



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel

Date: Monday, June 25, 2018

Re: Appointment of Assistant Township School Treasurer

Recommendation

It is recommended that the Board of Education approve the appointments of R.J. Gravel, Tracy Miller and Vicki Tarver 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 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 by each school district’s Board of Education. For the 2018-19 fiscal year, the following individuals have been identified as Assistant Township School Treasurers:

<u>Name</u>	<u>Responsibility</u>	<u>Stipend</u>	<u>Date of Appointment</u>
R.J. Gravel	District 225	\$500 per Year	July 1, 2018
Tracy Miller	All Township Districts (Primary)	\$4,400 per Year	July 1, 2018
Vicki Traver	All Township Districts (Secondary)	\$4,000 per Year	July 1, 2018

NORTHFIELD TOWNSHIP SCHOOL TRUSTEES

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

RE: Appointment of Assistant Township School Treasurer

The following named individuals has been designated as an Assistant Township School Treasurer for the 2018-19 fiscal year starting July 1, 2018:

<u>Name</u>	<u>Responsibility</u>	<u>Stipend</u>	<u>Date of Appointment</u>
R.J. Gravel	District 225	\$500 per Year	July 1, 2018
Tracy Miller	All Township Districts (Primary)	\$4,400 per Year	July 1, 2018
Vicki Traver	All Township Districts (Secondary)	\$4,000 per Year	July 1, 2018

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

These positions appointments were reviewed and approved by the Northfield Township High School District No. 225 Board of Education on June 25, 2018.

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