

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

**REGULAR BOARD OF EDUCATION MEETING**

Monday, September 14, 2015

6:00 p.m. Closed Session

7:00 p.m. Open Session

Big Hollow Middle School Library

**Agenda No. 3**

**Item 1 – Call to Order and Roll Call**

**Item 2 –Pledge of Allegiance**

**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 2015-2016 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 15-16 budget.

**Exhibit 1** is the updated School District Budget Form which states the estimated revenue and expenses for SY 15-16. The following is a summary of changes that have occurred since the tentative budget was approved in August:

- A re-analysis of the special education budget showed some coding errors and duplicated budget items.
- Some items were incorrectly coded in the Education fund in 2014-2015 and needed to be moved to the O & M fund.
- The end result of the changes that have been made since the August Board meeting is:
  - An increase of \$168,125 in the estimated fund balance in the Education Fund on June 30, 2016.
  - A decrease of \$56,000 in the estimated fund balance in the Operation & Maintenance Fund on June 30, 2016.

**Exhibit 2** is an analysis of the fund balances over the past few years.

**Item 6 –Added Items/Approval of the Agenda**

**Recommendation: Approve –Motion Required**

**Item 7 –Approve Consent Agenda Items**

- Item 1** Approve the Closed Session Minutes of the August 10, 2015 Board Meeting to remain in closed status
- Exhibit 3** Approve the Minutes of the August 10, 2015 Regular Board of Education Meeting
- Exhibit 4** Approval of the School Treasurer’s Report for August 2015.
- Exhibit 5** Approval of Bills for August/September 2015.
- Exhibit 6** Approval of Activity Report for August 2015.
- Exhibit 7** Approval of Payroll for August 2015.
- Exhibit 8** Approve the Administrator and Teacher Salary and Benefit Report for School year 2015.
- Exhibit 9** Approve the August 25, 2015 Extra-Curricular Committee Report.
- Exhibit 10** Approve the 2015-2016 Application for Recognition of Big Hollow Primary School.
- Exhibit 11** Approve the 2015-2016 Application for Recognition of Big Hollow Elementary School.
- Exhibit 12** Approve the 2015-2016 Application for Recognition of Big Hollow Middle School.

**Recommendation: Approve –Motion Required**

**Item 8 –Public Comments**

**Item 9 –Superintendent’s Report**

- a. Introduction of new Big Hollow District 38 staff members for SY 15-16**
- a. Molly Battaglini (School Psychologist)
  - b. Sarah Ferens (School Psychologist)
  - c. Deborah Lee (Early Childhood)
  - d. Matt McCulley (Educational Technology Specialist)
  - e. Oksana Poulos (2<sup>nd</sup> Grade Special Education Teacher)
  - f. Megan Stavnes (Speech Pathologist Early Childhood)
  - g. Julia Werderitch (Social Worker Primary School)
  - h. Kelsey Zak (8<sup>th</sup> Grade Math)
- b. Monthly Board Policy review**

Exhibit 13 consists of Board policies 1:10 to 2:20

**c. Analysis of Enrollment**

Exhibit 14 is the Big Hollow School District sixth day enrollment summary from SY 01-02 to SY 15-16.

Exhibit 15 is a classroom enrollment summary for BHSD Primary/Elementary Schools.

Exhibit 16 is a classroom enrollment summary for BHSD Middle School.

**d. Registration fee collection report**

Exhibit 17 is a registration fee summary for SY 15-16.

- e. Congratulations to Doug Pedersen and Vivian Kueter on becoming IASB LeaderShop Academy Members. They each achieved this recognition by completing at least three LeaderShop workshops including the required governance overview workshop.**

**Item 10 –Adoption of the 2015-2016 Budget**

Approve the 2015-2016 Annual Budget as presented during the budget hearing.

**Recommendation: Approve –Motion Required**

**Item 11 –Other Action Items**

**a. Approve Revised Board Policies---Second Reading**

- a. Approval of suggested Illinois Association of School Boards revised board policies as outlined in Exhibit 18 on second reading. Press Plus Issue #88, May 2015.

**Recommendation: Approve –Motion Required**

**b. Approve the procedure for fiscal management of the Fine Arts extra-curricular programs**

Exhibit 19 consists of the Extra-Curricular Committee Report for the meeting on August 25, 2015. The committee is recommending that the Board approve allowing the Fine Arts Booster Club to collect fees for their programs and run the programs as they have over the last several years. The school district will be responsible for paying the stipends, per the most current teacher contract. The Boosters will reimburse the District for a portion of the stipends, based on amounts that they have paid sponsors in past years.

**Recommendation: Approve –Motion Required**

**c. Approve the parking lot repair bid proposal**

Exhibit 20 consists of the bid results for crack sealing and re-striping of all parking lots on the BHSD 38 campus.

**Exhibit 21** consists of the contract that is recommended for approval.

**d. Employment Recommendations**

**Exhibit 22** Approve the employment of Martha Cuellar as PreK-4 Bilingual Aid effective August 26, 2015.

**Recommendation: Approve-Motion Required**

**Exhibit 23** Approve the employment of Renee Holm as Lunch Monitor for grades 5-8 effective August 24, 2015.

**Recommendation: Approve-Motion Required**

**Exhibit 24** Approve the employment of Oksana Poulos as 2<sup>nd</sup> Grade Special Education Teacher effective August 17, 2015.

**Recommendation: Approve-Motion Required**

**Exhibit 25** Approve the employment of Kelsey Zak as the 8<sup>th</sup> Grade Math Teacher effective August 12, 2015.

**Recommendation: Approve-Motion Required**

**Exhibit 26** Approve the employment of Daniela Ziegler as the Choreographer Director of Musical/Play for SY2015-2016.

**Recommendation: Approve-Motion Required**

**Exhibit 27** Approve the employment of Eleanor Arnold as Food Service Worker effective August 26, 2015.

**Recommendation: Approve-Motion Required**

**Item 12 –Resignations Accepted**

- Accepted a resignation from Barb Brown as a full time paraprofessional effective July 23, 2015.
- Accepted a resignation from Laura Milem as a Food Service Worker effective August, 27, 2015.
- Accepted a resignation from Rita Halverson as a full time Paraprofessional effective July 15, 2015.
- Accepted the retirement letter for Nancy Pillow as the 7<sup>th</sup> grade Physical Education and Health teacher effective at the conclusion of the 2015-2016 school year.
- Accepted a resignation from Kimberly Peters as Paraprofessional effective September 18, 2015.

### **Item 13 –Informational Items**

- a. Freedom of Information Act (FOIA) Requests
  - a. **Exhibit 28** consists of a FOIA request that was submitted on August 19, 2015 as well as email documentation to show that the request was met.
- b. Monthly Reports for the Board
  - a. **Exhibit 29** Principal's Report
  - b. **Exhibit 30** Special Services Report
  - c. **Exhibit 31** Technology Report
  - d. **Exhibit 32** Lunch Program Report
- c. Vendor Report
  - a. At the Board's request, **Exhibit 33** consists of a 2014-2015 financial report showing all purchases between \$10,000 and \$25,000 that were made by BHSD 38.
- d. The next regularly scheduled Board meeting will take place on Tuesday, October 13, 2015 with closed session beginning at 6:00 p.m.

### **Item 14 –Motion to move to closed session**

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

### **Item 15 –Return to Open Session**

### **Item 16 –Take any necessary action following closed session regarding minutes, employment of personnel, resignations, terminations or leaves of absence.**

### **Item 17 –Adjournment**