

**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 6, 2018 at 4:40 p.m. The meeting was called to order with the following members present: Ron Frye, Rich Hamilton and Jason Eltrevoog. Also present: Jim Carlson, Dan Stecken and Mark Victor

A. Public Comment

There was no public comment.

B. Finance

1. 2018-19 Amended Budget- First Look

Dr. Carlson and Dan Stecken reviewed the 2018-19 Amended Budget. The big picture budget calls for transferring working cash to the education fund and a transfer to capital projects fund. The overall budget, without the life safety project, is balanced.

2. Beverage Contract

Dr. Carlson reviewed the beverage contract with Coke. He will discuss the cafeteria restrictions with the Coke representative.

3. Lease Agreement for Phones

Dr. Carlson indicated the Lease Agreement for the phone system was sent to Klein, Thorpe and Jenkins for review.

4. Park Board Intergovernmental Agreement

Dr. Carlson stated the annual fee outlined in the agreement has been waived for the last several years. The Committee is recommending waiving again this year.

C. Personnel

1. 2018-19 Co-Curricular List Update

Dr. Carlson reviewed the Co-Curricular List. The new English teacher will take the positions currently held by Katie Paddock. There are a few vacant positions.

2. Letter of Resignation - Katie Paddock

Dr. Carlson referred to the letter of resignation of Katie Paddock, English Teacher.

3. Part Time Contract - Katie Paddock

Dr. Carlson indicated that Katie Paddock has agreed to continue to teach the Dual Credit Speech and serve as a mentor to the new English Teacher. A part time contract will be prepared based on the IVCC adjunct teacher stipend and the mentor stipend from the Appendix B.

4. English Teacher Position

Dr. Carlson discussed the interviews for the English Teacher position. The interviewing committee is recommending Rebecca Peeples be hired to replace Katie Paddock.

5. Cafeteria Cook Position

Dr. Carlson updated the committee on the cook applicants that have been received. Beth Miller, Cafeteria Manager will interview candidates and bring her recommendation to Dr. Carlson.

6. Dishwasher Position

Dr. Carlson updated the committee on the dishwasher applicants. Beth Miller will bring her recommendation to Dr. Carlson.

7. English Language Learner

Dr. Carlson discussed the need for a part time English Language Learner Aide for two students. The position will be every other day for five hours. The Committee approved the new position.

8. Technology Position

Dr. Carlson discussed the Technology Director position and the various options for replacement. The application for employment will be available soon. He hopes to have a new employee ready to start this summer in order for training to begin with Helen Kinkin before she leaves.

9. Security Resource Officer

Dr. Carlson reviewed the information prepared by Klein, Thorpe and Jenkins related to the Intergovernmental Agreement with Village of Seneca to provide a Security Resource Officer for the 2018-19 school year. Dr. Carlson and Mr. Misener attended the Village Council Meeting. The Village supports the SRO position.

10. Seneca Education Association Memorandum of Understanding

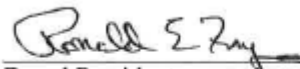
Dr. Carlson indicated that the Seneca Education Association Memorandum of Understanding outlining the compensation for the new Strength and Conditioning Coach position was reviewed and approved by the Union. The position will begin with the 2018-19 school year.

D. Other

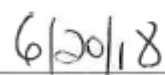
No other business was discussed.

E. Adjournment

The meeting adjourned at 5:40 p.m.


Board President


Board Secretary


Date