

**MINUTES OF A REGULAR MEETING OF THE BOARD OF EDUCATION OF  
SENECA TOWNSHIP HIGH SCHOOL, DISTRICT 160, SENECA, IL**

A regular meeting of the Seneca Township High School Board of Education was held on April 15, 2020, at 6:00 p.m. President Frye called the meeting to order with roll call.

1. ROLL CALL: Present: Johnson, Hamilton, Frye, Eltrevoog, Yandell  
Absent: Olson  
Olson stepped in at 6:48pm

Others present: Superintendent Jim Carlson, Principal Marty Voiles, Assistant Principal Michael Coughlin, CSBO Dan Stecken, Board Secretary Nadine Maierhofer, and Tiffany Biros.

2. OATH OF OFFICE FOR TIFFANY BIROS

President Frye administered the Oath of Office to Tiffany Biros.

3. RECOGNITION OF GUESTS AND VISITORS

No student award winners were recognized this month.

4. INVESTMENT REPORT

Dr. Carlson reviewed the Investment Report. President Frye stated that the Investment Report would stand approved as presented, subject to audit.

5. FINANCIAL INFORMATION

Dr. Carlson reviewed the Financial Dashboards .

6. TREASURER'S REPORT

Dr. Carlson presented the Treasurer's Report in Rob Maierhofer's absence. President Frye stated that the Treasurer's Report would stand approved subject to audit.

7. APPROVAL OF MINUTES

- A. Regular Minutes
- B. Building, Grounds, and Transportation Committee Minutes

Dr. Carlson stated he received no additions or corrections to the minutes. President Frye stated minutes would stand approved as presented.

8. ACCOUNTS PAYABLE

Dr. Carlson reviewed the accounts payable.

President Frye asked for a motion to approve the accounts payable as presented.

A motion was made by Joe Johnson and seconded by Jason Eltrevoog to approve the accounts payable as presented.

ROLL CALL: Ayes: Johnson, Yandell, Biros, Eltrevoog, Frye, Hamilton  
Nays:  
Motion Carried

9. PUBLIC COMMENT

No requests for public comment were received.

10. EDUCATIONAL ITEM

No educational items were presented.

11. COMMITTEE REPORTS

None.

12. SUPERINTENDENT'S REPORT

A. Finance Report

1. Pitney Bowes Contract

Dr. Carlson briefed the Board on our lease agreement with Pitney Bowes. In addition to them being our postage provider, Pitney Bowes provides us with human resource updates as well. This new lease offers a small quarterly cost savings and with it being an operating lease we could cancel at any point during the lease with no penalty or early termination fee.

A motion was made by Rich Hamilton and seconded by Cory Yandell to approve the contract with Pitney Bowes for postage.

ROLL CALL: Ayes: Hamilton, Johnson, Yandell, Biros, Eltrevoog, Frye  
Nays:  
Motion Carried

B. Personnel Report

1. e-Leaning Administrative Job Duties:  
Dr. Carlson briefly went over the Administrative job duties of our Principal, Assistant Principal, Director of Special Services, and Activities Director.
2. Hillman Pediatric Therapy Professional Service Agreement:  
Dr. Carlson mentioned Hillman's PT & OT services agreement was enclosed in their board packet. The cost is \$74, which includes mileage. This is an increase of \$1.00 an hour from last year.

A motion was made by Joe Johnson and seconded by Jason Eltrevoog to approve the Personnel Report as presented.

ROLL CALL: Ayes: Johnson, Yandell, Biros, Eltrevoog, Frye, Hamilton  
Nays:  
Motion Carried

C. Building, Grounds & Transportation

1. Building Update

Dr. Carlson reviewed various building related projects and issues. He touched on a few topics: They will be replacing an RPZ in the 1978 boiler room; adding rock to stop erosion at Rat Run; and to finalize the bid documents for the south parking lot project at main campus and the gravel parking lot next to the Transportation Building. The anticipated bid opening is May 14<sup>th</sup>.

D. Emergency Suspension of Policy Due to COVID-19

Dr. Carlson informed the Board that the enclosed resolution; which has been reviewed by our attorney, was drafted by the Illinois Association of School Boards. This resolution gives us legal authority to be efficient during these uncertain times. It allows Dr. Carlson to act on things as long as he is consulting with Board President, Ron Frye; while keeping the entire Board informed.

A motion was made Rich Hamilton and seconded by Cory Yandell to approve the Emergency Suspension of Policy Due to COVID-19 Pandemic Resolution.

ROLL CALL: Ayes: Hamilton, Johnson, Yandell, Biros, Eltrevoog, Frye  
Nays:  
Motion Carried

E. PRESS Policies

1. First Reading

Dr. Carlson reviewed PRESS policy changes.

F. Executive Session

Dr. Carlson indicated he did not need an Executive Session.

13. PRINCIPAL/ASSISTANT PRINCIPAL REPORT

A. E-Learning Update

Mr. Voiles mentioned several different topics on our how our e-Learning is working:

He is in contact with Faculty on a daily basis, and he is very happy on how quickly the faculty is responding to not only him, but our students and parents. All students but 1 have been contacted, whether it be via email or by phone. We need to see that the students get into their "routine" of what is expected of them for remainder of our "Stay at Home Ban"

Monday thru Wednesday are his/Mr. Coughlin's days to communicate with Faculty

Thursday is their virtual ZOOM meetings with all staff at 2pm

Friday, he receives academic updates on struggling students

Friday, faculty members have office hours and schedule ZOOM meetings with students

Both Mr. Voiles and Mr. Coughlin have links/passwords to jump in on ZOOM meetings between faculty/students if needed

Both Mr. Voiles and Mr. Coughlin can check PowerSchool for all homework assignments

Mr. Coughlin has checked in on students/families for not only issues with WIFI setup but for general wellness checks and to make sure there anything else that the families might need

Teachers seem concerned about the final outcome in May

Mr. Voiles touched basis on what some of the faculty members are doing with their students for projects/homework

Mr. Voiles stated that communication from Faculty has been wonderful

Mr. Coughlin mentioned he is still playing the disciplinarian role. He is making calls home to double check on those students that are not completing assignments for one reason or another. Parents/Guardians are very grateful for his calls as it seems the students are looking "busy" at home, but not completing their homework assignments.

14. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

Dr. Carlson mentioned there was one FOIA request from Nathan Mihelich, IRTA Online. There was an informational message from ISBE, and Dr. Carlson reminded the Board of the requirement to submit a Statement of Economic Interest and discussed ZOOM Committee sessions, 2020 Senior Spotlights on Facebook, and that each Board/Staff/Student will all receive a "yard" sign to show our proud support for Seneca High School.

15. ACTION ITEMS AFTER EXECUTIVE SESSION

No action items were discussed.

16. ADJOURNMENT

The meeting adjourned at 7:01 p.m.

  
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President, Board of Education

5-20-2020  
Date

  
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Secretary, Board of Education

5-20-2020  
Date