



**To:** Dr. Charles Johns  
Board of Education

**From:** Vicki L. Tarver  
Director of Business Services/CSBO

**Date:** February 22, 2021

**Re:** Approval of a Resolution for Appointment of IMRF Authorized Agent

**Recommendation**

It is recommended that the Board of Education approve a resolution for the appointment of Jennifer R. Zalatoris as IMRF authorized agent pursuant to the Illinois Pension Code: (40ILCS 5/7-135).

**Background**

District 225 participates in the Illinois Municipal Retirement Fund to provide pension benefits to qualified non-certified employees. The IMRF Act requires that each employer appoint an Authorized Agent to oversee the administration of the program. The Director of Business Services/CSBO has previously served as the Authorized Agent.

Responsibilities of the Authorized Agent include acting as the agent of the governing body in IMRF matters, oversight of payroll related functions and financial reconciliation of member contributions. Upon review of the powers and duties of an Authorized Agent, it is recommended that the role of Authorized Agent be served by the Payroll Manager.

**Attachments**

Notice of Appointment of Authorized Agent IMRF Form 2.20

**RESOLUTION FOR THE APPOINTMENT  
OF IMRF AUTHORIZED AGENT**

WHEREAS, The Northfield Township High School District No. 225 is an Illinois Municipal Retirement Fund (IMRF) employer; and

WHEREAS, It is necessary for the Governing Board of Northfield Township High School District No. 225 to appoint an Authorized Agent;

NOW, THEREFORE, Be It Resolved by the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois, as follows:

1. That the Northfield Township High School District No. 225 Authorized Agent to IMRF effective March 1, 2021 shall be Jennifer R. Zalatoris.
2. This Resolution shall be in full force and effect after passage and approval as required by law.

BOARD OF EDUCATION  
NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT NO. 225  
COOK COUNTY, ILLINOIS

By: \_\_\_\_\_  
President, Board of Education

Attest: \_\_\_\_\_  
Secretary, Board of Education

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF COOK            )

**CERTIFICATION OF RESOLUTION**

I, the undersigned, do hereby that I am the duly qualified and acting Secretary of the Board of Education of Northfield Township High School District No. 225, Cook County, Illinois (the “Board”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION FOR THE APPOINTMENT  
OF IMRF AUTHORIZED AGENT**

which said resolution was adopted at a meeting of the Board held on the 22nd day of February, 2021.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote of the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the School Code of the State of Illinois, as amended and that the Board has complied with all of the provisions of said Acts and said Codes and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 22nd day of February, 2021.

\_\_\_\_\_  
Secretary, Board of Education



# NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME Northfield Township High School District 225		EMPLOYER IMRF I.D. NUMBER 01581	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms.	LAST NAME Zalatoris, Jennifer R.	FIRST NAME	MIDDLE INITIAL JR., SR., II, ETC.
TYPE OF GOVERNING BODY Public School District			
DATE APPOINTMENT MADE (MM/DD/YYYY) 02/22/2021	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 03/01/2021	POSITION TITLE Payroll Manager	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):			
To file Petition for Nominations of an Executive Trustee of IMRF		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
To cast a Ballot for Election of an Executive Trustee of IMRF		<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>X</b> <u>Jennifer Zalatoris</u> SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE		02/22/2021 DATE (MM/DD/YYYY)	
<b>CERTIFICATION</b>			
I, <u>Rosanne Williamson</u>		do hereby certify that I am <u>Board Secretary</u>	
NAME		CLERK OR SECRETARY	
of the <u>Northfield Township High School District 225</u>			
NAME OF EMPLOYER			
and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.			
SEAL		SIGNATURE OF CLERK OR SECRETARY	
<b>BUSINESS ADDRESS</b>			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
<input checked="" type="checkbox"/> Ms. <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. Jennifer R. Zalatoris			
BUSINESS ADDRESS 3801 W. Lake Ave.			
CITY STATE AND ZIP + 4 Glenview, IL 60026			
DAYTIME TELEPHONE NO. (with Area Code) (847) 486-4726		ALTERNATE TELEPHONE NUMBER (with Area Code) (847) 998-6100	
FAX NO. (with Area Code) (847) 486-4734		EMAIL ADDRESS jzalatoris@glenbrook225.org	

IMRF

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Employer Only Phone: 1-800-728-7971 Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289