

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 20, 2018, at 6:00 p.m. President Frye called the meeting to order with roll call.

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

Olson arrived at 6:45 PM

Others present: Superintendent Jim Carlson, Principal Marty Voiles, Assistant Principal Michael Coughlin, Recording Secretary Carolyn Lockridge, Treasurer Rob Maierhofer, Nadine Maierhofer, Ottawa Radio and student award winners and guests.

2. RECOGNITION OF GUESTS AND VISITORS

A student award winner was recognized. Ian Wilkinson presented the FFA State Convention Awards.

3. INVESTMENT REPORT

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

4. FINANCIAL INFORMATION

Dr. Carlson reviewed the Financial Dashboards.

5. TREASURER'S REPORT

Rob Maierhofer gave the Treasurer's Report. President Frye stated that the Treasurer's Report would stand approved subject to audit.

6. APPROVAL OF MINUTES

- A. Regular Minutes

Dr. Carlson stated he received one correction to the minutes. President Frye stated minutes would stand approved as corrected.

7. ACCOUNTS PAYABLE

Dr. Carlson referred to a handout with bills to paid the beginning of July. There was also an additional bill added for MVK after the board packet was prepared. Dr. Carlson indicated he received no questions on the accounts payable.

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

A motion was made by Joe Johnson and seconded by Rich Hamilton to approve the accounts payable, including the \$14,225.25 payment to MVK, as presented.

ROLL CALL: Ayes: Eltrevoog, Frye, Hamilton, Johnson, Victor, Yandell

Nays:

Motion Carried

8. PUBLIC COMMENT

There was no public comment.

9. EDUCATIONAL ITEM

There was no educational item.

10. COMMITEEE REPORTS

The Building, Grounds & Transportation Committee, Finance Committee, Policy Committee and Co-Curricular Committee members updated the board on items from their recent meetings.

11. SUPERINTENDENT'S REPORT

A. Finance Report

1. Property/Casualty Workers' Comp. Student Insurance

Dr. Carlson discussed the renewal with Prairie State Insurance Cooperative. He indicated in addition, extra coverage was added to cover Violent Malicious Acts. The Property/Casualty renewal was \$46,306 and the Workers' Compensation renewal was \$30,271. The overall cost was similar to last year.

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

ROLL CALL: Ayes: Eltrevoog, Frye, Hamilton, Johnson, Victor, Yandell

Nays:

Motion Carried

2. Lease Agreement for Phones

Dr. Carlson stated Klein, Thorpe & Jenkins, school board attorney, reviewed the lease agreement for the phones. An addendum will be attached to the lease agreement outlining the items identified during the attorney review. The total amount of the lease is \$39,287.04 which includes both equipment and services for installation.

A motion was made by Rich Hamilton and seconded by Mark Victor to approve the Phone Lease Agreement as presented.

ROLL CALL: Ayes: Eltrevoog, Frye, Hamilton, Johnson, Victor, Yandell
Nays:
Motion Carried

3. Beverage/Vending Contract

Dr. Carlson indicated he discussed with Coca-Cola the milk offered during lunch and breakfast, as well as a potential juice slushy machine being added to the cafeteria. These items will not be included in the contract with Coca-Cola. The three year contract follows the RFP. A total of \$11,250 will be provided as a sponsorship funding over the life of the agreement.

A motion was made by Mark Victor and seconded by Rich Hamilton to approve the Beverage/Vending Contract as presented.

ROLL CALL: Ayes: Eltrevoog, Frye, Hamilton, Johnson, Victor, Yandell
Nays:
Motion Carried

4. Treasurer Bond

Dr. Carlson stated the Treasurer Bond renewal from Travelers in the amount of \$4,834 provides for the regular \$6 million dollar bond. The yearly cost of the bond is \$4,834, the same as last year.

A motion was made by Joe Johnson and seconded by Mark Victor to approve the Treasurer Bond as presented.

ROLL CALL: Ayes: Eltrevoog, Frye, Hamilton, Johnson, Victor, Yandell
Nays:
Motion Carried

5. Park Board Intergovernmental Agreement

Dr. Carlson referred to the Intergovernmental Agreement with Village of Seneca Park Board for facility usage. The Finance Committee is recommending waiving the \$3,500 fee again this year.

A motion was made by Rich Hamilton and seconded by Jason Eltrevoog to waive the facility usage fee associated with the Village Intergovernmental Agreement as presented.

ROLL CALL: Ayes: Eltrevoog, Frye, Hamilton, Johnson, Victor, Yandell
Nays:
Motion Carried

B. Personnel Report

Dr. Carlson discussed the Personnel Report.

1. Letter of Resignation - Katie Paddock
2. Part Time Contract - Katie Paddock
3. English Teacher
4. Cafeteria Cook
5. 2018-19 Co-curricular Assignments

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

ROLL CALL: Ayes: Eltrevoog, Frye, Hamilton, Johnson, Victor, Yandell
Nays:
Motion Carried

C. Building, Grounds & Transportation

1. Building Update

Dr. Carlson reviewed various building related projects and issues.

D. PRESS Policies - 1st Reading

Dr. Carlson referred to the committee worksheets for the PRESS Policies. This will represent the first reading.

E. Seneca Education Association Memorandum of Understanding

Dr. Carlson stated a Strength and Conditioning Coach has been added for the 2018-19 school year. He indicated the job description was prepared and the stipend will be added to Appendix B.

A motion was made by Sara Olson and seconded by Jason Eltrevoog to approve the Seneca Education Association Memorandum of Understanding as presented.

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

F. Risk Management Plan

Dr. Carlson indicated the Security Monitor positions and the Security Resource Office have been added to the Risk Management Plan.

A motion was made by Mark Victor and seconded by Joe Johnson to approve the Risk Management Plan as presented.

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

G. Open and Close Activity Accounts

Dr. Carlson stated that each year the Board approves the opening and closing of Activity Accounts. The Senior Class will be closed and a Freshman Class activity account will be opened.

A motion was made by Cory Yandell and seconded by Joe Johnson to approve the opening of the Freshman Class and closing of the Senior Class Activity Accounts as presented.

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

H. Prevailing Wage Resolution

Dr. Carlson discussed the changes in the Prevailing Wage requirements. A link will be added to the school's website and the Prevailing Wage Resolution will be sent to the Illinois Department of Labor.

A motion was made by Mark Victor and seconded by Joe Johnson to adopt the Prevailing Wage Resolution as presented.

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

I. Life Safety Extension of Time

Dr. Carlson stated the Regional Office of Education requires the Life Safety Extension of Time form be completed indicating which amendments are still open.

A motion was made by Joe Johnson and seconded by Rich Hamilton to adopt the Life Safety Extension of Time as presented.

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

J. Intergovernmental Agreement - SRO

Dr. Carlson updated the board on the progress on the Intergovernmental Agreement to provide a Security Resource Officer for the 2018-19 school year. The Intergovernmental Agreement should be ready for approval at the July meeting.

K. 18-19 Board Meeting Dates

Dr. Carlson indicated that each year the Board must approve the Board Meeting dates and times.

A motion was made by Joe Johnson and seconded by Rich Hamilton to approve the 2018-19 Board Meeting Dates as presented.

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

L. Executive Session

Dr. Carlson indicated he would not need an Executive Session.

12. PRINCIPAL/ASSISTANT PRINCIPAL REPORT

A. Handbook Adoption

Mr. Voiles and Mr. Coughlin reviewed the Student Handbook and the Faculty Handbook. All changes have been made to the handbooks.

A motion was made by Mark Victor and seconded by Jason Eltrevoog to adopt the Student Handbook, Faculty Handbook, Coaches Handbook, Activity Handbook and Support Staff Handbook as presented.

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

B. End of the Year Stats

Mr. Coughlin reviewed the End of the Year Stats. The 4th 9 weeks emollment was 434 with an Average Daily Attendance of 418. Twenty Eight students has Perfect Attendance for 2018-19 School Year. Of all grades issued, 93.2% were A, B, or C. Total Discipline Referrals for the 2017-18 school year were 549 with the top offenses being Tardy to School, Unexcused Absences and improver cell phone usage. Mr. Coughlin indicated he will continue to work on reducing the total number of discipline referrals.

13. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

Dr. Carlson referred to a letter from the Illinois Department of Natural Resources. He also stated the State Superintendent Weekly Message was included as supplemental reading.

14. ACTION ITEMS AFTER EXECUTIVE SESSION

There was no Executive Session.

15. ADJOURNMENT

The meeting adjourned at 7:25 p.m.



President, Board of Education

7-18-18
Date



Secretary, Board of Education