

Big Hollow School District #38, Ingleside, IL 60041

Board of Education Regular Minutes

OFFICIAL MINUTES

November 18, 2013 – 6:00 p.m. – Big Hollow School Library

Guests: Dawn Lucas, Jenny Prostka, Carrie Nack, Donelle Staples, Michelle Connolly, Janine Vasica, Dawn Smith, Lori Pappas, Kim Christesen, Jean Hamann, Amy Guinsaulus, Renee Zawadzki, Casper Provo, Britt Axelsson, Vickie Biarnesen, Laurie Barnowski, Jessica Colletto, Lisa Siman, Kristina Bielak, Melissa Grandt, Jill Wright, Lenayn Janusz, Bill Schufreider, Rick Engstrom

OFFICIAL MINUTES

- A. Call to Order: Vice-President Heather Janquart called the meeting to order at 6:01 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, 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 Jim DeVito to approve the agenda. Upon roll call vote the motion passed. 4 ayes, 0 nays.
Aye: Julia Mazur, Jim DeVito, Heather Janquart, Doug Pedersen
Nay: None
 - E. Closed Session: For the purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation and Negotiations. A motion was made by Doug Pedersen and seconded by Julia Mazur. Upon roll call vote the motion passed. 4 ayes, 0 nays. (6:02 p.m.)
Aye: Doug Pedersen, Julia Mazur, Jim DeVito, Heather Janquart
Nay: None
- Board member Vickie Gallichio arrived at 6:03 p.m.
Board member Vivian Kueter arrived during closed session at 6:13 p.m.
- F. Return to Open Session: A motion was made by Jim DeVito and seconded by Julia Mazur to return to open session. Upon roll call vote the motion passed. 6 ayes, 0 nays.
Aye: Jim DeVito, Julia Mazur, Vickie Gallichio, Heather Janquart, Vivian Kueter, Doug Pedersen
Nay: None

Board President Vickie Gallichio shared with the Board that she had contacted the attorney regarding the proper procedure in how to question and approve items from

the Consent Agenda. She confirmed the items may be reviewed, questioned, and “approved as amended” during the Board meeting the minutes are presented.

Discussion followed with an understanding that School Board Policy will need to be reviewed and edited, if necessary to reflect the process for approving minutes “as amended.”

Board President Gallichio read a letter from Board member Kristina Lancaster regarding her leave of absence and her plan to return in January. Letter is included as part of the minutes.

G. Consent Agenda:

1. Approved the Minutes of the October 21, 2013 Regular Board Meeting
2. Approved the Minutes of the November 4, 2013 Regular Board Meeting
3. Approved the Minutes of the October 4, 2013 Regular Board Meeting Closed Session
4. Approved Treasurer’s Report for October 2013
5. Approved bills for November 2013

A motion was made by Heather Janquart and seconded by Julia Mazur to approve the Consent Agenda. Upon roll call vote the motion passed. 6 ayes, 0 nays.

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

Nay: None

H. Public Comments: Kim Christesen read a statement regarding her concerns for the districts lack of a gifted/accelerated program.

Dr. Demory requested a copy of Kim Christesen’s letter.

I. Introduction of Guests/Presentations:

1. Horton Insurance Group, Mike Wojcik
Mike Wojcik presented an analysis for health insurance options for the school district. Each Board member received a packet with the copy of the power point presentation and additional information.

J. Reports

1. Principal Reports
 - a) Mrs. Arndt, Big Hollow Primary School Principal:
Mrs. Arndt shared that the Halloween parties were a lot of fun and congratulated Jacqui Kolar for having her program proposal accepted for the 2014 Illinois Reading Council Conference. Her proposal focuses on interventions for students with dyslexia.
 - b) Mrs. Janusz, Big Hollow Elementary School Principal:
Mrs. Janusz shared that the Nature Center Fall Festival was a big success. The Nature Center Committee did a great job. The third grade students visited the

seventh grade science classes. “Mission Ambassadors” greeted the third graders and escorted them to “Mission Control” and to complete different science activities. Red Ribbon Week activities were conducted at all three buildings.

- c) Mr. Schufreider, Big Hollow Middle School Principal
Mr. Schufreider shared the Lake County Sherriff presented an assembly on the Dangers of doing Drugs and Alcohol. The Character Education team put together a Character Education Family Feud. Mr. Howard’s invited Veteran’s to speak to the students in sixth grade. The play Captain Bree Scourge of the Sea was a huge success. The Halloween dance and Friday Night Out were held. Homework club is being held afterschool.

2. Business Manager Report – Mr. Engstrom

a) Maintenance – Energy Grants

Mr. Engstrom provided a copy of the School Maintenance Project Grant. This is a matching grant of \$50,000. The grant would focus on replacing the pressure tank at the primary building; resurfacing and striping the parking lot at the middle school; and the purchase of liquid crystal display (LCD)’s for the district. Even though it is not mentioned in the Grant, the parking lot configuration is another area in need of improvement recommended for study.

- b) Mr. Engstrom provided the Board with a copy of the Energy Grant. The Energy Grant is a matching grant. The focus would be on updating the lighting in all three buildings. The gym and cafeteria would be the focus in the primary and elementary buildings. An application for additional funds would be made to The Common Wealth Edison (ComEd) Incentive program.

Board member Heather Janquart inquired if the ComEd Incentive program is still available. Mr. Engstrom replied that it was. Board President Vickie Gallichio stated that this would meet one of our strategic goals.

c) Levy

Mr. Engstrom provided the Board with a packet. Last year our levy was 3.81, this year it is projected to be 4.3215. The packet includes the breakdown of what is being levied.

3. Superintendent’s Report:

- a) Good Things Happening for Students – Dr. Demory stated that this had been shared with the building administrators. Kim Christesen shared that PTO is planning for their Holiday/Pancake breakfast scheduled for December 7. The choir will be singing at the breakfast and Santa will be there as well. Heather Janquart shared that the Fine Arts Boosters have the Variety Show scheduled for this Friday. There will be a solo ensemble on February 8. On December 14, they will be singing at the Richardson Tree Farm. Guys and Dolls has been chosen for the Spring musical.

- b) Title 1 Plan: Dr. Demory thanked Mrs. Arndt, Jacqui Kolar and Amy Winandy for their work on the Title 1 Plan.
- c) SEDOL: Dr. Demory shared that there will be a meeting to brainstorm SEDOL expenses that will be shared among the remaining districts in the Lake County Special Education Cooperative.
- d) Public Participation Form: The Board reviewed the proposed public participation form.
- e) Community Engagement Meeting: Dr. Demory provided the Board with a copy of the Community Engagement power point. A survey will be developed and sent out to the community. A lot has been accomplished from last year's community engagement meeting and survey.
- f) Buildings and Equipment: Dr. Demory shared that damage to motors, compressors and switches due to the power outage (brown-out) on Friday, November 8, 2013. Report claims will be submitted to the insurance company.
- g) Electronic signs: Installation of the sign will be happening soon.
- h) Committee of the Whole Meeting November 13, 2013 – Budget Reduction Resolution.

Dr. Demory shared a copy of the power point and summary of the outcomes from the Committee of the Whole Meeting. Board President Vickie Gallichio shared copies of the various options from the meeting with the Board.

Dr. Demory shared that they want a statement from the Board for the 2014 – 2015 school year. A management statement needs to be completed and submitted.

Board member Heather Janquart shared that at the Committee of the Whole Meeting, the consensus was to have a balanced budget by the 2015 – 2016 school year. Dr. Demory shared that the bond and investment companies need to know what, if anything, the Board of Education is specifically prepared to do in the 2014-2015 school year regarding deficit spending practices. The District's Management Statement in the financial documents needs to be honest and transparent. We need a specific amount of money to reduce the budget in 2014 – 2015 school year for it to be balanced in 2015 – 2016.

Board member Heather Janquart stated that there is a large unknown with the teacher contracts.

Board member Vickie Gallichio shared that the district would only be saving taxpayers \$12.60 a year.

The Board started reviewing options proposed in the power point.

Dr. Demory shared that a financial consultant from the Illinois State Board of Education offered to meet with her and Mr. Engstrom.

Dr. Demory asked the Board what they are prepared to do regarding a deficit reduction plan.

Board member Julia Mazur asked what does PMA think. Dr. Demory shared information from page 22 in the packet showing a previous statement regarding the Board's intention for a balanced budget. She shared that the statement needed to be specific. For example, state the specific amount of expenditures, if any, that the Board of Education plans to reduce the deficit for the 2014-2015 school year.

- i) Moody's Bond Call and Due Diligence Meeting:
The Board reviewed the various options.

Board President Gallichio asked Board members for a specific dollar amount to reduce expenditures.

Board member Vivian Kueter - \$200,000

Board member Julia Mazur - \$100,000 - \$150,000

Board member Jim DeVito – Thinks we should pass on refinancing the bonds.

Board member Doug Pedersen – Thinks we should pass on refinancing the bonds.

Dr. Demory suggested that they could table action on both proposals.

Board member Heather Janquart stated that we should approve the reduction or take it off the table.

The Board realizes that they are going to need to reduce expenditures, but in adopting a resolution they are not prepared to establish a dollar amount at this time.

The Board is taking the position that they are not standing by a specific dollar amount to reduce expenditures at this time.

- j) Financial Resolution: Proposed the Board of Education consider the following Resolution to assist the district in long term financial development and planning: "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".
- k) Board of Education Meeting Dates and Locations:
Board President Gallichio shared that Board meetings may be held in the Middle School library or the Middle School activity room. She also inquired if the Board would like to meet once a month instead of twice a month.
- l) Board Convention – Appoint Board Member to the Delegate Assembly:
The Board needs to appoint a member to represent the District at the Delegate Assembly held during the Board Convention.

K. Business Recommended Action Items: Consider Motions To:

1. Approve Maintenance Grant Application:
A motion was made by Doug Pedersen and seconded by Heather Janquart to approve the Maintenance / Energy Grant Applications. 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
2. Approve Title 1 Plan
A motion was made by Julia Mazur and seconded by Vivian Kueter to approve the Title 1 Plan. 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
3. Approve Board of Education Meeting Participation Form
A motion was made by Jim DeVito and seconded by Heather Janquart to approve the Board of Education Meeting Participation Form. 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
4. Board President Gallichio made the following motion: The Board is not prepared to adopt a resolution authorizing expenditure reductions effective July 1, 2014 which will decrease the operating fund deficits.
All in favor: Jim DeVito, Vickie Gallichio, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
5. Appoint Board Member to represent the District at the Delegate Assembly
Vivian Kueter will be the appointed Board member to represent the District at the Delegate Assembly.
All in favor: Jim DeVito, Vickie Gallichio, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
6. Approve Closed Session Board Minutes
A motion was made by Heather Janquart and seconded by Vivian Kueter to approve the Closed Session Board Minutes. Upon roll call vote the motion passed. 6 ayes, 0 naves.
Aye: Heather Janquart, Vivian Kueter, Jim DeVito, Vickie Gallichio, Julia Mazur, Doug Pedersen
Nay: None
7. Approve Actions from Closed Session
 - a) Employment

A motion was made by Vickie Gallichio and seconded by Jim DeVito to approve to hire Kimberly Routledge – Alternate Lunch Monitor at \$8.25 an hour. Upon roll call vote the motion passed. 6 ayes, 0 nays.

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

Board President Vickie Gallichio shared that we need to disclose money amounts in Open Session.

b) Resignation

A motion was made by Jim DeVito and seconded by Heather Janquart to accept the resignation of Gail Sieckowski – Substitute Paraprofessional. 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

A motion was made by Heather Janquart and seconded by Vivian Kueter to accept the resignation of Cathy Wittmann – Bookkeeper. Upon roll call vote the motion passed. 6 ayes, 0 nays.

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

A motion was made by Vickie Gallichio and seconded by Doug Pedersen to approve the retirement of Lori Pappas effective the 2018 – 2019 school year. Upon roll call vote the motion passed. 6 ayes, 0 nays.

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

L. Other/Comments/Announcements:

1. Regular School Board Meeting on Monday, December 2, 2013 at 6:00 p.m. Big Hollow Middle School Library

Dr. Demory will have the School Board packets out this Thursday.

Board President Vickie Gallichio shared a list of questions she would like addressed at the next School Board meeting. A copy of this list was shared with the Board.

M. Adjournment:

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

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

Victoria Gallichio, President
Board of Education

Doug Pedersen, Secretary
Board of Education

