

**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 16, 2021, at 6:00 p.m. President Frye called the meeting to order with roll call.

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

Others present: Superintendent Jim Carlson, Principal Marty Voiles, Assistant Principal Michael Coughlin. CSBO Dan Stecken, Board Secretary Nadine Maierhofer, Fiscal Services Director Stacey Gould, and Rick Koshko Ottawa Media.

2. RECOGNITION OF GUESTS AND VISITORS

Mr. Stecken introduced to the Board our new Fiscal Services Director, Stacey Gould.

3. INVESTMENT REPORT

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

4. FINANCIAL FORMATION

Mr. Stecken reviewed the Financial Dashboards.

5. TREASURER'S REPORT

Mr. Stecken 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. Amended Budget Hearing Minutes, dated May 19, 2021
- B. Regular Board Minutes, dated May 19, 2021
- C. Building, Grounds/Transportation Committee Minutes, dated June 2, 2021
- D. Finance/Personnel Committee Minutes, dated June 2, 2021

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

7. ACCOUNTS PAYABLE

Mr. Stecken reviewed the accounts payable, specifically mentioning two bills needing approval in June; one for MVK Transportation, 2021-22 Bus Billing and one for Blue Voyant, Anti-virus software. These bills needed approval at this Board Meeting; however, they were not being paid until after July 1st.

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

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

ROLL CALL: Ayes: Johnson, Olson, 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

Jason Eltrevoog gave a brief report from the Finance/Personnel Committee Meeting from June 2, 2021.

Joe Johnson gave a brief report from the Building, Grounds, and Transportation Committee meeting from June 2, 2021.

11. SUPERINTENDENT'S REPORT

A. Finance Report

1. Property & Casualty, Workers' Comp Insurance

Mr. Stecken mentioned our Property/Casualty rates increased 15% and Workers' Comp decreased 5%, for an overall 9% increase for the 21-22 school year. This is our second year with PSIC that we have received an increase after three years of significant savings. Next year's total bill went from \$ 7,369 to \$105,880.00.

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

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

2. Grundy Bank: Lease Agreement

Mr. Stecken informed the Board that the funds from the Lease will be used to pay for a fleet of student 1:1 issued laptops. This will also include a fleet of teacher laptops and other computer equipment. This lease agreement is paid with funds generated from the lease levy.

A motion_ was made by Rich Hamilton and seconded by Joe Johnson to approve the Grundy Bank Lease Agreement as presented..

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

3. Park Board Intergovernmental Agreement

Mr. Stecken 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 nine years and the Finance/Personnel Committee recommended waiving it again this year.

A motion was made by Sara Olson and seconded by Tiffany Biros to waive the facility usage fee associated with the Park Board Intergovernmental Agreement as presented.

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

4. Amended FY 22 Budget

Mr. Stecken mentioned that we have a balanced budget despite expected losses in revenue from investments, CPPRT, state support, and the uncertainty surrounding property taxes. There are anticipated transfers of \$1 million transfer from Working Cash to Education to Capital Projects and \$500,000 from Transportation to O&M to Capital Projects in September.

5. FY 22 Contract with Reflective Learning

Mr. Stecken stated the administration would like to engage the services of Sherry St. Clair again this year. The goal is to continue what was begun (pre-COVID) and to also provide Mr. Coughlin, Mr. Stecken, and Mrs. Rockrohr another year of quality Professional Development and growth.

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

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

B. Personnel Report:

1. 2021-22 Co-Curricular List:
Mr. Stecken mentioned the only change here will be adding Eva Bruno as Track Coach due to Jen Baxter's resignation.
2. Retirement Letters:
Mr. Stecken mentioned both Mr. Eric Vroman and Mrs. Jenna Maierhofer intend on retiring following the 2024-2025 school year.

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

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

C. Building, Grounds & Transportation

1. Building Update:

Mr. Stecken mentioned Bob and Greg are working on the LED fixtures in the drywall ceilings. Ruyle will be quoting replacement of the 98 chiller and the 78 boilers for future projects. Field prep has been completed. An entry was added on the northwest corner of gravel parking lot adjacent to the Transportation building for event bus parking

2. Summer Projects Update:

Mr. Stecken updated the Board on the parapet wall. There are some concerns about material delays from production, but Lite Construction thought the job would be done by end of July. Once work is complete

there will be an inspection for proper factory adhesion by Seal Tite, to ensure quality of installation and performance.

The summer employees have been busy with the prepping of 7 rooms for new carpeting; which included removal of furniture and painting of the rooms. Carpeting was to be installed starting Monday, June 21st.

D. Policies

1. Handbooks Adoption: Student, Activity, Faculty, Athletics, & Staff- 2nd Reading

Mr. Stecken informed the Board that there are no significant changes to the Activity, Faculty, Athletics, or Staff Handbooks since the last review in May. Additionally, the district is awaiting guidance on a few updates from the IPA for the Student Handbook.

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

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

Nays:

Motion Carried

2. Acceptable Use Policy - 2nd Reading

Mr. Stecken mentioned that this was the 2nd reading of the Acceptable Use Policy and that there have been no revisions since the first reading.

A motion was made by Rich Hamilton and seconded by Joe Johnson to adopt the Acceptable Use Policy as presented.

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

Nays:

Motion Carried

3. Athletic Appeals - 2nd Reading

Mr. Stecken mentioned that this was the 2nd reading of the Athletic Appeals and there have been no revisions since the first reading.

A motion was made by Rich Hamilton and seconded by Jason Eltrevoog to adopt the Athletic Appeals as presented.

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

Nays:
Motion Carried

E. FY 21 Final Public-School Calendar

Mr. Stecken informed the Board that in the past they've always been required to approve the final calendar, but like last year, this year was still a little different. Due to the shutdown, final calendars were delayed. This year ISBE allowed for administrator submission without Board approval. He mentioned the calendar was included in their packet for their information.

A motion was made by Joe Johnson and seconded by Tiffany Biros to approve the Final FY 21 Public School Calendar as presented.

ROLL CALL: Ayes: Johns-Jn, Olson, Biros, Eltrevoog, Frye, Hamilton
Nays:
Motion Carried

F. Risk Management Plan

Mr. Stecken 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 Sara Olson and seconded by Rich Hamilton to adopt the Risk Management Plan as presented.

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

G. Open and Close Activity Accounts

Mr. Stecken mentioned that each June we open and close activity accounts. This year we will close the Class of 2021 and we will open the Class of 2025.

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

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

H. Public Form for Gymnasium Concept Study

Mr. Stecken mentioned that there were two presentations, one at 10:30am and one at 5:30pm on Wednesday, June 9th. The presentation included information on how the Board has been doing things proactively to prepare for this project. He stated there will not be a long term debt on the school, it will not increase the tax rate for the town; however, it will increase costs for the school. Some of these costs would fall under the extra maintenance personnel needed and utility costs.

I. Executive Session

Mr. Stecken stated he would not need an executive session at this time.

12. PRINCIPAL/ASSISTANT PRINCIPAL REPORT

1. 2021-22 School Year

Mr. Coughlin mentioned that we were still in a holding pattern for the start of the next school year. The district is patiently waiting to hear from IDPH on guidance.

2. End of the Year Stats

Mr. Coughlin informed the Board of average daily attendance by grade, with the Senior class doing exceptionally well with the exception of 1st quarter. Attendance rate was at 94% during a pandemic the administration was pleased with those results, given the circumstances. The district also had 35 students achieve Perfect Attendance for the full year.

Mr. Coughlin touched on grades - 88.5% of grades were A's, B's, and C's, while there was an increase in D's and F's at 11.5%.

Discipline numbers were fairly good for this school year; biggest concern with referrals were due to the number of tobacco issues. The maintenance team did install 1 vape sensor in the boy's AG bathroom; which helped catch quite a few this year. After having the one installed, on a trial basis, there are 9 more to install throughout both the boys' and girls' restrooms throughout the school.

13. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

Mr. Stecken mentioned there was one FOIA request from Kurt Leighner requesting the following information: A copy of the ISBE Report "Statement of Affairs" for a 10-year period preceding the current fiscal year. This information to be supplied in Full Report in electronic format, or only the first page of each year's report in hardcopy format. There were several Weekly Newsletters from the Superintendent.

14. ACTION ITEMS AFTER EXECUTIVE SESSION

No action items were discussed.

15. ADJOURNMENT

The meeting adjourned at 6:45 p.m.



President, Board of Education

7-21-2021
Date



Secretary, Board of Education

7-21-2021
Date