

**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 June 17, 2020, at 6:00 p.m. President Frye called the meeting to order with roll call.

- I. ROLL CALL: Present: Johnson, Hamilton, Frye, Olson, Eltrevoog, Yandell, Biros
Absent:

Others present: Superintendent Jim Carlson, Principal Marty Voiles, Assistant Principal Michael Coughlin, CSBO Dan Stecken, Board Secretary Nadine Maierhofer, and Faculty Member Kent Weber.

2. RECOGNITION OF GUESTS AND VISITORS

No student award winners were recognized this month.

3. INVESTMENT REPORT

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

4. FINANCIAL INFORMATION

Dr. Carlson reviewed the Financial Dashboards.

5. 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.

6. APPROVAL OF MINUTES

- A. Regular Minutes, dated May 20, 2020
- B. Finance/Personnel Committee Minutes, dated May 26, 2020
- C. Building, Grounds/Transportation Committee Minutes, dated June 3, 2020
- D. Finance/Personnel Committee Minutes, dated June 3, 2020
- E. Co-Curricular Committee Minutes, dated June 10, 2020

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

7. 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 Rich Hamilton to approve the accounts payable as presented.

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

8. PUBLIC COMMENT

No requests for public comment were received.

9. EDUCATIONAL ITEM

No educational items were presented.

10. COMMITTEE REPORTS

Joe Johnson gave a brief report from the Building, Grounds, and Transportation Committee meeting from June 3, 2020.

Jason Eltrevoog gave a brief report from the Finance/Personnel Committee Meeting from May 26, 2020 and June 3, 2020.

Sara Olson gave a brief report from the Co-Curricular Committee Meeting from June 10, 2020.

11. SUPERINTENDENT'S REPORT

A. Finance Report

1. Amended FY 20 Budget

Dr. Carlson briefed the Board as it was previously discussed at the Hearing earlier this evening; we are transferring \$350,000 from the Transportation Fund to the Capital Projects Fund. Our ending fund balances will be adjusted with our audit.

A motion was made by Rich Hamilton and seconded by Jason Eltrevoog to approve the Amended FY20 Budget as presented.

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

Motion Carried

2. Property/Casualty, Workers' Comp, Student Insurance

Dr. Carlson mentioned property/casualty went up 45% and Workers' Comp increased 5%. This is our first year with PSIC that we received an increase after three years of significant savings.

A motion was made by Sara Olson and seconded by Rich Hamilton to approve the renewal for Property/Casualty, Workers' Comp, and Student Insurance as presented.

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

3. Grundy Lease Bank Agreement

Dr. Carlson mentioned funds from the lease will be used to pay for the Audio/Visual System in the Auditorium, R-Lock Security System, and other computer equipment. This lease agreement is paid with funds generated from the lease levy. This is a 6-month lease, 6-monthly payments of \$100,148.08 with an interest rate of 3.25%. First payment will start on July 23, 2020.

A motion was made by Jason Eltrevoog and seconded by Cory Yandell to approve the Grundy Bank Lease Agreement as presented.

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

Motion Carried

4. Treasurer Bond

Dr. Carlson stated Nixon Insurance Company provides this bond in the amount of \$6,000,000. The annual premium is \$5,416 which is an increase of \$582 from last year after several years without an increase.

A motion was made by Sara Olson and seconded by Cory Yandell to approve the Treasurers Bond as presented.

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

Motion Carried

5. Park Board Intergovernmental Agreement

Dr. Carlson stated our agreement with the Park Board calls for an annual facilities usage payment of \$3,500.00. He noted that we have waived this fee for the past eight years and the Finance/Personnel Committee recommended waiving it again this year.

A motion was made by Tiffany Biros and seconded by Jason Eltrevoog to waive the facility usage fee associated with the Village Intergovernmental Agreement.

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

6. Amended FY 21 Budget

Dr. Carlson stated that at this time we have a deficit budget due to the expected losses in revenue from investments, CPPRT, state support, and the uncertainty surrounding property taxes.

7. Contract with Reflective Learning

Dr. Carlson stated that administration would like to engage in the services of Sherry St. Clair again this next school year. The consensus of the administration was that our work with Sherry this past school year was very productive. He stated our goal of the 2020-21 school year is to finish what we began and to also provide Mr. Coughlin, Mr. Stecken, and Mrs. Rockrohr another year of quality PD.

A motion was made by Cory Yandell and seconded by Rich Hamilton to approve the Reflective Learning Contract as presented.

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

B. Personnel Report:

1. Honorable Dismissal of Special Needs Program Aide:

Dr. Carlson mentioned with a decrease in numbers of students in the Life Skills program, we do not need as many paraprofessionals.

Kelley Brummel was hired to work this past school year in Mrs. Ugolini's program.

2. Non-Union Employee Rates:
Dr. Carlson mentioned the Finance/Personnel Committee is recommending a 3% increase for our non-union support staff personnel.
3. Retirement Letter:
Dr. Carlson mentioned the retirement letter received from Mike Applebee is announcing his intent to retire following the 2023-2024 school year.
4. Summer School Worker:
Dr. Carlson stated we had a summer maintenance worker accept a job elsewhere. This then created an opening on Barry's summer crew. Tom Cahill was Barry's choice of hire to fill this vacancy.
5. 20-21 Co-Curricular List:
Dr. Carlson stated we have a new updated Co-Curricular list where Jace Walsh has been added as an assistant baseball coach replacing Nick Kirkton.

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

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

C. Building, Grounds & Transportation

1. Building Update:

Dr. Carlson mentioned our crew is still working on ballast bypass in several areas. We are waiting on a quote for LED fixtures to start the next phase. All 7 electrical panels have been replaced. Two exhaust fans in the auto shop had fan motors fail, they have been replaced. We have started scanning documents for all the construction, additions and remodels of the Main Campus building. This is being done for easy retrieval for future reference. Once all blueprints are organized, they will be forwarded to an outside source for scanning to a digital media. We have discussed the need to eventually replace the 1978 boilers. We are in the process of staining/painting doors and stairwell hand rails. Shrubs and tree trimming is complete.

2. Projects Update:

Dr. Carlson updated the Board on Building and Grounds issues. The camera system upgrade is about 60% completed and is still expected to be finished by July 15, 2020. The R-Lock security enhancements have been moving along nicely.

D. Final 2019-20 School Calendar

Dr. Carlson informed the Board that in the past they've always been required to approve the final school calendar; this year was a little different. Due to stay at home orders, and shutdown of most things, our final calendar was delayed. ISBE allowed administration submission of the final calendar without Board approval.

E. Risk Management Plan

Dr. Carlson mentioned that each year the Board reviews, updates, and approves the Risk Management Plan. There are no changes to the Plan this year and items listed in the plan may be charged to the Tort Fund.

A motion was made by Rich Hamilton and seconded by Cory Yandell to adopt the Risk Management Plan as presented.

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

F. Open and Close Activity Accounts

Dr. Carlson mentioned that each June we open and close activity accounts. This year we will close the Class of 2020 and we will open the Class of 2024.

A motion was made by Sara Olson and seconded by Tiffany Biros to approve the opening and closing of the Activity Accounts as presented.

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

G. Policy

Dr. Carlson mentioned aside from Miss Lardi's name change to Mrs. Allie Keinath, there were no significant changes to our 5 handbooks since they were last reviewed in May.

A motion was made by Jason Eltrevoog and seconded by Cory Yandell to adopt the Handbooks as presented.

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

H. Executive Session

Dr. Carlson explained he would ask for an executive session at the end of the meeting.

12. PRINCIPAL/ASSISTANT PRINCIPAL REPORT

Mr. Voiles stated that the start of our school year will be a little different this fall due to the social distancing that must take place. Our speaker, Ted Wiese, has been canceled for August 2020 and he will hold our reservation for the Fall of 2021. We will have a Freshman Orientation Day, it is just unknown as to what will take place at this time.

Mr. Voiles mentioned that along with the help of Mr. Haines they have been around the school measuring classrooms. This information will be discussed at their Administration meeting scheduled for this week. Summer registration information has been sent out and will take place in July through early August. Registration fees will stay the same, early registration will earn a \$25 discount.

Both Mr. Voiles and Mrs. Coughlin explained how student grades were handled for the Spring Semester of 2020. There were approximately 100 students that received incompletes throughout the e-learning process. Faculty had reached out to the students, letters were sent home from the Main Office/Mr. Voiles, and Mr. Coughlin made personal phone calls to all 100 families. Where feedback from the phone calls seemed to be positive, only a very small handful of students had attempted to increase their grade and/or complete thee-learning assignments. In the most recent letter sent home, all students were given until Wednesday, July 17, 2020, to email Mr. Voiles in regards to some type of recovery program/face to face learning with a faculty member during the month of July. One student did send an email; therefore, they will be the only one to attend this recovery program from July 6 - July 17.

13. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

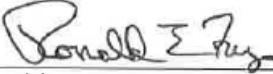
Dr. Carlson mentioned there was one FOIA request from Katie Mathisen, University of Wisconsin-Madison, requesting policies for research studies. He stated there was a thank-you note from Kathy Phelan for flowers sent on behalf of her sister passing; as well as Weekly Newsletters from the Superintendent.

14. ACTION ITEMS AFTER EXECUTIVE SESSION

No action items were discussed.

15. ADJOURNMENT

The meeting adjourned at 9:05 p.m.



President, Board of Education

7-15-2020
Date



Secretary, Board of Education

7-15-2020
Date