

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY**

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**Thomas L. Moline, Ph.D.**

Superintendent

TO: Executive Board Members  
FROM: Administration  
RE: Executive Board Meeting  
DATE: **Thursday, January 26, 2017**  
TIME: 9:30 A.M.  
PLACE: SEDOL Office Bay Room

AGENDA

- I. CALL TO ORDER / ROLL CALL (Mrs. Osmond)
  
- II. OATH OF OFFICE (Mrs. Osmond)

President Osmond will administer the following oath of office to Mr. David Northern, Sr., Governing Board Member from Community Consolidated District #46, who was appointed to fill the vacancy created by the resignation of Mr. Rob Roop. This term expires in June 2018.

**“I, (name), do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Executive Board of the Special Education District of Lake County, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

**I further swear** (or affirm) that:

**I shall respect** taxpayer interests by serving as a faithful protector of the District’s assets;

**I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

**I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

**I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.”

III. PLEDGE OF ALLEGIANCE (Mrs. Osmond)

IV. ACCEPTANCE OF AGENDA — ***ACTION NEEDED*** (Mrs. Osmond)

**Motion to Accept/Amend Agenda — VOICE VOTE**

**Move the agenda be accepted/amended as presented/recommended.**

V. CONSENT AGENDA — ***ACTION NEEDED*** (Mrs. Osmond)

A. Approval of Minutes

Public and closed session minutes of the regular meeting of December 15, 2016 are included in Board member agenda packets.

B. Financial Matters

1. Paid Accounts Payable List: The following expenditures represent the January 2017 accounts payable list:

Accounts Payable	\$1,650,456.87
12/15/16 Payroll Liabilities	843,197.67
12/15/16 Net Payroll	938,322.27
12/30/16 Payroll Liabilities	846,710.76
12/30/16 Net Payroll	949,579.02
1/13/17 Payroll Liabilities	835,198.68
1/13/17 Net Payroll	<u>921,650.84</u>
	\$6,985,116.11

2. Treasurer's Report: The treasurer's report for December 2016 is included in Board member packets

C. Policy Matters

Proposed revisions to the following Executive Board policies have been reviewed by the Policy Committee. Administration requests approval to change the policies as presented. A red-lined copy of the policies is included in Board member agenda packets.

Section 2B: Executive Board

- 2:120 Executive Board Member Development  
2:250 Access to District's Public Records

Section 4: Operational Services

- 4:55 Use of Credit and Procurement Cards  
4:60 Purchases and Contracts  
4:130 Free and Reduced-Price Food Services  
4:175 Convicted Child Sex Offender; Screening; Notifications

Section 5: Personnel

- 5:10 Equal Employment Opportunity and Minority Recruitment
- 5:20 Workplace Harassment Prohibited
- 5:30 Hiring Process and Criteria
- 5:100 Staff Development Program
- 5:125 Personal Technology and Social Media; Usage and Conduct
- 5:185 Family and Medical Leave
- 5:190 Teacher Qualifications
- 5:250 Leaves of Absences
- 5:260 Student Teachers
- 5:280 Duties and Qualifications
- 5:330 Sick Days, Vacation, Holidays, and Leaves

Section 6: Instruction

- 6:15 School Accountability
- 6:50 School Wellness
- 6:160 English Learners
- 6:310 High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students

Section 7: Students

- 7:20 Harassment of Students Prohibited
- 7:70 Attendance and Truancy
- 7:190 Student Behavior
- 7:260 Exemption from Physical Education
- 7:270 Administering Medicines to Students
- 7:310 Restrictions on Publications; Elementary Schools
- 7:315 Restrictions on Publications; High Schools
- 7:342-SO Release of Student Names, Class Lists, Etc. *Recommended for Deletion*

Section 8: Community Relations

- 8:30 Visitors to and Conduct on District Property
- 8:70 Accommodating Individuals with Disabilities

D. Personnel Matters

Recommend employment of the following applicants, with work assignment and start date as indicated, subject to completion of the physical examination and forms, as required by Section 24-6 of the School Code, successful completion of a criminal background investigation as required by Section 10-21.9 of the School Code, a Child Abuse Registry check, and submission of all forms, documents, and certifications as required by law and/or requested by SEDOL for the position.

1. Requests for Contracts

Educational Support Personnel

- Adolphs, Lea - Paraprofessional – Gages Lake School
- Budget approved expansion position
- \$14.00/hour
- January 10, 2017

- Duffie, Diamond - Paraprofessional – Sector  
- Budget approved vacancy  
- \$13.66/hour  
- January 9, 2017
  
- Hunter, Haley - Paraprofessional – Gages Lake School  
- Budget approved vacancy/transfer  
- \$13.66/hour  
- January 9, 2017
  
- Patel, Ryan - Paraprofessional – John Powers Center  
- Budget approved vacancy/resignation  
- \$14.00/hour  
- December 20, 2016
  
- Powers, Christine - Transition Coach  
- Budget approved vacancy/resignation  
- BA, Grand Canyon University-Arizona  
- \$17.17  
- January 9, 2017

2. Resignations/Retirements

Educational Support Personnel

- Brewer, Chanel - Paraprofessional – Laremont School  
- Resigned December 22, 2016
  
- Nevius, Gabriela - Paraprofessional – Gages Lake School  
- Resigned January 16, 2017
  
- Panke, Maureen - Certified Occupational Therapy Assistant  
- Retiring end of 2016-17 school year
  
- Remedi, Elizabeth - Transition Specialist  
- Resigning at end of 2016-17 school year
  
- Rompala, Sherri - Paraprofessional – Sector  
- Resigning February 3, 2017
  
- Valdez, Alejandro - Special Needs Paraprofessional – Sector  
- Resigned January 9, 2017

**Motion to Approve Consent Agenda — ROLL CALL VOTE**

**Move approval of consent agenda items and addendum as presented.**

3. Vacancies

1 Speech/Language Pathologist (Various Locations)

VI. PUBLIC COMMENT (Mrs. Osmond)

President Osmond will recognize any visitors at the meeting.

VII. RECOGNITIONS (Dr. Moline)

A. S.T.A.R.S. Award

The Executive Board will recognize Luke Larsen, a student from Antioch District #34, who was selected to receive the award for **Students Taking Academic Responsibility Seriously**. Luke attends John Powers Center.

B. Employee of the Month

The Board will recognize Candy Tackes, LASSO-1 Teacher at John Powers Center who was selected as January's employee of the month.

VIII. OLD BUSINESS

IX. NEW BUSINESS

A. Superintendent Search — *INFORMATIONAL* (Dr. Moline)

Mr. Dave Peterson and Mr. Harry Rossi of School Exec Connect will provide an overview of the services they would provide if the Board contracts with School Exec Connect to find a new superintendent when Dr. Moline retires in June 2018.

B. Planning for March Governing Board Meeting — *INFORMATIONAL* (Dr. Moline)

The Board will review a draft agenda for the March 8 Governing Board meeting. The draft agenda is included in Board member packets.

C. Policy Revisions for First Reading — *INFORMATIONAL* (Mrs. Pahl, Dr. Lynch)

Proposed revisions to the following policies have been reviewed by the Policy Committee. The policies will be presented for second reading at the February meeting.

Section 2B: Executive Board

- 2:125 Board Member Compensation; Expenses
- 2:125-E3 Resolution to Regulate Expense Reimbursements
- 2:200 Types of Executive Board Meetings
- 2:220 Executive Board Meeting Procedure

Section 4: Operational Services  
4:10 Fiscal and Business Management

Section 5: Personnel  
5:60 Expenses

D. Approval of Bid for Maintenance Building — ***ACTION NEEDED*** (Ms. Watson)

The bid opening for the pre-engineered metal building that will house the maintenance garage has been rescheduled for Monday, January 23, at 2:00 p.m. The results of the bid opening and recommendation will be sent to Board members as soon as possible.

**Motion to Accept Bid** — ***ROLL CALL VOTE***

**Move the Board award all contracts tendered by IHC Construction Companies, LLC, the Board’s construction manager, for the construction of the pre-engineered metal building/maintenance garage structure, and upon award, to assign the contracts to IHC pursuant to an assignment of contractor agreement, as set forth in the Board’s contract with IHC.**

E. Lakeside Renewal — ***ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the renewal agreement to extend the contract with Lakeside Transportation to provide bus service for the 2017-18 school year at a cost increase of 2.2%. The annual amount paid to Lakeside is approximately \$900,000. A copy of the proposed agreement is included with Board member agenda packets. Following is a history of the Lakeside contract:

<u>Year</u>	<u>Estimate Cost</u>	<u>% Increase</u>	<u>Actual Cost</u>
2011-12	\$ 900,696	1.5%	\$1,147,857
2012-13	\$ 914,206	1.5%	\$1,091,592
2013-14	\$ 927,919	1.5%	\$ 920,321
2014-15	\$ 945,565	1.9%	\$ 888,438
2015-16	\$ 968,258	2.4%	\$ 882,390
2016-17	\$ 989,547	2.2%	
2017-18	\$1,011,314	2.2%	

**Motion to Approve Agreement** — ***ROLL CALL VOTE***

**Move approval of the renewal agreement with Lakeside Transportation as presented.**

F. School Calendar for 2017-18 — ***ACTION NEEDED*** (Mrs. Wojcik)

The calendar for the 2017-18 school year was developed based on the suggested calendar from the Regional Superintendent of Schools, but was modified to fit the

special needs of SEDOL facilities. The calendar pertains to Laremont School, Gages Lake School, Cyd Lash Academy, Transition Center South, Community Life Skills sites, the ROE Alternate School, the ALOP Program and the administrative office. All other programs follow the calendar as established by the host school district for the class/program/attached building.

**Motion to Adopt Calendar — *VOICE VOTE***

**Move adoption of the calendar for the 2017-18 school year as presented.**

G. **Shared Services Agreement for Plowing — *ACTION NEEDED*** (Ms. Watson)

Administration recommends renewal of the intergovernmental agreement with Mundelein High School District #120 for the utilization of shared services, including snow removal and salt application. The agreement is included in Board member agenda packets.

**Motion to Approve Agreement — *ROLL CALL VOTE***

**Move approval of the intergovernmental agreement with Mundelein High School District #120 for the utilization of shared services including snow removal and salt application as presented.**

H. **Superintendent's Letter of Intent to Retire — *ACTION NEEDED*** (Mrs. Osmond)

Superintendent Tom Moline has submitted a letter of intent to retire when his contract ends in June 2018. The Executive Board is asked to recommend the Governing Board accept Dr. Moline's letter at the March 8 Governing Board meeting.

**Motion to Recommend Acceptance — *VOICE VOTE***

**Move to recommend the Governing Board accept Dr. Moline's letter of intent to retire in June 2018 at the March 8 Governing Board meeting.**

X. **COMMITTEE REPORTS – *INFORMATIONAL***

A. **Finance Committee Meeting** (Ms. Watson)

Ms. Watson will report on items discussed at the January 18 Finance Committee meeting.

XI. **PROGRAM/SCHOOL REPORTS — *INFORMATIONAL***

A. **Announcements / Wins**

The following items were reported at the January meeting of the Supervisory/Administrative Team (SAT).

- A parent group called Autism Family Cares provided a successful event over winter break for children with autism. The event included a bounce house, sensory room and food room. The group is an offshoot of the Parent Autism Support Group and organizes at least one event a month for the students.
- The Mundelein/Vernon Hills Rotary Club asked Laremont teachers for a wish list. The Rotary Club gave each teacher, including the P.E., music and curriculum departments, a \$25 gift card for their classroom/department.
- The Early Childhood Assessment Team was awarded \$100 from the Meemic Insurance Group to use toward their evaluation kits.
- Gages Lake School received a \$3,000 donation for students and their families over the holidays.
- The hearing itinerant teachers organized and conducted the annual college panel on January 3. This panel is made up of college students who are deaf or hard of hearing. They participate on the panel to explain to high school students what it is like in college and what to expect after high school. This year Closed Captioning was used instead of sign language interpreters.
- The Congregation Or Shalom donated gift cards to students/families who needed a little assistance over the holidays. This donation was in addition to the Congregation's annual food donation.
- Laremont School staff created a Giving Tree Group to help identify Laremont families who are in need of extra assistance during the holidays. Laremont staff donated all the money and helped 13 families.
- This year the SEDOL Foundation helped identify Lake County families who were in need of holiday gifts and food. Groups of SEDOL staff (ECAT, Business Office, Laremont School, Administration and Social Workers) shopped for gifts and donated gift cards. Over 20 families were supported.

## XII. CLOSED SESSION

### **Motion to Enter into Closed Session — *ROLL CALL VOTE***

**Move the Board enter into closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employee, collective bargaining and pending litigation.**

### **Motion to Return to Public Session — *VOICE VOTE***

**Move the Board return to public session.**

## XIII. OTHER BUSINESS

## XIV. ADJOURNMENT

**Executive Board Meeting Schedule**    *SEDOL Office Bay Room unless noted otherwise*

Thursday, February 23, 2017 – 9:30 a.m.

Thursday, March 23, 2017 – 9:30 a.m.

Thursday, April 13, 2017 – 9:30 a.m.    ***Special Meeting to Review Tentative Budget***

Thursday, April 27, 2017 – 9:30 a.m.

Thursday, May 25, 2017 – 9:30 a.m.

Thursday, June 22, 2017 – 9:30 a.m.    ***SEDOL Office Boardroom***

Thursday, July 27, 2017 – 9:30 a.m.    ***SEDOL Office Boardroom***

**Governing Board Meeting Schedule**    *Laremont School Gym unless noted otherwise*

Wednesday, March 8, 2017 – 7:00 p.m.    ***Location may be changed to North Chicago High School as this meeting is the same night as the IASB Lake Division Dinner Meeting***

Wednesday, June 7, 2017 – 7:00 p.m.