

**MINUTES OF THE FINANCE/PERSONNEL COMMITTEE MEETING OF SENECA TOWNSHIP  
HIGH SCHOOL, DISTRICT 160, SENECA, ILLINOIS**

A meeting of the Finance/Personnel Committee was held on February 3, 2021 at 5:40 p.m. The meeting was called to order with the following members present: Ron Frye, Rich Hamilton, and Jason Eltrevoog. Also present: Jim Carlson and Dan Stecken. Absent:

Public Comment

There was no public comment.

A. Finance

1. 21-22 School Calendar

Dr. Carlson reviewed the proposed calendar for the 21-22 school year.

2. EBC Health Insurance Cooperative

Dr. Carlson explained that the district should receive its health insurance renewal in March or April. It will be the first year for the district in the cooperative.

3. Bojangles Tech Contract

Dr. Carlson reminded the committee that the contract with Hellen Kinkin for PowerSchool support services will decrease in FY 22 from \$18,000 to \$12,000.

4. Review Board Finance Goal

Dr. Carlson reviewed the Board's finance goal of increasing fund balances between 5%-8% annually during the life the property tax agreement with Exelon. This is the final year for of the agreement. The committee agreed to extend this goal, unchanged, for two more years due to the property tax agreement extension with Exelon.

5. Reflective Learning Contract

Dr. Carlson reviewed the contract with Reflective Learning for 3 days of instructional coaching with the administration. One day will take place in March and two days in June. The total cost is \$8,250.

B. Personnel

1. Job Descriptions: Fiscal Services Director, Activities Director, and Assistant Activities Director

Dr. Carlson reviewed the changes to the Activities Director's and the Fiscal Services Director's job descriptions. He also reviewed a new job description for the Assistant Activities Director. The position is being created to allow Ted O'Boyle to learn the responsibilities of the Activities Director during the 21-22 school year, AD Haines' last year before retirement. The Assistant Activities Director is a one-year position.

Dr. Carlson discussed two MOU's with the Seneca Teachers' Association, one for the Assistant Activities Director's stipend for the 21-22 school year and the other for the Activities Director's stipend for FY 23 through FY 25. The Activities Director's position will be a stipended, part-time teaching position after the retirement of AD Haines. With a decline in enrollment, the committee is advocating combining the AD position with a teaching position. This would save the district considerable funds over a 10-year period.

2. Fiscal Services Director Vacancy

Dr. Carlson discussed the timeline for filling the vacancy in the Fiscal Service Director's position. The vacancy has been posted in the IEJB job bank, on the district's Facebook page, and in the newspaper. The committee discussed the reasons why the vacancy needs to be filled. Student enrollment decline is not directly relevant to the position.

3. Retirements

Dr. Carlson reviewed the impending retirements and the potential retirements. He stated that Maintenance Supervisor, Barry Buchanan, announced he will retire October 17, 2022.

4. Summer Workers

Dr. Carlson reviewed the plan to hire summer workers, including the application. Summer workers will be hired in March and work from June 1 to July 31.

5. Non-Tenure Teachers

Dr. Carlson discussed non-tenured teachers.

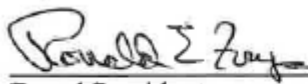
6. Summer School Teachers

Dr. Carlson reviewed the summer schoolteacher roster. A teacher still needs to be found to teach the math portion of the Bridge Program.

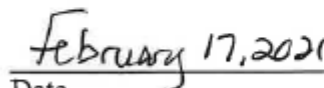
C. Other  
None

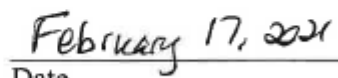
D. Adjournment

The meeting adjourned at 6:35 p.m.

  
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Board President

  
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Board Secretary

  
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Date

  
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Date