

Big Hollow School District #38 Ingleside, IL 60041  
Board of Education Regular Minutes  
October 6, 2014 – 6:00 p.m. – Big Hollow Middle School Library  
6:00 p.m. Closed Session  
7:00 p.m. Open Session

**OFFICIAL MINUTES**

Guests: Jessica Coletto, Lori Pappas, Janine Vasica, Michelle Connolly, Megan Paul, Sunny Morley, Nancy Ward, Vicki Biarnesen, Kim Christesen, Joanne Pinto, Peggy Silverblatt, Vickie Gallichio, Ron Pazanin, LaDon Schneider, Maria Banach, Donelle Staples, Heidi Gale, Jolie Misek, Dawn Lucas, Bridget Massey, Heather Wick, Melissa Grandt

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

Aye: Julia Mazur, Kevin Lyons, Jim DeVito, Heather Janquart, Doug Pedersen  
Nay: None

- E. Closed Session: For the purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, Negotiations, and Property. A motion was made by Julia Mazur and seconded by Jim DeVito. Upon roll call vote the motion passed. 5 ayes, 0 naves.  
Aye: Julia Mazur, Jim DeVito, Heather Janquart, Kevin Lyons, Doug Pedersen  
Nay: None

Board member Vivian Kueter arrived during Closed Session. (6:40 p.m.)

- F. Return to Open Session: A motion was made by Jim DeVito and seconded by Kevin Lyons to return to open session. Upon roll call vote the motion passed. 6 ayes, 0 naves.  
Aye: Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen,  
Nay: None

- G. Consent Agenda:
  - 1. Approved of the Minutes of the September 15, 2014 Regular Board Meeting and Budget Hearing.

2. Approved of the Closed Session Minutes of the September 15, 2014 Regular Board Meeting and Budget Hearing.
3. Approved of the Minutes of the September 30, 2014 Adjourned Budget Hearing and Special Board Meeting.
4. Approved of the Closed Session Minutes of the September 30, 2014 Adjourned Budget Hearing and Special Board Meeting.
5. Approved Bills and Payroll for September 2014.  
 Changes to the Consent Agenda: September 15, Closed Session page 2 added above the bullets and revised. ; September 15, Open Session Minutes, Budget Hearing G3 page 2 – The discussion was expanded. 4J – Route 12 property further clarified. ; September 30 – KE Superintendent Search clarified no further fee from Exec Connect.  
 Accounts Payable – Clarifications asked for on Transportation fuel bill and bill for the replaced pipes.  
 A motion was made by Jim DeVito and seconded by Julia Mazur to approve the Consent Agenda with the revised minutes. Upon roll call vote the motion passed. 5 ayes, 0 naves.  
 Aye: Jim DeVito, Julia Mazur, Heather Janquart, Kevin Lyons, Doug Pedersen  
 Nay: None

H. Public Comments: There were no Public Comments.

I. Introduction of Guests/Presentations

1. None

J. Reports:

1. Superintendent and Chief School Business Official
  - a) Good Things Happening for Students: Expressed appreciation to staff for providing the successful Friday Night program. Shared that the Boys’ Basketball and Girl’s Cheerleading, Round Lake Park District Fall Play and Big Hollow Variety Show are also taking place.
  - b) Annual Building Inspection: An exit light in each building needed a light bulb replaced and one closet needed to be cleaned out.
  - c) Audit 2013 – 2014 : Pat Syens reviewed the audit with the Board identifying various components:
    - Page 4 – Internal controls
    - Pages 6-7: Balance Sheet
    - Page 8: Summary of Revenue & Expenditures 2013 – 2014
    - Pages 21 – 35: Notes to Financial Statements
    - Page 24: Inter fund loans
    - Page 25: Deposits and Investments
    - Page 26: Investments
    - Page 27: Information used to see how much we will owe on bonds. Used to help set the levy.
    - Page 28: EAV for the last 3 years
    - Page 28: Operating – Short term debt

- Page 35: Debt limit

Last year's per pupil expenditure was \$8,217.53, this year's is \$8,185.85.

Mrs. Syens recommended that the District look at proposals for another audit firm for the future.

- d) IASB Fall Dinner Meeting – Thursday, October 30, 2014: Board members Heather Janquart, Doug Pedersen, Vivian Kueter, and Julia Mazur will be attending the dinner.
- e) School Exec Connect Meeting Schedules: School Exec Connect gave several dates to meet: October 13, 15, 20 and 21.  
The Board discussed meeting October 13 at 6:30 p.m. The cost for advertising is \$900.00. The Board will pursue more information regarding advertising when they meet on October 13.
- f) Curriculum: The Middle School teachers have been participating in articulation meetings with Grant High School.
- g) Technology Update: = PARCC Assessments: Education Technology Director Donelle Staples shared copies with the Board of the monthly help desk requests. The projectors are currently being installed. The MIMIO software has been installed in all three buildings. The District is ready for PARCC assessment. The District received a score of 9 for readiness.
- h) Big Hollow PTO “Operation Grassroots” – A 501-C-3: Kim Christesen shared that they are in the basic stages of setting up a matching donations program. The funds would be designated for Technology.
- i) Sale of Route 12 Property: Three people have requested a bid packet. Bids are due by October 17 at 12:59 p.m. The bids will be opened and read at 1:00 p.m. If there is an acceptable bid it would be approved on October 20. Board President Heather Janquart will be present at the bid opening.
- j) 2015 Consolidated Election: School Board packets are available in the District office.
- k) School Security: A park bench was damaged by the basketball court at the Middle School. No one was hurt, but the car was damaged. The police were contacted and a report was filed. There were young adults that were on school property during the school day waiting to use our soccer field after our students are done. The security of the grounds can be an item for the Community Engagement Meeting.
- l) Teacher Institute Day: The agenda includes discussing 504 plans, special education, MAP testing and Mimeoos.
- m) Middle School Class Size Report: The Board received a packet from Dr. Demory with the current number of students in each grade level. Sample teacher schedule templates were included. The packet included each teacher, the number of classes and how many students in each class. The packet included information on the overflow teachers and special teachers. Dr. Demory asked the Board if she could address the help of teachers/staff to review and brainstorm options. She suggested meeting with the teachers by grade level. The Board was polled and asked if they would be in support, there were.
- n) FOIA Request TAWS Working Cash: FOIA request.

- o) BMO Harris Band N.A. Resolution: The Board needs to adopt a resolution document.
- p) Senate Bill 16 Public Forum: Information regarding an information meeting regarding Senate Bill 16 was shared.
- q) Budget 2014 – 2015: Dr. Demory provided the Board with a copy of the Legal Notice.
- r) Board Policy #86 Second Reading
  - 2:20 – Powers and Duties of the School Board; Indemnification (Renamed)
  - 4:60 – Purchases and Contracts
  - 4:90 – Activity Funds
  - 5:30 – Hiring Process and Criteria
  - 5:260 – Student Teachers
  - 5:330 – Sick Days, Vacation, Holiday and Leaves
  - 7:20 – Harassment of Students Prohibited
  - 7:180 – Prevention of and Response to Bullying, Intimidation and Harassment (Renamed and Rewritten)
  - 7:240 – Conduct code for Participants in Extracurricular Activities  
This will be tabled until the October 20 School Board Meeting.
- s) Policies Undergoing 5 Year Review
  - 2:40 – Board Member Qualifications
  - 2:50 – Board Member Term of Office
  - 2:60 – Board Member Removal From Office
  - 2:80 – Board Member Oath and Conduct
  - 2:240 – Board Policy Development
  - 4:40 – Incurring Debt
  - 4:55 – Use of Credit and Procurement Cards
  - 5:310 – Compensatory Time-Off
  - 7:170 – Vandalism
  - 7:200 – Suspension Procedure
  - 8:100 – Relations with Other Organizations and Agencies  
The District currently does not have all these policies. Dr. Demory will secure copies of the policies we currently have and will contact Press Policy for the ones we do not have.

K. Business Recommended Action Items: Consider Motions To:

1. Resolution designating BMO Harris Band N.A. as an authorized depository of Big Hollow School District 38 and authorizing Patricia Syens, District Treasurer as an additional signatory on the account. A motion was made by Julia Mazur and seconded by Doug Pedersen. Upon roll call vote the motion passed. 6 ayes, 0 nays.  
Aye: Julia Mazur, Doug Pedersen, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons  
Nay: None
2. Adopt the following School Board Policies:

- 2:20 – Powers and Duties of the School Board; Indemnification (Renamed)
- 4:60 – Purchases and Contracts
- 4:90 – Activity Funds
- 5:30 – Hiring Process and Criteria
- 5:260 – Student Teachers
- 5:330 – Sick Days, Vacation, Holiday and Leaves
- 7:20 – Harassment of Students Prohibited
- 7:180 – Prevention of and Response to Bullying, Intimidation and Harassment (Renamed and Rewritten)
- 7:240 – Conduct Code for Participants in Extracurricular Activities  
The Board has tabled this until the next School Board Meeting.

3. Approve Actions from Closed Session

a) Employment

A motion was made by Jim DeVito and seconded by Kevin Lyons to approve the employment of Carla Guenther as a paraprofessional effective on September 22, 2014. Upon roll call vote the motion passed. 6 ayes, 0 naves.

Aye: Jim DeVito, Kevin Lyons, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen  
Nay: None

A motion was made by Vivian Kueter and seconded by Julia Mazur to approve the employment of Jeremy Goggin as Network Assistant for the 2014 – 2015 School Year, effective September 22, 2014. Upon roll call vote the motion passed. 6 ayes, 0 naves.

Aye: Vivian Kueter, Julia Mazur, Jim DeVito, Heather Janquart, Kevin Lyons, Doug Pedersen  
Nay: None

A motion was made by Doug Pedersen and seconded by Jim DeVito to approve Band Teacher Sara Kumpula for FMLA with an estimated leave beginning in April 2015. Upon roll call vote the motion passed. 6 ayes, 0 naves.

Aye: Doug Pedersen, Jim DeVito, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur  
Nay: None

The IASB Fall Dinner Meeting – 5:30 p.m. – Thursday, October 30, 2014.

Items for the next Regular School Board Meeting on Monday, October 20, 2014 at 6:00 p.m. Closed Session / 7:00 p.m. Big Hollow Middle School Library.

- L. Closed Session: For the purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, Negotiations. A motion was made by Vivian Kueter and seconded by Julia Mazur to go into Closed Session. Upon roll call vote the motion passed. 6 ayes, 0 naves.

Aye: Vivian Kueter, Julia Mazur, Jim DeVito, Heather Janquart, Kevin Lyons, Doug Pedersen  
Nay: None

M. Return to Open Session:

A motion was made by Julia Mazur and seconded by Vivian Kueter to return to open session. Upon roll call vote the motion passed. 6 ayes, 0 nays. (11:00 p.m.)

Aye: Vivian Kueter, Julia Mazur, Jim DeVito, Heather Janquart, Kevin Lyons, Doug Pedersen

Nay: None

N. Business Recommendation Action Items: Consider Motions To:

1. If needed, Closed Session Minutes
2. Employment, if needed.

O. Other/Comments/Announcements:

1. IASB Fall Dinner Meeting – 5:30 p.m. – Thursday, October 30, 2014.
2. Items for the next Regular School Board Meeting on Monday, October 20, 2014 at 6:00 p.m. Closed Session/7:00 p.m. Big Hollow Middle School Library.

P. Adjournment:

A motion was made by Julia Mazur and seconded by Vivian Kueter to adjourn the meeting. Upon roll call vote the motion passed. 6 ayes, 0 nays. (11.02 p.m.)

Aye: Vivian Kueter, Julia Mazur, Jim DeVito, Heather Janquart, Kevin Lyons, Doug Pedersen

Nay: None.

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Heather Janquart, President  
Board of Education

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Doug Pedersen, Secretary  
Board of Education

