

BREMEN TOWNSHIP TRUSTEES OF SCHOOLS
REGULAR QUARTERLY MEETING

January 8, 2018

6:02 P.M.

A Regular Quarterly Meeting of the Trustees of Schools, Township 36 North, Range 13 East, Cook County, Illinois was held at 6:02 p.m. on January 8, 2018 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 6:02 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
Tina M. Moslander	Vice-President and Member
Joanne Keilman	Secretary and Member
Darlene Washington	Member
Joseph J. McDonnell	Treasurer and Ex-Officio Clerk

Absent: Ms. Alesia Franklin-Allen, Ms. Nancy Hullinger, Ms. Natalie Myers

4. Approval of Minutes

Ms. Washington made a motion to approve the minutes of October 2, 2017 – Regular Quarterly Meeting, seconded by Ms. Moslander. Members voted as follows:

AYES: Stearns, Moslander, Keilman, Washington

NAYES: None

ABSENT: Franklin-Allen, Hullinger, Myers

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. Reorganization of Board of Trustees

Ms. Stearns opened the floor for nominations for Board President. Ms. Moslander nominated Ms. Stearns for Board President, seconded by Ms. Keilman. No other nominations were made. Members voted as follows:

AYES: Stearns, Moslander, Keilman, Washington
NAYES: None
ABSENT: Franklin-Allen, Hullinger, Myers

Motion carried 4-0

Ms. Stearns opened the floor for nominations for Board Vice-President. Ms. Keilman nominated Ms. Moslander for Board Vice-President, seconded by Ms. Stearns. No other nominations were made. Members voted as follows:

AYES: Stearns, Moslander, Keilman, Washington
NAYES: None
ABSENT: Franklin-Allen, Hullinger, Myers

Motion carried 4-0

Ms. Stearns opened the floor for nominations for Board Secretary. Ms. Moslander nominated Ms. Keilman for Board Secretary, seconded by Ms. Stearns. No other nominations were made. Members voted as follows:

AYES: Stearns, Moslander, Keilman, Washington
NAYES: None
ABSENT: Franklin-Allen, Hullinger, Myers

Motion carried 4-0

7. Cancellation of Surety Bond #022086 for School District 228

Ms. Keilman made a motion to approve the cancellation of Surety Bond #022086 for School District 228, seconded by Ms. Moslander. Members voted as follows:

AYES: Stearns, Moslander, Keilman, Washington
NAYES: None
ABSENT: Franklin-Allen, Hullinger, Myers

Motion carried 4-0

8. Approval of Surety Bond #LSM1084542 for School District 143 ½

Ms. Washington made a motion to approve Surety Bond #LSM1084542 for School

District 143 ½, seconded by Ms. Keilman. Members voted as follows:

AYES: Stearns, Moslander, Keilman, Washington

NAYES: None

ABSENT: Franklin-Allen, Hullinger, Myers

Motion carried 4-0

9. Approval of Surety Bond #LSM1084726 for School District 142

Ms. Stearns made a motion to approve Surety Bond #LSM1084726 for School District 142, seconded by Ms. Washington. Members voted as follows:

AYES: Stearns, Moslander, Keilman, Washington

NAYES: None

ABSENT: Franklin-Allen, Hullinger, Myers

Motion carried 4-0

10. Resolution to Approve Non-Discrimination and Anti-Harassment Policy (Public Act 100-0554)

Ms. Keilman made a motion to approve the Non-Discrimination and Anti-Harassment Policy as required under Public Act 100-0554, seconded by Ms. Washington. Members voted as follows:

AYES: Stearns, Moslander, Keilman, Washington

NAYES: None

ABSENT: Franklin-Allen, Hullinger, Myers

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 August 31, 2017 thru November 30, 2017. Mr. McDonnell also presented to the Board for approval the Treasurer's Office Statement of Expenditures for the periods ending August 31, 2017 thru November 30, 2017.

Mr. McDonnell reviewed the investment details of the pooled funds and explained the various types of investments. Mr. McDonnell explained the normal changes in cash balances during the Fall, with property taxes coming in August/September and normal spending down of cash balances in October/November. This spend down and reduction of cash balances will continue until the next property tax collections take place in the Spring. Mr. McDonnell mentioned that he continues to pursue investments in municipal securities, as some of those investments will mature over the next few months. Mr. McDonnell also stated that we continue

to see an increase in short-term money market rates offered by several banks. Mr. McDonnell stated that interest earnings continue to be higher than previous fiscal years, due to the higher cash balance and increased short-term interest rates, primarily as a result of the Fed Funds rate increases over the past year.

Mr. McDonnell also discussed the Statement of Expenditures as presented.

Mr. McDonnell mentioned that President Trump recently signed a new tax law that will take effect on January 1, 2018. However, the Internal Revenue Service has not had time to revise the various publications and income tax withholding tables, so those will be delayed until late January/early February. We will continue to use the 2017 withholding tax tables until the new tables have been released by the IRS. Mr. McDonnell also mentioned that the new IRS Business Standard Mileage Rate increased from 53.5 cents to 54.5 cents per mile, effective January 1, 2018. Mr. McDonnell stated that the 2017 Health Coverage Information Forms due date has been extended to March 2, 2018.

Under other items, Mr. McDonnell stated that the final Health Insurance premiums for 2018 have been received, and the office should save approximately \$9,000 from the 2017/2018 budget amount. However, we will incur an additional IMRF penalty on unused sick/vacation days paid to an employee that retired on December 31, 2017. This amount was higher than originally budgeted. Finally, Mr. McDonnell mentioned that the annual Statement of Economic Interests forms will be due to the Cook County Clerk's Office in March 2018. All Trustees will have to complete the form and include both their positions as a School Board Member and as a Trustee of Schools.

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

AYES: Stearns, Moslander, Keilman, Washington

NAYES: None

ABSENT: Franklin-Allen, Hullinger, Myers

Motion carried 4-0

12. Annual Investment Report Presentation

Mr. McDonnell presented the Annual Investment Report for the fiscal year ended June 30, 2017. Mr. McDonnell explained the performance of the pooled funds over the past fiscal year and highlighted the Federal Reserves impact on short-term interest rates during the period. Mr. McDonnell also discussed the changes in the pooled funds, both in maturity and diversification of investments. Mr. McDonnell stated that the pooled funds compared favorably to the indices used for benchmark purposes. As Mr. McDonnell has stated over the past few Board meetings, he anticipates interest earnings to be higher than last year, due to several increases in the Fed Funds rate over the past year, and the anticipated continued increases over the next fiscal year.

13. New Business – Board Member Comments

Mr. McDonnell mentioned that the next Regular Quarterly Meeting is scheduled for Monday, April 2, 2018 and noted the upcoming 2018/2019 meeting schedule.

14. Adjournment

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

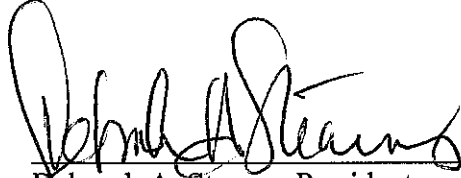
AYES: Stearns, Moslander, Keilman, Washington

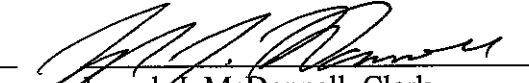
NAYES: None

ABSENT: Franklin-Allen, Hullinger, Myers

Motion carried 4-0

Ms. Stearns declared the meeting adjourned at 6:35 p.m.


Deborah A. Stearns, President


Joseph J. McDonnell, Clerk

BREMEN TOWNSHIP TRUSTEES OF SCHOOLS
RESOLUTION APPROVING NON-DISCRIMINATION AND ANTI-HARASSMENT
POLICY

WHEREAS, the Illinois General Assembly has recently enacted Public Act 100-0554, which Act become law on November 16, 2017; and

WHEREAS, pursuant to the Act, units of local government are required to establish a NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY;

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 NON-DISCRIMINATION AND ANTI-HARASSMENT which prohibits harassment, prohibits retaliation, provides protection under the Whistleblower Protection Act and the Illinois Human Rights Act, outlines reporting and investigation steps and responsive actions to be taken. A copy of the Policy for NON-DISCRIMINATION AND ANTI-HARASSMENT, 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 NON-DISCRIMINATION AND ANTI-HARASSMENT.

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 8th day of January, 2018.

AYES: *STEARNS, MOSCANDER, KEILMAN, WASHINGTON*

NAYS: *- NONE -*

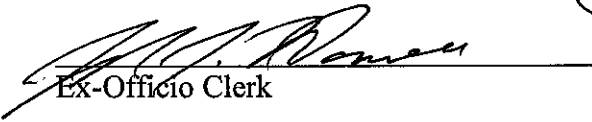
ABSENT: *FRANKLIN-ALLEN, HULLINGER, MYERS*

APPROVED THIS 8th day of January, 2018.

ATTEST:



President, Trustees of Schools



Ex-Officio Clerk

BREMEN TOWNSHIP TRUSTEES OF SCHOOLS

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

Adopted: January 8, 2018

Introduction

The Bremen Township Trustees of Schools is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits discriminatory practices, including discrimination, harassment and retaliation. Therefore, the Trustees of Schools expects that all relationships among persons in the workplace will be business-like and free of illegal bias, prejudice and harassment.

It is the responsibility of each and every employee, intern, officer, trustee, agent, volunteer, and vendor of the Trustees of Schools as well as anyone using the Trustees of Schools facilities, to refrain from discrimination, harassment and/or retaliation. The Trustees of Schools will not tolerate discrimination, including sexual or any other type of prohibited harassment, of or by any of its employees, interns, officers, trustees, agents, volunteers or vendors against an individual based on that individual's race, color, religion, sex, age, national origin, sexual orientation, marital status, pregnancy, civil union partnership, parental status, source of income, disability or handicap, veteran status or any other classification protected by any applicable federal, state or local law.

Definitions of Sexual Harassment and Other Prohibited Harassment

1. **Sexual harassment** may occur whenever there are unwelcome sexual advances, requests for sexual favors, or any other verbal, physical, or visual conduct of a sexual nature when:
 - a) submission to the conduct is made either implicitly or explicitly a condition of the individual's employment;
 - b) submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee/intern; or
 - c) the harassment has the purpose or effect of interfering with the employee/intern's work performance or creating an environment that is intimidating, hostile, or offensive to the employee/intern and to a reasonable person in the employee's position.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors;

sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering; catcalls or touching; insulting or obscene comments or gestures; display or circulation in the workplace of sexually suggestive objects or pictures (including through e-mail); and other physical, verbal or visual conduct of a sexual nature.

2. Sexual harassment on the basis of any other protected classification is also strictly prohibited. Under this Policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, age, national origin, sexual orientation, marital status, civil union partnership, parental status, source of income, disability or handicap, veteran status, or any other classification protected by any applicable federal, state or local law, and that:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- b) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening intimidating or hostile acts; denigrating jokes and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group (including through e-mail).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, professional conferences, business meetings and business-related social events.

Any employee or intern engaging in practices or conduct constituting discrimination, harassment or retaliation shall be subject to disciplinary action, up to and including dismissal of employment.

Retaliation is Prohibited

The Trustees of Schools prohibits retaliation against any individual who reports discrimination, harassment or retaliation, participates in an investigation of such reports, or files a charge of discrimination, harassment or retaliation. Retaliation is a serious violation of this Policy and, like harassment or discrimination itself, will be subject to disciplinary action, up to and including dismissal of employment. Individuals who report harassment or retaliation also have the protections of the Illinois Whistleblowers and Human Rights Acts.

Reporting Obligations and Procedures

1. Employee and Intern's Obligations to Report

Employees/interns who have experienced or witnessed conduct that they believe is contrary to this Policy should report such conduct, regardless of who the offender may be or whether or not you are the intended victim.

All supervisors and managers who become aware of any possible violation of this Policy have the obligation to both report the conduct and ensure that the improper conduct is stopped and corrective action is taken. Failure of a supervisor or manager to fulfill their obligations under this Policy may lead to disciplinary action, up to and including dismissal of employment.

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment, discrimination or retaliation. Therefore, while no fixed reporting period has been established, prompt reporting of complaints or concerns is required so that rapid and corrective action can be taken.

2. Reporting Procedures

If an employee/intern experiences or witnesses harassment, discrimination or retaliation of any kind, that employee/intern must report the conduct to his/her immediate supervisor, manager, the School Treasurer, any Trustee of Schools or the Illinois Department of Human Rights. If the immediate supervisor, manager or School Treasurer is the source of the problem, condones the problem or ignores the problem, the employee/intern may also contact the President of the Board of Trustees or any Board member with whom the employee/intern feels comfortable. Reports may be made confidentially. Any individual who makes a knowingly false report of harassment, discrimination or retaliation may be subject to disciplinary action up to, and including, termination of employment.

In addition (but not in lieu of reporting to any of those individuals listed above), to the extent the employee/intern feels comfortable, the incident(s) may be dealt with as directly and firmly as possible by clearly communicating your position to the offending person that the conduct is unwelcome and inappropriate and the behavior must stop. Employees/interns are not required to directly address the person who is engaging in the offending conduct before making the required notifications to any of those individuals listed above. Employees/interns also should document or record each incident (what was said or done, by whom, the date, time and place, and any witnesses to the incident). In addition, written records such as letters, notes, memos, e-mails, social media posts, tweets, texts, and telephone messages relating to the discrimination, harassment or retaliation should be retained and turned over

when the complaint is made to assist in the investigation. The initial report may be oral or written, but documentation of the notice/report/complaint should be made. If subsequent reports are needed, they should be put in writing. Regardless of whether a report is oral or written, an investigation will promptly be conducted.

3. Complaints Against Non-Employees/Third Parties

If an employee/intern makes a complaint alleging harassment, discrimination or retaliation against an agent, vendor, supplier, contractor, volunteer or person using the Trustees of Schools facilities, the School Treasurer (or his/her designee) will investigate the incident(s) and determine the appropriate action, if any. The Trustees of Schools will make reasonable effort to protect employees while working from further contact with such persons.

Investigations and Responsive Action

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The Trustees of Schools (either the School Treasurer or his/her designee) will make every reasonable effort to conduct an investigation in a responsible and confidential manner. If the allegations are against the School Treasurer, the President of the Board of Trustees or its designee will investigate the allegations. *However, it is impossible to guarantee absolute confidentiality*, as the Trustees of Schools must share information on a need-to-know basis in order to investigate thoroughly and to take appropriate action when necessary. An investigation will be conducted and appropriate action will be taken when necessary. At no time will personnel involved in the alleged discrimination, harassment or retaliation conduct the investigation. Employees/interns must cooperate and provide truthful information in any investigation of workplace wrongdoing or risk disciplinary action, up to and including dismissal. Misconduct constituting harassment, discrimination and/or retaliation will be dealt with appropriation and promptly.

Although the above Policy defines "unlawful" harassment, it is also a violation of this Policy to commit or engage in any unprofessional or inappropriate conduct based on any protected classification, whether or not such conduct rises to the level of "unlawful" harassment.

In addition to the Trustees of Schools internal complaint procedure, employees should also be aware that the federal Equal Employment Opportunity Commission (EEOC) and the Illinois Department of Human Rights (IDHR) investigate and prosecute complaints of harassment, discrimination and retaliation in employment. Employees/interns may contact the EEOC and the IDHR directly.

**NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY
ACKNOWLEDGEMENT**

I fully understand the Non-Discrimination and Anti-Harassment Policy of the Bremen Township Trustees of Schools.

I have been allowed the opportunity to review this policy.

I have been advised that the Bremen Township Trustees of Schools has before and may in the future implement policy changes and revisions.

I have been asked by the individual who presented me with this policy whether I have any questions, and

_____ I have no questions.

_____ My question(s) have been resolved pertaining to the following:

_____ I still have questions and would like to request a meeting with the President of the Board of Trustees.

Employee Signature

Date

Print Employee Name