

Big Hollow School District #38, Ingleside, Il 60041

Board of Education Regular Minutes

OFFICIAL MINUTES

October 7, 2013 – 6:00 p.m. – Big Hollow Middle School Library

Guests: Michelle Cashmore, Donelle Staples, Sonya Dickson, Kelly Himmelspach, Julie Castetter, Heather Komac, Laura Green, Lori Pappas, Mary Pedersen, Laurie Barnowski, Jean Hamann, Kim Christesen, LaDon Schneider, Bridget Massey, Carrie Nack, Gretta Adams, Elizabeth Thomas, Andrea Woods, Lynn Lohman, Jessica Coletto, Lenayn Janusz, Tim Bruzmack, Mark Ebotcher, Lisa Wodek

OFFICIAL MINUTES

- A. Call to Order: President Gallichio 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, Vickie Gallichio, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen  
Administration Present: Dr. Christine Demory, Christine Arndt
- D. Added Items/Approval of Agenda: A motion was made by Julia Mazur and seconded by Heather Janquart to approve the agenda. Upon roll call vote the motion passed. 6 ayes, 0 naves.  
Aye: Julia Mazur, Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Doug Pedersen  
Nay: None
- E. Closed Session: For purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, and Negotiations. A motion was made by Doug Pedersen and seconded by Heather Janquart. Upon roll call vote the motion passed. 6 ayes, 0 naves.  
Aye: Doug Pedersen, Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Julia Mazur  
Nay: None
- F. Return to Open Session: A motion was made by Heather Janquart and seconded by Doug Pedersen to return to open session. Upon roll call vote the motion passed. 6 ayes, 0 naves. (6:53 p.m.)  
Aye: Heather Janquart, Doug Pedersen, Jim DeVito, Vickie Gallichio, Vivian Kueter, Julia Mazur  
Nay: None

G. Consent Agenda:

1. Approval of Minutes from September 3, 2013 Regular Board Meeting
2. Approval of Minutes from September 16, 2013 Regular Board Meeting
3. Approval of Minutes from September 16, 2013 Regular Board Meeting Closed Session.
4. Approval of Minutes from September 25, 2013 Special Board Meeting
5. Approval of Minutes from September 25, 2013 Special Board Meeting Closed Session
6. Approval of Treasurer's Report for July 2013 and August 2013.
7. Approval of Bills for September 2013 and October 2013.  
A motion was made by Jim DeVito and seconded by Heather Janquart to approve the Consent Agenda. Upon roll call vote the motion passed. 6 ayes, 0 nays.  
Aye: Jim DeVito, Heather Janquart, Vickie Gallichio, Vivian Kueter, Julia Mazur, Doug Pedersen  
Nay: None

H. Public Comment:

1. Jean Hamann: Mrs. Hamann has two students in the District one in Middle School and one in the Elementary building. Mrs. Hamann was grateful for the speech services her son was receiving and then was told no more services. When her son has an IEP she was told he didn't need an IEP he would have RTI, now RTI is changing. We are expanding in some areas and cutting in others.
2. Sonya Dickson: Mrs. Dickson thanked Mrs. Castetter for giving her daughter the assistance she needed in the RTI program. Her daughter benefitted from the Tier II individual and group time. She is concerned that her Kindergarten student will not have the same program, if she needs it that her older daughter had.
3. Laurie Barnowski: Mrs. Barnowski shared that she has been researching Common Core and urges everyone to take a look at it. She shared that there is a meeting tomorrow at the Living Waters Church in Grayslake at 7pm tomorrow where they will be talking about Common Core.
4. Lenayn Janusz: Mrs. Janusz, Mrs. Arndt and Mrs. Dzik thanked the staff doing an outstanding job during Family Reading Night.
5. Heather Komac: Mrs. Komac asked the Board to consider flip flopping the school times of the Primary/Elementary and Middle School. She stated that there is research driven data that supports a benefit to Middle School students starting their school day later.
6. Stan Green: Mr. Green has a first grade student. Parents were originally told that they would receive new bus schedules within two weeks and didn't receive one until four weeks later. Originally his daughter's pick-up time was 8:10 a.m., not it is 8:25 a.m. How are the busses getting the students to school on-time? When he contacted Durham he was told that the routes had been run. He is concerned that bus drivers will be speeding and not stopping to get to school on time. On Bus 5 there are four stops in the area, still too many stops. When he has contacted Durham, no one will call him back.

I. Introduction of Guest/Presentations

1. Interstate Partners – Mr. Mark Ebacher, President
2. Audit for School Year 2012 – 2013 – Auditor John Albanese – Eder, Casella, & Co.

Auditor John Albanese – Eder, Casella & Co. John Albanese reviewed information regarding the audit with the Board. The same formatting for the audit was used as in the previous year. ISBE standards are used by the District. John reviewed the Management letter which is information to communicate for improvements.

1. Financial Statement Adjustments – regarding the number of journal entries.
2. Internal Control Recommendations – Activity Funds, there was a discrepancy. This has been fixed and is now in the review process.
3. The District’s chart of accounts doesn’t align with the SBoE. This is currently being worked on.
4. In the “other” comments: Checks were cashed by previous employer after they left. They needed to be taken off as a signer.
5. Debt Service Fund: When the District paid off the 2008 Working Cash Bond, there is left over money. This money can only be used in the debt service fund.
6. Financial Profile: We are at a 2.45 There are four levels: We are on the last level which is watch.

Dr. Demory asked if he could talk about good practices. Should we be using early tax money? John asked the Board to look at page 7 in the report. Good practice is to keep 25% in the Fund balance. Early tax money comes in as a revenue.

President Vickie Gallichio asked if we didn’t pay any interest on the TAW’s shouldn’t they be in the budget/audit? The Two million in TAWs is not included as a revenue it is recorded as a liability. It repays the liability, not an expense. The interest for the TAW’s should be in the 2014 budget. Business Manager Rick Engstrom thinks the interest is around \$7,000.

President Vickie Gallichio asked about the Title I revenue received and where it is in the audit. The District didn’t receive money from the Grant until August, which was after the end of the fiscal year. President Gallichio asked Mr. Engstrom if he could provide her with the amount that the District received.

Interstate Partners – Mr. Mark Ebacher: Mr. Ebacher shared with the Board Option A of the development plan for the Route 12 property. The property was broken into sections A, B, C, D and E. This plan included a detention area (green area, outdoor seating). This option was declined.

Option B was shared with the Board. The idea would be to develop the property in phases. The first phase would include parcel A, B and C. They have possible one user interested in Site A and possibly for Site B. They are surprised of the lack of interest.

Board member Doug Pedersen inquired if they have any one signed yet? At this time they do not, only letters of intent.

Board member Julia Mazur inquired if Fox Lake was aware. They have not spoken with Fox Lake, not until they have signers.

They would like to have one of maybe two letters of intent before Thanksgiving.

J. Reports:

1. Good Things Happening for Students: Dr. Demory recognized Kelly Pollark one of our paraprofessionals for publishing her book Rock ABC. Family Reading Night at the Primary/Elementary buildings was well attended and a great success. Kim Christesen shared that PTO Book Fair will be at the end of the month. This year there will be two Book Fairs at the Middle School, one in December and the other in March. The Primary/Elementary will also have two, one in October and the other in May. The Inisbrook Fundraiser is currently going on.

Heather Janquart shared that Fine Arts Boosters will be having a Variety Show on November 22. The Art Club has met for the first 9 weeks of school and will have an Art Show on October 17. The Band and Choir will be performing on October 23. Boosters are doing a fundraiser selling Yankee Candles. Check the Boosters FaceBook page for information.

LaDon Schneider shared that the soccer season ended with a record of 10-3. Dr. Demory shared that Teacher Institute and Parent Teacher Conferences are coming up.

2. Durham Transportation Services: Dr. Demory extended her appreciation to parents during this difficult time. The administration team has been working days and hours reporting and logging information. With the 16 busses children are getting home earlier at night and are on the busses no longer than 30 minutes. A meeting is planned on Wednesday with Durham Corporate. At this time we will share information and express our concerns.

It was asked with the two additional busses if they had working cameras on them. All the busses have working cameras.

3. Route 12 Property: There were no questions regarding the property.
4. Bond Update: The District has been contacted by a potential buyer. The Bank is interested in working with us. PMA would like us to consider refinancing the bonds through another bank. We are currently using Chase the bank that is interested is Harris. We would not move our checking account; it would be too difficult to change to full service banking. Mr. Engstrom is checking the point of contact to see if we could make this move without a penalty. Dr. Demory asked the Board if this worth pursuing. They agreed it was worth pursuing a conversation.
5. Property Assessment Appeals Open Session: Information was shared.
6. Curriculum – Common Core, RTI Program, Grant Math Program: The Curriculum needs to be updated. Any new curriculum would be on display for public view. There needs to be a K – 12 articulation alignment. Currently 6-8 grades feeder schools are meeting with the High School. We need to move it back to K – 5<sup>th</sup> grade. We need to move forward with Science.

There is new curriculum on line. We have our technology foundation in place. We have upgraded our servers and have wireless access. We also have been focusing on the security of the buildings.

Board member Heather Janquart inquired if there are enough books? Dr. Demory shared that there were books that were not filled because they were outdated and discontinued. They were able to find a place where they could order the books.

Dr. Demory shared with the Board the Articulation schedule for the feeder schools and Grant High School. She also shared information regarding the Superintendent Articulation Meetings. There is the possibility of putting together a School Board Articulation as well. Articulation takes time to get into place.

Common Core: There is a lot of information regarding Common Core on the ISBE website. The ISAT test is being replaced by the PARC assessment. This will not be in effect until the following year. It will need technology and scheduling in place to accommodate the testing. The State is asking for schools to pilot the PARC assessment. They are also looking for schools to pilot the IAA (Illinois Alternate Assessment).

RTI: Dr. Demory provided the Board with a copy of the RTI Parent Guide which is on the ISBE website. The guide explains what the three levels are. Assessment will be taking place in the classroom. Teachers and parents should be involved in RTI. We have good assessments in place STAR and MAP. The goal this year is to help staff be able to decode the data. The Teacher Institute Days will focus on MAP data. RTI is not a location. RTI does not have to be pulled out, it can take place in the classroom. We want all teachers to understand RTI.

Grant Math Program: Students participating in the program next year will not get a high school grade credit. They will be able to start at an advanced level of math.

7. Technology Update: The District is using Skyward, we have security updates, we have added an additional mobile computer lab and plan on adding two more with Fund 60.

President Vickie Gallichio inquired if she could see the original Skyward contract and any money that has been spent year to date that is outside of the contract.

8. Communication – Articulation Meetings: Dr. Demory would like to have a Principal's Report from each of the building Principals. She would also like announcements typed in a word document and put on the website.
9. Electronic Signs: The Primary/Elementary Buildings do not have electricity available to the sign. They had to bore from the school to the sign so that they will be able to provide electricity to the sign. Dr. Demory has been working with the architect and was informed that for the Middle School Sign they need soil samples and to have the area surveyed. President Gallichio inquired if we had paid for the

- sign. Business Manager Mr. Engstrom said he believe we had paid for half of the sign.
10. Approve District Annual Review of Safety Plan, Protocols, Procedures, & School Safety Drills Report: The District Safety Plan needs to be reviewed and approved on an annual basis.
  11. Approve Resolution for Hazardous Bus Routes: Our District is considered a hazardous bus route. We have to provide transportation to all of our students. We must have a seat for each student on the bus.
  12. Committee Appointments for Building, Property, Wellness: The Board discussed the option of creating Board or Superintendent Committees. The Board will table committees until the next School Board meeting. Dr. Demory will provide the Board with School Board Policy and School Code on Committees.
  13. Buildings and Equipment: Some of the items that were in storage were sold at the PTO resale. Mr. Skocz is currently taking inventory of the items that we have. We would like to have an auction. The District has received the truck and the skidster.
  14. IMRF Notice of Appointment of Authorized Agent: Cathy Whitman will be replaced by Rick Engstrom.
  15. Teacher Institute Day: Dr. Demory provided the Board with a copy of the agenda for Fridays Teacher Institute. Costco will be hosting lunch for the staff.
  16. Public Participation Form: The Board discussed making changes to the form or to the agenda. The days that meetings take place need to be changed. It was discussed if we change the form, can we amend the agenda if we need to include a second public comment. Board member Heather Janquart preferred changing the agenda to include two public comments. The rest of the Board preferred changing the form.
  17. Board Minutes: If as addition needs to be made to the Board minutes, the Board needs to listen to the tape. Do we need more or less in the minutes. If there is a half hour discussion then it should be more in depth. We will keep doing what we are currently doing, and will refer to the tapes if needed.
  18. School Enrollment 2013 – 2014: Dr. Demory provided the Board with a chart of current enrollment compared to previous years. Currently the District enrollment is 1,837 students.
  19. Audit 2013: There were no additional questions regarding the audit.
  20. Insurance: They will not be able to present at a Board meeting until November.
  21. IASB Fall Dinner Meeting: The IASB Fall Dinner Meeting is scheduled for Wednesday, October 23.
  22. Job Descriptions: Dr. Demory shared with the Board Job Descriptions for Part-Time Custodian and Executive District Special Services Secretary that she and Mr. Engstrom created.
  23. Goals – Business Manager/Superintendent: Board member Vivian Kueter stated that Strategic Planning Goals should be Dr. Demory's Goals and that it should be discussed in Closed Session. President Vickie Gallichio stated that they will discuss them in the October 21 closed session. She asked that if any Board members would like that they could forward her any goals before October 21. They would like to have the Goals in place in November.

K. Business Recommended Action Items: Consider Motions To:

1. Accept 2012 – 2013 Financial Audit

A motion was made by Jim DeVito and seconded by Heather Janquart to accept the 2012 – 2013 Financial Audit as presented. Upon roll call vote the motion passed.

6 ayes, 0 naves.

Aye: Jim DeVito, Heather Janquart, Vickie Gallichio, Vivian Kueter, Julia Mazur, Doug Pedersen

Nay: None

2. Approve changes to the Big Hollow Board Meeting Public Participation Form

A motion was made by Doug Pedersen and seconded by Vickie Gallichio to approve changes to the Big Hollow Board Meeting Public Participation Form. Upon roll call vote the motion passed. 5 ayes, 1 nay

Aye: Doug Pedersen, Vickie Gallichio, Jim DeVito, Vivian Kueter, Julia Mazur,

Nay: Heather Janquart

3. Appoint members to Building, Property, and Wellness Committees:

A motion was made by Julia Mazur and seconded by Heather Janquart to table this item until the next School Board Meeting. Upon roll call vote the motion passed. 6 ayes, 0 naves.

Aye: Julia Mazur, Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Doug Pedersen

Nay: None

4. Approve District Annual Review of Safety Plans, Protocols, Procedures & School Safety Drills Report

A motion was made by Heather Janquart and seconded by Jim DeVito to approve the District Annual Review of Safety Plans, Protocols, Procedures & School Safety Drills Report. Upon roll call vote the motion passed. 6 ayes, 0 naves.

Aye: Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Julia Mazur, Doug Pedersen

Nay: None

5. Approve Resolution for Hazardous Bus Routes:

A motion was made by Julia Mazur and seconded by Vivian Kueter to approve the Resolution for Hazardous Bus Routes. Upon roll call vote the motion passed. 6 ayes, 0 naves.

Aye: Julia Mazur, Vivian Kueter, Jim DeVito, Vickie Gallichio, Heather Janquart, Doug Pedersen

Nay: None

6. Approve Appointment of Authorized Agent for IMRF:

A motion was made by Heather Janquart and seconded by Doug Pedersen to approve Appointment of Authorized Agent for IMRF. Upon roll call vote the motion passed.

6 ayes, 0 naves.

Aye: Heather Janquart, Doug Pedersen, Jim DeVito, Vickie Gallichio, Vivian Kueter, Julia Mazur  
Nay: None

7. Closed Session Minutes:

A motion was made by Vivian Kueter and seconded by Heather Janquart to accept the Closed Session Minutes. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Vivian Kueter, Heather Janquart, Jim DeVito, Vickie Gallichio, Julia Mazur, Doug Pedersen  
Nay: None

8. Approve Actions from Closed Session:

a) Employment

A motion was made by Julia Mazur and seconded by Heather Janquart to approve hiring Ryan Cramer as Elementary Paraprofessional. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Julia Mazur, Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Doug Pedersen  
Nay: None

A motion was made by Heather Janquart and seconded by Doug Pedersen to approve Christa Carson as Middle School Paraprofessional. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Heather Janquart, Doug Pedersen, Jim DeVito, Vickie Gallichio, Vivian Kueter, Julia Mazur  
Nay: None

A motion was made by Vickie Gallichio and seconded by Heather Janquart to approve Jennifer Truss as Elementary Paraprofessional. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Vickie Gallichio, Heather Janquart, Jim DeVito, Vivian Kueter, Julia Mazur, Doug Pedersen  
Nay: None

b) Resignations

A motion was made by Heather Janquart and seconded by Jim DeVito to accept the resignation of Kristen Galla Middle School ELL teacher with regret. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Julia Mazur, Doug Pedersen  
Nay: None

A motion was made by Julia Mazur and seconded by Vickie Gallichio to accept the resignation of Kerry Weiner Elementary lunch monitor with regret. Upon roll call vote the motion passed. 6 ayes, 0 nays.



Aye: Julia Mazur, Vickie Gallichio, Jim DeVito, Heather Janquart, Vivian Kueter, Doug Pedersen  
Nay: None

A motion was made by Julia Mazur and seconded by Vickie Gallichio to accept the resignation of Gail Busch Middle School Paraprofessional with regret. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Julia Mazur, Vickie Gallichio, Jim DeVito, Heather Janquart, Vivian Kueter, Doug Pedersen  
Nay: None

A motion was made by Doug Pedersen and seconded by Heather Janquart to accept the resignation of Elizabeth Gazija Middle School Paraprofessional with regret. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Doug Pedersen, Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Julia Mazur  
Nay: None

c) FMLA

A motion was made by Jim DeVito and seconded by Heather Janquart to approve the FMLA of Kelly Himmelspach second grade teacher. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Jim DeVito, Heather Janquart, Vickie Gallichio, Vivian Kueter, Julia Mazur, Doug Pedersen  
Nay: None

L. Other/Comments/Announcements:

1. Regular School Board Meeting on Monday, October 21, 2013 at 6:00 p.m. Big Hollow Middle School Library.

M. Adjournment:

A motion was made by Vickie Gallichio and seconded by Heather Janquart to adjourn the meeting at 9:41 p.m. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Vickie Gallichio, Heather Janquart, Jim DeVito, Vivian Kueter, Julia Mazur, Doug Pedersen  
Nay: None

---

Victoria Gallichio, President  
Board of Education

---

Doug Pedersen, Secretary  
Board of Education