

Big Hollow School District #38, Ingleside, IL 60041

Board of Education Regular Minutes

OFFICIAL MINUTES

November 4, 2013 – 6:00 p.m. – Big Hollow School Library

Guests: Michelle Connolly, Janine Vasica, Dawn Lucas, Donelle Staples, Kim Christesen Vicki Biarnesen, LaDon Schneider, Ashley Ovaska (Turner), Hollie Christensen, Michelle Dzik, Lenayn Janusz, Bill Schufreider, Rick Engstrom

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, Julia Mazur, Doug Pedersen
Administration Present: Dr. Christine Demory, Christine Arndt
Board member Kristina Lancaster arrived at 6:01 p.m.
- D. Added Items/Approval of Agenda: A motion was made by Heather Janquart and seconded by Julia Mazur to approve the agenda. Upon roll call vote the motion passed. 6 ayes, 0 naves.
Aye: Heather Janquart, Julia Mazur, Jim DeVito, Kristina Lancaster, Julia Mazur, 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 Heather Janquart. Upon roll call vote the motion passed. 6 ayes, 0 naves. (6:03 p.m.)
Aye: Doug Pedersen, Heather Janquart, Jim DeVito, Vickie Gallichio, Kristina Lancaster, Julia Mazur
Nay: None
Board member Vivian Kueter arrived at 6:38 p.m.
- F. Return to Open Session: A motion was made by Heather Janquart and seconded by Vivian Kueter to return to open session. Upon roll call vote the motion passed. 7 ayes, 0 naves.
Aye: Heather Janquart, Vivian Kueter, Jim DeVito, Vickie Gallichio, Kristina Lancaster, Julia Mazur, Doug Pedersen
Nay: None

G. Consent Agenda:

1. Approval of the Minutes of the October 7, 2013 Regular Board Meeting
2. Approval of the Minutes of the October 21, 2013 Regular Board Meeting
3. Approval of the Minutes of the October 21, 2013 Regular Board Meeting Closed Session
4. Approval of Bills for October 2013

Board member Heather Janquart asked to have G4. Approval of Bills for October 2013 removed from the Consent Agenda.

Board member Vivian Kueter asked to have G2. Approval of the Minutes of the October 21, 2013 Regular Board Meeting removed from the Consent Agenda.

A motion was made by Jim DeVito and seconded by Vivian Kueter to approve the Consent Agenda without items G2 and G4. Upon roll call vote the motion passed. 7 ayes, 0 naves.

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

Nay: None

Board member Heather Janquart referred to page 14 and asked why we were paying still for the storage pods.

Dr. Demory shared that two of the pods have been picked up. The larger trailer and one pod still have items in them. An auctioneer has been contacted regarding the items still being stored.

Board member Heather Janquart referred to page 24 and asked about the fee that was listed for School Messenger. The fee is the yearly renewal fee.

Board member Heather Janquart inquired about the fee for Sentinel.

The District continues to utilize Sentinel for Iron-port and technological support.

Board member Heather Janquart referred to page 2 and asked if the amount listed for the bobcat included the sweeper and is it the exact amount. Yes, it is the exact amount.

Board member Heather Janquart inquired about the Skyward Convention fee. Mr. Engstrom shared that the check was sent in case it was needed. This is a duplicate check and it has been voided.

Board member Vivian Kueter referred to page 2 of the October 21, 2013 School Board Minutes and asked that the following corrections be made:

Page 2. H. Change the word to, to do; capitalize the p in the word iPad.

Page 3. Add a comma between Friday and October.

3. Capitalize the first letter in each word in the title: Good Things Happening for Students.

Please spell out the following abbreviations: AFR – Annual Financial Report,

ISBE – Illinois State Board of Education, and PMA – Prudent Man Advisors

Board member Lancaster stated that she thought at the last meeting it was decided if there are any typos that they could contact Christine with the changes.

The Board discussed if there are errors/typos they can turn them in at the School Board meeting. The minutes can be approved in the Consent Agenda, with these changes. It must be noted in the motion that the Minutes are being approved “with mark-ups”.

H. Public Comments: There Were No Public Comments.

I. Introduction of Guests/Presentations

1. None

J. Report

1. Superintendent Report

- a) Good Things Happening for Students: Dr. Demory shared that the Band and Choir concert at the Middle School was phenomenal. Parent/Teacher Conferences are November 7. Red Ribbon Week and Halloween parties were celebrated last week. Thank you to Mrs. Arndt and Mr. Engstrom for completing the No Child Left Behind (NCLB) Grant.
- b) Transportation: The Middle School currently has 68 students on one of the busses and 30 on another. Some of the stops have been redistributed. A letter will be going home to the parents of the students that this will affect. The new bus changes will be in effect on November 13, 2013.

Dr. Demory shared that there has been a bus accident in the morning. One of the busses was passing a wood-chipper truck and the back of the bus hit the truck. Dr. Demory thanked Mrs. Janusz for her assistance and help. No one was hurt in the accident.

- c) Common Core: Mrs. Arndt shared a time-line of the implementation of Common Core at Big Hollow.
- d) School Report Card: Dr. Demory shared information with the School Board. More information will be shared at the next meeting.

- e) Primary/Elementary/Middle School Grade Centers: The following grades are in each grade center.
Primary: PK – 1
Elementary 2 – 4
Middle 5 – 8
Fifth grade is self-contained and co-taught. If a teacher is not teaching a subject over 50% of the day, they do not need a middle school endorsement.
- f) Signage: We are waiting for the final sign location. They will be checking for this either today or tomorrow.
- g) Professional Development: Dr. Demory shared that administrators are not under the teacher contract. She shared that Mrs. Pappas was an oversight and that there was not Board approval for the conference that she attended.

Board member Kristina Lancaster asked if the Board could revisit f) signage. She requested that we are not tearing up the driveway during school hours.

- h) Budget – Bonds – Refunding – Refinancing: Dr. Demory shared that Prudent Man Advisors (PMA) and Harris Bank have met with Dr. Demory and Mr. Engstrom regarding refinancing the bonds. There would be a cost savings of \$6000,000 over the life of the bonds. We would not have to increase the years on the bonds.
The District is looking at various options that could be included in a budget reduction plan: restructuring purchased services, salary freezes, employing technology assistance instead of Sentinel, increase registration fees, and explore grant funds.

Board President Vickie Gallichio asked what other sources of revenue the District is pursuing. Mr. Engstrom shared that besides Equalized Assessment Valuation (EAV), we could bring the food service in-house and look at the redistribution of taxes.

Dr. Demory shared that she would like to start a committee to review finances. Mr. Engstrom will pick and post a meeting date and time. All are invited to attend.

- i) Buildings and Equipment: As stated earlier in the meeting, two of the storage pods have been removed and returned to the rental company.
- j) Public Participation Form: This will be an action item at the next Board meeting.
- k) Job Descriptions: Part-time Custodian and District Secretary were shared with the Board.

- l) School Enrollment 2013 – 2014: Dr. Demory shared an updated enrollment handout to the Board.
- m) IASB Fall Dinner Meeting: Board member Heather Janquart shared that the presentation focused on Skokie School District and how they were in the red. They were 2-3 million dollars in debt and had poor test scores. The District did away with the salary schedule and adopted a Consumer Price Index (CPI) schedule. Each lane was assigned a different percentage (70%, 75%, 80% and 85%). Skokie School District is now operating in the black. Teachers have the opportunity to participate in mini-grants to earn additional revenue.

All financial information was shared with everyone. The Superintendent, Business Manager and the Union met on a regular basis. Administration and staff had very good working relations. All financial information was open to everyone.

- n) School Board Convention: Dr. Demory shared that the reservations for the Board had been confirmed.
- o) Goals – Business Manager/Superintendent: These will be addressed at another meeting.
- p) Community Engagement Meeting: The Community Engagement Meeting is scheduled for Wednesday, November 6, 2013. An e-mail blast will be sent out to invite everyone to the meeting.
Dr. Demory will have a power-point presentation. The format will include small group round robin sessions to discuss strengths and areas of improvement.
- q) Tax Levy: A Truth and Taxation Hearing will need to be scheduled.
- r) School Year Calendar for 2014 – 2015: Dr. Demory will be asking staff to share their input for the school year calendar.
- s) Library Grant: Dr. Demory thanked Ms. Phyllis Smith and Mrs. Arndt for the completion of the Library Grant.
- t) Staffing Patterns – Special Education Compliance: Board President Gallichio has requested information regarding the number of paraprofessionals for the 2012 – 2013 school year and the 2013 – 2014 school year. There were 18 paraprofessionals employed in 2012 – 2013 and 24 employed in the 2013 – 2014 school year.
- u) Blue Cross Blue Shield: Co-payments had been inaccurately coded. Mrs. Sophia Rogalevich found and corrected the issue. Letters were sent to the employees that it affected.
- v) Board Book: Dr. Demory shared with the Board information on the BoardBook which is a web-based program. The subscription would be for \$2,000 a year. She will look into providing more information.

The Board will meet on November 18, 2013 and if needed November 19, 2013 at 6:00 p.m. to discuss Superintendent Goals.

K. Business Recommended Action Items: Consider Motions To:

1. Approve Illinois School Library Grant

A motion was made by Jim DeVito and seconded by Julia Mazur to approve the Illinois School Library Grant. Upon roll call vote the motion passed. 7 ayes, 0 naves.
Aye: Jim DeVito, Julia Mazur, Vickie Gallichio, Heather Janquart, Vivian Kueter, Kristina Lancaster, Doug Pedersen
Nay: None

2. Closed Session Minutes

A motion was made by Vickie Gallichio and seconded by Heather Janquart to approve the Closed Session Minutes. Upon roll call vote the motion passed. 7 ayes, 0 naves.
Aye: Vickie Gallichio, Heather Janquart, Jim DeVito, Vivian Kueter, Kristina Lancaster, Julia Mazur, Doug Pedersen
Nay: None

3. Approve Actions from Closed Session

a) Employment

A motion was made by Heather Janquart and seconded by Vickie Gallichio to hire Adelaida Moreno – MS Substitute Lunch Monitor. Upon roll call vote the motion passed. 7 ayes, 0 naves.
Aye: Heather Janquart, Vickie Gallichio, Jim DeVito, Vivian Kueter, Kristina Lancaster, Julia Mazur, Doug Pedersen
Nay: None

A motion was made by Heather Janquart and seconded by Julia Mazur to hire Carmen Feliciano – MS Substitute Lunch Monitor. Upon roll call vote the motion passed. 7 ayes, 0 naves.
Aye: Heather Janquart, Julia Mazur, Jim DeVito, Vickie Gallichio, Vivian Kueter, Kristina Lancaster, Doug Pedersen
Nay: None

A motion was made by Heather Janquart and seconded by Doug Pedersen to hire Theodore Pillow – Part-Time Custodian. Upon roll call vote the motion passed. 7 ayes, 0 naves.
Aye: Heather Janquart, Doug Pedersen, Jim DeVito, Vickie Gallichio, Vivian Kueter, Kristina Lancaster, Julia Mazur
Nay: None

A motion was made by Heather Janquart and seconded by Vivian Kueter to approve hiring Penny Krotky moving from substitute to Permanent Lunch Monitor. Upon roll call vote the motion passed. 7 ayes, 0 naves.

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

Nay: None

A motion was made by Heather Janquart and seconded by Doug Pedersen to accept the resignation of Rosie Aitken – Elementary Paraprofessional. Upon roll call vote the motion passed. 7 ayes, 0 naves.

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

Nay: None

A motion was made by Heather Janquart and seconded by Jim DeVito to approve hiring Christina Hagen – Primary Paraprofessional. Upon roll call vote the motion passed. 7 ayes, 0 naves.

Aye; Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Kristina Lancaster, Julia Mazur, Doug Pedersen

Nay: None

A motion was made by Vickie Gallichio and seconded by Heather Janquart to approve the re-defined positions of District Office Secretary, HR Coordinator and Accounts Payable as recommended in Closed Session. Upon roll call vote the motion passed. 6 ayes, 0 naves, 1 abstain.

Aye: Vickie Gallichio, Heather Janquart, Jim DeVito, Kristina Lancaster, Julia Mazur, Doug Pedersen

Nay: None

Abstain: Vivian Kueter

L. Other/Comments/Announcements

1. Community Engagement Meeting, Wednesday, November 6, 2013 at 6:30 p.m. – 8:00 p.m. at Middle School Library.
2. Regular School Board Meeting on Monday, November 18, 2013 at 6:00 p.m. at Big Hollow Middle School Library

M. Adjournment:

A motion was made by Heather Janquart and seconded by Jim DeVito to adjourn the meeting. Upon roll call vote the motion passed. 7 ayes, 0 nays.

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

Nay: None

Victoria Gallichio, President
Board of Education

Doug Pedersen, Secretary
Board of Education

