

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, February 23, 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 January 26, 2017 are included in Board member agenda packets.

B. Financial Matters

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

Accounts Payable	\$1,893,492.80
1/31/17 Payroll Liabilities	840,126.89
1/31/17 Net Payroll	926,728.49
2/15/17 Payroll Liabilities	840,198.91
2/15/17 Net Payroll	<u>937,851.64</u>
	\$5,438,398.73

2. Treasurer's Report: The treasurer's report for January 2017 is included in Board member packets

C. 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

- Gorski, Mark
- Paraprofessional – Laremont School
 - Budget approved vacancy/retirement
 - BA, Western Illinois University
 - \$15.00/hour
 - February 14, 2017

- McHaley, Mark - Special Needs Paraprofessional – Sector
- Budget approved vacancy
- \$13.66/hour
- Billed to Beach Park District #3
- February 9, 2017
- Nelson, Tiffany - Special Needs Parapro – Laremont School
- Budget approved vacancy
- \$14.00/hour
- Billed to Warren Twp. H.S. District #121
- February 13, 2017
- Pantic, Katarina - Paraprofessional – Sector
- Budget approved vacancy
- BA, College of Natural Sciences
- \$15.35/hour
- February 7, 2017
- Radtke, Kayla - Paraprofessional – Laremont School
- Budget approved vacancy/resignation
- \$14.00/hour
- January 30, 2017
- Rouse, Teresa - Special Needs Parapro – Sector
- Budget approved vacancy
- BA, Columbia College-Missouri
- \$16.85/hour
- Billed to Gurnee District #56
- January 27, 2017
- Star, Jacqueline - Transition Coach .5 FTE
- Budget approved vacancy/transfer
- BA, University of Wisconsin-Parkside
- \$15.00/hour
- January 30, 2017
- Tarakanov, Jessica - Paraprofessional – Gages Lake School
- Budget approved vacancy/transfer
- BA, Trinity International University
- \$16.85/hour
- February 9, 2017

2. Resignations/Retirements

Educational Support Personnel

- Gonzalez-Wiscovitch, Jennifer - Receptionist – Cyd Lash Academy
- Resigned February 24, 2017

Star, Jacqueline - Transition Coach
- Resigned February 9, 2017

Licensed Staff

Yambor, Allison - School Social Worker
- Resigned end of 2016-17 school year

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 Jayden Williams, a student from Gurnee District #56, who was selected to receive the award for **Students Taking Academic Responsibility Seriously**. Jayden attends the ELS Program at Woodland Middle School.

B. Employee of the Month

The Board will recognize Nicole Richter, LASSO-3 Teacher at Laremont School, who was selected as February's employee of the month.

VIII. OLD BUSINESS

A. Policy Revisions for Second Reading — ACTION NEEDED (Mrs. Pahl, Dr. Lynch)

Proposed revisions to the following policies were presented for first reading at the January meeting. A red-lined copy of the policies is included in Board member agenda packets. The policies are presented for second reading and Board approval.

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

Motion to Approve Policy Revisions — *VOICE VOTE*

Move approval of the policy revisions as presented.

B. Superintendent Search Firm — ***ACTION NEEDED*** (Mrs. Osmond)

At the January meeting, consultants with School Exec Connect presented a proposal on the services the firm would provide to conduct the superintendent search. Consensus of the Board was to contract with School Exec Connect at a cost of \$18,500 plus expenses not to exceed \$3,500. A copy of the formal agreement is included in Board member agenda packets.

Motion Regarding Search Firm— *ROLL CALL VOTE*

Move the Board enter into an agreement with School Exec Connect to conduct the superintendent search at a cost of \$18,500 plus expenses not to exceed \$3,500.

IX. NEW BUSINESS

A. Resolution to Set Hearing on Interfund Transfers — ***ACTION NEEDED*** (Ms. Watson)

At the March meeting, the Executive Board will be asked to approve a resolution authorizing interfund transfers from the Education Fund to the Operations and Maintenance Fund (\$2,500,000) and from the Education Fund to the Transportation Fund (\$230,000). In order to do this, there are specific criteria that must be met including holding a public hearing to discuss the interfund transfers.

Administration recommends the public hearing be held immediately prior to the regular Executive Board meeting on Thursday, March 23, beginning at 9:15 a.m. The Board will be asked to adopt the attached resolution to set the public hearing.

Motion to Adopt Resolution — *ROLL CALL VOTE*

Move adoption of the Resolution Setting A Hearing to Discuss Interfund Transfers as presented.

B. Resolution to Regulate Expense Reimbursement — ***ACTION NEEDED*** (Ms. Watson)

In accordance with the Local Government Travel Expense Control Act, Administration recommends the Board adopt the attached resolution regarding allowable expenses for Board members and employees.

Motion to Adopt Resolution — *ROLL CALL VOTE*

Move adoption of the Resolution to Regulate Expense Reimbursements as presented.

X. COMMITTEE REPORTS – *INFORMATIONAL*

A. Personnel/Finance Committee Meeting (Dr. Lynch, Ms. Watson)

A joint meeting of the Personnel and Finance Committees is scheduled for Monday, March 13, at 9:30 a.m.; the meeting will be held in the boardroom at the SEDOL admin building. This is the annual meeting to review information regarding the proposed tentative budget, program take backs, contractual services and reduction-in-force.

XI. PROGRAM/SCHOOL REPORTS — *INFORMATIONAL*

A. Announcements / Wins

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

- A lot of positive student movement from LASSO-2 classes to district or less restrictive special education setting.
- John Powers Center elementary hosted pancake events; PBIS point. Blueberry pancakes were served.
- Two Laremont School staff members presented at disability awareness assembly.

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

A. Possible Unpaid Suspension of Professional Staff Member 2-23-2017

Motion to Suspend Without Pay — *ROLL CALL VOTE*

Move to suspend _____ without pay as recommended.

XIV. ADJOURNMENT

:dm

Executive Board Meeting Schedule

Thursday, March 23, 2017 – 9:30 a.m.

Thursday, April 13, 2017 – 9:30 a.m.

Thursday, April 27, 2017 – 9:30 a.m.

Thursday, May 25, 2017 – 9:30 a.m.

Thursday, June 22, 2017 – 9:30 a.m.

Thursday, July 27, 2017 – 9:30 a.m.

SEDOL Office Bay Room unless noted otherwise

Public Hearing on Interfund Transfers at 9:15 a.m.

Special Meeting to Review Tentative Budget

SEDOL Office Boardroom

SEDOL Office Boardroom

Governing Board Meeting Schedule

Wednesday, March 8, 2017 – 7:00 p.m.

Wednesday, June 7, 2017 – 7:00 p.m.

Laremont School Gym unless noted otherwise

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RESOLUTION SETTING A HEARING TO DISCUSS INTERFUND TRANSFERS

WHEREAS, pursuant to Section 17-2A of the *School Code* (105 ILCS 5/17-2A), the regulations of the Illinois State Board of Education, the Articles of Joint Agreement of the Special Education District of Lake County (“SEDOL” or “District”) and the delegation of authority to the SEDOL Executive Board, the SEDOL Executive Board (“Board”) by proper resolution, may authorize the Treasurer to make budgeted interfund transfers between the Education, Operations and Maintenance, and Transportation Funds; and

WHEREAS, to the extent applicable, Section 17-2A requires such transfers to be preceded by a public hearing set by the Board or Board President and 1) at least one notice, over the name of the Board Secretary or Clerk, published at least seven (7) days and not more than thirty (30) days prior to the hearing in a newspaper of general circulation within the District, and 2) a notice, over the name of the Board Secretary or Clerk, posted at least forty-eight (48) hours before the hearing at the principal office of the Board, or the building where the hearing is to be held *if a principal office does not exist*, with both notices setting forth the time, date, place and subject matter of the hearing; and

WHEREAS, the Board has determined that it is in the best interests of the District to transfer money currently in the Education Fund to the Operations and Maintenance and Transportation Funds.

NOW, THEREFORE, It Is Hereby Resolved by the SEDOL Executive Board as follows:

Section 1. The Board has determined that it is in the best interests of the District to transfer the following amount between the following funds:

<u>Amount</u>	<u>Transfer From</u>	<u>Transfer To</u>
\$2,500,000	Education	Operations and Maintenance
\$230,000	Education	Transportation

Section 2. A hearing shall be held on March 23, 2017 at 9:15 a.m., at the District office to discuss the proposed transfer.

Section 3. The Secretary is authorized and directed to publish notice of said hearing at least seven (7) days and not more than thirty (30) days prior to the hearing in a newspaper of general circulation within the District, and to post a notice, at least forty-eight (48) hours before the hearing, at the District office in Gages Lake. Both notices shall be in substantially the following form:

NOTICE OF HEARING

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY
STATE OF ILLINOIS

NOTICE IS HEREBY GIVEN that a hearing will be held on March 23, 2017, at 9:15 a.m., at the District office to discuss the intention of the Executive Board of the Special Education District of Lake County to transfer Two Million Dollars (\$2,500,000) from the Education Fund to the Operations and Maintenance Fund and Four Hundred Thousand Dollars (\$230,000) from the Educational Fund to the Transportation Fund pursuant to the provisions of the Illinois *School Code*.

Dated at Gages Lake, Illinois, this 23rd day of February 2017.

Thomas L. Moline
Secretary, SEDOL Executive Board

Section 4. This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 23rd day of February, 2017 by the following roll call vote:

AYE:

NAY:

ABSENT:

President, Executive Board

ATTEST:

Secretary, Executive Board

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RESOLUTION TO REGULATE EXPENSE REIMBURSEMENTS

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with detailed documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent or designee has recommended to the Board a maximum allowable reimbursement amount as reflected in the expenditure line item that encompasses reimbursement for travel, meals and lodging expenses found in the annual budget and restricted to transportation, lodging, meals, registration and other expenses related to the cost of educational activities or conferences for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required detailed written documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Executive Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Executive Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to the amount as reflected in the expenditure line item that encompasses reimbursement for travel, meals and lodging expenses found in the annual budget and restricted to transportation, lodging, meals, registration and other expenses related to the cost of educational activities or conferences, effective on March 1, 2017, until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Conference Reimbursement Form*; and 5:60-E2, *Conference Request Form*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote in its regular bill process at an open meeting when an emergency or other extraordinary circumstance exists.
6. Expense reimbursement is not guaranteed. Board members and employees must seek reimbursement on the standardized expense reimbursement form. Expense reimbursements shall be presented to and approved by the Board in its regular bill process.

ADOPTED this 23rd day of February, 2017 by the following roll call vote:

AYE:

NAY:

ABSENT:

President, Executive Board

ATTEST:

Secretary, Executive Board