

**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 28, 2021, at 6:00 p.m. in the High School Commons.. President Frye called the meeting to order with roll call.

1. 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, Rick Koshko (Ottawa Media), Courtney Thorman Student Teacher, and Student Award winners and their families.

2. RECOGNITION OF GUESTS AND VISITORS

The student award winners were recognized.

3. OATH OF OFFICE FOR BIROS, ELTREVOOG, JOHNSON, YANDELL

President Frye asked the newly elected members to silently read the Oath of Office. Once finished they replied "I do," and dated and signed the Oath.

4. SELECT PRESIDENT PRO-TEM

A motion was made by Joe Johnson and seconded by Rich Hamilton to appoint Jason Eltrevoog as President Pro-Tern and adjourn sine die to reorganize the board.

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

REORGANIZATIONAL MEETING

A re-organizational meeting of the Seneca Township High School Board of Education was called to order by President Pro-tern Eltrevoog with 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, Rick Koshko (Ottawa Media), and Courtney Thorman Student Teacher.

2. REORGANIZATION OF THE BOARD OF EDUCATION

A. Election of Board Officers

1. President

President Pro-Tern Eltrevoog stated that nominations were open for the office of president. Ron Frye was nominated for president by Joe Johnson. No other nominations were voiced. President Pro-Tern Eltrevoog stated that since Ron Frye was the only candidate nominated for the office of president, he was declared elected by acclamation.

2. Vice President

President Frye stated that nominations were open for the office of Vice President. Sara Olson was nominated for Vice President by Joe Johnson. No other nominations were voiced. President Frye stated that since Sara Olson was the only candidate nominated for the office of Vice President, she was declared elected by acclamation.

3. Secretary

President Frye stated that nominations were open for the office of Secretary. Rich Hamilton was nominated for Secretary by Joe Johnson. No other nominations were voiced. President Frye stated that since Rich Hamilton was the only candidate nominated for the office of Secretary, he was declared elected by acclamation.

4. Appointment of Treasurer

Dr. Carlson stated Robert Maierhofer was willing to serve as Treasurer. President Frye asked for a motion to appoint Robert Maierhofer as Treasurer

A motion was made by Rich Hamilton and seconded by Jason Eltrevoog to appoint Robert Maierhofer as Treasurer.

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

Nays:

Motion Carried

1. Appointment of Recording Secretary

Dr. Carlson stated Nadine Maierhofer was willing to serve as Recording Secretary. President Frye asked for a motion to appoint Nadine Maierhofer as Recording Secretary.

A motion was made by Tiffany Biros and seconded by Rich Hamilton to appoint Nadine Maierhofer as Recording Secretary.

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

B. Time and Day for Board Meetings

A discussion was held concerning the time and day of the month to hold Regular Meetings. It was decided to keep the Board Meetings the 3rd Wednesday of the Month at 6:00 p.m. The December meeting will be held at 8:30 a.m.

A motion was made by Jasor Eltrevoog and seconded by Cory Yandell to set the Regular Board Meetings the third Wednesday of the month at 6:00 p.m. with the December Meeting starting at 8:30 a.m.

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

C. Depository for District Funds

President Frye asked for a motion to name First Midwest Bank and Hometown Bank as the depositories for the district.

A motion was made by Rich Hamilton and seconded by Tiffany Biros to name First Midwest Bank and Hometown Bank as the depositories for the district.

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

D. Acceptance of prior Board policy

President Frye asked for a motion to accept all prior Board Policy.

A motion was made by Jason Eltrevoog and seconded by Sara Olson to accept all prior Board Policy.

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

E. Appointment of District Legal Representation

Dr. Carlson stated that the list of legal firms the District may use was included in the Board Packet. The firms offer different specialties. The firms included Klein Thorpe & Jenkins, Ltd., Whitt Law, and Robbins, Schwartz.

A motion was made by Rich Hamilton and seconded by Cory Yandell to approve the District Legal Representation (Klein Thorpe & Jenkins, Ltd., Whitt Law, and Robbins, Schwartz) as presented.

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

6. INVESTMENT REPORT

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

7. FINANCIAL INFORMATION

Dr. Carlson reviewed the Financial Dashboards.

8. 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.

9. APPROVAL OF MINUTES

- A. Regular Minutes - March 17, 2021
- B. Building, Grounds, Transportation Committee Minutes - April 7, 2021
- C. Finance/Personnel Committee Minutes - April 7, 2021

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

10. 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.

11; PUBLIC COMMENT

No requests for public comment were received.

12. EDUCATIONAL ITEM

No educational items were presented.

13. COMMITTEE REPORTS

Cory Yandell gave a brief report from the Building, Grounds & Transportation Committee meeting.

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

14. SUPERINTENDENT'S REPORT

A. Finance Report

1. EBC Medical Insurance Cooperative Resolution

Dan Stecken briefed the Board on the steps to joining the EBC Co-Op insurance group.

A motion was made by Rich Hamilton and seconded by Cory Yandell to approve EBC Medical Insurance Cooperative Resolution.

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

2. Amended 2020-21 District Budget

Dan Stecken briefed the Board on the Amended 2020-21 District Budget which will be adopted at the May Board Meeting.

B. Personnel Report

1. Employ Dean of Students:
Mark Giertz to be hired as Dean of Students beginning July 1, 2021.
2. Approve FMLA Request:
Dr. Carlson mentioned that cafeteria employee, Colleen Blair, would need to take some time off due to her daughter's illness.

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

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

C. Building, Grounds & Transportation

1. Building Update

Dr. Carlson touched on a few items: We are 80% complete on the ballast by-pass, next phase will be to work on the lights in the "hard ceilings." Due to the dust this will create the maintenance team will complete the work over the summer months. Mice chewed through some wiring for the chillers, and the skylights have taken on some water. Barry contacted a vendor to have them look at them. The new paint used this year on the Football Field is very good. Repairs will also need to be done to the backstop of the baseball field.

2. Accept Parapet Wall Repair Project Bid

Dr. Carlson briefed the Board about the one and only Bid received from Lite Construction, with a base bid amount of \$233,711, this includes a \$20,000 allowance for unforeseen conditions. Wold then reached out to Lite and was able to adjust the bid and lower it by \$15,000. This would bring the total down to \$218,711; again including the \$20,000 contingency.

A motion was made by Joe Johnson and seconded by Rich Hamilton to award the Parapet Wall Repair Project Bid to Lite Construction for the Base Bid amount of \$233,711, which includes a \$20,000 allowance for unforeseen conditions.

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

A motion was made by Rich Hamilton and seconded by Jason Eltrevoog to approve the revisec. contract amount with Lite Construction of \$218,711, including a \$20,000 allowance.

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

D. Public School Calendar

1. Amended 2020-21 School Calendar

Dr. Carlson mentioned to the Board that the present year school calendar needed to be amended. The two changes were Tuesday, February 16th to an Emergency Day (ED) and secondly converting Tuesday, April 13th from a pupil attendance day to a remote planning day. This then leaves the last teacher day (a teacher institute day) being Wednesday, May 26th. He mentioned this is not yet the final calendar.

A motion was made by Joe Johnson and seconded by Cory Yandell to approve the amended 20-21 public school calendar as presented.

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

2. Approve change to 2021-2022 School Calendar

Dr. Carlson mentioned that the only change to this previously approved calendar is that December 21st and May 24th will each be a ½ institute day each.

A motion was made by Joe Johnson and seconded by Tiffany Biros to approve the changes to the previously approved 21-22 public school calendar as presented.

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

E. IHSA Membership

Dr. Carlson explained due to this last year with COVID, the IHSA Board has implemented a 3-year annual membership fee. The COVID shutdown significantly impacted the IHSA budget. The breakdown of fees is by

enrollment numbers. Seneca High School falls in 307.5-605; 1st year - \$1250.00, 2^d year - \$625.00, and 3rd year- \$313.00.

A motion was made by Jason Eltrevoog and seconded by Rich Hamilton to renew the IHSA membership with the new annual fee structure.

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

F. Policy

1. Homework, Extra Credit, and Grading Policy - Second Reading

Dr. Carlson mentioned the enclosed policy comes from the work with Reflective Learning. The purpose of the policy is to ensure consistency throughout the school with regard to homework, extra credit, and late work.

A motion was made by Sara Olson and seconded by Tiffany Biros to approve the Homework, Extra Credit, and Grading Policy as presented.

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

2. Athletics and Activities Training Policy Amendment- Second Reading

Dr. Carlson mentioned the reason for the changes is to provide consequences for infractions while encouraging students to seek help. The Policy Committee vetted the policy and actually made it stronger.

A motion was made by Cory Yandell and seconded by Jasen Eltrevoog to approve the Athletic and Activities Training Policy revision as presented.

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

G. Executive Session

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

15. PRINCIPAL/ASSISTANT PRINCIPAL REPORT

A. End of Year Schedule

Mr. Coughlin touched on the Final Exam Schedule stating that it is on the website. Additionally, testing days are as follows: Friday May 21st, Monday May 24th, and Tuesday May 25th.

He also explained that there was a letter sent home regarding Senior Awards Night which will be held in the Gym on Tuesday, May 11, 2021. Graduation will take place on Sunday, May 16th at 2pm. Each graduate will receive 4 tickets for family members.

16. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

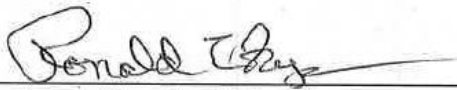
Dr. Carlson mentioned there was a card from a current student's parent explaining a donation made by her place of business to the local schools in the area. They donated masks and hand sanitizer. There was a FOIA request from info@publiccontractors.com requesting Seneca High School District 160 current employee/staff contact information. There are several Superintendent Newsletters for their reading as well as two "Thank you" cards from members of the community in regard to flowers sent on behalf of a past Board Member and a past School Principal.

17. ACTION ITEMS AFTER EXECUTIVE SESSION

There were no action items.


18. ADJOURNMENT

The meeting adjourned at 6:56 p.m.



President, Board of Education

5-19-2021
Date



Secretary, Board of Education

5-19-2021
Date