

Big Hollow School District #38 Ingleside, IL 60041

Board of Education Regular Minutes

November 9, 2015 – 6:00 pm – Big Hollow Library

1. Item I - Call to Order: The regular meeting of the Board of Education was called to order at 6:00 pm on Monday, November 9, 2015 by Heather Janquart at the Big Hollow School Library.

Roll Call: The following members were in attendance: Heather Janquart, Kevin Lyons, Julia Mazur, Doug Pedersen.

The following members were absent: Joe Cernuska, Jim DeVito, Vivian Kueter.

The following Administration were present: Robert Gold, Christine Arndt

2. Pledge of Allegiance: The Pledge of Allegiance was recited.
3. Motion to move to Closed Session: A motion was made by Kevin Lyons and seconded by Doug Pedersen to move to closed session. Motion Carried.

Aye: Heather Janquart, Kevin Lyons, Julia Mazur, Doug Pedersen

Nay: None

Vivian Kueter arrived at 6:02 pm

Joe Cernuska arrived during closed session.

4. Return to Open Session: A motion was made by Kevin Lyons and seconded by Vivian Kueter to return to Open Session. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen

Nay: None

5. Added Items/Approval of the Agenda:  
A motion was made by Kevin Lyons and seconded by Vivian Kueter to approve the agenda. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen

Nay: None

6. Consent Agenda:

Lyons asked question regarding Boiler and Hot Water Heater expenses  
20,000 preventative maintenance plan

As needed services – related to getting Boilers ready.  
Elementary boiler – break ins regarding boiler – had to fix

A motion was made by Kevin Lyons and seconded by Doug Pedersen to approve the consent agenda items. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen

Nay: None

7. Public Comments:

No public comments at this time.

8. Superintendent's Report

**Monthly Board Policy review**

No questions.

**Annual Audit Update**

Located in the Board Packet

How would you like to discuss the audit.

Lyons asked – Materials weakness to be addressed. Nothing Substantial.  
One time mistake and fixed.

Pat Syens shared:

Segregation of duties – mail/accounts payable

Joanne was doing both – now she is not

Payroll reports need to be signed off by someone else.

Coding issue – Revenues from PMA.

Expenditure reports – quarterly reports

Bonding requirements – fixed prior to audit

Accounts Payable checks that didn't match. (July, August 2014)

Reworked amount but wrong check number.

Lyons asked – timing

Pat answered after fiscal year

Entries into previous year [roll year over]. Waited for their official journal entries of auditors.

A motion was made by Kevin Lyons and seconded by Julia Mazur to approve the SY 14-15 Annual Financial Report. Motion Carried

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen.

Nay: None

**Health/Life Safety Annual Inspection Report**

Few violations –  
Emergency lighting needs to be tested monthly  
Kitchen hoods haven't been checked (Schedule)  
Exit Signs Out  
Side Panel on doors – need to be able to see in  
Blinds for Primary/Elementary Building for next year

**Immunization Update**

In compliance.

**Lunch Program Report for 2014-2015**

Revenue – 474,473  
Expenses – 387,350  
87,123+

**Staffing Plan Timeline for SY 16-17**

Jan. meet with administrators – ideas for changes  
Admin meeting  
Feb. Staffing plan to Board  
March – formal plan

**Lake County Regional Office of Education Scholarship**

\$1500 received

**Recognition of School Board Members Day**

Staff read resolution

9. **Other Action Items**

**Adopt Estimated Tax Levy for 2015**

Exhibit B background information (worse case scenario)  
List of all districts in Lake County – tax levy)...We are not the highest  
Tax Levy history – EAV declines, crept back up this year  
Extension for this year's levy  
Approving a tentative levy - higher 4.93% increase  
Do not need an official hearing

**Exhibit 14 – Resolution**

Janquart - No questions  
Finance Committee met and reviewed levy  
No IMRF levied  
Levy in Social Security this year

A motion was made by Doug Pedersen and seconded by Julia Mazur to approve the 2015 tax levy resolution. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur,  
Doug Pedersen  
Nay: None

### **Revised Board Policies**

A motion was made by Kevin Lyons and seconded by Vivian Kueter to approve the second reading of the board policies. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur,  
Doug Pedersen  
Nay: None

### **Employment Recommendations**

- A motion was made by Kevin Lyons and seconded by Doug Pedersen to approve the employment personnel change of Michelle Stanley from 5 hour Food Service Worker to 8 hour Lead Food Service Worker, effective October 13, 2015. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen  
Nay: None

### 10. **Resignations Accepted**

The following resignations were accepted in the month of October:

- Diana Hueppchen, Food Service Worker, effective November 10, 2015

### 11. **Informational Items**

#### **Freedom of Information Act**

No FOIA Request.

- Assessment data rerun at later date. School report card will share when student data is included.

#### **Monthly Reports for the Board**

Question was asked by Mazur – Didn't the library already have bar codes.  
Answer – these new bar codes will be placed on all electronic devices so that we will be able to check in and out electronic equipment and know where it is.

#### **Administrator Meeting Agendas**

No questions

#### **Special Board Meeting**

Special Board Meeting to be held December 10, 2015 at 6:00 pm

#### **Board Meeting**

The next Board meeting will be held on Monday, December 14, 2015 with closed session beginning at 6:00 pm.

Janquart mentioned for board members to let Bob know if you and/or spouse will be attending conference and dinner.

12. Adjournment: A motion has been made by Kevin Lyons and seconded by Vivian Kueter to adjourn the meeting at 7:28 pm. Motion Carried

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen  
Nay: None

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Heather Janquart, President  
Board of Education

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Doug Pedersen, Secretary  
Board of Education