

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 February 19, 2020, at 6:00 p.m. President Frye called the meeting to order with roll call.

1. ROLL CALL: Present: Johnson, Hamilton, Frye, Victor, Eltrevoog,  
Absent: Olson, Yandell

Others present: Superintendent Jim Carlson, Principal Marty Voiles, Assistant Principal Michael Coughlin, Recording Secretary Nadine Maierhofer, CSBO Dan Stecken, a member from the Ottawa Radio, and student award winners and their guests.

Cory Yandell arrived at 6:07pm.

2. RECOGNITION OF GUESTS AND VISITORS

The student award winners were recognized.

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 and Committee Minutes

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

- B. Executive Session Minutes

Dr. Carlson requested that the Executive Session Minutes from July 2019 through December 2019 be approved. In last month's meeting the wrong 6 months were requested, January 2019 through June 2019.

A motion was made by Joe Johnson and seconded Mark Victor to approve the Executive Session minutes from July 2019 through December 2019.

ROLL CALL: Ayes:, Johnson, Victor, Yandell, Eltrevoog, Frye, Hamilton

Nays:

Motion Carried

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, Victor, Yandell, Eltrevoog, Frye, Hamilton

Nays:

Motion Carried

8. PUBLIC COMMENT

No requests for public comment were received.

9. EDUCATIONAL ITEM

There was no Educational Item.

10. COMMITTEE REPORTS

Mark Victor gave a brief report from the Building, Grounds, and Transportation Committee Meeting.

Jason Eltrevoog gave a briefreport from the Finance/Personnel Committee Meeting.

11. SUPERINTENDENT'S REPORT

A. Finance Report

1. Consultant Contract with Bojangles Tech

Dr. Carlson briefed the Board on a new 2-year contract with Helen Kinkin to continue working with our Powerschool Program, in particular with online registration.

A motion was made by Mark Victor and seconded Jason Eltrevoog to approve the Contract with Helen Kinkin/Bojangles Tech as presented.

ROLL CALL: Ayes: Victor, Yandell, Eltrevoog, Frye, Hamilton, Johnson

Nays:

Motion Carried

2. Health Insurance Broker of Record

Dr. Carlson informed the Board that in order for us to join the EBC Health Insurance Cooperative the district must have Gallagher Benefit Services as its broker of record for at least 18 months. This will require us to change from Horton Group to Gallagher effective immediately at no cost to us for the change.

A motion was made by Rich Hamilton and seconded by Mark Victor to approve Gallagher Benefit Services as health/dental/life insurance broker of record.

ROLL CALL: Ayes: Hamilton, Johnson, Victor, Yandell, Eltrevoog, Frye

Nays:

Motion Carried

B. Personnel Report

1. Summer Workers

Dr. Carlson briefed the Board on the Summer Workers timeline. This month was just informational as at the March Board meeting summer student workers will be hired.

2. Summer School Teachers

Dr. Carlson briefed the Board on the list of teachers that will be teaching summer school. He also mentioned that we plan to offer Dual Credit Speech, Drivers Ed, World History, American Government, and Algebra I. We will also offer the Bridge Program again this year.

A motion was made by Jason Eltrevoog and seconded Mark Victor to approve the Personnel Report presented.

ROLL CALL: Ayes: Eltrevoog, Frye, Hamilton, Johnson, Victor, Yandell

Nays:

Motion Carried

C. Building, Grounds & Transportation

1. Building Update

Dr. Carlson briefed the Board on a few items: 1) we have 40 year old fixtures that we have been slowly replacing with the Com Ed rebate money; 2) controller for the burglar alarm was replaced for \$1,300; 3) we still need quotes for the compressors; 4) our van purchase procedures have been started.

2. Activity Bus Bid

Dr. Carlson stated he is recommending accepting the bid from Central Bus Sales. The cost of the bus is \$60,967 less the \$8,500 for the trade of our old 2009 Activity Bus; total to be \$52,467. The exchange will take place in June, but show up in the May bills.

A motion was made by Joe Johnson and seconded by Rich Hamilton to approve the Microbird Activity Bus bid from Central States Bus Sales as presented.

ROLL CALL: Ayes: Johnson, Victor, Yandell, Eltrevoog, Frye, Hamilton

Nays:

Motion Carried

3. Parking Lot and South Drive Work

Dr. Carlson reviewed the proposal from Chamlin and Associates for sealcoat work, expansion of the south drive to main campus, removal of an island and a peninsula, and for the gravel lot construction between the Transportation Building and West Campus. It has a \$12,000 in contingency built in.

A motion was made by Mark Victor and seconded by Cory Yandell to accept the proposal by Chamlin and Associates as presented.

ROLL CALL: Ayes: Victor, Yandell, Eltrevoog, Frye, Hamilton, Johnson

Nays:

Motion Carried

D. School Calendar

Dr. Carlson presented the recommended calendar for the 2020-2021 school year.

A motion was made by Mark Victor and seconded by Rich Hamilton to approve the 2020-21 Public School Calendar as presented.

ROLL CALL: Ayes: Victor, Yandell, Eltrevoog, Frye, Hamilton, Johnson

Nays:

Motion Carried

E. Policy

1. GPS

Dr. Carlson stated this was the 2<sup>nd</sup> reading of the proposed policy authorizing school bus drivers, drivers of an activity bus, and drivers of any district owned vehicle to use the GPS app on a cell phone while operating a district vehicle. Drivers must comply with all state/federal laws and must use the device in the hands-free mode.

A motion was made by Jason Eltrevoog and seconded by Cory Yandell to approve the Authorization to use the GPS app on a Cell Phone While Driving a Bus, Activity Bus, or Other District Vehicle.

ROLL CALL: Ayes: Eltrevoog, Frye, Hamilton, Johnson, Victor, Yandell

Nays:

Motion Carried

F. Executive Session

Dr. Carlson stated he would ask for an Executive Session at the end of the meeting.

12. PRINCIPAL/ASSISTANT PRINCIPAL REPORT

A. Step-Up Day

Mr. Voiles mentioned that Step-Up Day would be tomorrow, Thursday, February 20<sup>th</sup>. All incoming 8<sup>th</sup> graders from our feeder schools would be attending. They would break up and go into elective classrooms to give them a chance to see them "hands on."

B. Summer School Brochure

Mr. Voiles mentioned the Brochure was in the Board Member's packet. Classes we will be offering include Speech, Driver's Education, American Government, World History, and Algebra 1. Classes are scheduled for June 1<sup>st</sup>-19<sup>th</sup> as First Semester and June 22<sup>nd</sup> - July 10<sup>th</sup> as Second Semester.

13. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

Dr. Carlson stated there were several FOIA requests, Katie Kim, NBC-Internet Protections; Illinois Retired Teachers Association, Retiring Teacher's Information; American Institute of Architects, Energy Projects w/Ameresco; Parent Foundation, Various pieces of information about teachers, including salaries.

He also stated there was a letter from the ROE on Health Life Safety and then a couple State Superintendent Weekly Messages that were included as supplemental readings.

14. EXECUTIVE SESSION

A motion was made by Joe Johnson and seconded by Rich Hamilton to adjourn to Executive Session, to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees and pending litigation. Executive Session was entered into at 6:43 p.m.

ROLL CALL: Ayes: Johnson, Victor, Yandell, Eltrevoog, Frye, Hamilton

Nays:

Motion Carried

15. ACTION ITEMS AFTER EXECUTIVE SESSION

There were no action items.

16. ADJOURNMENT

The meeting adjourned at 7:14 p.m.

  
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President, Board of Education

3-18-2020  
Date

  
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Secretary, Board of Education

3-18-2020  
Date