

**Seneca Township High School  
Finance/Personnel Committee Meeting  
June 7, 2023 at 2:00 p.m.  
CSBO's Office**

Present: Dan Stecken, Stacey Gould

Absent: Jason Eltrevoog, Ron Frye, Rich Hamilton

A. Finance

1. 2023-24 Amended Budget-First Look - Stacey Gould presented the first look at the fiscal year 2023-2024 budget. Stacey stated items of note include salaries remaining somewhat stable due to increases being offset by a retirement, benefits increasing because of health insurance costs, a jump in support service costs due to a larger lease with Grundy Bank, increasing costs in both special education tuition and transportation, increase in overall O&M costs because of ongoing projects, increase in the capital projects fund as the remainder of the gym construction is paid, and an overall decrease in revenue because of debt certificates in the prior year budget.
2. Property Casualty, Worker's Comp Insurance - Stacey presented the Property Casualty and Worker's Comp renewal from Prairie State Insurance Cooperative (PSIC). Stacey mentioned Property/Casualty is up 11% and Worker's Comp is down 6% with an overall increase of about \$8,100 (7%) over the prior year. Stacey also shared insurance renewal summary documents from Bushue HR that show the changes in coverage year over year.
3. Grundy Bank Lease Agreement - Stacey reviewed the 2023-2024 lease agreement with Grundy Bank. Stacey stated this lease is significantly larger than last year at \$276,200 compared to \$130,000 in the prior year. This difference is due to the use of the lease for the new gymnasium scoreboards and TouchPros machine. The lease will also cover a 9-month period instead of a 6-month period.
4. Risk Management Plan - Stacey presented the updated risk management plan for the 2023-2024 school year. The only changes to the plan include an updated list of security software and an additional item added to miscellaneous for emergency medication supplies. Dan Stecken also mentioned that the baseball fencing and netting project will fall under this plan.
5. Activity Accounts - Dan stated that each year at this time the District closes the graduating senior class activity account and rolls any remaining funds into the next freshmen class (class of 2027). Dan mentioned that one slight change is Mike Coughlin will be this year's independent treasurer for the Tri-County Conference and therefore a new activity account will have to be created. When Mike is done as treasurer, this account will be closed and a check will be written to the next school.
6. Tri County Head Start Lease Agreement - Dan presented the new lease agreement with Head Start for the West campus. The new lease agreement is two years, with the first year rental amount remaining the same at \$15,000 and the second year increasing \$500 to account for rising costs and utilities.
7. Gymnasium Construction Financial Review - Dan presented a spreadsheet detailing the total costs to contractors for the duration of the gymnasium project. This sheet

includes amounts already paid as well as contract amounts to finish.

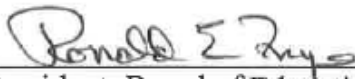
8. Construction Updates - Dan gave an update on the scheduled Health Life Safety Work that is being performed by GRP Wegman. The installation of the new boilers will be starting next week. The total project cost will be about \$800K with about \$480K to be reimbursed through ESSER 3 monies. Tuckpointing has not yet started with sealcoating already completed. Dan also presented the latest pay application from GRP Wegman that shows a payment of \$157,895 for the boiler and \$116,199 for sealcoating.

B. Personnel

1. Custodial Update - Dan stated that the District has always needed to hire an additional full-time custodian once the new gymnasium was completed. Dan questioned if it made sense to bring an employee on sooner in order to mentor them for the position as the District currently has two custodians close to retirement in the next two years. Dan stated there was an applicant for the part-time maintenance position on the weekend that would be a good fit but preferred full-time.
2. Retirement Update - Dan stated that Marilee Applebee put in for retirement with her last year being the 2025-2026 school year. Dan mentioned that next school year the District will need a new art teacher followed by a new science and math teacher the year after that.

D.. Other- Dan presented a resignation letter from the girls' basketball coach.

E. Adjournment - The meeting adjourned at 2:28 PM.

  
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President, Board of Education

6-21-23  
Date

  
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Secretary, Board of Education

6-21-23  
Date