

**BIG HOLLOW DISTRICT #38
LAKE COUNTY
INGLESIDE, IL 60041**

REGULAR BOARD OF EDUCATION MEETING

Monday, September 12, 2016
6:00 p.m. Closed Session
7:00 p.m. Open Session
Big Hollow Middle School Library

Agenda No. 3

Item 1 – Pledge of Allegiance

Item 2 – Call to Order and Roll Call

Item 3 – Motion to move to Closed Session

For the purpose of appointment, employment, compensation, discipline, performance, dismissal, litigation, negotiations, security procedures and property.

Item 4 – Resume to Open Session

Item 5 – Conduct Hearing on the 2016-2017 Budget

A **motion, second, and vote** are required to enter into the budget hearing and the **same** is required to close the budget hearing prior to adopting the SY 16-17 budget.

Exhibit 1 is the updated School District Budget Form which states the estimated revenue and expenses for SY 16-17. The following is a summary of significant changes that have occurred since the tentative budget was approved in August:

- \$450,000 was added to the Fund 60 expense budget to pay for the interior mold remediation work that had to be completed in August. \$200,000 was added in the revenue budget for Fund 60, due to anticipated insurance reimbursement.
- Final General State Aid calculations are showing approximately \$70,000 less than was originally anticipated.
- Health Insurance figures were updated after the open enrollment period was completed.
- Fund 20 has a total expenditure budget that exceeds the 15-16 expenditure budget by almost \$700,000. This is primarily due to the parking lot construction project.

Exhibit 2 Analysis of the fund balances over the past few years.

Exhibit 3 Revenue and Expenditure History

Administrative Expenditures Hearing Information

- The Administrative Costs Calculation which is displayed in the budget shows a 59% in Administrative Costs for the 2016-2017 school year. This calculation includes salary and benefits of the Superintendent and the District Secretary. The reason for the increase this year is the addition of an Assistant Superintendent position. Since the increase is above 5%, the Board needs to take further action.
- According to ISBE, Districts that fall within the lowest 25th percentile (4th Quartile) for administrative costs per pupil can waive the limitation by Board action. The Board must approve a resolution waiving the limitation by a 2/3 majority.
- Based on the most recent Annual Financial Report data, ISBE stated that in order to be in the 4th Quartile, administrative costs must be at \$283.24 per pupil and lower. Currently, BHSD 38 has an administrative cost per pupil of \$168.97, which ranks the District at 355 out of 373 Elementary school districts. This places BHSD in the 4th Quartile, allowing the Board to approve a resolution to waive the 5% restriction.

Item 6 – Added Items/Approval of the Agenda

Recommendation: Approve – Motion Required

Item 7 – Approve Consent Agenda Items

- | | |
|--------------------------|--|
| <u>Item 1</u> | Approve the Closed Session Minutes of the August 8, 2016 meeting |
| <u>Exhibit 4</u> | Approve the Minutes of the August 8, 2016 Regular Board of Education Meeting |
| <u>Exhibit 5</u> | Approval of the School Treasurer’s Report for August 2016. |
| <u>Exhibit 6</u> | Approval of Bills for August/September 2016. |
| <u>Exhibit 7</u> | Approval of Activity and Convenience Fund Reports for August 2016. |
| <u>Exhibit 8</u> | Approval of Payroll for August 2016. |
| <u>Exhibit 9</u> | Approve the 2016-2017 Application for Recognition of Big Hollow Primary School. |
| <u>Exhibit10</u> | Approve the 2016-2017 Application for Recognition of Big Hollow Elementary School. |
| <u>Exhibit 11</u> | Approve the 2016-2017 Application for Recognition of Big Hollow Middle School. |
| <u>Exhibit 12</u> | Approve the August 25, 2016 Building-Grounds-Transportation Committee Report. |
| <u>Exhibit 13</u> | Approve the September 7, 2016 Finance Committee Report. |

Item 8 – Public Comments

Item 9 – Superintendent’s Report

- a. **Introduction of new Big Hollow District 38 certified staff members**
 - a. Jennifer Beuckman, 2nd grade Teacher

- b. Carrie Coats, 5th grade Teacher
- c. Thomas Streib, 5-8 Physical Education Teacher
- d. Jackie Werderitch, Elementary ELL Teacher
- e. Kelly Polark, Kindergarten Teacher
- f. Dana Bailey, 2nd grade
- g. James Buckwalter, 8th grade ELA
- h. Emily Buehler, Pre-K
- i. Megan Carroll, Occupational Therapist (contracted)
- j. Scott Ceshker, Middle School SPED
- k. Stephanie Cullotta, Middle School STEM
- l. Cassandra D'Addeo, Middle School Social Worker/Counselor
- m. Shana Diamond, Middle School Speech-Language Pathologist
- n. Cori Dudakiw-Warrick, Middle School Social Worker
- o. Sarah Guy, Middle School Math/Science (part-time)
- p. Donna Kretsch, Elementary Social Worker
- q. Robert Levy, Middle School Computer Science
- r. Scott Lucadello, Middle School ELA/SS (part-time)
- s. Heather Maynard, Physical Therapist (contracted)
- t. Stephanie Meek, Middle School Assistant Principal
- u. Lauren Meredith, Middle School Physical Education
- v. Valerie Reil, Middle School Special Education
- w. Meghan Ryan, Middle School Art
- x. Marcia Schaeffer, K-4 Bilingual, 7-8th grade Spanish
- y. Grace Suh, Speech (contracted)
- z. Laura Ward, 3rd grade

b. Monthly Board Policy Review

Exhibit 14 consists of Board Policies 5:50 – 5:90

c. Analysis of Enrollment

Exhibit 15 is the Big Hollow School District sixth day enrollment summary from SY 01-02 to SY 16-17.

Exhibit 16 is a classroom enrollment summary for BHSD Primary/Elementary Schools.

Exhibit 17 is a classroom enrollment summary for BHSD Middle School

d. Discussion regarding proposed Remington North Subdivision

Exhibit 18 is an informational document regarding a subdivision that is planned within the Big Hollow School District boundaries.

e. Mold Remediation Update

Mr. Gold will review total costs of the project as well as an update on possible insurance reimbursement.

f. Bus Parking Lot Construction Update

g. Update on Strategic Planning

The Strategic Planning sessions have been set for the following dates/times:

- Friday, October 28, 2016 from 5:00 p.m. to 9:00 p.m.
- Saturday, October 29, 2016 from 9:00 a.m. to 4:00 p.m.

We currently have the following positions filled on the committee:

- 2 Board members (Doug Pederson and Vivian Kueter)
- 2 Administrators
- 1 Teacher
- 15 parents
- 1 student

If possible, we would like to have 9 more teachers participate in the planning sessions. If we do not get enough teacher volunteers, then we do have more parents who have asked to be on the committee.

Item 10 – Other Action Items

a. Approve the Employment Report

Exhibit 19 is the employment report for the current month.

Recommendation: Approve – Motion Required

b. Approve the Integrated Pest Management Plan

According to the Illinois Department of Public Health (IDPH), it is highly recommended that each school district implement the principles of Integrated Pest Management (IPM), which requires BHSD to have a written IPM Plan on file which conforms to IDPH guidelines. Without having this plan approved, BHSD will be required to annually send staff to IDPH trainings to avoid fines.

Exhibit 20 is the proposed Integrated Pest Management Plan for BHSD 38.

c. Adoption of the 2016-2017 Budget

Approve the 2016-2017 Annual Budget as presented during the budget hearing.

Recommendation: Approve – Motion Required

d. Approve a Resolution waiving the limitation on administrative costs for school year 2016-2017 as authorized by Section 17-1.5 of the School Code.

Exhibit 21 is a copy of the proposed Resolution.

Recommendation: Approve –Motion Required

Item 11 – Resignations Accepted

- Accepted a resignation from Ashley Turner, 2nd grade Teacher, effective August 9, 2016.
- Accepted a resignation from Jolie Misek, Kindergarten Teacher, effective August 11, 2016.
- Accepted a resignation from Martha Cuellar, PreK Paraprofessional, effective August 18, 2016.

Item 12 – Informational Items

a. Freedom of Information Act (FOIA) requests

- **Exhibit 22** is a FOIA request that was submitted on August 15, 2016.

b. Monthly Reports for the Board

- Exhibit 23** Principal's Report
- Exhibit 24** Special Services Report
- Exhibit 25** Technology Report
- Exhibit 26** Lunch Program Report

c. Administrator Meeting Agendas

- **Exhibit 27** agenda for August 10, 2016.

- The next regularly scheduled Board meeting will take place on Tuesday, October 11, 2016 with closed session beginning at 6:00 p.m.

Item 13 – Motion to move to closed session

For the purpose of appointment, employment, compensation, discipline, performance, dismissal, litigation, negotiations, and property.

Item 14 – Return to Open Session

Item 15 – Take any necessary action following closed session regarding minutes, employment of personnel, resignations, terminations or leaves of absence.

Item 16 - Adjournment