

**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 June , 2017 at 4:30 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 Carolyn Lockridge

A. Public Comment

There was no public comment.

B. Finance

1. 2017-18 Amended Budget – First Look

Dr. Carlson and Carolyn Lockridge reviewed the first look of the 2017-18 Amended Budget. The budget is similar to the budget adopted with the December 2016 Levy request. After discussion with Ameresco related to the Summer 2018 cash flow of the life safety project and the timing of the sale of the bonds, the budget that will be adopted in September may include those items or the budget will be amended in June 2018 to reflect those items.

2. Grundy Bank Lease Agreement

Dr. Carlson referred to the information related to the annual lease agreement. Student laptops will represent the majority of the lease agreement. Every two years, laptops are purchased to keep the rotation current.

3. Property Casualty Insurance

Dr. Carlson compared the quote from The Horton Group with the quote from the Prairie State Insurance Cooperative. Dr. Carlson stated 180 school participate in the cooperative and it has been active for several years. The savings for moving to the cooperative are substantial. After much consideration and discussions with other schools who participate in the cooperative, it is being recommended to accept the invitation to join the cooperative.

4. Student Insurance

Dr. Carlson stated that the student insurance in the past was purchased from First Agency. Student insurance is included in the cooperative and substantially cheaper than purchasing through First Agency. The student insurance offered through the cooperative meets the State guidelines. The Committee is recommending that the student insurance be purchased through Prairie State Insurance Cooperative.

## Finance Committee – June 7, 2017

### 5. Park Board Intergovernmental Agreement

Dr. Carlson reviewed the past practice of waiving the annual fee of \$3,500 associated with the Intergovernmental Agreement with the Park Board for the use of the high school facilities. The Committee will recommend waiving the fee for the 2017-18 school year.

### C. Personnel

#### 1. 2017-18 Co-Curricular List – First Look

Dr. Carlson reviewed the 2017-18 Co-Curricular List. There are still a few open spots that Steve Haines is working on filling.

#### 2. Contract Amendment

Dr. Carlson discussed a contract amendment to offer the Early Retirement Insurance Coverage (ERIC) to Carolyn Lockridge. This benefit is offered to other personnel with certification with the State such as teachers and administrators. She holds a CSBO Professional Educator License. The contract will also be amended to specify that no more than 20 days of vacation can be paid out at retirement. The Committee will recommend the approval of the contract amendment.

#### 3. Cafeteria Cook Position

Dr. Carlson stated that Angie Warwick has asked to be considered for the open cook position. She was recently hired as a dishwasher. Beth Miller, Cafeteria Manager is recommending the transfer.

#### 4. Dishwasher Position

Dr. Carlson stated that with Angie Warwick taking the cook position, the dishwasher position is open. Beth Miller, Cafeteria Manager will review the applicants interested in the position. Dr. Carlson will bring her recommendation to the Board.

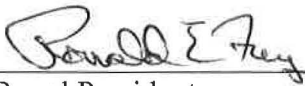
### D. Other

Dr. Carlson reviewed a personnel issue. The Risk Management Plan that is routinely adopted in June was also discussed.

### E. Adjournment

The meeting adjourned at 6:35 p.m.

Finance Committee – June 7, 2017



Board President



Board Secretary

6-21-17.

Date