

Big Hollow School District #38, Ingleside, IL 60041  
Board of Education Regular Board Meeting

OFFICIAL MINUTES

February 4, 2013 – 6:00 p.m. – Big Hollow Middle School

Guests: Hayley Janney, Carmen Terselic, Lori Pappas, Lisa Wodek, Elizabeth Thomas, Donelle Staples, Dawn Smith, Kerry Ellis, Janine Vasica, Dawn Lucas, Pauletta Moody, Mark Bostrack, Lynn Lohman, Kim Christesen, Renee Zawadski, Bridget Massey, Jessica Coletto, Sue Maurer, Sessie Carlson

OFFICIAL MINUTES

- A. Call to Order: President Kueter 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, Kristina Lancaster, Doug Pedersen  
Administration Present: Dr. Christine Demory, Christine Arndt
  - D. Added Items/Approval of Agenda: Pick-up truck for the District will be added under Item #12 in Reports. President Kueter asked for approve of the amended agenda. A motion was made by Heather Janquart and seconded by Jim DeVito. Upon roll call vote the motion passed 6 ayes, 0 naves.  
Aye: Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Kristina Lancaster, Doug Pedersen  
Nay: None
  - E. Closed Session: For the purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, Negotiations and Property. A motion was made by Doug Pedersen and seconded by Heather Janquart to enter into closed session for the purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, Negotiations, and Property. Upon roll call vote, the motion passed 6 ayes, 0 naves. (6:03 p.m.)  
Aye: Doug Pedersen, Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Kristina Lancaster  
Nay: None
- Board member Julia Mazur arrived during closed session (6:06 p.m.)
- F. Return to Open Session: A motion was made by Vickie Gallichio and seconded by Julia Mazur to return to open session. Upon roll call vote, the motion passed. 7 ayes, 0 naves. ( 7:05 p.m.)

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

G. Consent Agenda

1. Approval of the Minutes of the January 22, 2013 Regular Board Meeting
2. Approval of the Minutes of the January 22, 2013 Closed Session

Board member Vickie Gallichio requested that 1. Approval of the Minutes of the January 22, 2013 Regular Board Meeting be removed from the Consent Agenda. A motion was made by Heather Janquart and seconded by Doug Pedersen to accept the Consent Agenda excluding 1. Approval of the Minutes of the January 22, 2013 Regular Board Meeting. Upon roll call vote the motion passed. 7 ayes, 0 nays

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

Nay: None

Dr. Demory referred to page 2 the Graph of student enrollment that the enrollment numbers should not have a decimal and numbers after them.

Board member Vickie Gallichio asked for clarification on page 3 regarding an aide is included in the contract, but the District must pay for the aide. Dr. Demory clarified that the aides are included in the contract if we need them. Board member Heather Janquart inquired if the aides were on middle school busses. Dr. Demory reported that they are on two middle school busses.

H. Public Comments: There were no Public Comments.

I. Introduction of Guests/Presentations:

Tim Woolever of Ruck-Pate Architecture passed out information packets to the Board and provided a power-point presentation on the Big Hollow Electric Message Sign options.

Dr. Demory inquired if the current sign at the Primary/Elementary Building could be converted to electric. Mr. Woolever reviewed the three options for the electric sign. Board member Julia Mazur inquired about the positioning of the sign, if it would disrupt the view of drivers. Mr. Woolever reported that the sign location would be 30 feet away from the edge of the road and would not disrupt the view of drivers.

Mr. Woolever gave the Board an update on the Storage Building. The exterior shell is complete, the interior is insulated and the metal panels, electric, and sprinklers are in progress.

J. Reports

1. Good Things Happening for Students: Dr. Demory read a thank-you letter from PTO thanking all the volunteers for their contribution to Science Night. Dr. Demory thanked the PTO. Dr. Demory thanked Middle School Principal Bill Schufreider for the Jim Williams assembly at the middle school. March 15 – 16 will be the PTO Clothing Resale. Dr. Demory suggested that the District possibly look in the storage pods and see if there are any items that we could sell at the sale. On February 13 there will be an Alex Lancaster Scholarship Lego Building Contest.
2. IASB Spring Dinner Meeting: Dr. Demory provided the Board with information on the IASB Spring Dinner Meeting and requested that they inform her if they would like to attend.
3. Special Education: Special Services Director Elizabeth Thomas provided the Board with a copy of the ISBE Focused Monitoring Report Summary. Mrs. Thomas shared with the Board the three findings that the state identified during their visit.
  1. Educational placement decisions for students with disabilities are not made in compliance with federal regulations as placement decisions are not made by a group of persons having knowledge of the child.
  2. Issues with the district's formal paperwork documentations of IEP's which negatively impact the district's ability to assure placement decisions are based on the student's IEP.
  3. The District does not have a continuum of alternative placement options available to meet the needs of children with disabilities.

Additional areas of improvement included ensuring IEP's are accessible to persons responsible for implementation, housing all special education files in a central location, notifying parent's regarding written notification and the need for an interpreter or translator and to encourage the district to develop parent education forums in regarding to special education issues.

An improvement plan will be developed and implemented to address the findings.

4. Preliminary Staff Needs and Full Day Kindergarten: A survey will be posted on the website until next Monday asking for feedback regarding options and ideas for next year to include: Kindergarten options, lunch

options, Band/Choir instead of a study hall, the district's strengths and weaknesses.

Dr. Demory shared with the Board a copy of an e-mail she had received regarding full-day Kindergarten. Dr. Demory shared that we received \$85,000 in state funding for our current half-day Kindergarten program. Dr. Demory shared with the Board with two floor plan options to accommodate full-day Kindergarten and two options to include Kindergarten in the lunch rotation. Dr. Demory shared that if parents didn't want to participate in the full-day Kindergarten they could send them for just half of the school day. Board member Kristina Lancaster inquired if the curriculum would have to be designated for the beginning of the day so that those students wouldn't miss anything.

The District wouldn't have to hire additional specials staff to accommodate full day Kindergarten. Staff would be provided with 210 minutes of specials time each week.

The survey will give us additional information regarding full-day Kindergarten. Full day Kindergarten would eliminate busing in the middle of the day. It would include 4 ½ additional teachers. Internal staff could apply for these positions. Special education and RtI moving towards a more inclusionary model will reduce staff.

The first step in the PERA process is to establish a Seniority list by category. Secondly, verify teacher certification and endorsements. Thirdly, the evaluation process. All data is collected to see who is qualified for positions within the district.

Board member Vickie Gallichio inquired about classroom supplies for the full day Kindergarten. Dr. Demory reported that there are supplies for the classrooms.

The Board referred to and discussed the handout with the Education Fund History of the District.

Dr. Demory shared with the Board Staffing Projections based on the current enrollment of students.

5. NIHIP Insurance: The insurance company will be presenting at the next scheduled School Board Meeting on February 19. Dr. Demory will be contacting other Insurance companies. A committee will be formed to review all of the information collected.

6. Moody's Report & Letter: A copy of the Moody's report was provided to the Board. The Bonds have not been purchased. Board member Vickie Gallichio inquired if there was a more extensive report. Dr. Demory shared that this was the only report that they had provided to the District.
7. Financial Reports: Board member Vickie Gallichio requested a copy of the August report. Dr. Demory responded that the report was included in the December 17 Board packet. Board member Vickie Gallichio replied she had all the reports but was missing the August report. Dr. Demory shared with Board member Vickie Gallichio a copy of the report and told her she would make a copy for her.
8. Budgetary Expenditures: Board member Vickie Gallichio stated that she would like the District to curb spending. Board member Vickie Gallichio mentioned the purchasing of software, purchasing a truck and holding off on teacher workshops.

Dr. Demory stated that the software program was for the 2013-2014 school year not this school year. The current software program is not efficient or effective. Board President Vivian Kueter asked Board member Gallichio is she means overspending in the Education Fund? Board member Gallichio stated her concerns are for curbing spending for the 2012 – 2013 school year.

9. Internal Audit Update: Dr. Demory reported that this is the third time she had addressed the internal audit. Dr. Demory read the internal audit update information to the Board.
10. Chalkboard Newsletter: Dr. Demory discussed having the newsletter available to send out in April. The Board discussed the costs involved with producing and mailing the newsletter. The Board discussed sending the newsletter electronically. It was also suggested to contact Bonnie Thompson-Carter and have the newsletter added to her website. The newsletter will be sent electronically.
11. SEDOL: Vivian Kueter is the current SEDOL representative for the District. Dr. Demory inquired if any of the Board members would be interested in being the alternate. Jim DeVito volunteered to be the alternate.
12. Impact Fee Information Request: Dr. Demory shared that each village should know how much money was given to the district. Board member Janquart inquired if we could have a written response from our attorney

stating what we can use the impact fee money for. Dr. Demory shared that the Impact fees are paid into 60 and we pay out of 60.

13. TAW's: The district will need to complete a parameter's resolution for the February 19 meeting for 2 million in TAW's. Board member Gallichio inquired that she thought that we were going to get a line of credit for 1 million and TAW's for the other. Dr. Demory reported that we could not secure a line of credit that is why we were using TAW's for the full amount.
14. Transportation Durham Bus: Dr. Demory reported that Durham will be providing contract extension information to her by Friday.
15. Board Goal Setting: Goal setting will be revisited after the Board has the opportunity to review the data from the survey.

K. Business Recommended Action Items: Consider Motions To:

1. Approve Closed Session Minutes:

A motion was made by Julia Mazur and seconded by Vickie Gallichio to approve the Closed Session Minutes. Upon roll call vote, the motion passed. (7 ayes, 0 naves).

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

2. Approve Actions from Closed Session:

A motion was made by Doug Pedersen and seconded by Vickie Gallichio to approve Amy Longo and Erin Knowles-Only for the Common Core Workshop. Upon roll call vote, the motion passed. 7 ayes, 0 naves

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

A motion was made by Vivian Kueter and seconded by Jim DeVito to approve Kathryn Keenon to attend the 6 Traits Workshop. Upon roll call vote, the motion did not pass. 0 ayes, 7 naves

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

A motion was made by Jim DeVito and seconded by Heather Janquart to approve the hiring of part-time nurse Alexandra Schawel. Upon roll call vote, the motion passed. 7 ayes, 0 naves

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

3. Approve Full Day Kindergarten for the 2013 – 2014 School Year  
A motion was made by Heather Janquart and seconded by Doug Pedersen to table approval of a Full Day Kindergarten for the 2013 – 2014 School year. 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
4. Approve Impact Fee Request:  
A motion was made by Doug Pedersen and seconded by Jim DeVito to direct Dr. Demory to complete the Impact Fee Request. Upon roll call vote, the motion passed. 7 ayes, 0 naves.  
Aye: Doug Pedersen, Jim DeVito, Vickie Gallichio, Heather Janquart, Vivian Kueter, Kristina Lancaster, Julia Mazur  
Nay: None
5. Approve SEDOL Board Alternate  
A motion was made by Vickie Gallichio and seconded by Heather Janquart to approve Jim DeVito as the SEDOL Board Alternate. 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
6. Budgetary Expenditures:  
A motion was made by Vickie Gallichio and seconded by Doug Pedersen to table spending on professional workshops for the 2012 – 2013 school year with the exception of Common Core and any workshops covered under a grant to include substitutes. Upon roll call vote, the motion passed. 7 ayes, 0 naves.  
Aye: Vickie Gallichio, Doug Pedersen, Jim DeVito, Heather Janquart, Vivian Kueter, Kristina Lancaster, Julia Mazur  
Nay: None

L. Other/Comments/Announcements:

1. Superintendent Evaluation Training on Monday, February 11 at 5:00 p.m.
2. Regular School Meeting on Tuesday, February 19, 2013 at 6:00 p.m.

Dr. Demory shared with the Board an e-mail from Fox Lake Superintendent John Donellan regarding his response to the article in the Daily Herald.

Board member Vickie Gallichio requested that nothing additional be added to the agenda on the February 11, 2013 meeting.

M. Adjournment:

A motion was made by Julia Mazur, and seconded by Heather Janquart to adjourn the meeting at 9:15 p.m. Upon roll call vote, the motion passed. 7 ayes, 0 nays  
Aye: Julia Mazur, Heather Janquart, Jim DeVito, Vickie Gallichio, Vivian Kueter, Kristina Lancaster, Doug Pedersen  
Nay: None

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Vivian Kueter, President  
Board of Education

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Doug Pedersen, Secretary  
Board of Education