, Moslander, Novak
NAYES: None
ABSENT: Giles, Hullinger, Jackson

Motion carried 4-0

Ms. Stearns declared the meeting adjourned at 6:10 p.m.



Deborah A. Stearns, President



Joseph J. McDonnell, Clerk

BREMEN TOWNSHIP TRUSTEES OF SCHOOLS
RESOLUTION APPROVING TRAVEL, MEAL AND LODGING POLICY

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government are required to establish regulations with respect to allowable travel expenses;

NOW, THEREFORE, be it ordained by the Bremen Township Trustees of Schools as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. The Bremen Township Trustees of Schools has prepared a Policy for Reimbursement of Travel, Meal and Lodging Expenses which regulates the reimbursement of all travel, meal, and lodging expenses of Trustees, administrators, and employees. A copy of the Policy for Reimbursement of Travel, Meal and Lodging Expenses, and its applicable exhibits, is attached hereto as Exhibit 1 to this Resolution.

Section 3. The Bremen Township Trustees of Schools approves and adopts the Policy for Reimbursement of Travel, Meal and Lodging Expenses.

Section 4. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 5. This Resolution shall be in full force and effect upon its passage.

PASSED THIS 3rd day of April, 2017.

AYES: *STEARNS, KEILMAN, MOSLANDER, NOVAK*

NAYS: *NONE*

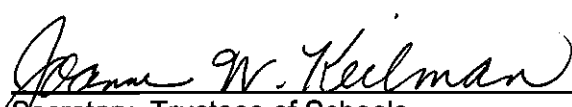
ABSENT: *GILES, HULLINGER, JACKSON*

APPROVED THIS 3rd day of April, 2017.



President, Trustees of Schools

ATTEST:



Secretary, Trustees of Schools

BREMEN TOWNSHIP TRUSTEES OF SCHOOLS
POLICY FOR REIMBURSEMENT OF TRAVEL, MEAL AND LODGING EXPENSES

The Illinois General Assembly recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017. As required by the Act, it is the Bremen Township Trustees of Schools ("Trustees of Schools") policy to regulate the reimbursement of all Trustee, administrator, and employee travel expenses as set forth below:

1. Definitions.

- a. "Entertainment" includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
- b. "Travel" means any expenditure directly incident to official Trustees of Schools business travel by Trustees, administrators, officers or employees of the involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

2. Reimbursable Rates. The Trustees of Schools shall reimburse permitted travel expenses as set forth on Exhibit A to this Policy.

3. Reimbursement Request Form. The Trustees of Schools shall only approve reimbursement of expenses if the Trustee, administrator, officer or employee submits said expenses on the Trustees of Schools Reimbursement Request Form, attached as Exhibit B. All documents submitted to the Trustees of Schools for reimbursement are public records subject to disclosure under the Freedom of Information Act, unless otherwise protected under that Act.

4. Entertainment Expenses. The Trustees of Schools shall not reimburse any Trustee, administrator, officer, or employee for any entertainment expense unless such expense is ancillary to the purpose of the program or event.

5. Trustees of Schools Approval of Certain Reimbursable Expenses. The following expenses for travel, meals, and lodging may only be approved by a roll call vote at an open meeting of the Board of Trustees of the Bremen Township Trustees of Schools:

- a. Any reimbursable expenses of a Trustees of Schools administrator, officer or employee that exceeds the maximum allowed under the regulations adopted under Section 2 of this Policy.
- b. Any reimbursable expense of a Trustee.
- c. Any other reimbursable expenses because of emergency or other extraordinary circumstances.

6. Compliance with Act. The Trustees of Schools shall comply with all other requirements of the Local Government Travel Expense Act and any Trustees of Schools' policy, procedure or resolution that conflicts with the provisions of the Local Government Travel Expense Act is hereby repealed to the extent of such conflict.

Adopted: April 3, 2017

EXHIBIT A – PERMISSIBLE TRAVEL EXPENSES

Types of Official Business Applicable to this Policy. The Board of Trustees of Bremen Township Trustees of Schools shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official Trustees of Schools business. Types of official Trustees of School business for which travel expenses may be reimbursed include, but are not limited to, conferences, meetings, athletic or other student events, board, trustee, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the Trustees of Schools mission.

The maximum reimbursable rates for travel are set forth as follows:

Maximum Reimbursable Rates for Transportation	
Air Travel	Lowest reasonable rate (coach)
Auto	IRS standard mileage rate at time of reimbursement
Rental Car	Lowest reasonable rate (midsize)
Rail or Bus	Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare, Public Transportation or Parking	Actual reasonable rate

Maximum Reimbursable Rates for Meals	
Breakfast	\$15.00 including tax and gratuity
Lunch	\$25.00 including tax and gratuity
Dinner	\$50.00 including tax and gratuity

Maximum Reimbursable Rates for Lodging	
Conferences/Meetings	Actual rate for the facility hosting the conference/meeting or negotiated rate, if any, for the other conference associated lodgings. Maximum \$200 per night, except for Major Cities, maximum \$300 per night

The following expenses **shall not** be reimbursable:

Entertainment including, but not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program, alcoholic beverages, personal items, laundry, travel insurance, supplemental rental car charges (such as insurance, locksmith and luxury vehicles), lodging within 25 miles of the Trustees of Schools office location, extra airfare charges (such as extra baggage charges, early boarding, seat selection and upgrades).

EXHIBIT B - TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM

Before an expense for travel, meals, or lodging may be approved under the Board of Trustees of Bremen Township Trustees of School Policy for Reimbursement of Travel, Meal and Lodging Expenses, the following minimum documentation must first be submitted, in writing, to the Trustees of Schools:

- (1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual's job title.

Name

Job Title

- (2) The date or dates and nature of the official Trustees of Schools business in which the travel, meal, or lodging expense was or will be expended. Please attach supporting documentation describing the nature of the official Trustees of Schools business event or program.

Name of Event or Program

Date(s) of Event or Program

Location of Event or Program

Purpose of Event or Program

- (3) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Trustees of Schools in considering your request for reimbursement. In the discretion of the Trustees of Schools, additional documentation relevant to the request for reimbursement may be required prior to action by the Trustees of Schools with respect to the reimbursement request.

Name

Signature

Date