

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 April 19, 2023, at 6:00 p.m. President Frye called the meeting to order with roll call.

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

Others present: Superintendent Dan Stecken, Principal Mike Coughlin, Recording Secretary Nadine Maierhofer, Treasurer Rob Maierhofer, and student award winners and their guests.

2. RECOGNITION OF GUESTS AND VISITORS

The student award winners were recognized.

3. SUCCESS AT SHS

The Success at SHS this month goes to Jeff Szafranski and Cory McGeorge. We were having issues with the Track discus pully system not working. They were able to fix it and get it working. They also were out and about the night of our Track Irish Invite emptying garbage cans as there were so many athletes and fans. They were really going above and beyond.

4. INVESTMENT REPORT

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

5. FINANCIAL INFORMATION

Mr. Stecken reviewed the Financial Dashboards.

6. TREASURER'S REPORT

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

7. APPROVAL OF MINUTES

- A. Regular Meeting Minutes, March 15, 2023
- B. Building, Grounds, Transportation Committee Minutes, March 29, 2023
- C. Finance/Personnel Committee Minutes, March 29, 2023
- D. Co-Curricular Committee Minutes, April 12, 2023

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

8. ACCOUNTS PAYABLE

Mr. Stecken reviewed 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 as presented.

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

9. PUBLIC COMMENT

No requests for public comment were received.

10. EDUCATIONAL ITEM

There was no Educational Item.

11. COMMITTEE REPORTS

Joe Johnson passed on giving the Building, Grounds, and Transportation report as Dr. Stecken would be going over most of the highlighted items further down on the agenda.

Jason Eltrevoog gave a brief report from the Finance/Personnel Committee Meeting.

Dr. Stecken gave a brief report from the Co-Curricular Committee Meeting.

12. SUPERINTENDENT'S REPORT

A. Finance Report

1. 2023-24 Lunch Prices

Dr. Stecken shared with the Board that now that we are back in a year of "regular" federal lunch reimbursements the state has said last year with the extra reimbursements we made too much money. Because of this we must "pay-down" our profit by upgrading some

items in the cafeteria (coolers and signage). It is under Beth's recommendation we keep the prices the same in 2023-24 as they are here in the 2022-23 school year. Some of the a la carte items could slightly increase but otherwise, meal prices will remain the same.

A motion was made by Rich Hamilton and seconded Tiffany Biros to approve the lunch prices as presented.

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

2. 2023-24 Registration Fees

Dr. Stecken informed the Board that Registration Fees will remain the same, with one exception. The exception is the families that went to ALL 3 parent engagement nights, Curriculum Night, Parent Teacher Conferences, and Student Success Plan Night, were eligible for \$75 off per student. We had approximately 80 of our 280 parents (grades 9 - 11) attend all three of these. We also offer an early registration incentive of \$25 off, this will also continue.

A motion was made by Sara Olson and seconded Jason Eltrevoog to approve the registration fees as presented.

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

3. 2023-24 Milk & Bread Bids

Dr. Stecken updated the Board with our annual bidding process for milk and bread quotes. Alpha Baking (bread) and Central Illinois Produce (milk) are the top bidders. Both companies are our current providers and according to Beth, are great to work with.

A motion was made by Rich Hamilton and seconded Tiffany Biros to approve the milk and bread bids as presented.

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

4. Health, Dental, & Vision Insurance Renewal

Dr. Stecken reminded the Board that we are in our 2<sup>nd</sup> year of the EBC Co-Op insurance group. He continued stating our Health rates will increase 9.4% for the 23-24 year.

He continued stating that our Delta Dental Insurance Renewal submitted 2 options for renewal, 12-month or 24-month renewal. Last year we took the 12-month renewal with a 2.7% increase, this year they offered the 12-month renewal option with no increase.

He also stated there was a slight increase in the VSP Insurance renewal, from \$35.57/month to \$36.28/month.

A motion was made by Joe Johnson and seconded Jason Eltrevoog to approve the EBC Health Insurance, Delta Dental Insurance, and VSP Vision Insurance renewals as presented.

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

5. Gymnasium Addition Construction Pay App 2

The second gymnasium addition construction pay app was presented for approval to SMC Construction Management. Dr. Stecken informed the Board that monthly for the next 11 months there will be a section in each of the Board Meetings pertaining to a Construction Pay Application. He explained it page by page so that everyone was familiar with it, comfortable with the format and could easily understand it.

A motion was made by Joe Johnson and seconded Rich Hamilton to approve the payment to Shales McNutt Incorporated for the gymnasium pay app 2.

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

6. Gymnasium Addition Electronics Down Payment

Dr. Stecken stated that we are paying the down payment on our electronic components of the gymnasium addition to allow for early order and supply-chain concerns. He also stated that any item with a "chip" is taking more time than usual to prepare and obtain.

A motion was made by Sara Olson and seconded Tiffany Biros to approve the down payment to Correct Digital Displays as presented for gymnasium electronics equipment.

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

7. Amended 22-23 Budget

Dr. Stecken informed the Board that their amended budget was in the Board packet for their review. He stated that this was informational only; however next month we will hold a hearing and amend the budget formally with all posting requirements and legal obligations. He continued with the reason for amending the budget is to properly document the debt certificate deposits, proceeds, and construction payments that could not have been properly accounted for when this budget was passed last September.

8. Consolidated District Plan

Dr. Stecken stated that each year ISBE requires the district to update its Consolidated District Plan in IWAS. The Consolidated District Plan has many parts, but outlines our intention to apply for grants, to meet the needs of our "at-risk" population, as well as, learners with special needs, or English language needs. This is an annual requirement that we must do before we can apply for any grants.

A motion was made by Joe Johnson and seconded Rich Hamilton to approve the Consolidated District Plan as presented.

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

B. Personnel Report

1. Co-Curricular List 23-24

Dr. Stecken stated that this is the first iteration of the 2023-24 Co-Curricular List. He reminded the Board that this list will have some additions and changes throughout the next couple of months. Currently we have an assistant coach resignation in track, TRUST, and SIP.

2. Summer School Teacher Contracts

Dr. Stecken mentioned that we will not be having our Summer Bridge Program this year due to the lack of participants. Additionally, a lack of registration led to the cancellation of our World History and Algebra I classes.

He stated that included in their packet was also the summer contracts for those teachers who will teach summer school and conduct behind the wheel training hours. The pay rates have increase slightly, per the Finance & Personnel Committee, as they have not changed for many years. Classes offered this year will be Dual Credit Speech, Driver's Ed (classroom) and Behind the Wheel.

3. FLMA Requests

Dr. Stecken stated that we had two requests for FMLA leave this month. Both requests are due to pregnancies, one is for our Social Worker, Samantha Leake, who has requested the first four weeks of school. Our second FMLA request is from Special Education Teacher, Black Slutz. Blake and his wife are expecting their first child near the beginning of the school year and he is requesting two weeks roughly at the end of August to be home and help.

4. Accept Letters of Resignation

Dr. Stecken informed the Board that we have two such letters, yet from the same person, Chemistry Teacher, Jonathan Ruby.

Jon and his wife are taking up residency out of state and that is why he is not only stepping down in teaching, he is also resigning from assistant Track Coach, TRUST Sponsor, and School Improvement Team Member. Jon will be greatly missed by all here at SHS.

5. Non-Union Employee Raises

Dr. Stecken mentioned to the Board that included in their packet was a spreadsheet listing the 12-month, 10-month, and 9-month employees who are in a salaried position. He stated that he is recommending an increase from our usual practice of a 3% raise. In prior finance committees we have discussed the reality of inflation and CPL. He ended stating that each person on this list is a vital piece behind the scenes for the success of our district. From technology specialists to the business office ladies, to members of

the administrative team; these folks are the glue that holds this place together, much of their work going unnoticed.

6. CSBO Contract

Dr. Stecken stated that little over a year ago, Stacey Gould began her CSBO program through Concordia University. Her additional work in earning her CSBO certificate in a little over a year, speaks to her commitment to her career and to Seneca High School. After researching various different positions whether it be in an area district comparison, nuclear comparisons, or other CSBO positions such as at Coal City and Byron; entering Stacey at \$93,500 seems appropriate.

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

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

C. Building, Grounds & Transportation

1. Building Update

Dr. Stecken went over some key highlights from the Harsted Report:

- 1) Cleaned out foyer of Cove for gym project
- 2) Ordered wind screen for softball and installed it this month
- 3) Repaired and replaced a few door closures
- 4) Replaced heat water pump in 98 boiler room
- 5) Starting finish trim work on shelter
- 6) Changing the fence on softball
- 7) More critter problems (skunk)
- 8) Replaced a couple of faucets
- 9) Removed two beds from nurse's room
- 10) Helped contractors' multiple times on new gym with electrical & plumbing issues

2. Gymnasium Update

Dr. Stecken mentioned items included in their packet were the following:

1. PCO 05 - this is an \$8,364 credit to move our network location box and components.
2. PCO 07 - this is the hospitality suite creation off the gym. The hospitality suite caters to referee's, coaches, employees, gym staff, etc. We redesigned a storage/closet space to be a hospitality area. We may self-perform that with Harsted's crew down the road, depending on the cost estimate.
3. EPA - (Environmental Protection Agency) permit for storm water damage. ·
4. Observation Reports - three weeks of observation reports from Tyler Severson at Wold Architects.
5. OACM Meeting #2 Minutes- each Wednesday, Stacey, Jim and I meet the Architect and CM at 10am on site. These meetings have an agenda by Chris Damisch of SMC. Chris is our project manager, working on side with Jim Kuhn, our site supervisor.

3. LED Lighting Project

Dr. Stecken mentioned that this was discussed at the March Committee Meetings and now seemed to be a good time to take advantage of a ComEd rebate package to upgrade our outside track & baseball lighting. The rebate was an early bird rebate special to complete the paperwork by March 31<sup>st</sup> of this year so that we had to act fast to get the additional rebate amount. The new lights will illuminate our areas well and is a much needed improvement.

A motion was made by Joe Johnson and seconded Jason Eltrevoog to approve the LED Lighting Project Upgrade as presented.

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

Nays:

Motion Carried

4. Vehicle Quotes

Dr. Stecken stated that as part of our annual vehicle rotation plans, we have identified two pieces of equipment in need of replacement. First is our Kubota used for maintenance and secondly is our maintenance golf cart. The Kubota final purchase price after rebate and trade would be \$14,624.40. A new golf cart with a longer utility box is approximately \$11,015.00.

A motion was made by Joe Johnson and seconded Rich Hamilton to approve the purchase of a Kubota, less trade, and a Maintenance golf cart as presented.



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

5. 1998 Chiller Upgrade Close Out

Dr. Stecken informed the Board about our chiller project. He stated that this has been completed but we have been waiting on a warranty issue before the final project closes out. That issue has since been rectified at no charge.

A motion was made by Sara Olson and seconded Tiffany Biros to approve the Cooling Project final pay app to Commercial Mechanical as presented.

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

D. Sports Cooperative Agreement

Dr. Stecken mentioned we were approached by two schools about differing Co-Op Agreements. For starters Newark would like to continue being a member of our Cross-Country team, they bring a couple of runners, provided their own transportation and joined our team. We have recently completed the second year of a 2-year agreement with Newark for a soccer co-op. Morris High School has approached us about allowing our girls to play on their girls' soccer team and our boys to play on their boys' soccer team. This is a much better solution for students from SHS. Included in the Board packet is the signed document from Morris HS and our intention letter from SHS to Morris HS.

A motion was made by Jason Eltrevoog and seconded Joe Johnson to approve the Sports Co-op as presented.

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

E. Executive Session

Dr. Stecken indicated he would ask for Executive Session at the end of the meeting.

13. PRINCIPAL/DEAN OF STUDENTS REPORT

A. Final Exams & End of Year Schedule

Mr. Coughlin briefly went over the format of the 2<sup>nd</sup> Semester Final Exam Schedule, mentioning that nothing has changed other than shifting our days due to the calendar change. He mentioned that on the 1<sup>st</sup> and 2<sup>nd</sup> day of finals (Thursday/Friday) students will be released just before 1:00pm with three finals each day and then on Monday, May 22, our last day of finals students will be done at 11:42am.

Mr. Coughlin highlighted the important dates on the Class of 2023 Graduation letter that was sent out. Tuesday, May 16, will be the Senior's last day with our Awards Night, Graduation Practice on Friday, May 19, in the gym; and Graduation on Sunday, May 21, at 2pm.

14. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

Dr. Stecken mentioned there was only one FOIA request from Vince with Local Labs wanting a copy of our District's Mission Statement. A Thank You from Bernardi Securities and one from ChadTough DIPG Foundation- Volley for a Cure, as well as, several State Superintendent Weekly Messages that were included as supplemental readings.

EXECUTIVE SESSION

A motion was made by Joe Johnson and seconded by Cory Yandell, to adjourn to Executive Session, including Administration, to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, student discipline and pending litigation.

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

15. ACTION ITEMS AFTER EXECUTIVE SESSION

There were no action items.

16. ADJOURNMENT

The meeting adjourned at 7:13 p.m.

  
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President, Board of Education

5-17-23  
Date

  
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Secretary, Board of Education

5-17-23  
Date