



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

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

**Date:** Tuesday, June 21, 2016

**Re:** Appointment of Assistant Township School Treasurer

**Recommendation**

It is recommended that the Board of Education approve the appointments of Tracy Miller and Vicki Tarver as Assistant Township School Treasurers for FY2017.

**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 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 Assistant Treasurers are appointed. These appointments are then confirmed each school district's Board of Education. For the 2016-2017 fiscal year, the following individuals have been identified as Assistant Township School Treasurers:

<u>Name</u>	<u>Responsibility</u>	<u>Salary</u>	<u>Date of Appointment</u>
R.J. Gravel	District 225	\$500	May 23, 2016
Tracy Miller	All Township Districts (Primary Contact)	\$4,400	June 27, 2016
Vicki Traver	All Township Districts (Secondary Contact)	\$4,000	June 27, 2016

**NORTHFIELD TOWNSHIP SCHOOL TRUSTEES**

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

RE: Appointment of Assistant Township School Treasurer

The following named individual was designated as the Assistant Township School Treasurer for the 2016/2017 fiscal year starting July 1, 2016.

Name: Tracy Miller

Salary: \$4,400

School District: Northfield Township High School District 225

Date of Board Approval:

This appointment is contingent on the named individual satisfying all of the requirements for the position to include the procurement of a surety bond.

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Signature of Secretary of Board                      Date

**NORTHFIELD TOWNSHIP SCHOOL TRUSTEES**

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

RE: Appointment of Assistant Township School Treasurer

The following named individual was designated as the Assistant Township School Treasurer for the 2016/2017 fiscal year starting July 1, 2016.

Name: Vicki Tarver

Salary: \$4,000

School District: Glenbrook High School District 225

Date of Board Approval:

This appointment is contingent on the named individual satisfying all of the requirements for the position to include the procurement of a surety bond.

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Signature of Secretary of Board                      Date