

Big Hollow School District #38, Ingleside, IL 60041

Board of Education Regular Meeting

OFFICIAL MINUTES

January 21, 2014 – 6:00 p.m. – Big Hollow School Library

Guests: Brian Maze, Tommy Janusz, Dawn Smith, Linda Merrill, Nancy Ward, Donelle Staples, Kim Christesen, Kerry Ellis, Vickie Biarnesen, Melissa Grandt, Lenayn Janusz, Bill Schufreider

- A. Call to Order: Vice President Heather Janquart called the meeting to order at 6:00 p.m.
- B. Pledge of Allegiance: The Pledge of Allegiance was recited.
- C. Roll Call: Christine Arndt called the roll with the following members answering “present” Jim DeVito, Heather Janquart, Kristina Lancaster, Vivian Kueter, Doug Pedersen
- D. Added Items/Approval of Agenda: A motion was made by Doug Pedersen and seconded by Kristina Lancaster to approve the agenda. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Doug Pedersen, Kristina Lancaster, Jim DeVito, Heather Janquart, Vivian Kueter
Nay: None

- E. Closed Session: For the Purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation and Negotiations. A motion was made by Jim DeVito and seconded by Vivian Kueter. Upon roll call vote the motion passed. 5 ayes, 0 nays. (6:02 p.m.).

Aye: Jim DeVito, Vivian Kueter, Heather Janquart, Kristina Lancaster, Doug Pedersen
Nay: None

- F. Return to Open Session: A motion was made by Jim DeVito and seconded by Kristina Lancaster to return to open session. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Jim DeVito, Kristina Lancaster, Heather Janquart, Vivian Kueter, Doug Pedersen
Nay: None

- G. Consent Agenda:

1. Copy of Corrected Minutes approved from the December 2, 2013 Regular Board Meeting
2. Approval of the Minutes of the December 16, 2013 Regular Board Meeting
3. Approval of the Minutes of the December 16, 2013 Regular Board Meeting Closed Session
4. Approval of Activity Funds for December 2013

5. Approval of Bills for January 2014
6. Approval of School Treasurer's Report for December 2013

A motion was made by Doug Pedersen and seconded by Vivian Kueter to approve the Consent Agenda. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Doug Pedersen, Vivian Kueter, Jim DeVito, Heather Janquart, Kristina Lancaster

Nay: None

H. Public Comments: There were no Public Comments.

I. Introductions of Guests/Presentations

1. None

J. Reports

1. Primary Principal Mrs. Arndt: Mrs. Arndt shared that the Primary and Elementary Schools are participating in National No Name Calling Week – January 20 -24. Tuesday is wear red, white, and blue day expressing the idea of United We Stand to stop name calling. Wednesday is wear mismatched clothing or your own style, to express we are all different and we should appreciate our differences. Thursday is slipper day – Give name calling the “slip.” Friday wear your favorite sports wear or Big Hollow clothing to show we are all good sports if we treat each other like we are on the same team.
2. Elementary Principal Mrs. Janusz: Mrs. Dzik visited each classroom in both the primary and elementary buildings to discuss bus expectations and safety and presented good behavior certificates/prizes to all students who had perfect bus behavior for the second quarter. January 31 is wear red day for the character trait Caring.
3. Middle School Principal Mr. Schufreider: Middle School will participate in National No Name Calling Week – February 3-7. Mr. Schneider, seventh grade boy's basketball coach, held a basketball clinic for elementary students at the elementary building. The clinic was free of charge with participants donating cans of the local food pantry. Middle School students participated in the National Spelling Bee on Wednesday, January 15th. The winner was fifth grader Jenna Egendorf. Congratulations and appreciation was expressed to staff and students for organizing and participating in this exciting event.
4. Business Manager Mr. Engstrom
 - a) Food Service: Mr. Engstrom provided the Board with projected costs and cost savings regarding bringing food service “in-house” for the 2014-2015 school year. A Director of Food Services would report to the Business Manager and Superintendent. Styrofoam trays could be replaced by purchasing trays. Board

member Kristina Lancaster asked if bringing the food service “in-house” could be ready by August. Dr. Demory affirmed that she felt it could be ready by August. The District is assessing all services, such as Food Service, Custodial, Snow Plowing and Special Education, to determine if services could be performed more efficiently and effectively in-house. Is there a starting salary and job description in place for the Director of Food Services? A Food Service Director salary and food service employee salaries were projected in the food service analysis. At this time the Food Service Director position would be posted to see what candidates are interested in the position.

- b) A Child’s Place Contract: The Board reviewed contract proposals between A Child’s Place and the District for terms of one and three years. Recommended language changes: Renewal dates: October 1 – A Child’s Place would let us know if they would like to renew the contract. December 1 – The District would let A Child’s Place know if the contract renewal has been approved. Rental amount based upon enrollment of 30 students and 60 students.
 - c) City Wide Custodial Contract: Recommended approving renewal of a three year contract with City Wide. Their performance and dedication to the District, especially during recent pipe and water issues, has been excellent. Their contract is keeping the same price for the next three years.
 - d) Dispensers and Supplies for Soap and Paper Products: The new dispensers were free. Switching to the new products has been a cost savings for the District.
5. Superintendent Report
- a) Good Things Happening for Students: PTO President Kim Christesen thanked Gretta Adams for organizing the Rain Forest Café fundraiser. Over \$150.00 was raised at the event. The Clothing Resale is scheduled for March.
- Heather Janquart shared that the Fine Arts Boosters has their Dinner/Auction planned for February 21 at Maravellas.
- Dr. Demory shared with the Board Thank You notes received from staff members for gift cards.
- b) Route 12 Property Update: Two letters were sent by the District’s attorney inquiring the status of the real estate contract. The first phase of the contract is due on December 31, 2013. The District is waiting for confirmation regarding the intentions of the investors.
 - c) SEDOL: Dr. Demory shared information regarding the withdrawal process of Lincolnshire, Kildeer and Stevenson High School from SEDOL. Area Elementary District Superintendents and Special Education Directors have and continue to meet to assess programs and shared service opportunities. Contracts for SEDOL need to be signed by February 3.

- d) Goal Setting – 360 Evaluation Tool: Dr. Demory shared the survey that she had created and a 360 survey. The Board agreed to have a Goal Setting Meeting Monday, January 27 at 6:00 p.m. The Board will review the goals and surveys for Monday’s meeting.
- e) BMO-Harris Financial Bank Update: Dr. Demory and Mr. Engstrom met with Representatives from BMO Harris to open new accounts.
- f) Facility Update: Dr. Demory shared that we currently don’t charge fees for building usage. There have been some donations for building usage. The District has a website calendar that lists all of the events taking place in the District.

The District has had sprinklers and pipes burst. The District is currently working with a restoration company in making the repairs. They were in over the weekend checking the pipes and continue to work closely with us. There is still a leak in the Elementary building being investigated.

Dr. Demory complimented Mrs. Cosman, Mrs. White, and Mrs. Janusz and her husband for moving classrooms and furniture. It has been recommended that part of the roof be removed and a rubber membrane installed. This is a two-step process that needs to be installed in spring. Mrs. Cosman’s class has been moved into the Art Room. Dr. Demory thanked Mrs. Janusz for her leadership and cooperation from the teachers and students.

At the Middle School, it has been discovered that part of the attic is not sealed off. A four inch crack in a 20 foot long pipe was discovered in addition to the section of the burst pipe. All repairs will be submitted to the insurance company. The Fox Lake Fire Department did a great job assisting with the clean-up.

The Middle School sign is not working. There is power to the sign, but it is not working. Mrs. Donelle Staples is working with the sign company to address the issue.

- g) Refinance and Tax Anticipation Warrants (TAWs) Bonds Update: The District will be moving forward in the next six weeks to two months regarding the second portion of the Board Resolution to refinance 2013 and 2014 bonds, as well as TAW’s. PMA is assisting the District with both bond issues.
- h) Board Policies Second Reading
 - 3:60 Administrative Responsibilities of the Building Principal
 - 4:100 Insurance Management
 - 5:50 Drug and Alcohol Free Workplace Tobacco Prohibition
 - 5:90 Abused and Neglected Child Reporting
 - 5:100 Staff Development Program
 - 5:120 Ethics and Conduct
 - 5:200 Terms and Conditions of Employment and Dismissal
 - 6:60 Curriculum Content
 - 6:250 Community Resource Persons and Volunteers

7:185 Teen Dating Violence Prohibited

7:300 Extracurricular Athletics

8:30 Visitors to and Conduct on School Property

The Board reviewed the Policies. 8:30 - Update 1 not update 2 or either options.

- i) Financial Resolution: Board member Janquart asked that the Board wait until after the Goal Setting meeting, then revisit the Financial Resolution.
- j) Transportation: Dr. Demory shared with the Board the list of Daycare facilities located both in and outside of District boundaries.
- k) Curriculum/Technology/Teacher In-Service: The District is in the process of evaluating and looking at possible changes for next year. In Technology, it was discussed to work with PTO to partner and purchase LCD's, and Mimeos for six classrooms. The second phase of the plan would be to purchase them for the remaining classrooms.

Vice-President Heather Janquart asked Mrs. Donelle Staples why the scrolling option does not work on the website. Mrs. Staples said that if you have Internet Explorer II you will have this problem and that to use Chrome/FireFox or Safari. Edline is aware of this issue and is trying to address it.

Board Books Update: It will take up to six to eight weeks before the Board will have access to Board Books. They will provide training for the Board.

The Teacher Institute Day has been scheduled for February 14. There will be two on-site trainers from NWEA to train the teachers on the MAP assessments.

K. Business Recommended Action Item: Consider Motions To:

- 1. Approve posting for District Food Service Director:

A motion was made by Jim DeVito and seconded by Vivian Kueter to approve posting for District Food Service Director. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Jim DeVito, Vivian Kueter, Heather Janquart, Kristina Lancaster,
Doug Pedersen

Nay: None

- 2. Approve rental contract with Child's Place

A motion was made by Kristina Lancaster and seconded by Doug Pedersen to approve a one year contract for A Child's Place with the revisions as previously discussed. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Kristina Lancaster, Doug Pedersen, Jim DeVito, Heather Janquart,
Vivian Kueter

Nay: None

3. Approve three year contract with City Wide Custodial Services
A motion was made by Jim DeVito and seconded by Vivian Kueter to approve the three year contract with City Wide Custodial Services. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Jim DeVito, Vivian Kueter, Heather Janquart, Kristina Lancaster,
Doug Pedersen

Nay: None

4. Approve the following Board Policies
3:60 Administrative Responsibilities of the Building Principal
4:100 Insurance Management
5:50 Drug and Alcohol Free Workplace Tobacco Prohibition
5:90 Abused and Neglected Child Reporting
5:100 Staff Development Program
5:120 Ethics and Conduct
5:200 Terms and Conditions of Employment and Dismissal
6:60 Curriculum Content
6:250 Community Resource Persons and Volunteers
7:185 Teen Dating Violence Prohibited
7:300 Extracurricular Athletics
8:30 Visitors to and Conduct on School Property

A motion was made by Doug Pedersen and seconded by Vivian Kueter to approve the following Board Policies as presented except for Policy 8:30. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Doug Pedersen, Vivian Kueter, Jim DeVito, Heather Janquart,
Kristina Lancaster

Nay: None

A motion was made by Jim DeVito and seconded by Kristina Lancaster to approve Board Policy 8:30 with update 1. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Jim DeVito, Kristina Lancaster, Heather Janquart, Vivian Kueter,
Kristina Lancaster

Nay: None

5. Adopt Financial Resolution Goal “The projected, combined fund balances for the four funds of Education, Building, Transportation, and Retirement (excluding any early tax monies) at the beginning of any fiscal years shall be equal to approximately 25% of the average of the total expenditures for the two previous fiscal years which have most recently closed”. This has been tabled.

6. Closed Session Minutes

A motion was made by Vivian Kueter and seconded by Jim DeVito to approve the Closed Session Minutes. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Vivian Kueter, Jim DeVito, Heather Janquart, Kristina Lancaster,
Doug Pedersen

Nay: None

7. Approve Actions from Closed Session

a) Employment

A motion was made by Vivian Kueter and seconded by Jim DeVito to employ Karen Schuster – Primary Paraprofessional (Special Education) at \$9.00 an hour. Upon roll call vote the motion passed. 4 ayes, 0 nays, 1 abstain

Aye: Vivian Kueter, Jim DeVito, Heather Janquart, Doug Pedersen

Nay: None

Abstain: Kristina Lancaster

L. Other/Comments/Announcements:

1. Goal Setting Meeting on Monday, January 27, 2014 at 6:00 p.m. Big Hollow Middle School Library
2. Regular School Board Meeting on Monday, February 3, 2014 at 6:00 p.m. Big Hollow Middle School Library

M. Adjournment

A motion was made by Jim DeVito and seconded by Heather Janquart to adjourn the meeting at 9:01 p.m. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Jim DeVito, Heather Janquart, Vivian Kueter, Kristina Lancaster, Doug Pedersen

Nay: None

Victoria Gallichio, President
Board of Education

Doug Pedersen, Secretary
Board of Education

