

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 17, 2024, at 6:00 p.m. President Frye called the meeting to order with roll call.

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

Others present: Superintendent Dan Stecken, Principal Mike Coughlin, Dean of Students Mark Giertz, 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 Jessi Holman and Luke Windham. Jessi has been working with Constellation and JJC to help our students earn a competitive edge with local area industries and trades. Jessi's involvement is working with JJC's Operations Management Program to help the students obtain an associate degree and then the ability to be hired into a well-paying career with Constellation, or other industrial employers.

Luke Windham is being recognized for the phenomenal job with all that he does: guitar/piano classes, dual credit classes, percussion, band, and choir. He is so good with on-the-spot requests, did a wonderful job helping out with the ribbon cutting ceremony on a night that he already had a mass band concert scheduled.

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

Rob Maierhofer 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 20, 2024
- B. Building, Grounds, Transportation Committee Minutes, April 3, 2024
- C. Finance/Personnel Committee Minutes, April 3, 2024

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 Jason Eltrevoog to approve the Accounts Payable as presented.

ROLL CALL: Ayes: Johnson, Olson, Yandell, Biros, Eltrevoog, Frye
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 briefed the rest of the Board members on the Building, Grounds, and Transportation meeting. Some topics included: updates on the gym; health life safety projects; old gym bleacher replacement project will be starting soon; summer projects they will be starting; vehicle preliminary quotes for AG truck replacement; AG kitchen project, and he mentioned that with our preferred model of minivans no longer being made, we will hold on to the ones we have and most likely mile them out before getting replacements.

Jason Eltrevoog gave a brief report from the Finance/Personnel Committee Meeting: went over the new gym, looks like we will come in roughly \$1.3M under cost and that the panels on the outside were beginning to be installed; milk/bread/lunch fees, there will be a minimal increase in the lunch fee for the 24-25 school year; registration fees will stay the same, upping the parent incentive to receive a "free" registration fee; non-union staff raises; insurance - 8.3% increase

this year, dental 3% increase, strategic plan, summer school, updated curricular list and some of the current job openings.

12. SUPERINTENDENT'S REPORT

A. Finance Report

1. 2024-25 Lunch Prices

Dr. Stecken shared with the Board that we are now into a more regular cycle calendar, we have seen, due to cost increases, that we are not going to hit our break-even financial benchmarks this year. With that said, it makes sense to increase the student lunch combo prices from \$2.85 to \$3.00. Some a la carte pricing will slightly increase but otherwise, meal prices will look similar.

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

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

Nays:

Motion Carried

2. 2024-25 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 96 of our 370 parents (grades 9 - 12) attend all three of these. After discussing things with the Finance/Personnel Committee we investigated what a FULL FREE registration might do to entice more parent participation. In the grand scheme of the budget the \$7,500 loss in registration revenue is minimal if we can increase our parent turnout as we continue to build The Seneca Way. He stated that he would like to honor our parents who achieved this 3-peat feat this year. He would be sending a letter to them, after the Board approved, thanking them for their dedication to their child's education and reward their incentive. Traditionally we offer an early registration incentive of \$25 off, this will also continue.

He also stated that Driver's Ed and Summer School costs have not changed.

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, Johnson

Nays:

Motion Carried

3. 2024-25 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 (What Chefs Want) (milk) are the top bidders.

Dr. Stecken wanted to also mention that one milk vendor (Prairie Farms) submitted a modified bid document. They crossed off our firm bid and put an escalator in the bid. We do not want that. Therefore, we are rejecting their bid and we are going with our current provider. Their escalator could increase a penny a month for eac carton of milk product.

Both successful bidding companies are our current providers and according to Beth, are great to work with.

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

ROLL CALL: Ayes: 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 3rd full year of the EBC Co-Op insurance group. He continued stating our Health rates will increase 8.3% for the 24-25 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 no increase, this year they offered the 12-month is 3.0% and a much better rate than the 24-month renewal. After this 12-month period ends should our next renewal increase, we can "shop" through the EBC Co-Op for other dental providers.

He also stated we are in the 2nd year of a 2-year agreement with VSP Vision for 2024-25.

A motion was made by Joe Johnson and seconded Cory Yandell 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
Nays:
Motion Carried

5. Gymnasium Addition Construction Pay App 14

Dr. Stecken informed the Board that he broke down his Summary like the last three months. He stated we are at 93% construction completion, and we are at 90% financial pay application payout.

A motion was made by Jason Eltrevoog and seconded Cory Yandell to approve the payment to Shales McNutt Incorporated for the gymnasium Pay App 14.

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

B. Personnel Report

1. Co-Curricular List 24-25

Dr. Stecken stated that this is the second iteration of the 2024-25 Co-Curricular List. He reminded the Board that this list will have some additions and changes throughout the next couple of months. At present we have three openings in the class advisor role. He hopes to have an update in May for these open positions. We currently are adding two volunteers for bass fishing, Mr. Mike Murphy and Mr. David Watkins in the current year. Mike and David are parents to some of our bass fishermen and they help with having the extra boats.

2. Summer School Teacher Contracts

Dr. Stecken mentioned that where we will not be having our Summer Bridge Program this year, we are moving forward with a credit recovery option taught by Mrs. Allie Keinath. We are also excited to see World History return this summer.

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 had increased slightly, per

the Finance & Personnel Committee, last year as they had not changed for many years. Classes offered this year will be World History, Dual Credit Speech, Driver's Ed (classroom) Credit Recovery and Behind the Wheel.

3. Accept Letter of Resignation

Dr. Stecken stated that in their packet they would see a letter of resignation from Mrs. Sue Barlow. Sue has been our media center advisor who has helped Sherry with RAILS and library grants. Additionally, the Illinois school code required a program in place without a licensed librarian. Both Dr. Stecken and Mr. Coughlin are looking into the modifications needed for our plan with new personnel next year. Mr. Coughlin has had exploratory talks with a licensed librarian, who could fill a similar role to Sue's. Sue spent 11 years in her advisory role here at SHS.

4. Bookkeeper Job Description

Dr. Stecken informed the Board that due to duty shuffling with our business office, the bookkeeper job description has been modified to include the addition of Student Activity Account bookkeeping.

5. Bookkeeper New Contract

Dr. Stecken mentioned that given the increased duties, as well as a market analysis of the bookkeeper's position, combined with our bookkeeper's education and experience, a new contract was drawn up to more accurately reflect the market.

6. Adjunct Nursing Dual Credit Contract

Dr. Stecken mentioned that last year we offered three Dual Credit Nursing courses. Two of those courses were taught by our nurse, Mrs. Schmidt. This school year, IVCC made the decision to move one of those courses out of the nursing program and into the psychology program, Human Growth & Development. We had contracted with IVCC instructor, Mrs. Amber Robertson, to teach our Nutrition class. With the loss of the Human Growth & Development class, Mrs. Schmidt will now teach Medical Terminology and Nutrition. This change in the Nursing Contract keeps her pay in a similar structure but does remove the adjunct contract with Mrs. Robertson.

7. Non-Union Salaried 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. Last year it was recommended to go from a 3% to a 5% increase due to inflation and market trends. In prior finance committees we have discussed the reality of inflation and CPL

Our contract with Bushue HR comes with an annual market analysis of most education jobs based upon small school districts, high school districts, and other comparisons. As you can see most administrative positions are recommended for a 3% administrative raise and other positions are set for market adjustments at 5% or more.

He ended by 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, but appreciated.

8. Internal Transfer Media Center

Dr. Stecken stated that with our Media Center aide's retirement, Mrs. Jodi Trager has indicated that she would like to transfer to this, now open, position. Jodi does have prior experience in the Media Center and would be a nice addition to the area. As discussed with retirement, we will have to modify our Library Media Program based upon the Illinois School Code and we are exploring these changes.

9. Hire Paraprofessional

Dr. Stecken mentioned that it was a pleasure interviewing Mr. Dominick Liberatore, right before Spring Break, for the 2024-25 school year paraprofessional position. He has a vast amount of experience and is currently working on his teacher licensure. His experience is in carpentry, auto mechanics, and welding. His uniqueskillset and past job experience will bring a unique lens to our students in the various CTE coursework that he will assist.

10. Hire Part Time Security Monitor

Dr. Stecken mentioned they recently interviewed Mr. Dan Sedlock for our open security monitor position for the 2024-25 school year. Mr. Sedlock has a vast amount of experience, from Chief of Police to McHenry County Corrections, and shooting range officer. His interview made him seem like a natural fit to SRO Sangston's staff.

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

Nays:

Motion Carried

C. Building, Grounds & Transportation

1. Building Update

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

- 1) Monthly plumbing repairs
- 2) Monthly electrical repairs
- 3) Monthly door handle repairs
- 4) Two HVAC units on the roof were installed and serviced, testing planned for warmer days
- 5) Repairs made on the baseball field, from the damage caused during the backstop installation
- 6) Snow and ice equipment has been serviced and put away and grass equipment prepared
- 7) Started to cut grass
- 8) Ag-kitchen - plumber came out to research drain issues
- 9) Repaired the track discus area, to prepare for track meets
- 10) New gym signs have been installed
- 11) They have been working on maintaining all the fields with all the rain
- 12) Housekeeping staff were trained on new gym equipment and procedures
- 13) Lastly but most importantly our Fire Marshall Inspection

2. Gymnasium Construction Update

Dr. Stecken mentioned that they had their final on-site, in-person, regular weekly Owner Architect Construction Manager Meeting. The site Superintendent went over final details before the CM left the job site. They discussed the most recent change orders (6 of them), including an electrical panel upgrade forced by the electrical inspector. In the Board packet there was also one Observation Report included for their review.

3. Strategic Plan Update

Dr. Stecken mentioned that both the Building, Grounds, and Transportation and Finance/Personnel Committee meetings went over some key updates to our internal Strategic Plan. The Strategic Plan is a document that Mrs. Stacey Gould and Dr. Stecken have been working on for a few months, taking the work prior to Mr. Heidemann and "right sizing" it with the most efficient data and updates. Some key drivers of that data include:

- 1) Finishing the gymnasium addition project under budget and anticipating finishing the project with Capital Projects anticipated fund balance remaining of \$1.3 - \$1.7 million.
- 2) The real taxable impacts of the new Constellation Energy deal at \$530 million EAV and the additional \$1.0+ million in revenue each fiscal year.

4. AG Kitchen Project Approval

Dr. Stecken briefed the Board on the Ag Kitchen Project and mentioned that this has been on his facilities whiteboard and internal facility plan for many years. He stated tha(the enclosed spreadsheet breaks down every item from the appliances to the storage cabinets and racks. The plumbing cost was much higher than we expected but is necessary for proper compliance. We had hoped to complete the total project for \$70-\$75,000 and will exceed that number by 20-25% due to unforeseen plumbing costs.

A motion was made by Joe Johnson and seconded Tiffany Biros to approve the Ag Kitchen Project as presented.

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

5. Athletic Turf Project Approval

Dr. Stecken stated that after investigating and gathering information on turf athletic fields, from multiple TIPS Purchasing Co-Op vendors, a recommendation was made to accept the proposal from ATG RAM TURF for replacement of the baseball and softball fields turf this fall.

A motion was made by Cory Yandell and seconded Jason Eltrevoog to approve the Turf Project Proposal from RAM Turf as presented.

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

Motion Carried

6. Ag Truck Bid Documents

Dr. Stecken informed the Board that our transportation fund balance has grown. For the last two years we have budgeted to replace a minivan and one bus, but do not have the need to do so currently. We have discussed replacing the AG truck and are seeking to solicit bids for a Chevy or GMC 2500 or 3500 Heavy Duty. Should we receive an acceptable bid, we will make a recommendation at the May Board of Education meeting to approve the purchase.

A motion was made by Joe Johnson and seconded Tiffany Biros to approve the AG Truck Bid Documents as presented.

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

D. POLICY

1. Homework Policy - 2nd Reading

Dr. Stecken stated that nothing has changed in this second reading from last month's first reading. This change will be reflected in the 2024-25 school year.

Late work policy:

- 1 day late -maximum grade of 75%
- 2 days late - maximum grade of 50%
- After 2 days late - no credit

E. EXECUTIVE SESSION:

Dr. Stecken indicated he would ask for an 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 2nd Semester Final Exam Schedule, mentioning that nothing has changed other than shifting our days due to the calendar change. He mentioned that on the 1st and 2nd day of finals, May 23rd and 24th. (Thursday/Friday) students will be released

just before 1:00pm with three finals each day and then on Tuesday, May 28, our last day of finals students will be done at 11:42am.

Mr. Coughlin highlighted the important dates on the Class of 2024 Graduation letter that was sent out. Tuesday, May 14, will be the Senior's last day with our Awards Night, Graduation Practice is on Friday, May 17, in the new gym; and Graduation on Sunday, May 19, 2024, at 2pm.

14. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

Dr. Stecken mentioned there was a Thank you from The Mazon Food Pantry for a Jean Fundraiser in March; a letter from Jim Auld, Owner/Operator of community solar and energy storage projects with Renewable Properties; one FOIA request from Jason Bittner w/Prairie Farms Dairy requesting a copy of bids for milk for the 2024-2025 school year; 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 Tiffany Biros, 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.

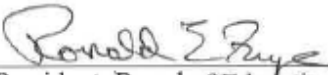
ROLL CALL: Ayes: Johnson, Olson, Yandell, Biros, Eltrevoog, Frye
Nays:
Motion Carried


15. ACTION ITEMS AFTER EXECUTIVE SESSION

There were no action items.

16. ADJOURNMENT

The meeting adjourned at 7:34 p.m.



President, Board of Education


Secretary, Board of Education

5-15-24
Date

5-15-24
Date