

Big Hollow School District #38, Ingleside, IL 60041

Board of Education Amended Budget Hearing  
Regular Board Meeting

**OFFICIAL MINUTES**

June 17, 2013 – 6:00 p.m. – Big Hollow Middle School Library

Guests: Lynda Briesemeister, Kim Christesen, Donelle Staples, Rick Engstrom

- 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” Vickie Gallichio, Heather Janquart, Julia Mazur, Doug Pedersen

Administration Present: Dr. Christine Demory, Christine Arndt

- D. Added Items/Approval of Agenda: Dr. Demory added 11. FOIA under K. Reports. A motion was made by Julia Mazur and seconded by Doug Pedersen to approve the amended agenda. Upon roll call vote the motion passed. 4 ayes, 0 nays.

Aye: Julia Mazur, Doug Pedersen, Vickie Gallichio, Heather Janquart,  
Nay: None

- E. 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 Heather Janquart. Upon roll call vote the motion passed. 4 ayes, 0 nays. (6:07 p.m.).

Aye: Julia Mazur, Heather Janquart, Vickie Gallichio, Doug Pedersen  
Nay: None

Board member Vivian Kueter arrived at 6:11 p.m. during Closed Session.

- F. Return to Open Session: A motion was made by Vivian Kueter and seconded by Heather Janquart to return to open session. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Vivian Kueter, Heather Janquart, Vickie Gallichio, Julia Mazur, Doug Pedersen  
Nay: None

- G. Amended Budget Hearing: The Board reviewed the amended budget. Dr. Demory shared that the Administrator salary on the budget had listed the Board of Education number and not the Administrator number. We were over the cap that is why the budget needed to be amended.

The Special Education budget expenses were higher than expected. An additional \$100,000 was added into the Education Fund.

Dr. Demory plans on having a balanced budget and developing a three year plan.

The Board received a letter of appreciation from taxpayers thanking them for staying with the tax rate of \$3.81.

Dr. Demory reviewed revenue expected from Fund 30 Debt Services. Because Bonds were paid off, the amount of expected bond revenue was revised to reflect the accurate lower amount of revenue levied by the district. Recommended amending Fund 30 revenue.

Mrs. Tammie Becwith Schallmo from PMA shared with the Board “loss-in-cost”. This is a build-up of funds created by paying debt services on bonds. Board President Gallichio inquired how much money could we have? Mrs. Schallmo responded that she would need to look into that.

A motion was made by Julia Mazur and seconded by Doug Pedersen to approve the 2013 amended Budget. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Julia Mazur, Doug Pedersen, Vickie Gallichio, Heather Janquart, Vivian Kueter  
Nay: None

Board President Gallichio made a motion to close the Budget Hearing. All Board members voted in favor.

#### H. Consent Agenda:

1. Approval of the Minutes of the June 3, 2013 Regular Board Meeting
2. Approval of the Minutes of the June 3, 2013 Closed Session
3. Approval of Financial Report for May 2013
4. Approval of Bills and Payroll for May/June 2013

The Board received amended minutes of the June 3, 2013 Regular Board Meeting and Closed Session Meeting.

Board member Kueter requested that options for the sign be included under Facilities and that school pictures and student ID’s be added to School Fees to the Regular Session Minutes.

Board member Kueter requested information about the spreadsheet for inclusion in Closed Session Minutes.

A motion was made by Julia Mazur and seconded by Vickie Gallichio to approve the Consent Agenda. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Julia Mazur, Vickie Gallichio, Heather Janquart, Vivian Kueter, Doug Pedersen  
Nay: None

I. Public Comments: There were No Public Comments.

J. Introduction of Guests/Presentations:

1. Bond Repurchase Presentation by Mrs. Tammie Beckwith Schallmo, PMA Managing Director Public Finance: Mrs. Schallmo presented to the Board that our current resolution (six months) has expired. Another resolution is needed; therefore the Board would need to delegate authority to the Superintendent and School Board President for the new resolution. The new resolution would be for six months.
2. Mrs. Lynda Briesmeister – Service Learning Project: Mrs. Briesmeister shared information about her proposed “Legacy Club”. The “Legacy Club” would be a service learning club for eighth grade students. The program would have eighth graders help others, empowering students to help others and to develop leadership responsibility skills. Students would interview parents, students and create their project proposals. Some of the past proposals have included working with the Forest Preserve, Journey outside the Classroom, Project Green, Community Garden with Camp Duncan and Servicing the Troops.

The club would meet two times a week starting in September. Students would decide on what projects they would pursue. In the months of October – May, students would meet twice a month. There would possibly be weekend projects. Celebrations would be scheduled at the end of each Semester. The current teacher contract states the stipend for this type of program being \$1,802, start-up costs would be around \$978.97.

There would be a reporting process in place with administration. This program would help link students to their community.

K. Reports:

1. Good Things Happening for Students: Dr. Demory shared that Summer School will continue until the end of June. Summer Activity Programs are currently taking place. The school facilities have been utilized by the Fox Lake Beauty Pageant and the Boy Scout Picnic. Dr. Demory met with Citywide Cleaning to establish the cleaning schedules for the buildings. The movers that were hired to move classrooms did so in a two day-process. Mrs. Arndt and Mrs. Janusz helped with the moving.
2. Update on Policy 2:230: This policy is still being updated.
3. Policy Second Reading: The Board reviewed the following policies.
  - 4:15 Identity Protection
  - 4.140 Waiver of Student Fees
  - 4:170 Safety
  - 5:50 Drug and Alcohol Free Workplace; Tobacco Prohibition
  - 5:260 Student Teachers

- 5:330 Sick Days, Vacation, Holidays and Leaves
- 6:190 Extracurricular and Co-Curricular Activities
- 6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct.
- 6:240 Field Trips
- 7:190 Student Discipline
- 7:305 Student Athlete Concussions and Head Injuries
- 8:20 Community Use of School Facilities
- 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

4. Parameters Resolution: Discuss Resolution providing for the issue of not to exceed \$10,000,000 General Obligation Capital Appreciation Refunding School Bonds, Series 2013 of School District 38, Lake County Illinois and for the levy of a direct annual tax sufficient to pay the principal and interest on said Bonds.
5. Prevailing Wage Resolution: The Board reviewed the Prevailing Wage Resolution.
6. School District Treasurer Appointment: Dr. Demory made the recommendation of appointing Business Manager Rick Engstrom as the School District Treasurer.
7. IASB Master Board Member: Information was provided to the Board.
8. Resolution Authorizing Participation as School District Treasurer: The Board reviewed the resolution.
9. Facilities: Dr. Demory shared with the Board that the matching Construction Funds are not available. She asked the Board for direction regarding the reconfiguration of offices and a file room. Board member Janquart stated that she would want to see an estimate of what the cost would be for the work. Dr. Demory requested authorization from the Board for her to contact the architect or Hargrave Builders. The Board authorized Dr. Demory to contact Hargrave Builders regarding estimates for the proposed work.

Dr. Demory has interviewed two people for the Building and Grounds position.

10. Board Goals: Dr. Demory has recommended to the Board to change School Board Policy 130 to reflect the current School District Vision and Mission Statement.

The Board reviewed and discussed the Goals and Objectives handout. This information will be updated and included in the Middle School Handbook.

Dr. Demory shared with the Board that the District should review the mission 3.

11. FOIA: Dr. Demory shared with the Board that Familytaxpayers.org did a FOIA request for the District's insurance rate premiums for teachers and staff. Dr. Demory sent them an extensive report that the Business Office compiled this year. Board member Kueter requested an electronic copy.

L. Business Recommended Action Items: Consider Motions To:

1. Approve Resolution providing for the issue of not to exceed \$10,000,000 General Obligation Capital Appreciation Refunding School Bonds, Series 2013, of School District Number 38, Lake County, Illinois and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds.

A motion was made by Doug Pedersen and seconded by Heather Janquart to approve the Resolution providing for the issue of not to exceed \$10,000,000 General Obligation Capital Appreciation Refunding School Bonds, Series 2013, of School District Number 38, Lake County, Illinois and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Doug Pedersen, Heather Janquart, Vickie Gallichio, Vivian Kueter, Julia Mazur  
Nay: None

2. Approve Richard Engstrom, Business Manager as the District Treasurer.

A motion was made by Julia Mazur and seconded by Heather Janquart to approve Richard Engstrom as the District Treasurer. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Julia Mazur, Heather Janquart, Vickie Gallichio, Vivian Kueter, Doug Pedersen  
Nay: None

3. Approve Resolution for Formal Approval of the Treasurer's Participation in the Fund by the Board of the School Entity on Behalf of which the Treasurer Acts.

A motion was made by Doug Pedersen and seconded by Julia Mazur to approve the Resolution for Formal Approval of the Treasurer's Participation in the Fund by the Board of the School Entity on Behalf of which the Treasurer Acts. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Doug Pedersen, Julia Mazur, Vickie Gallichio, Heather Janquart, Vivian Kueter  
Nay: None

4. Approve the following Policies:

- 4:15 Identity Protection – *adopt as presented by the IASB*
- 4:140 Waiver of Student Fees – *adopt as presented by the IASB*
- 4:170 Safety – *adopt with option 1.*
- 5:50 Drug and Alcohol Free Workplace, Tobacco Prohibition – *adopt as presented by the IASB*
- 5:260 Student Teachers - *adopt as presented by the IASB*
- 5:330 Sick Days, Vacation, Holidays and Leaves – *Abraham Lincoln Day has been changed to President's Day.*

- 6:190 Extracurricular and Co-Curricular Activities - *adopt as presented by the IASB*
- 6:220 Bring Your Own Technology (BYOT) Program: Responsible Use and Conduct – *adopt as presented by the IASB*
- 6:240 Field Trips – *adopt as presented by the IASB*
- 7:190 Student Discipline – *Accept the option*
- 7:305 Student Athlete Concussions and Head Injuries – *adopt as presented by the IASB*
- 8:20 Community Use of School Facilities – *adopt as presented by the IASB*
- 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities – *w/ option 2*

A motion was made by Heather Janquart and seconded by Doug Pedersen to approve the listed policies including Policy 1:30 as presented with District edits. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Heather Janquart, Doug Pedersen, Vickie Gallichio, Vivian Kueter,  
Julia Mazur  
Nay: None

5. Approve Prevailing Wage Rates:

A motion was made by Vickie Gallichio and seconded by Heather Janquart to approve the Prevailing Wage Rates. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Vickie Gallichio, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen  
Nay: None

6. Approve the Closed Session Minutes:

This item has been tabled. The Board will be going back into Closed Session.

7. Approve Actions from Closed Session:

a) Employment:

A motion was made by Heather Janquart and seconded by Doug Pedersen to accept the resignations of lunch monitors William Barnowski and Diane Howland. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Heather Janquart, Doug Pedersen, Vickie Gallichio, Vivian Kueter,  
Julia Mazur  
Nay: None

A motion was made by Julia Mazur and seconded by Vickie Gallichio to hire Erin Knowles-Olney as the Elementary RtI Literacy/Math Coach. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Julia Mazur, Vickie Gallichio, Heather Janquart, Vivian Kueter,  
Doug Pedersen  
Nay: None

A motion was made by Vickie Gallichio and seconded by Heather Janquart to hire Britt Axelsson as Second Grade Teacher. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Vickie Gallichio, Heather Janquart, Vivian Kueter, Julia Mazur,  
Doug Pedersen  
Nay: None

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 Doug Pedersen. Upon roll call vote the motion passed. 5 ayes, 0 nays. (8:18 p.m.)

Aye: Julia Mazur, Doug Pedersen, Vickie Gallichio, Heather Janquart, Vivian Kueter  
Nay: None

Return to Open Session: A motion was made by Heather Janquart and seconded by Doug Pedersen to return to open session. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Heather Janquart, Doug Pedersen, Vickie Gallichio, Vivian Kueter, Julia Mazur  
Nay: None

Approve the Closed Minutes: A motion was made by Doug Pedersen and seconded by Heather Janquart to approve the Closed Session Minutes. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Doug Pedersen, Heather Janquart, Vickie Gallichio, Vivian Kueter, Julia Mazur  
Nay: None

A motion was made by Vickie Gallichio and seconded by Heather Janquart to approve the Administrators raise increase as stated by the 2013 January CPI amount. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Vickie Gallichio, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen  
Nay: None

A motion was made by Vivian Kueter and seconded by Julia Mazur to adjust and approve the base salary pay of Associate Superintendent/Primary Principal Christine Arndt - \$102,930 and Elementary Principal Lenayn Janusz - \$80,401. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Vivian Kueter, Julia Mazur, Vickie Gallichio, Heather Janquart, Doug Pedersen  
Nay: None

A motion was made by Heather Janquart and seconded by Vivian Kueter to approve paying Dr. Demory for 10/15 of her remaining vacation days as of June 30, 2013. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Heather Janquart, Vivian Kueter, Vickie Gallichio, Julia Mazur, Doug Pedersen  
Nay: None

Other/Comments/Announcements:

The following items will be included in the next agenda: 1. Reviewing Board Agreement and 2. SEDOL update.

M. Adjournment:

A motion was made by Vickie Gallichio and seconded by Heather Janquart to adjourn the meeting at 9:45 p.m. Upon roll call vote the motion passed. 5 ayes, 0 nays.

Aye: Vickie Gallichio, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen  
Nay: None

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Victoria Gallichio, President  
Board of Education

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Doug Pedersen, Secretary  
Board of Education