

Big Hollow School District #38 Ingleside, IL 60041

Board of Education Regular Meeting

June 16, 2014 – Big Hollow Middle School Library

6:00 p.m. Closed Session

7:00 p.m. Open Session

**OFFICIAL MINUTES**

Guests: Melissa Grandt, Kim Christesen, Brian Bielak, Kristina Bielak, LaDon Schneider, Michelle Cashmore, Jessica Coletto, Lori Pappas Heather Wick, Sarah Diedrich, Andrea Woods, Dawn Smith, Deb Coolidge, Heather Rose, Beth Leginski, Sue Morrison, Maria Finn, Carol Cosman, Jamie Plumeri, Dawn Lucas, Jean Hamann, Julie Castetter, Casper Provo, Alexis Sterbenz, Vicki Biarnesen, Alissa Dovichi, Lenayn Janusz

- A. Call to Order: President Janquart called the meeting to order at 6:07 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” Heather Janquart, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Doug Pedersen
- D. Added Items/Approval of Agenda: Interstate Property will be added to the Closed Session. A motion was made by Doug Pedersen and seconded by Kristina Lancaster to approve the agenda.

Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Doug Pedersen, Kristina Lancaster, Heather Janquart, Vivian Kueter, Kevin Lyons,  
Nay: None

- E. Closed Session: For the purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, and Negotiations. A motion was passed by Vivian Kueter and seconded by Heather Janquart.

Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Vivian Kueter, Heather Janquart, Kristina Lancaster, Kevin Lyons, Doug Pedersen  
Nay: None

Board member Julia Mazur arrived during Closed Session. (6:22 p.m.)

- F. Return to Open Session: A motion was made by Vivian Kueter and seconded by Julia Mazur to return to open session.

Upon roll call vote the motion passed. 6 ayes, 0 nays. (6:56 p.m.).

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

Nay: None

- G. 2014 – 2015 Amended Budget Hearing: A motion was made by Kevin Lyons and seconded by Kristina Lancaster to start the 2014 – 2015 Amended Budget Hearing.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Kevin Lyons, Kristina Lancaster, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen

Nay: None

Chief School Business Official Rick Engstrom reviewed with the Board the Amended Budget.

The Amended Budget Hearing ended at 7:12 p.m.

- H. Consent Agenda:

1. Approval of the Minutes of the June 2, 2014 Regular Board Meeting
2. Approval of the Minutes of the June 2, 2014 Regular Board Meeting Closed Session.
3. Approval of Bills and Payroll for June 2014
4. Approval of Activity Funds for May 2014
5. Approval of School Treasurer's Report for May 2014

A motion was made by Kevin Lyons and seconded by Vivian Kueter to approve the Consent Agenda.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Kevin Lyons, Vivian Kueter, Heather Janquart, Kristina Lancaster, Julia Mazur, Doug Pedersen

Nay: None

Board member Kristina Lancaster shared that H4 approval of Activity Funds was not in the Board packet.

A motion was made by Kristina Lancaster and seconded by Julia Mazur to correct the Consent Agenda, not to include H4. Approval of Activity Funds for May 2014.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Kristina Lancaster, Julia Mazur, Heather Janquart, Vivian Kueter, Kevin Lyons, Doug Pedersen

Nay: None

A motion was made by Julia Mazur and seconded by Kevin Lyons to approve the Consent Agenda as reviewed (removal of H4 Approval of Activity Funds for May 2014).

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Julia Mazur, Kevin Lyons, Heather Janquart, Vivian Kueter, Kristina Lancaster, Doug Pedersen

Nay: None

I. Public Comments: There were no Public Comments.

J. Introduction of Guests/Presentation:

1. There were no Introduction of Guests/Presentations.

K. Reports:

Mr. Engstrom Chief School Business Official

a) Health, Dental and Life Insurance Update: July 10 will be open enrollment.

b) Technology Update: The 150 teacher computers are in.

Board member Vivian Kueter inquired if staff were informed regarding the changes in insurance. Mr. Engstrom confirmed that an email had been sent to staff informing them of the two insurance meetings that were schedule for June 25 and July 1, 2014.

Mr. Engstrom shared that the District would have bid openings for the lcd projectors and white boards on June 23.

Board member Kristina Lancaster inquired if the District had looked into piloting different options before deciding on one product.

Dr. Demory shared Educational Technology Director Donelle Staples could address the Board and let them know why the LCD Projectors were recommended for the District.

There will be a Special Board Meeting on June 23 at 7:00 p.m.

c) Gewalt Engineering Parking Lot Update: Gewalt will be meeting with Mr. Engstrom on July 19 to review traffic flow and the five year parking lot plan.

- d) Summer Maintenance Schedule Update: On July 7 the transformer will be replaced at the Primary Building. The Pressure tank will be worked on at the Primary/Elementary building. July 14 – August 1 the lights will be upgraded in the gyms of the Primary/Elementary.

The estimates for the roof and classroom repairs from the damage have been submitted to the insurance company. The District is waiting to hear back from the insurance company.

- e) Building Usage School Fees for 2014 – 2015 School Year. The Board reviewed the current fee schedule. There are currently five different categories, the thought would be to have only two categories (school sponsored activities and non-school sponsored activities). It was discussed to charge for building use after 7:00 p.m. and weekends. It was discussed to charge \$50.00 after 7:00 p.m. and \$100 on the weekends. It was suggested that the Board review how much is currently spend on having someone open the building(s) for these events. The Board will revisit building usage fees at the next School Board meeting.

Chief School Business Official Mr. Engstrom met with members of Grant High School to review their plans for their Sports Complex. They are requesting to tie into our sewer and water line. They would like to install a turning lane on Molidor Road and are requesting that we share in one-third of the cost.

1. Superintendent Report:

- a) Good Things Happening for Students: Summer School and the Summer Athletic Program is under way. Residency and Registration will be July 23 and 24. Dr. Demory recognized the following teachers/staff that have retired this school year: Barb Figueroa (23 years) and Vivian Sekel (10 years).
- b) Board of Education Meeting Dates for 2014 – 2015 School Year: The Board reviewed the proposed meeting dates. It was suggested to move the July 21 meeting to July 14. The first day of school is August 18 and also a School Board Meeting. It was proposed to have two meetings in August (11, 25). It was proposed to have a Goal Setting Committee of the Whole Meeting on July 9 at 6:30 p.m.
- c) FOIA Report: The FOIA request consisted of the list of al the 2014 -2015 program options survey and all the comments. The comments request was denied, the comments under exemption of FOIA.

Board member Kevin Lyons exited the meeting at 8:22 p.m.

Board member Kevin Lyons returned at 8:24 p.m.

- d) Prevailing Wage Annual Resolution: The Board reviewed the copy of the Prevailing Wage Annual Resolution. The District is required by law to have it completed by July 31.
- e) Board Policies First Reading #84 (*The Board reviewed the following polices*):
- 2:30 – School District Elections
  - 2:110 – Qualifications, Terms, and Duties of Board Officers

- 5:10 - Equal Employment Opportunity and Minority Recruitment
- 5:30 – Hiring Process and Criteria
- 5:35 – Compliance with the Fair Labor Standards Acts
- 5:125 – Personal Technology and Social Media; Usage and Conduct (*this will be discussed at the July 14 School Board Meeting*).
- 5:180 – Temporary Illness or Temporary Incapacity
- 5:190 – Teacher Qualifications
- 5:240 – Suspension
- 7:70 – Attendance and Truancy
- 7:140 – Search and Seizure
- 7:180 – Preventing Bullying, Intimidation, and Harassment (*Does our District Handbook align with this policy*).
- 7:190 – Student Discipline (*add option*).
- 8:95 – Parent Involvement

f) Board Policies First Reading #85 (*The Board reviewed the following polices*):

- 4:100 – Insurance Management
- 4:160 – Environmental Quality of Buildings and Grounds
- 4:170 – Safety
- 4:175 – Convicted Child Sex Offender, Criminal Background Check and/or Screen
- 5:280 – Duties and Qualifications
- 6:150 – Home and Hospital Instruction

L. Business Recommended Action Items: Consider Motions To:

1. Approve Amended Budget for the 2014 – 2015 School Year.

A motion was made by Doug Pedersen and seconded by Kevin Lyons to approve the amended budget for the 2014 – 2015 school year.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Doug Pedersen, Kevin Lyons, Heather Janquart, Vivian Kueter, Kristina Lancaster, Julia Mazur

Nay: None

2. Award Technology Bids for Interactive White Boards and LCD Projectors.

A motion was made by Julia Mazur and seconded by Vivian Kueter to table this Action Item.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Julia Mazur, Vivian Kueter, Heather Janquart, Kristina Lancaster, Kevin Lyons, Doug Pedersen

Nay: None

3. Approve Building Usage Fees for the 2014 – 2015 School Year.  
A motion was made by Kristina Lancaster and seconded by Doug Pedersen to table this Action Item.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Kristina Lancaster, Doug Pedersen, Heather Janquart, Vivian Kueter, Kevin Lyons, Julia Mazur

Nay: None

4. Approve School Board Meeting Dates for the 2014 – 2015 School Year.  
A motion was made by Kevin Lyons and seconded by Vivian Kueter to approve the School Board Meeting Dates as discussed.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Kevin Lyons, Vivian Kueter, Heather Janquart, Kristina Lancaster, Julia Mazur, Doug Pedersen

Nay: None

5. Approve Annual Resolution of Prevailing Wage Rates.

A motion was made by Julia Mazur and seconded by Kevin Lyons to approve the Annual Resolution of Prevailing Wage Rates.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Julia Mazur, Kevin Lyons, Heather Janquart, Vivian Kueter, Kristina Lancaster, Doug Pedersen

Nay: None

6. Approve Actions from Closed Session.

- a) Employment:

A motion was made by Kristina Lancaster and seconded by Kevin Lyons to accept the resignation of Elementary RTI/Title I Teacher Amy Winandy.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Kristina Lancaster, Kevin Lyons, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen

Nay: None

A motion was made by Doug Pedersen and seconded by Kevin Lyons to approve the resignation of Primary Paraprofessional Kelly Polark.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Doug Pedersen, Kevin Lyons, Heather Janquart, Vivian Kueter, Kristina Lancaster, Julia Mazur

Nay: None

A motion was made by Doug Pedersen and seconded by Vivian Kueter to approve the hiring of the following Food Service Workers:

Diane Huephen  
Diane Verner  
Martha Toth  
Virginia Montoya  
Bertha Cervantes  
Laura Milem  
Michelle Philippsen  
Carol Barberini  
Gabriala Lopez  
Estella Garcia  
Stephanie Pabia

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Doug Pedersen, Vivian Kueter, Heather Janquart, Kristina Lancaster, Kevin Lyons, Julia Mazur

Nay: None

Announcement of Restructuring for the 2014 - 2015 school year:

- Primary Secretary (part-time) Shirley Baisden will be Secretary (10 Month) at the middle school.
- Middle School Principal – Christine Arndt
- Middle School Assistant Principal – Michelle Dzik
- Primary Principal – Lenayn Janusz
- Primary Assistant Principal – Lisa Wodek

M. Closed Session – For the Purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, and Negotiations. A motion was made by Julia Mazur and seconded by Kevin Lyons.

Upon roll call vote the motion passed. 6 ayes, 0 nays.(8:52 p.m. )

Aye: Julia Mazur, Kevin Lyons, Heather Janquart, Vivian Kueter, Kristina Lancaster, Doug Pedersen

Nay: None

N. Return to Open Session: A motion was made by Vivian Kueter and seconded by Julia Mazur to return to open session.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Heather Janquart, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Julia Mazur, Doug Pedersen.

Nay: None

1. Approve Actions from Closed Session:

A motion was made by Kevin Lyons and Seconded by Julia Mazur to approve Building Office Secretaries and Para Professional's base rate to \$10.50 per hour.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Heather Janquart, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Julia Mazur, Doug Pedersen.

Nay: None

A motion was made by Julia Mazur and seconded by Kristina Lancaster to approve the Teacher Substitute Rate of Pay to \$95.00 per day, effective with the 2014-2015 School Year.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Heather Janquart, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Julia Mazur, Doug Pedersen.

Nay: None

A motion was made by Kristina Lancaster and seconded by Vivian Kueter to approve Single Coverage Medical Health Insurance for Support Staff in the amount of \$6,000.00 annually, effective July 1, 2014.

Upon roll call the motion passed. 6 ayes, 0 nays.

Aye: Heather Janquart, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Julia Mazur, Doug Pedersen.

Nay: None

A motion was made by Julia Mazur and seconded by Kevin Lyons to approve District Administration, including Principals and Assistant Principals, rate of pay increase by 1.5% CPI for the 2014-2015 school year.

Upon roll call the motion passed. 6 ayes, 0 nays.

Aye: Heather Janquart, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Julia Mazur, Doug Pedersen.



Nay: None

A motion was made by Kristina Lancaster and seconded by Vivian Kueter to approve rate of pay increase by 1.5% CPI for all support staff for the 2014-2015 school year.

Upon roll call the motion passed. 6 ayes, 0 nays.

Aye: Heather Janquart, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Julia Mazur, Doug Pedersen.

Nay: None

O. Other/Comments/Announcements:

1. Items for the next Regular School Board Meeting on Monday, July 14, 2014 at 6:00 p.m. Closed Session/ 7:00 p.m. Open Session Big Hollow Middle School Library.

P. Adjournment:

A motion was made by Kevin Lyons and seconded by Vivian Kueter to adjourn the meeting at 11:56 p.m.

Upon roll call vote the motion passed. 6 ayes, 0 nays.

Aye: Heather Janquart, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Julia Mazur, Doug Pedersen.

Nay: None

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Heather Janquart, President  
Board of Education

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Doug Pedersen, Secretary  
Board of Education