

**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 May 15, 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, Biros  
Absent: Yandell

Others present: Superintendent Dr. Dan Stecken, Principal Mike Coughlin, Dean of Students Mark Giertz, Board Secretary Nadine Maierhofer, Treasurer Rob Maierhofer, and Student Award winners and family members.

2. RECOGNITION OF GUESTS AND VISITORS

Students of the month were recognized.

3. SUCCESS AT SHS

The Success at SHS this month goes to Beth Miller for all she does for not only the students but the faculty and staff here at SHS. Beth was nominated for the Hometown Hero Award by the, St. Louis Dairy Council. Where she did not win, she was in fact a finalist. She was presented with a bouquet of flowers and was very touched by being nominated. Dr. Stecken also recognized Nadine Maierhofer, Administrative Assistant/Board Secretary for going above and beyond for Teacher Appreciation Week. Between the combination of Chris Decker and Nadine they also came up with a wonderful picture layout creating the gift that the Board members received this evening from Groundbreaking to the Ribbon Cutting Ceremony.

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

Treasurer 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 Board Minutes dated April 17, 2024
- B. Policy Committee Minutes dated May 1, 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 Rich Hamilton to approve the accounts payable as presented.

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

9. PUBLIC COMMENT

No requests for public comment were received.

10. EDUCATIONAL ITEM

No educational items were presented.

11. COMMITTEE REPORTS

Tiffany Biros briefed the Board on the PRESS Policy changes which most of them pertained to the strike through of sexual harassment of Title IX. Now it pertains to all forms of harassment on race, religion and gender, to name a few. That little change in the title affected many policies.

12. SUPERINTENDENT'S REPORT

A. Finance Report

1. Ruyle Service Agreement

Dr. Stecken stated this is an annual service agreement costing \$24,420, which is unchanged again this year. He stated that our partnership with Ruyle has a long history of quality service, they have stable rates, and we have a great asset in the service technician, Chad Murphy, from Ruyle who works with Jim Harsted and his crew. Both Chad and Shane are a

tremendous asset to our ongoing HVAC upgrades as well as our regular service and maintenance.

A motion was made by Rich Hamilton and seconded by Jason Eltrevoog to approve the Ruyle Service Agreement as presented.

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

2. Approve Treasurer Bond

Dr. Stecken mentioned that two years ago we increased the annual bond to \$10 million to support growing fund balances and predictable certificate revenue infusion. The cost of the treasurer bond was \$10,123 for FY 23. While our fund balances have started to decrease due to gymnasium addition construction pay apps, we will need to continue to re-evaluate where our needs are each year. In the past we were required to have 25% of all fund balances secured by treasurer's bond at any high time of the year, but that law was modified in the Illinois School Code to be 10% now.

A motion was made by Joe Johnson and seconded by Tiffany Biros to approve the Treasurers Bond as presented.

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

3. Gymnasium Addition Construction Pay App 15

Dr. Stecken briefly went over the 15<sup>th</sup> Pay App, stating that he hopes to be done at 16 next month. He mentioned that the metal wall paneling still needs to be finished. After briefly going over some of the other high lights in the Pay App he asked if any Board Member had any questions.

A motion was made by Rich Hamilton and seconded by Jason Eltrevoog to approve the Gymnasium Addition Construction Pay App 15 as presented.

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

4. BOK Financial Debt Certificate Payment

Dr. Stecken presented to the Board the second debt certificate of an interest only payment. He continued stating that so far we have paid 1 full principal payment, and this is our second interest only payment. He ended with as we assess our financial standing in the years ahead, we can pay more than the expected payments after year three per the agreement, if the Board chooses to do so.

A motion was made by Sara Olson and seconded by Tiffany Biros to approve the BOK Financial Debt Certificate Payment as presented.

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

5. HLS Roof Repair Pay App 2

Dr. Stecken stated that in the Board packet you have the second (and final) pay application for the Health, Life, Safety Roofing Section Repairs completed by Adler Roofing, managed by GRP Wegman. This project was completed last month, and we have received close out documents, warranty paperwork, and a final walk through by manufacturers for all 15-year warranty work.

A motion was made by Jason Eltrevoog and seconded by Rich Hamilton to approve the HLS Roof Repair Pay App 2 as presented.

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

6. Proven IT 5-Year Lease Agreement

Dr. Stecken briefed the Board on the renewal of our 5-year Proven IT Lease Agreement. This agreement includes all copy machines, IT support for those machines, and the contract with Proven IT employee and copy center manager, Diane Ruff. Our prior 5-year lease agreement had monthly payments of \$9,908.69 and the new 5-year locked in lease agreement is set at \$9,923.75, a \$15/month increase.

A motion was made by Tiffany Biros and seconded by Rich Hamilton to approve Proven IT 5-Year Lease Agreement as presented.

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

Nays:  
Motion Carried

B. Personnel Report

1. 2024-25 Co-Curricular List

Dr. Stecken mentioned the Co-Curricular list is presented for approval. He stated that the list represents several changes from last month's approval for next school year. Specifically, we have two new mentors, Chris Decker for the new art teacher and Mr. Bryan Erickson for new AG Teacher. We also have three teachers who moved into three class sponsor roles, Mr. Andy Applebee Senior Class Sponsor, Mrs. Jessi Holman Junior Class Sponsor, and Mrs. Allie Keinath Sophomore Class Sponsor.

2. Hire Paraprofessional Mrs. Marsha Henne

Dr. Stecken mentioned that due to retirements, transfers, and new student enrollment we have multiple openings for paraprofessionals in our life skills and START classroom. Mrs. Marsha Henne has a very impressive resume and references and will be a great addition to our team in the life skills room.

3. Hire Paraprofessional Mrs. Chelsea O'Neal

He continued stating Mrs. Chelsea O'Neal also has a good amount of history as a paraprofessional. She will be a nice addition to the Life Skills classroom as well as resource classrooms with our students as a 1:1 aide.

4. Hire Paraprofessional Mrs. Madison Mahnke

Dr. Stecken also stated that while she lacks as much experience in education as the previous two hires, Mrs. Mahnke has some experience in professional settings and was very well spoken in her interview. She additionally has life experience in supporting students in need, especially those at-risk students. She will be a nice fit in our START program.

5. Speech Language Pathologist Contract- Kate Hagenbuch

Dr. Stecken stated that annually the Board is presented with a vendor contract for contracted services with Kate Hagenbuch, representing only \$1/hour in cost increase. Kate is terrific with our students and is an asset in our Student Services Department.

6. Media Center Library Information Specialist- Mrs. Alison Peterson

Dr. Stecken stated as discussed in the Policy Committee meeting, Seneca High School will continue its Library Media Program with some new personnel. Due to the retirement of Sherry Niemann and Sue Barlow, we need a new Media Center Library Information Specialist. Mrs. Peterson is a licensed and trained specialist who will guide and assist our program beginning next school year.

A motion was made by Tiffany Biros and seconded by Joe Jolmson to approve the Personnel Report as presented.

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

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 Update

Dr. Stecken briefly went over the new gymnasium construction updates and change orders.

3. Health Life Safety Project Update

Dr. Stecken stated that in the Board packet they would find a 1-page document on project completion of our HLS Roof Project and our elevator project beginning on Tuesday, May 29th\_

4. Summer Projects Update

Dr. Stecken went over the spreadsheet displaying the various summer projects that Maintenance Director, Jim Harsted, was hoping to tackle this summer. He continued saying we have set lofty goals to complete for our summer crew, but we have a lot of items to tackle to continue making this place the showcase of our community and the area. We have a solid crew this summer and expect a busy schedule to be completed.

5. Flooring Repairs - Weight Room & Wrestling Room

Dr. Stecken stated that as part of our ongoing facility improvements and part of our summer improvement list, we plan to replace the weight room and wrestling room floors. Both vendors are TIPS approved purchasing members. Resilite quote for \$33,738.38 for the wrestling room, which also includes wall mats for safety purposes. Then there is the SPEC Athletic bid to replace our weight room floor. This floor has become a safety hazard. This complete demo, prep, and installation is \$65,632.20 for the weight room floor.

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

Nays:

Motion Carried

6. AG Truck Bid Acceptance

Dr. Stecken stated that for two fiscal years we have budgeted for an AG truck replacement. Included in the Board Packet are two bids, one from Bill Walsh and the winning bid from Amie Bauer. Arnie Bauer is a dealership in Wilmington, and they were \$4,285.96 cheaper for the GMC Sierra 2500-HD. Once approved we will order the truck and there is a 2-3-month lead time once the truck hits the production schedule.

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

Nays:

Motion Carried

D. 24-25 Board Meeting & Committee Schedule

Dr. Stecken informed the Board there were no changes to the schedules; however, he asked if there was a true desire to have our July Monthly Meeting due to that being a heavy vacation month. After a brief discussion it was decided to continue the schedule as normal, yes there will be a July Monthly Meeting. He then ended saying that the schedules in the Board packet and those hard copies at their place are informational only and mirror prior years schedules.

E. Institute for Education Innovation

Dr. Stecken attended a Summit in Indianapolis here this month. He stated this is a group of nationwide administrators seeking to elevate school

district leadership through professional development and networking. He listed the three different sessions with highlights of each.

F. Policy

1. PRESS Policy

Dr. Stecken mentioned the most recent PRESS update, summarizing key changes centered mainly around Title IX changes, specifically PRESS policies 2:260 "Uniform Grievance Procedure," 2:265 "Title IX Grievance Procedure," 2:270 "Discrimination and Harassment on the Basis of Race, Color, or National Origin Prohibited," 7:10 "Equal Educational Opportunities," 7:180 and "Prevention of and Response to Bullying, Intimidation, and Harassment." The language change modified many PRESS updates.

2. Handbook Review - Parent/Student, Faculty, Athletic, Activities, Staff

Dr. Stecken stated that this is the first reading of the following handbooks: Parent/Student Handbook, Faculty Handbook, Athletic Handbook, Activities Handbook and Staff Handbook. He continued saying that several changes in each handbook are based upon legal changes in PRESS policies, Illinois Principal's Association and other guidelines. He stated one key change is the combination of the student activities and coaches' handbooks from our internal book and Bushue HR into one handbook. These handbooks will formally be approved at the June Board meeting.

3. Media Center Media Guide Program

Dr. Stecken stated that due to retirements within the district, the plan needed updates with new personnel, with Mrs. Alison Peterson a licensed librarian and Mrs. Jodi Trager who will transition from the paraprofessional role to supervise in the Media Center.

4. Cell Phone Policy

Dr. Stecken mentioned that this 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 will be placed in organized compartments during regularly scheduled class time. Students will still be allowed to use cell phones at lunch periods and passing periods.

5. E-Learning Policy

Dr. Stecken stated that at the May Policy Committee Meeting, Mr. Coughlin discussed the School Improvement Team's work with 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 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 next 3-years. Our plan is to always use a traditional snow day unless we get to a point like a Polar Vortex, an HVAC issue, a prolonged time period of school cancellations, etc. However, we must have a plan in place to be able to do this.

6. Strategic Plan Policy Update

Dr. Stecken reviewed the PRESS Policy 7:60 update that allows the Board of Education to determine if the district would permit district employees' children, who are non-residents, to attend the district. He continued stating a key variable in the district Strategic Plan is ongoing enrollment. Where our enrollment will average between 360-370 over the next 5-6 years; the two viable solutions to boost enrollment would be a residential housing development and allowing full-time staff members to send their children to the district.

He continued saying it would make sense if the feeder districts adopted a similar policy so that an employee's child could attend school in Seneca from kindergarten thru 12<sup>th</sup> grade, with an Intergovernmental Residency Agreement allowing for reciprocity for both districts employees. He continued saying that this would require a change to the policy 7:60 language, including the optional footnote reference and it would not require a hearing or any athletic or activity waivers due to the recent School Code changes. He informed the board that in the Starved Rock Region for IASA, 20 of the 32 school districts offer such enrollment for full time employees. He stated he would due further research and report back with his findings at future Board meetings.

G. Executive Session

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

13. PRINCIPAL/DEAN OF STUDENTS

A. Overnight Trips Update

Mr. Coughlin mentioned nothing is new this year; and Mr. Terry Maxwell's Bio trip is not an overnight trip, just over 200 miles. He continued saying that looking at the schedule the AG Department has, Cally and Conner will be quite busy.

B. 5 Essential Survey Data

Mr. Coughlin explained to the Board this is one measure of how we are performing; mostly a positive report showing that we are well organized, with strong indicators, effective leaders, involved families with a supportive environment.

C. End of Year Dean of Students Statistics Report

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 nice Thank You's in this month's board packet: one from The Alley in Ottawa regarding PROM; one from the Family of Viola Mosier, Flowers for visitation; one from the Family of Shirley Johnson, Flowers for visitation; one from the Family of William Harty, again Flowers for visitation. A FOIA request wanting copies of the Bid tabulation and award letter regarding the athletic turf project that was approved at the April 17, 2024, board meeting. He then mentioned there were also several Superintendent Weekly Newsletters.

EXECUTIVE SESSION

A motion was made by Joe Johnson and seconded by Rich Hamilton, to adjourn to Executive Session, including Administration, to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees, student attendance, student discipline, board of education work session, and pending litigation.

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

Nays:

Motion Carried

15. ACTION ITEMS AFTER EXECUTIVE SESSION

There were no action items.

16. ADJOURNMENT

The meeting adjourned at 8:21 p.m.

Ronald E. Fry  
President, Board of Education

6-19-2024  
Date

Reil Hamilton  
Secretary, Board of Education

6-19-2024  
Date