

**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 19, 2024, at 6:00 p.m. President Frye called the meeting to order with roll call.

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

Others present: Superintendent Dan Stecken, Principal Mike Coughlin, and Board Secretary Nadine Maierhofer.

2. RECOGNITION OF GUESTS AND VISITORS

There no guests and visitors recognized this month.

3. SUCCESS AT SHS

The Success at SHS this month goes to our summer crew and maintenance staff. Yearly our summer work seems to never end but most if not all projects are in full swing and going smoothly.

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 Board Minutes dated May 15, 2024
- B. Building, Grounds, & Transportation Committee Meeting Minutes June 5, 2024
- C. Personnel & Finance Committee Meeting on June 5, 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. Stecketi 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 were no public comments.

10. EDUCATIONAL ITEM

No educational items were presented.

11. COMMITTEE REPORTS

Jason Eltrevoog gave a brief report from the Finance/Personnel Committee meeting that was held on June 5, 2024.

Joe Johnson gave a brief report from the Building, Grounds, and Transportation Committee meeting that was held on June 5, 2024.

12. SUPERINTENDENT'S REPORT

A. Finance Report

1. Property & Casualty, Workers' Comp Insurance

Dr. Stecken informed the Board that renewal for our insurance is through the Prairie State Insurance Cooperative. Property/Casualty went up 22% and Workers' Comp increased 1% for an overall 15.35% increase.

A motion was made by Jason Eltrevoog and seconded by Cory Yandell to approve the renewal of Property/Casualty, Worker's Comp, and Student Insurance as presented;

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

Motion Carried

2. Grundy Bank Lease Agreement

Dr. Stecken stated the funds from the lease will be used as in years past to purchase a fleet of student laptops, digital clocks in the hallways, and Anatomage tablets for nursing and anatomy classes. The lease is a 6-month lease with a 4.75% interest rate.

A motion was made by Rich Hamilton and seconded by Tiffany Biros to approved the Grundy Bank Lease Agreement as presented.

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

3. Gymnasium Addition Pay App 16

Dr. Stecken stated this was the 16th and final pay application for our gymnasium addition project of \$1,216,868.09 for a total of completed Capital Projects pay out of \$13,192,526.21, over \$687K under budget, to Shales McNutt Construction.

A motion was made by Joe Johnson and seconded by Sara Olson to approve the Gymnasium Addition Pay App 16 as presented.

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

B. Personnel Report

1. 2024-25 Co-Curricular List

Dr. Stecken stated that all positions are filled; however, we might have additional volunteers or unexpected circumstances arise at the beginning of the school year. As of right now we are fully staffed and ready to begin the new year.

2. Letter of Resignation Paraprofessional

Dr. Stecken mentioned Kirsten Castelli would be resigning here at the end of the school year. She was an integral part of our START program, but she also worked with our life skills department and ran lunch detentions. She was an experienced paraprofessional that will be difficult to replace within our START room.

3. Letter of Resignation RISE Co-Sponsor

Dr. Stecken stated Mr. Kelsey Adams would be resigning as one of the RISE Co-Sponsors. While Kelsey and Blake Slutz have split the stipend the duties/time commitment are quite demanding. They both agreed that one of them should have the full stipend and Kelsey decided he would be the one to step down.

C. Building, Grounds, & Transportation Report

1. Building Update

Dr. Stecken briefed the Board on several items off of Jim Harsted's list of items completed or soon to be completed jobs.

2. Gymnasium Addition Update

Dr. Stecken briefly went over the final pieces of information:

- 1 - Final Observation Report
- 2 - AIA Document 0734-2019 - Statement of Substantial Completion
- 3 - Final Application for Occupancy
- 4 - Our final 2nd Round of Brick Orders

3. Health Life Safety Work Update

Dr. Stecken stated they had a list/calendar of scheduled elevator work in their board packet. This project will hopefully be completed this summer. The removal of the cab portion of the project went quick. At packet creation, the masonry demolition was underway, with just a couple days delay.

4. Summer Projects Update

Dr. Stecken briefly went over the summer project timeline included in the board packet.

D. Policy

1. PRESS Policies - 2nd Reading

Dr. Stecken mentioned this was the second reading of the PRESS Policies and there have been no changes since the first review.

A motion was made by Cory Yandell and seconded by Rich Hamilton to approve the PRESS Policies - 2nd reading.

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

2. Handbook Adoption: Parent/Student, Faculty, Activities, Support Staff- 2nd Reading

Dr. Stecken stated that this is the second reading of the following handbooks: Faculty Handbook, Athletic Handbook, Activities Handbook and Staff Handbook. It was briefly mentioned that due to the 'late' updates on the Parent/Student Handbook by Illinois Principal Association we might have to adjust the 1st and 2nd readings in the future. He also stated that there have been no changes since the first review.

A motion was made by Tiffany Biros and seconded by Jason Eltrevoog to adopt the Handbooks as presented.

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

3. Media Center Media Guide Program-2nd Reading

Dr. Stecken mentioned that due to the retirements in the District, the Media Guide Program plan needed updates with new personnel coming on board. Mrs. Alison Peterson, a licensed librarian and Mrs. Jodi Trager who will transition from a paraprofessional role to supervise the Media Center.

A motion was made by Sara Olson and seconded by Cory Yandell to approve the Media Center Media Guide as presented.

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

4. Cell Phone Policy - 2nd Reading

Dr. Stecken mentioned the language is updated in the student and faculty handbooks with our clear expectations for student cell phone usage next year. Expectations include student cell phones and headphones in teacher classroom organizational compartments

during regularly scheduled class time. Students will be allowed to use cell phones at lunch periods and passing periods.

A motion was made by Rich Hamilton and seconded by Jason Eltrevoog to approve the Cell Phone Policy as presented.

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

5. E-Leaming Policy- 2nd Reading

Dr. Stecken stated that at the May Policy Committee Meeting, Mr. Coughlin discussed with the School Improvement Team the E-Leaming Policy. Dr. Stecken reminded the Board that administration will make the recommendation if the district wants to utilize an E-Leaming Day or a traditional snow day, but needs this plan approved by the BOE and ISBE to be authorized to use an E-Leaming Day next year and in the following 3 years. We will always plan to use traditional snow days unless we get to a point like a Polar Vortex, a HVAC issue, a prolonged time of school cancellations, etc. We must have a plan in place in order to be able to do this.

A motion was made by Joe Johnson and seconded by Tiffany Biros to approve the E-Learning Policy as presented.

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

6. Strategic Plan Policy Update

Dr. Stecken briefed the Board on the Resident Policy update which in his Strategic Plan.

E. Risk Management Plan

Dr. Stecken stated that as a Board each year you review, update, and approve the Risk Management Plan. CBSO Gould has done a tremendous job analyzing possible Tort expenditures and properly modifying our plan to include items we have charged in the past to building and being more specific on items that safeguard our district, students, and employees.

A motion was made by Rich Hamilton and seconded by Cory Yandell to adopt the Risk Management Plan as presented.

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

F. Open and Close Activity Accounts

Dr. Stecken stated each year we close the graduating Senior Class (Class of 2024) and open the incoming Freshman Class (Class of 2028). While doing this the money that is the current Senior class account gets moved to the incoming Freshman class account. Additionally, we have not had a dance team for several years. It is his recommendation to transfer the funds from the Dance Activity (Fund 56) to the Miscellaneous Account (Fund 33). Those funds (\$638.92) could be used for future activities.

A motion was made by Joe Johnson and seconded by Tiffany Biros to approve the opening and closing of the Activity Accounts as presented.

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

G. Executive Session

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

13. PRINCIPAL/DEAN OF STUDENTS

A. Final Exam Exemption

Mr. Coughlin went over the final exam exemptions and mentioned that he likes where they are at with it, holding our students accountable for their actions. He appreciates the Board's support as it is a great motivator for the kids to work hard to where they could be finals free. This goes along with the RISE Program, Be Here, Be Kind, Be Accountable.

14. ADMINISTRATIVE COMMUNICATION AND FOIA REPORT

Dr. Stecken stated that there was a Thank You from the Mazon Food Pantry for a donation made on behalf of the SHS Staff collected from our April/May Jean Fundraiser. He then mentioned there were also several Superintendent Weekly Newsletters to read up on.


15. ADJOURNMENT

The meeting adjourned at 6:47 p.m.



President, Board of Education

7-17-24
Date



Secretary, Board of Education

7-17-24
Date