



To: Dr. Mike Riggle
Board of Education

From: Dr. R.J. Gravel

Date: Monday, March 20, 2017

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 Treasurer for FY2018 and FY2019.

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 2017-2018 and 2018-2019 fiscal years, 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, 2017
Tracy Miller	All Township Districts (Primary)	\$4,400 per Year	July 1, 2017
Vicki Traver	All Township Districts (Secondary)	\$4,000 per Year	July 1, 2017

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 2017/18 and 2018/19 fiscal years starting July 1, 2017.

Name: Raoul Gravel

Stipend: \$500 per year

School District: Northfield Township High School District 225

Date of Board Approval: March 20, 2017

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

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 2017/18 and 2018/19 fiscal years starting July 1, 2017.

Name: Tracy Miller

Stipend: \$4,400 per year

School District: Northfield Township High School District 225

Date of Board Approval: March 20, 2017

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

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 2017/18 and 2018/19 fiscal years starting July 1, 2017.

Name: Vicki Tarver

Stipend: \$4,000 per year

School District: Northfield Township High School District 225

Date of Board Approval: March 20, 2017

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

Signature of Secretary of Board Date