

Big Hollow School District #38 Ingleside, IL 60041
Levy Presentation
Regular Board of Education Meeting
December 15, 2014 - Big Hollow Middle School Library
6:00 p.m. Closed Session
7:00 p.m. Open Session

OFFICIAL MINUTES

Guests: Dawn Lucas, Kim Christesen,

- A. Call to Order: President Janquart 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, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
- D. Added Items/Approval of Agenda: Remove Section H in Closed Session "E". A motion was made by Doug Pedersen and seconded by Julia Mazur to approve the amended agenda. Upon roll call vote the motion passed. 5 ayes, 0 naves.
Aye: Doug Pedersen, Julia Mazur, Jim DeVito, Heather Janquart, Vivian Kueter
Nay: None
- E. Closed Session: For the purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, Negotiations and Property. A motion was made by Vivian Kueter and seconded by Julia Mazur. Upon roll call vote the motion passed. 5 ayes 0 naves. (6:02 p.m.)
Aye: Vivian Kueter, Julia Mazur, Jim DeVito, Heather Janquart, Doug Pedersen
Nay: None
- F. Return to Open Session: A motion was made by Jim DeVito and seconded by Vivian Kueter to return to open session. Upon roll call vote the motion passed. 5 ayes, 0 naves. (7:13 p.m.)
Aye: Julia Mazur, Jim DeVito, Heather Janquart, Doug Pedersen, Vivian Kueter
Nay: None.
- G. Consent Agenda
1. Approval of the Minutes of the November 17, 2014 Regular Board Meeting
 2. Approval of the Closed Session Minutes of the November 17, 2014 Special Board Meeting
 3. Approval of School Treasurer's Report for November 2014
 4. Approval of Bills and Payroll for November/December 2014
 5. Approval of Activity Account for November 2014

Questions regarding Accounts Payable:

- Clarification of expenses regarding gym wall repair – open/closure equipment on accordion door, which separates large gym from small gym was repaired because it was broken and unsafe
- Clarification regarding specific expenses for Occupational Therapist and Physical Therapist – The specific line item expense is a contracted service vs. a service through SEDOL
- Clarification regarding expenses for Sentinel Invoice – invoice details expenses per month
- Clarification regarding IRS tax payments. Board President Heather Janquart requested that the Board receive information on the amount of penalties the District has paid to the IRS.

A motion was made by Julia Mazur and seconded by Doug Pedersen to approve the Consent Agenda. Upon roll call vote the motion passed. 3 ayes, 0 nays, 2 abstains.

Aye: Julia Mazur, Doug Pedersen, Vivian Kueter

Nay: None

Abstain: Jim DeVito, Heather Janquart

H. Public Comments: There were No Public Comments

I. Introduction of Guests/Presentations

1. None

J. Reports:

1. Mrs. Janusz, Primary and Elementary Principal: Mrs. Janusz shared that the Character Education word for December/January is Caring. The students have been collecting food for the food drive; PTO has the pajama drive; Boy Scouts have the gently used books drive and the Girls Scouts have the new or gently used teddy bear drive going on at this time. Winter parties will be this week.

2. Mrs. Christine Arndt, Middle School Principal: Mrs. Arndt shared the Seventh grade boys' basketball team came in second play in the conference. Eighth grade boys' basketball team is playing in their conference Tuesday night. Tuesday night is the Band Concert and Wednesday night is the Choir Concert. The SDA performed last Thursday and did an outstanding job. This Thursday is DARE graduation and there will be a student recognition assembly on Friday.

3. Mrs. Patricia Syens, Interim Chief School Business Official

a) Tax Levy – Handouts were provided to the Board members. The tax cap of 3% was used to determine the levy increase.

b) Annual Statement of Affairs – The Annual Statement of Affairs was advertised in the Daily Harold Newspaper and posted on the District website.

- c) Requests for Proposals for District Auditors – Mrs. Syens shared a sample audit request for proposals and recommended the Board of Education request proposals for auditors.
 - d) Request for Proposals for District Architects – The ROE requires the District to have an architect sign off on any repairs that are \$50,000 or more. Mrs. Syens discussed contacting CLIC insurance company to discuss recent roof improvements and request review of their letter which outlines reimbursement for future claims should roof design/structure not be amended.
 - e) Transportation Bid – Requested formal action for three year transportation services.
 - f) TAWS – The Board received PMA cash flow report showing the District will need to borrow approximately 3.9 million of next year’s tax money (Tax Anticipation Warrants) to pay for school year 2014-2015 expenditures beginning in January 2015. A Special Board Meeting to discuss TAWS will be scheduled for January 12, 2015 at 7:00 p.m.
 - g) Facilities – Pictures of roof repairs needed and the invoice showing the repairs were completed were presented to the Board for their review. It was also reported that fire rated doors will replace specifically identified Middle School doors requiring fire rated status.
 - h) Independent Audit of Budget - Board President Heather Janquart shared that the Board is requesting an independent audit of the budget. Board President will provide a list of documents they will need to review. Mrs. Syens shared that the Treasurer’s Report is a good indicator of the budget and shared current budget fund balances are at appropriated levels in comparison to the budget.
4. Dr. Demory, Superintendent
- a) Good Things Happening for Students: Dr. Demory shared appreciation to the PTO and Mrs. Dee for successful Pancake Breakfast and delightful student performances.
- Kim Christesen, PTO President shared that they served 675 breakfasts. The PTO made \$1,200 profit from the Breakfast and \$600.00 from the Craft Fair. The Book Fair made \$5,000 in profit. \$2,500 went to benefit the Special Education Teachers. The Lego raffle for the Alex Lancaster Scholarship Fund raised \$541.00.
- Dr. Demory shared that twenty-four primary / elementary students attended the Rotary Christmas party. The Fox and Round Lake Rotary Clubs and Grant High School student choir and band group provided an outstanding program for the

children. The fabulous music selections, singing, dancing, face painting, delicious lunch, and generous gifts created warm memories to last a lifetime.

Dr. Demory shared a parent letter of appreciation regarding above and beyond dedication and services by Middle School staff members and in particular, to Social Worker Mrs. Dybul and Special Education Teacher Mrs. Wick and Team.

- b) FOIA Requests: A copy of the FOIA response with requested documents sent to Vickie Gallichio regarding her FOIA request dated November 21, 2014 for copy of the 2013-2014 audit was provided to the Board of Education. A copy of the FOIA response sent to Dr. Vincent Miles regarding his six page FOIA request dated December 3, 2014 for debt issuance and closing records beginning with January 1, 1984 through December 3, 2014 was provided to the Board of Education. Dr. Demory shared information regarding action taken by Illinois General Assembly on December 3, 2014 to override veto of legislation amending FOIA to reduce burden of “voluminous requests.”
- c) Enrollment Update – Enrollment as of December 1, 2014 continues to show steady enrollment of approximately 1,800 students.
- d) Savannah Subdivision Annexation/Deannexation: Village of Lakemoor and WRH (William Ryan Homes) request that all land in the WRH Savannah Subdivision be zoned into Wauconda School District. A plat of the Savannah Subdivision and estimated property / lot home EAV values were presented to the Big Hollow Board of Education for review. Currently, some of the lots are zoned into Wauconda Unit (K-12) School District and some of the lots are zoned into Big Hollow Elementary School District and Grant High School District. By consensus, the Big Hollow Board of Education approved the request to deannex/annex property from Big Hollow School District to Wauconda School District, allowing all of Savannah Subdivision to be zoned into Wauconda Unit School District.
- e) Medicaid Approval: Dr. Demory requested/recommended approval to enter into a Contract with Hawthorn Associates of Lake County for services supporting the reimbursement of eligible health services under the Medicaid Fee-For-Service program.
- f) Early Childhood Blended Program: Special Education Director Ms. Gudgeon and Special Education Assistant Director Mrs. Gale recommended offering a new blended early childhood / pre-school blended program beginning in second semester of the current school year. Mrs. Gale explained that a blended pre-school program is:
 - designed to nurture the development of children in the areas of language, fine motor school, social skills and pre-academics
 - instructed by one certified teacher and one paraprofessional
 - class size limited to 20 students

- blended class includes children who are 3, 4, and/or 5 years of age
 - blended class includes children with special needs and children typically developing/non-disabled
 - 5 days per week / half-day morning program 8:30 a.m. to 11:00 a.m.
 - first come, first serve basis
 - No tuition but registration fee and transportation service will be provided for special needs children
 - \$300 per month tuition \$75 registration fee/no transportation services for typically developing/non-disabled children
- g) Technology Update: Technology Director Donelle Staples provided the Board with information on costs associated with installing white board and interactive projectors in six middle school science rooms with an addition of three more projectors to complete the “projector” project. Mrs. Staples recommended approval for all nine projectors at a cost of \$40,789.89. The Board requested a proposal and recommendation of total project costs be presented at the Special Board meeting scheduled for January 12, 2015. While the Board appreciates the monthly “Help Desk” report, the Board requested future copies be provided electronically.
- h) PARCC Assessments: PARCC coarse codes were sent in to the State for processing PARCC preliminary data for assessment materials, which need to be organized for distribution to each attendance center and proctor. In addition, a proctor server will be set up in the District to expedite the processing and stabilization of testing materials. PARCC assessments for Grades 3rd and 4th are paper and pencil assessments, while Grades 5th through 8th are electronic / computer based assessments.
- i) Route 12 Property: Dr. Demory reported that the current Route 12 property sign was removed and is in the process of being repainted with District contact information with the expectation that it will soon be reposted at the Route 12 property.
- j) Budget Reduction Committee Meeting, Community Engagement Meeting Dates: The Community Engagement Meeting has been scheduled for Thursday, January 22, 2015 from 6:30 p.m. – 8:30 p.m.
- k) Board Convention: Board Member Vivian Kueter shared, she attended a presentation of Superintendent Searches. Board Member Jim DeVito was impressed with tour of Pilson School. Board Member Doug Pedersen went to a presentation on Senate Bill 16 regarding school funding, which was not approved by the General Assembly.
- l) School Fees – Admission Assistant Compensation: Dr. Demory shared that administration was reviewing school fee proposals and considering recommendation for the addition of a possible technology fee for the 2015-2016

school year. She also shared the administrative team has been organizing and updating the school handbook with school fees for inclusion in student planners. Recommended the Board consider compensation for athletic admission assistant.

K. Business Recommended Action Items: Consider Motions To:

1. Adopt 2014 Annual Tax Levy

A motion was made by Jim DeVito and seconded by Vivian Kueter to adopt the 2014 Tax Levy. Upon roll call vote the motion passed. 5 ayes, 0 naves.

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

2. Authorize Publishing Request for Qualifications for Auditor

A motion was made by Julia Mazur and seconded by Doug Pedersen to authorize the Publishing Request for Proposal for Auditor. Upon roll call vote the motion passed. 5 ayes, 0 naves.

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

3. Authorize Publishing Request for Qualifications for Architect

A motion was made by Julia Mazur and seconded by Vivian Kueter to authorize the Publishing Request for Qualification for Architect. Upon roll call vote the motion passed. 5 ayes, 0 naves.

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

4. Authorize Publication for Transportation Bids

A motion was made by Jim DeVito and seconded by Vivian Kueter to authorize Publication of the Transportation Bids. Upon roll call vote the motion passed. 5 ayes, 0 naves.

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

5. Authorize an Independent Audit of the Budget

A motion was made by Jim DeVito and seconded by Heather Janquart to authorize and Independent Audit of the Budget. Upon roll call vote the motion passed. 5 ayes, 0 naves.

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

6. Authorize Contract between Big Hollow School District and Hawthorn Associates of Lake County LLC Fee Medicaid Fee-For-Service Program
A motion was made by Doug Pedersen and seconded by Vivian Kueter to authorize Contract between Big Hollow School District and Hawthorn Associates of Lake County LLC Fee Medicaid Fee-For-Service Program. Upon roll call vote the motion passed. 5 ayes, 0 naves.
Aye: Doug Pedersen, Vivian Kueter, Jim DeVito, Heather Janquart, Julia Mazur
Nay: None

7. Approve Blended Pilot Pre-Kindergarten Program beginning with the 2014-2015 Second Semester
A motion was made by Julia Mazur and seconded by Vivian Kueter to approve the Blended Pilot Pre-Kindergarten Program beginning with the 2014 – 2015 Second Semester. Upon roll call vote the motion passed. 5 ayes, 0 naves.
Aye: Julia Mazur, Vivian Kueter, Jim DeVito, Heather Janquart, Doug Pedersen
Nay: None

8. Approve Admission Assistant Compensation (*included in #9 Actions from Closed Session*)

9. Approve Actions from Closed Session
 - a) Employment
A motion was made by Jim DeVito and seconded by Doug Pedersen to approve the employment of Janette Mouijeb as Middle School Paraprofessional, effective December 9, 2014. Upon roll call vote the motion passed. 5 ayes, 0 naves.
Aye: Jim DeVito, Doug Pedersen, Heather Janquart, Vivian Kueter, Julia Mazur
Nay: None

A motion was made by Julia Mazur and seconded by Vivian Kueter to approve the employment of Elyse Lavanholi as Kindergarten Paraprofessional, effective December 1, 2014. Upon roll call vote the motion passed. 5 ayes, 0 naves.
Aye: Julia Mazur, Vivian Kueter, Jim DeVito, Heather Janquart, Doug Pedersen
Nay: None

A motion was made by Doug Pedersen and seconded by Vivian Kueter to accept the resignation of Andrea Heiden, Kindergarten Teacher, effective December 5, 2014. Upon roll call vote the motion passed. 5 ayes, 0 naves.
Aye: Doug Pedersen, Vivian Kueter, Jim DeVito, Heather Janquart, Julia Mazur
Nay: None

A motion was made by Vivian Kueter and seconded by Jim DeVito to accept the resignation of Debra Bach, Primary Paraprofessional, effective December 12, 2014. Upon roll call vote the motion passed. 5 ayes, 0 naves.
Aye: Vivian Kueter, Jim DeVito, Heather Janquart, Julia Mazur, Doug Pedersen
Nay: None

A motion was made by Doug Pedersen and seconded by Jim DeVito to approve the employment of Mrs. Julie Dee and Mrs. Sara Kumpula to share the new position of Fine Arts Facilitators for the 2014 – 2015 school year. Upon roll call vote the motion passed. 5 ayes, 0 nays.

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

A motion was made by Jim DeVito and seconded by Julia Mazur to approve the employment of Mrs. Steiding as a teacher for two periods per day and as paraprofessional for six periods per day effective August 18, 2014. Upon roll call vote the motion passed. 5 ayes, 0 nays.

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

A motion was made by Julia Mazur and seconded by Vivian Kueter to approve the employment of Kelly Polark as the Kindergarten Teacher with a start date of January 5, 2015. Upon roll call vote the motion passed. 5 ayes, 0 nays.

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

A motion was made by Jim DeVito and seconded by Vivian Kueter to approve Sunny Morley for FMLA/3 weeks Maternity leave returning on approximately September 8, 2015. Upon roll call vote the motion passed. 5 ayes, 0 nays.

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

A motion was made by Jim DeVito and seconded by Heather Janquart to approve payment of \$20 per event for an Admission Assistant “ticket takers”, when needed, at school events. Upon roll call vote the motion passed. 5 ayes, 0 nays.

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

L. Closed Session – For the purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, and Negotiations.

1. Not Needed.

M. Return to Open Session – Not Needed

N. Other/Comments/Announcements

1. PERA Meeting Monday, January 12, 2015 at 5:30 p.m. in the Middle School Library
2. Special Board of Education Meeting, Monday, January 12, 2015 at 7:00 p.m. in the Middle School Library for the purpose of TAWS and Technology Improvements
3. Regular Board of Education Meeting on Tuesday, January 20, 2015 at 6:00 p.m. Closed/7:00 p.m. Open Session in the Middle School Library
4. Community Engagement Meeting on Thursday, January 22, 2015 at 6:30 p.m. in the Middle School Library.

O. Adjournment

A motion was made by Julia Mazur and seconded by Vivian Kueter to adjourn the meeting at 9:20 p.m. Upon roll call vote the motion passed. 5 ayes, 0 nays.

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

Nay: None

Heather Janquart President
Board of Education

Doug Pedersen, Secretary
Board of Education