

Big Hollow School District #38, Ingleside, IL 60041

Board of Education Regular Minutes

**Official Minutes**

December 16, 2013 – 6:00 p.m. – Big Hollow School Library

Guests: Alison Stump, Jolie Misek, Kim Christesen, Donelle Staples, Michelle Kellman,  
Sophia Rogalevich, Bill Schufreider, Lenayn Janusz, Michelle Dzik

- 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, Doug Pedersen  
Administration Present: Dr. Christine Demory, Christine Arndt
- D. Added Items/Approval of Agenda: A motion was made by Doug Pedersen and seconded by Heather Janquart to approve the agenda. Upon roll call vote the motion passed.  
5 ayes, 0 nays.  
Aye: Doug Pedersen, Heather Janquart, Vickie Gallichio, Vivian Kueter, Julia Mazur  
Nay: None
- E. Closed Session: For the Purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation and Negotiations. A motion was made by Heather Janquart and seconded by Jim DeVito. Upon roll call vote the motion passed  
5 ayes, 0 nays.(6:02 p.m).  
Aye: Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Doug Pedersen  
Nay: None

Board member Julia Mazur arrived during Closed Session.

- F. Return to Open Session: A motion was made by Heather Janquart and seconded by Jim to return to open session. Upon roll call vote the motion passed 6 ayes, 0 nays.  
Aye: Julia Mazur, Doug Pedersen, Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter  
Nay: None
- G. Levy Hearing:
  - 1. Open Hearing: The Levy Hearing opened at 7:06 p.m.
  - 2. Presentation of the Levy: Business Manager Rick Engstrom presented a power-point on the Levy.
  - 3. Discussed proposed 2013 Levy.

4. Recommended approval of the 2013 Proposed Levy as presented.
5. Finalized Levy for Adoption without changes to the proposed Levy.

A motion was made by Heather Janquart and seconded by Vivian Kueter to approve the Resolution authorizing final aggregate tax levy for the year 2013. 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

6. The Hearing closed at 7:22 p.m.

#### H. Consent Agenda

1. Approved the Minutes of the December 2, 2013 Regular Board Meeting with edits
2. Approved the Minutes of the December 2, 2013 Regular Board Meeting Closed Session
3. Approved Activity Funds for November 2013
4. Approved Bills for December 2013
5. Approved Treasurer's Report for November 2013

Board member Julia Mazur asked that the December 2, 2013 Regular Board Meeting Minutes page 4 Item g: Remove Julia Mazur as recommending contacting Grant Township. Changed to: It was recommended to contact Grant Township.

A motion was made by Doug Pedersen and seconded by Jim DeVito to approve the Consent Agenda. Upon roll call vote the motion passed. 6 ayes, 0 nays.

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

Nay: None

#### I. Public Comments: There were no Public Comments.

#### J. Introduction of Guests/Presentations:

1. Differentiation Presentation – Mrs. Arndt, Mrs. Janusz, Mr. Schufreider  
Mrs. Arndt shared the Differentiation presentation she developed and shared with the administrative team that will be shared with staff at their next scheduled professional development meeting.

#### K. Reports:

1. Primary Principal Mrs. Arndt: Mrs. Dzik visited each classroom in both the Primary and Elementary buildings to discuss bus expectations and safety and presented good behavior certificates/prizes to all students who had perfect bus behavior first quarter. Students in Early Childhood Pre-K through fourth grade attended the assembly by Chris McBrien called "Character Matters." The program emphasizes "walking the walk, not just talking the talk" when it comes to how we treat others, ourselves and why every choice is important. The Primary and Elementary buildings participated in a collection of items to support families in Washington, Illinois area that were

affected by the recent tornado. Mrs. Pappas coordinated with Pearl Vision to secure free eye exams and glasses for ten students.

2. Elementary Principal Mrs. Janusz: Students grades K- 4 participated in the 8<sup>th</sup> annual World Sport Stacking Association Stack Up. This day was dedicated to help set a new Guinness World Record in in sport stacking. All three schools participated in collecting items to support families in the Phillipines after the Typhoon Haiyan/Yolanda. The Character Education Committee at the Primary and Elementary sponsored a food drive. Cooper, the Therapy Dog, has been visiting the classrooms at the Elementary building.
3. Middle School Principal Mr. Schufreider: The Middle School Student Council sponsored a food drive. They collected a total of 1,743 canned good items. The Book fair was again a successful event in the Middle School. Expressed appreciation to Linnea Lindh who donated \$500 to the Fine Arts Program. Expressed appreciation and congratulations to staff and students for excellent choir and band concerts. Mr. Schneider's class made ornaments to place on the Alex Lancaster Memorial Tree as an expression of their care, support, and honor the life of Alex.
4. Business Manager Mr. Engstrom:
  - a) SEDOL: Mr. Engstrom shared a handout with the Board regarding current services and costs from SEDOL.
  - b) Food Service Contracts: Mr. Engstrom reviewed the cost of Arbor vs. bringing the food service in-house. He shared that while the Primary/Elementary building has a cooking oven, the Middle School is fully equipped for an in-house food service program. Board member Heather Janquart shared that she would want to know the Capital Outlay of providing food service in-house.
  - c) A Child's Place Contract: The Child's Place Contract was reviewed and updated to include usage of additional areas in the buildings. Child's Place will notify the District by January 1<sup>st</sup> of each year if they request usage of school facilities the following year. The District will notify them by February 1<sup>st</sup> of each year, if their request is approved. They are requesting a three year contract. They have increased the number of students in their program. The District would like to increase their rent payment to \$500.00 a week.
  - d) City Wide Contract: City Wide has proposed a three year contract, without increasing the contract amount. The District could not compete with this cost, if cleaning services were brought in house. Recommend action to accept the contract offer a the February 21, 2014 Board of Education meeting.
  - e) Trust and Agency Account: Mr. Engstrom proposed that the District close the Trust and Agency account and transfer funds to the District main account.

- f) Dispensers Soap and Paper Products: Mr. Engstrom shared that the new dispensers have a longer battery life, are more efficient, effective, and attractive. Board member Gallichio inquired what will the total cost savings be?
  - g) Objection Notices Regarding 2012 Taxes Levied: The Board reviewed the objection notice document.
5. Superintendent's Report:
- a) Good Things Happening for Students
    - PTO Update – The Holiday Breakfast was a success. There were 30 vendors in the craft fair. One hundred and ninety dollars was raised in the fundraiser for the Alex Lancaster Memorial Fund.
    - Fine Arts Boosters Update: The debate is scheduled for December 18. The Fine Arts Fundraiser has been scheduled at Maravellas on February 21.
  - b) Route 12 Property Update: The current agreement on the property expires on December 31. The District Attorney will send a letter to Interstate Partners regarding their intentions. Board member Janquart inquired if the District is under any contract negotiations or obligations to or with the realtor. The District contract obligation with the realtor has been met.
  - c) Annual Statement of Affairs: Mr. Engstrom shared a copy of the Certificate of Publication to affirm the Annual Statement of Affairs had been published as required by law.
  - d) Bond Update: Mr. Engstrom reported that the 2013 Refunding / Refinanced Bonds had been signed, sealed and delivered. Confirmation of delivery and acceptance is expected by December 31, 2013.
  - e) BMO-Harris Financial Bank: Mr. Engstrom shared the BMO-Harris would like District bank accounts transferred as soon as possible but no later than the end of March 2014.
  - f) Technology Update: The Board reviewed a proposal for the purchase of projectors, mimios and whiteboards. Four of each would be purchased for each of the buildings at a cost of \$134,675.00. Board President Gallichio said she would like to see competitive bids.
 

Mrs. Donelle Staples District Technology Director shared the different between purchasing laptops and Central Processing Units (CPU's).
  - g) Board Book: Board Book would cost \$2,000. Board member Heather Janquart inquired if it could be accessed from a tablet.
  - h) Board Training: Dr. Demory shared Board training information with the Board. Board President Vickie Gallichio suggested that we contact the attorney for training. Dr. Demory will look into it. Board member Vivian Kueter suggested we pair up with another District for Board training session.

i) Sign update: Reported that installation of the Middle School pylon sign was scheduled for the week of December 16, 2013. The sign location was moved 6 feet to the west as a means to improve visibility from Wilson Road.

j) Board Policies First Reading: The Board review the following policies:

3:60 Administrative Responsibilities of the Building Principal

4:100 Insurance Management

5:50 Drug and Alcohol Free Workplace Tobacco Prohibition

5:90 Abused and Neglected Child Reporting

5:100 Staff Development Program

5:120 Ethics and Conduct

5:200 Terms and Conditions of Employment and Dismissal

6:60 Curriculum Content

6:250 Community Resource Persons and Volunteers

7:185 Teen Dating Violence Prohibited

7:300 Extracurricular Athletics

8:30 Visitors to and Conduct on School Property

k) Financial Resolution: *“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”.*

Dr. Demory reported that the Financial Resolution could be part of the District’s goal setting. This will be included as an action item at the next Board meeting.

L. Business Recommended Action Items: Consider Motions To:

1. Approve Purchase of Board Book

A motion was made by Heather Janquart and seconded by Julia Mazur to approve the purchase of Board Book. 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

2. Close Trust and Agency Account and Transfer Funds to Main Account

A motion was made by Jim DeVito and seconded by Doug Pedersen to approve closing the Trust and Agency Account and transferring funds to the Main Account. Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Jim DeVito, Doug Pedersen, Vickie Gallichio, Heather Janquart,

Vivian Kueter, Julia Mazur

Nay: None

3. Open BMO-Harris Checking Investment Account

A motion was made by Heather Janquart and seconded by Julia Mazur to open the BMO-Harris Checking Investment Account. 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

4. Approve the Closed Session Meeting Minutes

A motion was made by Jim DeVito and seconded by Doug Pedersen to approve keeping the closed session meeting minutes closed and confidential from July 2012 to June 2013 and to destroy tapes from July 2012 to June 2013. Upon roll call vote the motion passed. 6 ayes, 0 nays.

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

Nay: None

5. Approve Actions from Closed Session

a) Employment

A motion was made by Vickie Gallichio and seconded by Heather Janquart to approve the FMLA for Kelly Himmelspach for 8 weeks. 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) Resignation

A motion was made by Heather Janquart and seconded by Jim DeVito to accept the resignation of Donna Rousseau Middle School Math teacher. 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

M. Other/Comments/Announcements:

1. Regular School Board Meeting- Board Goal Setting on Monday, January 6, 2013 at 6:00 p.m. Big Hollow Middle School Library.

N. Adjournment:

A motion was made by Julia Mazur and seconded by Vivian Kueter to adjourn the meeting at 8:49 p.m. Upon roll call vote the motion passed. 6 ayes, 0 nays.

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

Nay: None

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Victoria Gallichio, President  
Board of Education

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Doug Pedersen, Secretary  
Board of Education