



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Tuesday, September 11, 2018

**Re:** Appointment of Assistant and Associate Township School Treasurers

**Recommendation**

It is recommended that the Board of Education approve the appointments of Kim Ptak and Vicki Tarver as Associate Township School Treasurers, and R.J. Gravel as Assistant Township School Treasurer for FY2018-19.

**Background**

As part of the district’s long-term partnership with the Northfield Township School Treasurer’s office, the Business Services department provides day-to-day support to township school districts through the management of banking and investment services. In addition members of our district’s staff also provide accounting services which include monthly bank reconciliations, the development of financial statements, and are also responsible for leading all transactions relative to property tax appeals.

The Northfield Township School Treasurer pays an annual stipend to each Assistant and Associate Treasurer for services performed on behalf of the Treasurer’s office. Historically, the office appoints each school district’s Chief School Business Official as an Assistant Treasurer to support their individual school district’s operations. Additionally, because our department provides day-to-day support to all township school districts, two additional Associate Treasurers are appointed. These appointments are then confirmed by each school district’s Board of Education. For the 2018-19 fiscal year, the following individuals are recommended for appointment:

<u>Name</u>	<u>Responsibility</u>	<u>Stipend</u>	<u>Date of Appointment</u>
Kim Ptak	Associate Treasurer	\$2,500 per Year	September 1, 2018
Vicki Tarver	Associate Treasurer	\$5,900 per Year	September 1, 2018
R.J. Gravel	Assistant Treasurer	\$500 per Year	July 1, 2018

# NORTHFIELD TOWNSHIP SCHOOL TRUSTEES

3801 West Lake Avenue, Suite 301, Glenview, Illinois 60026

RE: Appointment of Assistant Township School Treasurers

The following named individuals have been designated as Assistant and Associate Township School Treasurers for the 2018-19 fiscal year starting July 1, 2018:

<u>Name</u>	<u>Responsibility</u>	<u>Stipend</u>	<u>Date of Appointment</u>
Kim Ptak	Associate Treasurer	\$2,500 per Year	September 1, 2018
Vicki Traver	Associate Treasurer	\$5,900 per Year	September 1, 2018
R.J. Gravel	Assistant Treasurer	\$500 per Year	July 1, 2018

These appointments are contingent on the named individuals satisfying all the requirements for the position to include the procurement of a surety bond.

These appointments were reviewed and approved by the Northfield Township High School District No. 225 Board of Education on September 11, 2018.

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Rosanne Williamson  
Secretary - Board of Education  
Northfield Township High School District  
No. 225  
Cook County, Illinois