Big Hollow School District #38 Ingleside, Il 60041
Budget Hearing
Board of Education Regular Meeting
September 15, 2014 – Big Hollow Middle School Library
6:00 p.m. Closed Session
7:00 p.m. Open Session

OFFICIAL MINUTES

Guests: Jamie Plumeri, Carrie Nack, Janine Vasica, Michelle Connolly, Kim Christesen, Jen Hook, Holly Christesen, Jen Hook, Holly Christensen, Lori Pappas, Heidi Gale, Britt Axelsson, Jessica Coletto, Dawn Lucas, LaDon Schneider, Donelle Staples

A. Call to Order: President Janquart called the meeting to order at 6:00 p.m.

B. Pledge of Allegiance: The Pledge of the 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, Julia Mazur, Doug Pedersen

D. Added Items/Approval of Agenda: The following was added to the agenda: Property added to the second closed. A motion was made by Vivian Kueter and seconded by Julia Mazur to approve the agenda. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
Aye: Vivian Kueter, Julia Mazur, Heather Janquart, Kristina Lancaster, Julia Mazur, 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 Julia Mazur and seconded by Kevin Lyons. Upon roll call vote the motion passed. 6 ayes, 0 nayes.

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

F. Return to Open Session: A motion was made by Kevin Lyons and seconded by Vivian Kueter to return to open session. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
Aye: Julia Mazur, Kevin Lyons, Heather Janquart, Vivian Kueter, Kristina Lancaster, Doug Pedersen (7:03 PM)
Nay: None

G. Budget Hearing (7:03 PM)

1. Open Hearing
   A motion was made by Heather Janquart and seconded by Kristina Lancaster to open the budget hearing at 7:11 p.m. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Heather Janquart, Kristina Lancaster, Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
   Nay: None

2. Presentation of 2014 – 2015 Budget
   Patricia Syens presented the 2014 – 2015 Budget.

3. Discussion
   Mrs. Pat Syens shared documents showing history of deficit spending in the Education Fund and summary of expenditures and revenues. Due to the recent resignation of CSBO Rick Engstrom, Mrs. Syens shared that all items on the budget needed to be reviewed, verified and edited, if necessary. The Board members discussed adopting the budget as presented, or to adjourn the Budget Hearing for adoption at a later date. It was shared that the 2014-2015 school year budget needs to be adopted on or before September 30, 2014. The Board discussed available dates and times to continue the Budget Hearing and to adopt the 2014-2015 school year budget.

4. Finalize Budget for Adoption
   The Board came to consensus to adjourn the Budget Hearing and Budget presentation for adoption to Tuesday, September 30, 2014.

5. Close Hearing
   A motion was made by Julia Mazur and seconded by Kevin Lyons to adjourn the Budget Hearing at 7:39 p.m. to Tuesday, September 30, 2014 at 7:30 p.m. at the Middle School Library. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Julia Mazur, Kevin Lyons, Heather Janquart, Vivian Kueter, Kristina Lancaster, Doug Pedersen
   Nay: None

H. Consent Agenda

1. Approval of the Minutes of the August 25, 2014 Regular Board Meeting.
2. Approval of the Closed Session Minutes of August 25, 2014 Regular Board.
3. Approval of Bills and Payroll for September 2014.
4. Approval of the Minutes of the August 14, 2014 Special Board Meeting
5. Approval of the Closed Session Minutes of the August 14, 2014 Special Board Meeting.

Board President Heather Janquart inquired about item H3. Pressure tank and the pavement. She inquired if this was the 50/50 Grant. She asked if it could be verified that we have received the Grant money.

Board President Heather Janquart inquired if all the textbooks at been received on-time. There are some textbooks that didn't arrive on time.

A motion was made by Julia Mazur and seconded by Kristina Lancaster to accept the Consent Agenda. Upon roll call vote the motion passed. 6 ayes, 0 nayes.

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

I. Public Comments: There were no Public Comments.

J. Introductions of Guests/Presentations: None.

K. Reports:

1. Mrs. Janusz, Primary and Elementary Principal
   Mrs. Jansuz shared that the Primary and Elementary Buildings had concluded their Curriculum Nights. The teachers did a wonderful job and the curriculum nights were well attended.

2. Mrs. Christine Arndt, Middle School Principal
   Mrs. Arndt shared that Student Council and Newspaper have announced their members, the Audition Choir performed "The Star Spangled Banner" over the intercom in honor of the songs anniversary, and the Soccer team and Girls' Volleyball teams are undefeated!

3. Superintendent Report
   a) Good Things Happening for Students: Dr. Demory shared that Picture Day and MAP testing were well organized and successfully completed. She expressed appreciation to Mrs. Staples for her leadership in creating well organized schedules and appreciation to all staff for their cooperation. As part of supporting nutritious and healthy habits, Mrs Longo invited "Mr. Juice" to visit student lunch periods to promote healthy choices, share nutritional information and provided free juice samples for students. Kim Christensen shared that the Clothing Resale had over 100 sellers, and over $16,000 was raised. The PTO's profit is around $5,000. The Fish Lake Road construction has been completed.

   b) Student Enrollment Update: Approximately 1810. September 1 was the tenth day of enrollment. Monthly updated enrollment numbers will be provided during the October 6th Board meeting.

   c) Annual Building Inspections by Regional Office of Education: The ROE annual building inspections have been scheduled for this Wednesday, September 17, 2014.

d) Audit 2013 – 2014 Update: Dr. Demory and Board President Heather Janquart met with the auditors. They reviewed the audit. Dr. Demory recommended developing a Budget Committee similar to the committee formed last year with Board members, administration and union co-presidents. In addition, she recommended holding a Community Engagement Meeting to share concerns and develop a balanced budget plan. The 2014-2015 Audit is expected to be available to the Board on or before October 6, 2014. If the Board chooses, the Auditor will attend the October 20, 2014 Board meeting to present the audit and answer pre-submitted questions Board members may have. At the October 6th Board meeting, the Board will confirm if the Board would like the auditor to attend the October 20th Board meeting.

e) Snow Plow Bid Results – A summary for the 2014-2015 school year Snow Plowing Bid responses was provided to the Board. Six vendors submitted bids. Lowest responsible bidder, Midwest Snow Solutions, was recommended for approval.

f) Technology Update: Instructional Technology Director, Donelle Staples shared the following information: MAP testing has been running smoothly due to upgraded technology (new computers and increased fiber speed), access to parent permission letter / form for student use of e-readers at school is available in Skyward; MIMIO software arrived and being installed on computers; training for interactive software will be provided during October 10th Teacher Institute Day; Help-Desk document showing number of "tickets" (staff requests for a variety of technology assistance).

g) Food Service Update: Dr. Demory expressed appreciation to parent volunteers and Food Service Director Mrs. Longo for planting an herb garden on Saturday. Dr. Demory shared a positive parent email and expressed appreciation to Mrs. Longo and Food Service Staff for their positive attitudes and efforts in providing nutritious meals.

h) E-reader Authorization: The e-reader authorization will be posted on Skyward for parents to access and complete.

i) Big Hollow Fine Arts Boosters: There are 220 students in Choir, 150 in Band, 20 in Jazz Band and 90 students in Art Club. The Fall Play will be "The Aliens Are Coming". The mum fundraiser helped purchase drums. The next fundraiser will be Yankee Candle.

j) Sale of Route 12 Property Update: Bid packets have been available since September 2, 2014. Bids are to be submitted by Friday, October 17, 2014, at 12:59 p.m. Bids will be opened and read aloud on Friday, October 17, 2014, at 1:00 p.m. No additional inquiries concerning the bid may be submitted after October 13, 2014, at 4:00 p.m. The bid will be awarded, if at all, at the Board meeting on October 20, 2014, 7:00 pm.

k) 2015 Consolidated Election: Packets are available in the Superintendent's office.

l) Board Goals and Action Plan: Recommended approving the Board Goals Action Plan, which will be used to lead Community Engagement meetings and seek input from all stakeholders for District Goals, Annual Survey, and for developing Action Plan for the 2015-2016 school year.

m) Mandatory Board Training: Shared information regarding School Board Member mandatory training. Trainings must be posted on the school website.

n) FOIA Request TAWS: Shared that the District requested an extension to the TAWS FOIA request for the purpose of researching documents from previous years beginning with 2008.

o) Recognition of Public Schools: Dr. Demory shared that each school's annual report had been successfully completed with Administrators attesting compliance with state rules and regulations. Dr. Demory recommended the Board approve the Application for Recognition of Schools, affirming compliance.

p) Appointment of Authorized Agent for IMRF – Requested approval for Dr. Demory to be appointed the authorized agent for IMRF for the District.

q) Appointment of District Treasurer – Pat Syens, CSBO: Dr. Demory recommended approval to appoint CSBO Pat Syens as the District Treasurer.

r) Board Policy #86 First Reading
- 2:20 – Powers and Duties of the School Board; Indemnification
- 4:60 – Purchases and Contracts
- 4:90 – Activity Funds
- 5:30 – Hiring Process and Criteria
- 5:260 – Student Teachers
- 5:330 – Sick Days, Vacation, Holiday and Leaves
- 7:20 – Harassment of Students Prohibited
- 7:180 – Prevention of and and Response to Bullying, Intimidation and Harassment
- 7:240 – Conduct code for Participants in Extracurricular Activities

s) Policies Undergoing 5 Year Review
- 2:40 – Board Member Qualifications
- 2:50 – Board Member Term of Office
- 2:60 – Board Member Removal From Office
- 2:80 – Board Member Oath and Conduct
- 2:240 Board Policy Development
- 4:40 – Incurring Debt

- 4:55 – Use of Credit and Procurement Cards
- 5:310 – Compensatory Time-Off
- 7:170 – Vandalism
- 7:200 – Suspension Procedure
- 8:100 – Relations with Other Organizations and Agencies

L. Business Recommended Action Items: Consider Motions To:

1. Adopt Budget for 2014 – 2015 School Year
   The Board agreed to adjourn the Budget Hearing to September 30, 2014 at 7:30 pm.

2. Award Snow Plowing Services Bid
   A motion was made by Kevin Lyons and seconded by Kristina Lancaster to award the snow plow bid for the 2014 – 2015 school year to Midwest Snow Solutions. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Kevin Lyons, Kristina Lancaster, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
   Nay: None

3. Approve Board Goals and Action Plans.
   A motion was made by Julia Mazur and seconded by Kristina Lancaster to approve the Board Goals and Action Plans. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Julia Mazur, Kristina Lancaster, Heather Janquart, Vivian Kueter, Kevin Lyons, Doug Pedersen
   Nay: None

4. Approve Application for Recognition of Schools 2014 – 2-15
   A motion was made by Julia Mazur and seconded by Vivian Kueter to approve the application for Recognition of Schools 2014 – 2015. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Julia Mazur, Vivian Kueter, Heather Janquart, Kristina Lancaster, Kevin Lyons, Doug Pedersen
   Nay: None

5. Approve Appointment of Authorized IMRF Agent
   A motion was made by Julia Mazur and seconded by Kevin Lyons to approve Dr. Demory as the Authorized IMRF Agent for the District. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Julia Mazur, Kevin Lyons, Heather Janquart, Vivian Kueter, Kristina Lancaster, Doug Pedersen
   Nay: None

6. Approve Appointment of District Treasurer
   A motion was made by Julia Mazur and seconded by Kevin Lyons to approve Pat Syens as the District Treasurer. Upon roll call vote and the motion passed. 6 ayes, 0 nayes.

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

7. Approve Actions from Closed Session
   a) Employment

   A motion was made by Kristina Lancaster and seconded by Kevin Lyons to approve hiring Rosie Aitken, paraprofessional (Kindergarten) effective August 18, 2014. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   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 Vivian Kueter to approve Brooke Lee, Primary Nurse, effective October 14, 2014. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Doug Pedersen, Vivian Kueter, Heather Janquart, Kristina Lancaster, Kevin Lyons, Julia Mazur
   Nay: None

   A motion was made by Julia Mazur and seconded by Kristina Lancaster to approve Jennifer Johnson, Primary alternate lunch monitor, effective September 16, 2014. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Julia Mazur, Kristina Lancaster, Heather Janquart, Vivian Kueter, Kevin Lyons, Doug Pedersen
   Nay: None

   A motion was made by Kevin Lyons and seconded by Kristina Lancaster to approve Nicolle Deacon, full time Primary lunch monitor, effective September 16, 2014. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Kevin Lyons, Kristina Lancaster, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
   Nay: None

   A motion was made by Heather Janquart and seconded by Vivian Kueter to approve Patricia Syens as Big Hollow School District Treasurer (50 days) and Business Consultant (50 days) for the 2014 – 2015 school year. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
   Aye: Heather Janquart, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Julia Mazur, Doug Pedersen
   Nay: None

   A motion was made by Heather Janquart and seconded by Doug Pedersen to approve Ted Pillow, 7th Grade Boys' Basketball Coach for the 2014 – 2015 school year. Upon roll call vote the motion passed. 6 ayes, 0 nayes.

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

A motion was made by Heather Janquart and seconded by Julia Mazur to approve Brenda Weiskopf for Primary/Elementary Yearbook Facilitator. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
Aye: Heather Janquart, Julia Mazur, Vivian Kueter, Kristina Lancaster, Kevin Lyons, Doug Pedersen
Nay: None

A motion was made by Heather Janquart and seconded by Kevin Lyons to accept the resignation of Dr. Christine Demory, Superintendent at the end of the 2014 – 2015 school year on June 30, 2015. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
Aye: Heather Janquart, Kevin Lyons, Vivian Kueter, Kristina Lancaster, Julia Mazur, Doug Pedersen
Nay: None

A motion was made by Heather Janquart and seconded by Kevin Lyons to approve the Maternity Leave/FMLA for Nicole Zeppo beginning approximately on March 17, 2015. Upon roll call vote the motion passed. 6 ayes, 0 nayes.
Aye: Heather Janquart, Kevin Lyons, Vivian Kueter, Kristina Lancaster, Julia Mazur, Doug Pedersen
Nay: None

M. Closed Session - For the purpose of Appointment, Employment, Compensation, Discipline, Performance, Dismissal, Litigation, Negotiations and Property.
A motion was made by Vivian Kueter and seconded by Kevin Lyons to go 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 nayes. (8:46 p.m.)
Aye: Vivian Kueter, Kevin Lyons, Heather Janquart, Kristina Lancaster, Julia Mazur, Doug Pedersen
Nay: None

N. Return to Open Session
A motion was made by Kristina Lancaster and seconded by Kevin Lyons to return to open session. (11:07 p.m.) Upon roll call vote the motion passed
Aye: Vivian Kueter, Kevin Lyons, Heather Janquart, Kristina Lancaster, Julia Mazur, Doug Pedersen
Nay: None

O. Business Recommendation Action Items: Consider Motions To;
1. If needed, Closed Session Minutes
2. Employment. None

P. Other/Comments/Announcements:
   1) Special Board Meeting and an Adjourned Budget Hearing scheduled for Tuesday, September 30, 2014 at 7:30 pm.
   2) Items for Regular School Board Meeting on Monday, October 6, 2014 at 6:00 p.m. Closed Session/ 7:00 p.m. Big Hollow Middle School Library, included Middle School Schedules.

Q. Adjournment to Adjoun the Budget Hearing for September 30, 2014

A motion was made by Kevin Lyons and seconded by Doug Pedersen to adjourn the meeting to Tuesday, September 30, 2014. Upon roll call vote the motion passed. (11:14 p.m.)

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

Nay: None

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Heather Janquart, President
Board of Education

Doug Pedersen, Secretary
Board of Education