

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 March 15, 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, Dean of Students Mark Giertz, Recording Secretary Nadine Maierhofer, and student award winners and their guests.

2. RECOGNITION OF GUESTS AND VISITORS

The student award winners were recognized.

3. SUCCESS AT SHS

Dr. Stecken recognized Guidance Secretary, Karen Ruder. Karen is always flying under the radar doing an outstanding job; and this year for Freshman Registration Night was par for her course. There were other events going on here at the school, but Karen's organization skills helped make everything run very smooth. Science Teacher, Terry Maxwell, was also recognized. Mr. Maxwell and 4 of his students went to the monthly meeting at the Seneca Village Hall. These four SHS students presented information on a Monarch Butterfly Protection Program. After they were done presenting, our very own Seneca High Schools students were able to get Mayor Olson to sign a Pledge on an environmental program for monarchs, adding the Village of Seneca to the state registry system.

4. INVESTMENT REPORT

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

5. FINANCIAL INFORMATION

Dr. Stecken reviewed the Financial Dashboards.

6. TREASURER'S REPORT

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

7. APPROVAL OF MINUTES

- A. Regular Meeting Minutes, February 15, 2023
- B. Cuniculum Committee Minutes, March 1, 2023
- C. Discipline Committee Minutes, March 1, 2023

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

8. ACCOUNTS PAYABLE

Dr. 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

There was no Public Comment.

10. EDUCATIONAL ITEM

There was no Educational Item.

11. COMMITTEE REPORTS

Mark Giertz gave a brief report from the Discipline Committee Meeting.

Mike Coughlin gave a brief report from the Curriculum Committee Meeting.

12. SUPERINTENDENT'S REPORT

A. Finance Report

1. VSP Vision Insurance Renewal

Dr. Stecken briefly went over the new 2-year agreement for employee Vision Insurance. He mentioned that the rates show a slight 2% increase from \$35.57 to \$36.28 for the next two years

through June of 2025. He also mentioned that all full-time employees are eligible for VSP Vision Insurance.

A motion was made by Jason Eltrevoog and seconded by Tiffany Biros to approve the VSP Insurance Renewal as presented.

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

2. Gymnasium Addition Construction Pay App

The first gymnasium addition construction pay app was presented for approval to SMC Construction Management. Dr. Stecken informed the Board that monthly for the next 12 months there will be a section in each of the Board Meetings pertaining to a Construction Pay Application. He wants to explain it each month, thoroughly going over everything, specifically mentioning what money is going out, paying whom, and for what services. He wants to make sure that each Board Member understands and is comfortable with this format.

A motion was made by Rich Hamilton and seconded by Sara Olson to approve the gymnasium addition construction pay app as presented.

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

B. Personnel Report

1. Non-Tenured Teachers

Dr. Stecken informed the Board that if they agree with the Administration's recommendations, Brian Holman, Jessica Holman, Jon Ruby, Blake Slutz, and Jace Walsh all achieve tenure. All current non-tenured teachers are being recommended for renewal.

2. Summer Student Workers

Dr. Stecken quickly went over the list of student workers. He stated that due to the minimum wage law increase, we are paying all, even those under 18, at the state minimum wage level of \$13/hour. The students we have returning will be paid \$13.39/hour which is a 3% increase in their hourly rate as they are returning with experience.

3. Letter of Retirement

Dr. Stecken stated that he recently received a letter of retirement from Guidance Counselor, Mr. Chris Jackson. He stated that the 2023-24 school year will be his year 1 of his 4-year retirement window, making his final year the 2026-27 school year.

4. Letter of Resignation

Dr. Stecken mentioned that they also received a resignation effective the end of the 2022-23 school year for Amanda Ellenbecker (Houchin) as a paraprofessional in our life skills program. Amanda has accepted a teaching position outside the district and we wish her good luck in her new journey. He also stated that at their place they would find a letter of resignation from Madison Bromberek, Assistant Volleyball Coach.

5. Hire 200-Day Secretary

Dr. Stecken mentioned that it is the administration's recommendation to hire Mrs. Luri Lomtz-Maier as our new 200-day secretary for the main office position. Luri has spent a year as a Security Monitor within SHS and has done a terrific job. She has developed a great rapport with the students and has a terrific work ethic. She will be a great addition to the main office and be a good teammate as Nikki transitions to the 220-day secretary role in the main office.

6. Hire Full Time Substitute

Dr. Stecken mentioned that the administration was very happy to see that Matt Houchin had applied for this position. Matt is currently a paraprofessional in our life skills class; but has taken on positions within our school and feels that he will be a perfect fit for this position. His contract starts with \$40,000 annual compensation with single insurance. He is salaried, non-support staff, nor non-tenure track faculty position.

7. Hire IT Systems Administrator

Dr. Stecken discussed the new IT Systems Administrator, Mr. Jacob Ursua. Jacob, a former graduate, interviewed well and demonstrated a strong grasp of IT skills necessary for the position. Dr. Stecken explained that, while young, he was excited to welcome Jacob to the team here at SHS. His contract starts with \$40,000 annual compensation with single insurance opportunities. He is a salaried non-support staff member.

8. Agriculture Department Grant Assistant

Dr. Stecken explained to the Board that there is an Agriculture Incentive Grant given each year by ISBE. These funds are to pay for a variety of agriculture items such as tools, or in this case, a small stipend of around \$500 for an assistant. In the past we had a former employee fill this position; however, they are now teaching full-time at another district. Owen Quigley was the AG Department's preferred college student to fill this position.

9. Co-Curricular List Update

Dr. Stecken mentioned that there was one small change this month, Ms. Taylor Schmidt has been named as Assistant Volleyball Coach for the 2023-24 school year.

10. Hillmann Pediatric Therapy Professional Service Agreement

Dr. Stecken briefed the Board on this year's agreement with Hillmann Pediatric for PT and OT services. The cost will be \$76/hour, which includes mileage. This is a \$1/hr increase from last year. This increase is the same increase as last school year.

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

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

C. Building, Grounds & Transportation

1. Building Update

Prior to Dr. Stecken going over the Harsted Report he filled the Board in on a few new items here at the school. For starters Margi Weber will be working in coordination with the Peg Davis Civic Fund and starting Friday, April 14<sup>th</sup>, we will have our 1<sup>st</sup> Cactus meeting at the West Campus. Cactus stands for Community Activity Center to Unite Seneca. This is a new group open to the seniors of our community; but includes all community members that wish to attend. Meetings will be from 9am to 12pm; there will be coffee, snacks, games, open gym, and much more. He also mentioned that our open gym on Saturdays from 2-4pm to play Pickleball has increased a little from 4 the first week to 20 the

second week.

Highlights of the Building Update:

- 1) Working on some kitchen internal temperature issues.
- 2) Generator tested and services complete.
- 3) Moved Halo vape detector down to nine feet in the locker rooms.
- 4) Remove and replace dishwasher in science lab.
- 5) Dealt with some stage curtain issues.
- 6) Having fire door alarm panel issues - parts are ordered.
- 7) Salting / plowing.
- 8) Pre-construction coordination, staging, and organization.
- 9) Helping with West Campus Community usage.

Dr. Stecken concluded with Jim, Bob and Joe are doing a wonderful job in coordinating with SMC and Vissering, in getting the contractors set up with things they need with the start-up of our construction project.

2. Annual Safety Plan Review

Dr. Stecken briefly went over the ROE Safety Plan meeting notes. He continued that this demonstrates that our committee meets with our local emergency personnel. They review safety plans, administrative procedures, emergency exits and evacuation procedures, as well as building specific emergency items, such as our security system, our efforts to prevent emergencies and plan appropriately.

A motion was made by Jason Eltrevoog and seconded Joe Johnson the Annual Safety Plan Review as presented.

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

Nays:

Motion Carried

3. Gymnasium Addition Update

Dr. Stecken went over some highlights of the start-up of construction here at the school. We started with the closing of the south entrance Monday, March 6<sup>th</sup>. Each month he will have an update of various different items going on and keeping the Board members up-to-date.

D. IHSA Membership

Dr. Stecken mentioned that during the first fiscal school year of COVID, the IHSA required an annual fee due to its loss of revenue. This year, like last, they are not requiring any payment for membership dues. It is his recommendation of confirming our membership in the IHSA in signing the renewal application.

A motion was made by Sara Olson and seconded Tiffany Biros to approve the IHSA Membership as presented.

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

E. Final 22-23 School Calendar

Dr. Stecken mentioned, barring any unforeseen snowstorms this spring, our finalized calendar will not need any changes and was already Board of Education approved. He stated that typically this is the time of year we are amending the original calendar, which can still be done in April/May if necessary.

F. Executive Session

Dr. Stecken indicated he did not need an Executive Session.

13. PRINCIPAL/DEAN OF STUDENTS REPORT

A. John Ourth Recognition Breakfast

Mr. Coughlin mentioned that this year's Seneca High School award Winners were Anna Bruno and Calvin Maierhofer. The students that are honored with this award possess the same traits that made John Ourth an outstanding leader and role model for others. Students are recommended by their school based on character, citizenship, leadership skills and scholarship, as well as possessing the potential to make a difference in the world.

B. Step-Up-Day

Mr. Coughlin mentioned Guidance Secretary, Karen Ruder. Not only does Karen do an outstanding job day in and day out, but she did a wonderful job in organizing Step-Up-Day. The incoming Freshman were able to hear from some of the faculty members on why they would want to take their class.

C. Freshman Registration Night

Mr. Coughlin again mentioned Karen Ruder stating that Freshman Registration Night was well organized and ran efficiently. He will have registration numbers at the April Board Meeting.

D. Dean of Student Reports

Mr. Giertz briefed the Board on different attendance and/or discipline issues that we have had since the last Board Meeting.

14. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

Dr. Stecken mentioned there were several State Superintendent Weekly Messages that were included as supplemental readings.

15. ACTION ITEMS AFTER EXECUTIVE SESSION

16. ADJOURNMENT

The meeting adjourned at 7:04 p.m.

  
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President, Board of Education

4-19-23  
Date

  
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Secretary, Board of Education

4-19-23  
Date