

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 October 16, 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 Michael Coughlin, Dean of Students Mark Giertz, Recording Secretary Nadine Maierhofer, student award winners for August and September along with their families and guests.

2. RECOGNITION OF GUESTS AND VISITORS

Mr. Giertz recognized our August and September Students of the Month.

3. SUCCESS AT SHS

Dr. Stecken recognized Mike Coughlin and Taylor Neurohr for all their hard work in arranging and presenting our Professional Development days in August, September, and here in October. We had a couple Freshman Orientation days in August, a "Seneca Way Day" in September and then here in October two days, one with CPI refresher course and the second day was CPR, SIP Mtg, and Prep day.

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

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

7. APPROVAL OF MINUTES

- A. Budget Hearing Minutes, dated September 18, 2024
- B. Transfer Hearing Minutes, dated September 18, 2024

- C. Regular Board Minutes, dated September 18, 2024
- D. Building/Grounds/Transportation Committee Minutes, dated October 2, 2024**
- E. Finance/Personnel Committee Minutes, dated October 2, 2024**

** No formal meeting was held due to scheduling conflicts. Packets were distributed electronically for members to review.

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

Rebecca Liberatore did an English presentation on her Transitional English class she is teaching this year. In this class she is getting the students ready for college level writing, whether they are heading off to college or not. Success passage of this course will allow our junior college attending students to be exempt from the "Remedial Zero Credit" English 099 classes that do not count for credit at the local junior colleges but must be taken, if placed there. Several different topics covered in class are Discussion Boards, Time Management, Collaboration, Communication Skills, and a Self-Awareness Section. Students will have various different assignments, as well as 4 essays due throughout the year. She stated the assignments assigned will be a little longer than the last to use these techniques that they are learning.

11. COMMITTEE REPORTS

Dr. Stecken stated that due to the conflict of schedules and not actually having the in-house Committee meetings he would discuss different things that were sent out electronically to all committee members in his Superintendent's Report.

12. SUPERINTENDENT'S REPORT

A. Finance Report

1. Direct Preparation of the 2024 Levy and 2025-26 Budget

Dr. Stecken stated that each year the Board directs the preparation of the levy along with the corresponding budget. He stated that the Finance & Personnel Committee start the process by discussing a very preliminary levy and a big picture FY 26 budget. He continued stating that in November you will see a more refined levy.

A motion was made by Joe Johnson and seconded by Cory Yandell to direct the preparation of the 2024 Levy and the FY 26 Budget.

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

Nays:

Motion Carried

2. Health Life Safety Elevator Pay App 4

Dr. Stecken briefly reviewed the Pay App 4 with GRP Wegman on the elevator as it comes to completion. He continued that at packet completion, the final step, a phone line and phone was installed. The final elevator inspection took place on Monday 10/14 and we took possession that day, with the new elevator open for usage.

A motion was made by Sara Olson and seconded by Tiffany Biros to approve the Health Life Safety Elevator Pay App 4 to GRP Wegman as presented.

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

Nays:

Motion Carried

3. Turf Project Pay App 1

Dr. Stecken mentioned that the first pay application for our turf project with ATG Ram Sports is included in this month's packet for their approval.

A motion was made by Jason Eltrevoog and seconded by Cory Yandell to approve the Turf Project Pay App 1 to ATG Ram as presented.

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

Nays:

Motion Carried

B. Persmmcl Report

1. Co-Curricular List Update

Dr. Stecken stated there were no changes to the co-curricular list at this time.

2. Open Positions Update

Dr. Stecken mentioned that through the electronic copy of the Finance and Personnel Committee there was a discussion of our upcoming retirement of Jenna Maierhofer in the Math Department and Eric Vroman in the Science Department.

Dr. Stecken continued that he regretfully accepted, the morning of the Board Meeting, a resignation letter from Jacob Ursua, who works side by side with Marty Harig in our IT Department. Jacob has accepted a position with a company in Florida and will be moving at the end of the month. He mentioned that his letter of resignation and the open job posting was included at their place.

Dr. Stecken continued saying that Mr. Coughlin and Mr. Giertz will be attending ISU job fair to assess future openings, as well as work with the ROE as the teacher shortage becomes a reality.

3. Great Place to Work Certification

Dr. Stecken mentioned that included in their packet were several reports from Great Place to Work Certification. We earned this certification with a 98% employee satisfaction rating, which is a great feather in our cap. He stated that this will help with job recruitment for upcoming openings. To earn this certification our employees were tasked with an in-depth survey and metric responses to a variety of questions. Additionally, Dr. Stecken had several meetings with GPTW about our workplace culture, job types, and other information. Out of the possible 82 employees, 66 took the survey and with 98% overall satisfaction, that means only 2 employees voiced dissatisfaction.

A motion was made by Joe Johnson and seconded by Jason Eltrevoog 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 reviewed the Building, Grounds & Transportation Report from Jim Harsted.

He mentioned the ROE inspection and the fact that Jim Harsted is so on top of things that there were no violations at either the West Campus or the Main Campus. A copy of the report is at their place. A future final certification will come from the ROE office.

2. Facility Plan Update

Dr. Stecken presented an up-to-date facility plan, additionally, providing an update to our HVAC systems, of over 20 units. He is very grateful for Chad Murphy at Ruyle, in being as dependable and always willing to help us within our service contract and long-range planning.

Dr. Stecken touched on the recent facility completion list; our work in progress facility list; and finally, the future project planning list.

3. Elevator Project Update

Dr. Stecken briefly went over the timeline of the elevator updates that was provided in the board packet. He mentioned that while this project was frustrating to manage at times, the performance contract GRP Wegman, and specifically Brandon were great to deal with. Managing a facility project can be quite problematic at times and this one has its fair share of delays and curveballs, but hopefully we are going to be in a great spot for a long time.

4. Turf Project Update

Dr. Stecken mentioned that what was presented to our BGT Committee electronically; you had approved the first pay app, which is about 25% of the total project cost. Various steps were being worked on such as the concrete curbing, flatwork, and brick wall construction. Next up will be the fence poles, drainage piping and rock work. Fingers crossed for a Mid-November turf installation on the baseball field with the softball field following a few weeks after. January is the completion goal.

5. Architect Services

Dr. Stecken stated back to the pre-gymnasium construction planning we interviewed BCA Architects. Recently we have leaned on them for a few

minor projects and advice including the AG kitchen. Matt Lamps has been a helpful person with our projects. Most recently Mr. Lamps has been investigating our Land Lab with the hopes of building a storage building and re-grading the parking lot. Some survey work is still needed out there, but it is his recommendation to add BCA Architects to our team and enter a contract with them for future work.

A motion was made by Joe Johnson and seconded by Tiffany Biros to approve the authorization to enter into contract with BCA Architects as presented.

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

6. 2024-25 Maintenance Grant

Dr. Stecken mentioned he was surprised that the state pushed out another round of Maintenance grants. Where we recently received a \$50,000 matching grant for a chiller replacement; we expect an additional grant reimbursement for our elevator project, once we have our final inspection. For this next round of a maintenance grant, we will coordinate through our new architect to manage the hot water heater replacements with John's Sales & Service. We will then receive a \$50,000 state reimbursement for these funds once the project is complete in the Summer of 2025.

A motion was made by Tiffany Biros and seconded by Sara Olson to approve the Application for a Maintenance Grant for new hot water heaters as presented.

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

D. Executive Session

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

13. PRINCIPAL/DEAN OF STUDENTS

A. Professional Development Update

Mr. Coughlin mentioned we had our "Seneca Way Day" in September and the focus on that was parent communication. If a student is struggling in one of their classes it is expected of our Faculty to reach out via the phone to build a relationship with parents on behalf of their student. He continued that an email is a very impersonal way to reach out, a phone call would be better. The Faculty listened to a pod cast "When calling home is not your calling," and took a quick google survey.

In October our nurse, Taylor Neurohr, did training on recertifying our faculty and staff on CPR. Jill Rockrohr worked with our CPI (Crisis Prevention Intervention) for those that needed to complete the annual training. In the afternoon there was school improvement work, senior exit interview, discussion on Irish Fest scheduled in the Spring.

Mr. Coughlin mentioned parent/teacher conferences had 182 student report cards picked up. Our Freshman class had 69% represented, Sophomores 43%, Juniors 41% and Seniors were at 40%. He felt that this shows that many of our parents are taking an interest and they are also taking advantage of the savings on next year's registration fee.

B. Dean of Students Report - Statistics

Mr. Giertz went over attendance, grades, and discipline reports for the 1st quarter.

14. ADMINISTRATIVE COMMUNICATIONS

Mr. Stecken mentioned there was a thank you from Rob Maierhofer Family for flowers sent on behalf of his Father. A memo from IASB along with an Active Member Certificate for the current school year. Two FOIA requests, one from Brett Ellis - Walz Label & Mailing System requesting a copy of our lease agreement and lease invoice on our postage machine with Pitney Bowes. The second request was from Owen Wang - Valley Times, requesting a pdf copy of our student evacuation plan in the case of an active shooting. He also stated there are a several Messages from the State Superintendent to read.

EXECUTIVE SESSION

A motion was made by Joe Johnson and seconded by Cory Yandell, to adjourn to Executive Session, 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 7:30 p.m.



President, Board of Education

11-20-2024
Date



Secretary, Board of Education

11-20-2024
Date