

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY**  
18160 W. GAGES LAKE ROAD \*\* GAGES LAKE, ILLINOIS 60030-1819  
847•548•8470 \*\* Fax 847•548•8472  
**www.sedol.us**

**Minutes**

**SEDOL EXECUTIVE BOARD MEETING**

**January 26, 2017**

**CALL TO ORDER**

The regular meeting of the SEDOL Executive Board was called to order by President Joanne Osmond at 9:30 a.m. on Thursday, January 26, 2017, at the SEDOL administrative offices in Gages Lake, Illinois.

**ROLL CALL**

**Board Members Present**

Dr. John Ahlemeyer, Superintendent, Gavin District #37  
Mrs. Carey McHugh, Governing Board Member, Wauconda Unit District #118  
Mrs. Joanne Osmond, Governing Board Member, Lake Villa District #41  
Mrs. Odie Pahl, Governing Board Member, Gurnee District #56  
Dr. Guy Schumacher, Superintendent, Libertyville District #70  
Hon. Roycealee Wood, Superintendent, Lake County Regional Office of Education

**Board Members Absent**

Dr. Catherine Finger, Superintendent, Grayslake High School District #127  
Mr. Jim McKay, Superintendent, Community High School District #117  
Mr. David Northern, Governing Board Member, Community Cons. District #46

**Staff Members Present**

Dr. Thomas Moline, Superintendent  
Dr. Peggy Lynch, Assistant Superintendent for Human Resources  
Ms. Barbara Watson, Assistant Superintendent of Business, CSBO  
Mrs. Laura Wojcik, Director of Instruction, Curriculum and Assessment  
Ms. Doris Marcinkus, Recording Secretary

**Staff Members Absent**

None

**Guests**

Luke Larsen, STARS Award Recipient  
Ms. Candy Tackes, LASSO-1 Teacher/January Employee of the Month  
Mr. Ken Frank, Signature Development Corporation  
Dr. Jay Marino, Superintendent, Antioch District #34

Guests (continued)

Mr. Dave Peterson, School Exec Connect  
Mr. Harry Rossi, School Exec Connect

Oath of Office

Mr. David Northern, Governing Board member from Community Consolidated District #46, was to be sworn in as an Executive Board member, but he was not able to attend the meeting. The oath will be rescheduled for February.

Pledge of Allegiance

President Osmond asked everyone to stand and join her in the Pledge of Allegiance.

**ACCEPTANCE OF AGENDA**

Motion to Accept the Agenda

Motion by Dr. Guy Schumacher, second by Mrs. Carey McHugh, to accept the agenda with addendum as presented.

VOICE VOTE:                      Ayes, all.                      Nays, none.                      MOTION CARRIED.

**CONSENT AGENDA**

Motion to Approve Consent Agenda

Motion by Mrs. Odie Pahl, second by Dr. John Ahlemeyer, to approve the consent agenda as follows.

Approval of Minutes

Public and closed session minutes of the regular meeting of December 15, 2016

Financial Matters

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

Treasurer's Report: Report for December 2016

Policy Matters

Proposed revisions to the following Executive Board policies were reviewed by the Policy Committee. Administration requested approval to change the policies as presented.

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

Personnel Matters

Requests for Contracts

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.

Educational Support Personnel

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

Casey, Mechelle - Paraprofessional – Gages Lake School  
- Budget approved/transfer  
- \$14.35/hour  
- January 25, 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

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

Request to Rescind Resignation

Educational Support Personnel

- Rompala, Sherri - Paraprofessional – Sector  
- Request presented in the addendum to the agenda to  
rescind the resignation presented in the agenda

ROLL CALL VOTE:

Ayes:	Dr. John Ahlemeyer	Mrs. Odie Pahl
	Mrs. Carey McHugh	Dr. Guy Schumacher
	Mrs. Joanne Osmond	Mrs. Roycealee Wood
Nays:	None	
Absent:	Dr. Catherine Finger	Mr. David Northern
	Mr. Jim McKay	

MOTION CARRIED.

Professional Vacancies

- 1 Speech/Language Pathologist (Various Locations)

**PUBLIC COMMENT**

President Osmond asked if anyone from the public wished to address the Executive Board. There was no comment.

**RECOGNITIONS**

S.T.A.R.S. Award: The Board recognized Luke Larsen, a student from Antioch District #34, who was selected to receive the award for **S**tudents **T**aking **A**cademic **R**esponsibility **S**eriously for the month of January. Luke is a 3<sup>rd</sup> grade student at John Powers Center.

Employee of the Month: The Board recognized Candy Tackes, a LASSO-1 Teacher at John Powers Center.

### **OLD BUSINESS**

There were no items to discuss under Old Business.

### **NEW BUSINESS**

#### Superintendent Search

Dr. Moline introduced Mr. Dave Peterson and Mr. Harry Rossi of School Exec Connect to present an overview of the services they would provide should the Board decide to contract with their firm to conduct the superintendent search to replace Dr. Moline when he retires in June 2018. The presentation included information on development of a superintendent profile, where and how the position would be advertised, and the application and interview process. The fee to conduct the search is \$18,500 plus expenses not to exceed \$3,500. The goal would be to complete the process by the holiday break at the end of 2017. Consensus of the Board was to contract with School Exec Connect. The contract will be presented for formal action at the February meeting.

Dr. Moline explained that the composition of the Executive Board would change at the end of the school year as Dr. Finger is retiring and Dr. Ahlemeyer has accepted a position down state. It was agreed that the process would start after the July Executive Board meeting when the new Executive Board members should be in place.

#### Planning for March Governing Board Meeting

The Board reviewed a draft agenda for the March 8 Governing Board meeting, which is the same evening as the IASB Lakes Division meeting at North Chicago High School. Dr. Moline reported that after consulting with Governing Board President Carey McHugh, Executive Board President Joanne Osmond and IASB Field Services Director Barbara Toney, a decision was made to hold the Governing Board meeting at North Chicago High School that same evening rather than trying to reschedule the meeting.

#### Policy Revisions for First Reading

Proposed revisions to the following policies were presented for first reading. 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

Approval of Bid for Maintenance Building

Motion to Accept Bid

Dr. John Ahlemeyer moved, second by Mrs. Carey McHugh, to accept the bid by IHC Construction Companies, LLC, in the amount of \$67,570.00 for the pre-purchase of a pre-engineered metal building to house the maintenance garage.

Mr. Ken Frank, the Board's representative for construction, explained that the first time the project was bid, all of the components were grouped together and the bids were much higher than we hoped. This time the project components will be bid separately in an attempt to keep costs as low as possible. Two bids were received on the pre-engineered metal building.

IHC Construction Companies	\$67,570.00
Tri-State Enterprises, Inc.	\$91,000.00

The recommendation was to accept the lowest bid by IHC Construction in the amount of \$67,570. Ms. Watson reiterated that this bid is on the pre-purchase of a pre-engineered metal building. Bids for all the other components, like electrical and concrete, will be done later.

<u>ROLL CALL VOTE:</u>	Ayes:	Dr. John Ahlemeyer	Mrs. Odie Pahl
		Mrs. Carey McHugh	Dr. Guy Schumacher
		Mrs. Joanne Osmond	Mrs. Roycealee Wood
	Nays:	None	
	Absent:	Dr. Catherine Finger	Mr. David Northern
		Mr. Jim McKay	

MOTION CARRIED.

Lakeside Renewal

Motion to Approve Agreement

Mrs. Carey McHugh moved, second by Mrs. Odie Pahl, to approve the renewal agreement with Lakeside Transportation as presented.

Administration recommended approval of the renewal agreement to extend the contract with Lakeside Transportation to provide bus service for vocational work runs and mobility field trips for the 2017-18 school year. In addition to the proposed agreement, Administration presented the following history of renewal increases.

<u>Year</u>	<u>Estimated 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%	

ROLL CALL VOTE:           Ayes:     Dr. John Ahlemeyer           Mrs. Odie Pahl  
  Mrs. Carey McHugh           Dr. Guy Schumacher  
  Mrs. Joanne Osmond         Mrs. Roycealee Wood

                                  Nays:     None

                                  Absent:  Dr. Catherine Finger       Mr. David Northern  
  Mr. Jim McKay

MOTION CARRIED.

School Calendar for 2017-18

Motion to Adopt Calendar

Motion by Mrs. Odie Pahl, second by Mrs. Roycealee Wood, to adopt the calendar for the 2017-18 school year as presented.

Administration presented the calendar for the 2017-18 school year, which 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.

VOICE VOTE:                   Ayes, all.                   Nays, none.                   MOTION CARRIED.

Shared Services Agreement for Plowing

Motion to Approve Agreement

Motion by Dr. Guy Schumacher, second by Dr. John Ahlemeyer, to approve the intergovernmental agreement with Mundelein High School District #120 for the utilization of shared services including snow removal and salt application at the Transition Center in Mundelein as presented.

Administration recommended renewal of the intergovernmental agreement with Mundelein High School District #120 for the utilization of shared services, including snow removal and salt application at Transition Center, which is attached to Carl Sandburg School in Mundelein.

ROLL CALL VOTE:           Ayes:     Dr. John Ahlemeyer           Mrs. Odie Pahl  
  Mrs. Carey McHugh           Dr. Guy Schumacher  
  Mrs. Joanne Osmond         Mrs. Roycealee Wood

                                  Nays:     None

                                  Absent:  Dr. Catherine Finger       Mr. David Northern  
  Mr. Jim McKay

MOTION CARRIED.

Superintendent's Letter of Intent to Retire

Motion to Recommend Acceptance

Motion by Mrs. Roycealee Wood, second by Mrs. Carey McHugh, to recommend the Governing Board, at its March 8 meeting, accept with regret Dr. Moline's letter of intent to retire in June 2018.

VOICE VOTE:                      Ayes, all.                      Nays, none.                      MOTION CARRIED.

**COMMITTEE REPORTS**

Finance Committee Meeting

Ms. Watson reported on the items discussed at the January 18 Finance Committee meeting, which included an update on health insurance, renewal of the agreement with Lakeside Transportation, Net56 contract extension, possibility of going out for lawn service bid in spring 2018 and proposed revisions to policies on reimbursement of board member and employee expenses. The committee also discussed Policy 4:20 *Fund Balances* and the possible need to increase the percentage required to be maintained (currently 8-11%) of the annual expenditures in each fund. Consensus was to keep the percentage where it is. Administration also reported on future O&M expenditures including the need to update the alarm system at some of the buildings and the need to replace the key fob system.

**PROGRAM/SCHOOL REPORTS**

Announcements / Wins: The following items were reported at the January meeting of the Supervisory/Administrative Team.

- 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.

Additional Win: Dr. Moline reported that an organization called 100 Women Who Care donated \$13,000 for the Laremont School Trike Project. This donation was made possible thanks to the presentation made to the organization by Laremont School Nurse Cheryl Lardner.

Dr. Moline also reported that the SEDOL Foundation Board, a group that provides so many wins for special needs students, was meeting that evening to do strategic planning for next year, and he probably would be reporting their priorities at the February meeting.

**CLOSED SESSION**

Motion to Enter into Closed Session

At 10:44 a.m., Mrs. Carey McHugh moved, second by Mrs. Roycealee Wood, for the Board to enter into closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employee, pending litigation and collective bargaining matters.

<u>ROLL CALL VOTE:</u>	Ayes:	Dr. John Ahlemeyer Mrs. Carey McHugh Mrs. Joanne Osmond	Mrs. Odie Pahl Dr. Guy Schumacher Mrs. Roycealee Wood
	Nays:	None	
	Absent:	Dr. Catherine Finger Mr. Jim McKay	Mr. David Northern

MOTION CARRIED.

Motion to Return to Public Session

At 10:56 a.m., Mrs. Odie Pahl moved, second by Mrs. Roycealee Wood, for the Board to return to public session.

VOICE VOTE:                      Ayes, all.                      Nays, none.                      MOTION CARRIED.

While in closed session, the Board discussed pending litigation, performance/discipline of an employee and collective bargaining matters.

**OTHER BUSINESS**

Dr. Moline reported that a major meeting of member district superintendents, or a designated administrator, will be held on Wednesday, February 15. The agenda for the meeting includes discussion on the first year of the new funding system, housing for sector classrooms, and status of SEDOL facilities.

Adjournment

With no other business to be considered, President Osmond adjourned the meeting at 10:57 a.m.

Respectfully submitted by,

Doris Marcinkus  
Recording Secretary

Approved by:

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President of the Board

\_\_\_\_\_  
Secretary of the Board