

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



Thomas L. Moline, Ph.D.

Superintendent

AMENDED AGENDA 5/23/17: The agenda issued on 5/19/17 is amended to: (1) revoke the bid awarded to Landmark Contractors, Inc. for the Gages Lake Road Project; and (2) award the bid to Berger Excavating Contractors. These are Items H and I under New Business (see page 8).

TO: Executive Board Members
FROM: Administration
RE: Executive Board Meeting
DATE: Thursday, May 25, 2017
TIME: 9:30 A.M.
PLACE: SEDOL Office Bay Room

AGENDA

- I. CALL TO ORDER / ROLL CALL (Mrs. Osmond)
- II. PLEDGE OF ALLEGIANCE (Mrs. Osmond)
- III. ACCEPTANCE OF AGENDA — ***ACTION NEEDED*** (Mrs. Osmond)
 - Motion to Accept/Amend Agenda — VOICE VOTE**
 - Move the agenda be accepted/amended as presented/recommended.**
- IV. CONSENT AGENDA — ***ACTION NEEDED*** (Mrs. Osmond)
 - A. Approval of Minutes
Public and closed session minutes of the regular meeting of April 27, 2017 are included in Board member agenda packets.
 - B. Financial Matters
 - 1. Paid Accounts Payable List: The following expenditures represent the May accounts payable list:

Accounts Payable	\$1,076,300.76
4/28/17 Payroll Liabilities	843,665.14
4/28/17 Net Payroll	933,734.56
5/15/17 Payroll Liabilities	846,304.25
5/15/17 Net Payroll	<u>935,993.29</u>
	\$4,635,998.00

2. Treasurer's Report: The treasurer's report for April 2017 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

2:101 Executive Board Member Conflict of Interest

Section 3: General District Administration

3:70 Succession of Authority

Section 4: Operational Services

4:15 Identity Protection

Section 5: Personnel

5:70 Religious Observances

5:80 Court Duty

5:120 Employee Ethics; Conduct; and Conflict of Interest

5:140 Solicitations By or From Staff

5:210 Resignations

5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

5:300 Schedules and Employment Year

Section 7: Students

7:100 Health, Eye, and Dental Examinations, Immunizations, and Exclusion of Students

7:344 Agency Requests for Student Evaluation Information

SEDOL Only Policy Recommended for Deletion

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

Mitchell, Kristina - Sign Language Interpreter – Cyd Lash Academy
- Approved expansion position
- BA, Columbia College
- \$19.08/hour
- Billed to Warren H.S. District #121
- May 17, 2017

- Zamora, Leticia - Special Needs Parapro – Laremont School
- Budget approved vacancy
- \$14.00/hour
- Billed to Community Cons. District #46
- May 2, 2017

Licensed Staff

- Buccelli, Jennifer - Physical Therapist – Laremont School
- Budget approved vacancy/retirement
- MA, Midwestern Illinois University
- AMS/step 11, \$73,651
- August 14, 2017
- Izzo, Danielle - Speech Pathologist – Various Programs
- Budget approved vacancy
- MA, Midwestern Illinois University
- MA/step 1, \$41,440
- August 14, 2017
- Morreale, Melissa - ED/BD Teacher – Cyd Lash Academy
- Budget approved vacancy/resignation
- MA, National Louis University
- MA/step 1, \$41,440
- August 14, 2017

2. Resignations/Retirements and Correction

Educational Support Personnel

- Blumenberg, Fred - Sector Program Assistant
- Resigning June 30, 2017
- Boyle, Traci - Job Coach
- Resigning May 26, 2017
- Miki, Shigeko - Special Needs Paraprofessional – Sector
- Retiring July 13, 2017
- Mikolajczyk, Mary Jane - Special Needs Paraprofessional
- Retiring June 25, 2017
- Smith, Willene - Transition Coach
- Resigning June 1, 2017
- Womack, Nakeya - Paraprofessional – Cyd Lash Academy
- Resigned May 19, 2017

Licensed Staff

- Bahramis, Anna - Program Supervisor
- Resigning June 30, 2017
- Fester, Tom - Teacher – ROE Safe School Program
- Resigning at end of 2016-17 school year
- West, Julia - School Social Worker
- Resigning June 5, 2017

3. Request for Leave/Extension of Leave

- Rodheim, Julie - EC Teacher
- Extending leave through 2017-18
school year

4. Employment Recommendations for 2017-18

A list of staff recommended for re-employment for the 2017-18 school year is included at the end of the agenda.

Motion to Approve Consent Agenda — ROLL CALL VOTE

Move approval of consent agenda items and addendum as presented.

5. Professional Vacancies Anticipated for 2017-18

- 1 Speech/Language Pathologist (Various Locations)
- 1 Adapted P.E. Teacher (Various Locations)
- 1 Transition Specialist (Various Locations)
- 1 Vision Itinerant Teacher .6 FTE (Various Locations)
- 1 Behavior Specialist (All Locations)
- 1 ED/BD Teacher (Cyd Lash Academy)
- 1 Office Intervention Teacher/Social Worker (Cyd Lash Academy)
- 1 Behavior Specialist (Gages Lake School)
- 3 ED/BD Teachers (Gages Lake School)
- 1 ED/BD Art Teacher (Gages Lake School)
- 1 Deaf/HH Teacher (John Powers Center)
- 2 Severe/Profound Teachers (Laremont School)
- 1 LASSO-3 Teacher (Laremont School)
- 1 EC Teacher .5 FTE (Lincoln Center – District #75)
- 1 LASSO-2 Teacher (Prairie Trail – District #56)
- 1 Certified School Nurse (To Be Determined)
- 1 Curriculum & Instruction Coordinator
- 1 Sector Supervisor

V. PUBLIC COMMENT (Mrs. Osmond)

President Osmond will recognize any visitors at the meeting.

VI. EXECUTIVE BOARD MEMBER COMMENTS (Mrs. Osmond)

Executive Board members are invited to make announcements or comments.

VII. RECOGNITIONS (Dr. Moline)

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

The Executive Board will recognize Brandon Curtis, a 10th grade student from Grayslake High School District #127, who was selected to receive the award for **Students Taking Academic Responsibility Seriously**. Brandon attends Cyd Lash Academy.

B. Employee of the Month

The Executive Board will recognize the Vision Itinerant Teachers as May's employee of the month. The teachers are: Liz Freeman, Monica Harding, Robin Litz and Julie Maihack.

C. Distinguished Service

Dr. Henry Gault, a Consulting Psychiatrist with SEDOL since 1977, is retiring at the end of this school year. SEDOL students, staff and member districts have been very fortunate to have had such an excellent pediatric psychiatrist to work with for so many years. Administration recommends the Executive Board adopt the attached resolution to formally acknowledge Dr. Gault's outstanding service and dedication.

Motion to Adopt Resolution — *VOICE VOTE*

Move adoption of the resolution recognizing the outstanding service by Dr. Henry J. Gault as presented.

VIII. OLD BUSINESS

IX. NEW BUSINESS

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

Proposed revisions to the following policies have been reviewed by the Policy Committee. Policy 2:100 is a Governing Board policy, which will be presented for first reading at the August Governing Board meeting. The other two policies will be presented for second reading at the June meeting. The policies are included in Board member agenda packets.

Section 2A: Governing Board

2:100 Governing Board Conflict of Interest

This policy will be presented for first reading at the August Governing Board meeting.

Section 5: Personnel

5:230 Maintaining Student Discipline

Section 6: Instruction

6:70 Teaching About Religions *New*

B. District #79 Intergovernmental Agreement — ***ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of a one-year agreement with Fremont District #79 to continue to provide transportation services for students in the Transition Program. The agreement is included in Board member agenda packets.

Motion to Approve Extended Agreement — *ROLL CALL VOTE*

Move approval of the one-year agreement with Fremont District #79 as presented.

C. Closed Session Minutes/Recordings — ***ACTION NEEDED*** (Dr. Moline)

Administration recommends the minutes of closed session from the following meetings remain confidential and that all previously reviewed minutes remain closed.

October 27, 2016	Collective bargaining and pending litigation
December 15, 2016	Collective bargaining
January 26, 2017	Collective bargaining, employee matter and pending litigation
February 23, 2017	Collective bargaining and employee matter
March 23, 2017	Collective bargaining, employee matter and pending litigation
April 13, 2017	Employee matter and pending litigation

In addition, Administration recommends the destruction of verbatim recordings for the following closed session meetings:

June 25, 2015	September 24, 2015	November 18, 2015
August 27, 2015	October 22, 2015	

Motion Regarding Closed Session Minutes/Recordings — *VOICE VOTE*

Move approval of the recommendation regarding the confidentiality of closed session minutes and the destruction of verbatim recordings.

D. Contract for Director of Instruction, Curriculum & Assessment
ACTION NEEDED (Dr. Moline)

Administration recommends approval of a three-year contract with Mrs. Laura Wojcik to serve as Assistant Superintendent for Instruction, Curriculum and Assessment. The contract is effective July 1, 2017, at a salary of \$110,206. It is also recommended that Mrs. Wojcik's title be changed to Assistant Superintendent. The proposed contract will be forwarded to Board members on Monday, May 22.

Motion to Approve Contract — *ROLL CALL VOTE*

Move approval of the contract with Mrs. Laura Wojcik as presented.

E. Salary/Benefit Recommendations for Administrative and Non-Union Staff —
ACTION NEEDED (Mrs. Osmond, Dr. Lynch)

A joint meeting of the Personnel and Finance Committees is scheduled for 9:00 a.m. on Tuesday, May 23. Administration's recommendations regarding salary/benefits for administrative and non-union staff will be forwarded to Board members following review at the joint committee meeting. The recommendations will be included in the addendum to the agenda for the May 25 meeting.

Motion to Approve Recommendations — *ROLL CALL VOTE*

Move approval of the recommendations regarding salary/benefit increases for administrative and non-union staff as presented.

F. Approval of School Calendar — ***ACTION NEEDED*** (Mrs. Wojcik)

Administration requests approval of the final calendar for 2016-17. No emergency days were used, so it is not necessary to amend the calendar. The calendar is included in Board member agenda packets.

Motion to Approve Calendar — *VOICE VOTE*

Move approval of the school calendar for 2016-17 as presented.

G. FOIA Requests — ***INFORMATIONAL*** (Dr. Lynch)

1. Personnel File: Administration received an email request on May 12 from Tatiana Walk-Morris, Chicago Freelance Journalist, for the complete file of a former teacher including but not limited to the employment application, records of disciplinary action or dismissal, authorization of background checks and references or affidavits from previous employers. The request also includes any documentation outlining the district's background check procedures and processes, including software or third party firms' services. Administration is in the process of compiling the information. An extension has been requested, and the information will be provided by May 26, 2017.

2. Construction: Administration received an email request on May 17 from John Bartman, Compliance Monitor with the Indiana-Illinois-Iowa Foundation for Fair Contracting, for the first 50 pages of the certified payroll for the main campus site improvement (Phase 1) bid on 4/15/16 and awarded to Maneval Construction for \$822,268. Administration is in the process of compiling the information.

H. Revoke Bid Awarded to Landmark Contractors, Inc. — ***ACTION NEEDED***

(Ms. Watson)

On April 13, the bid for the Gages Lake Road Project was awarded to Landmark Contractors, Inc. in the amount of \$739,288.75 with an additional 5% (\$37,000) budgeted for unknown conditions. On May 22, Administration was informed that Landmark Contractors did not include the required two-year letter of credit in their bid, which constitutes nonconformance with the bid specifications. After consulting with attorneys, Administration recommends the Board revoke the bid awarded to Landmark Contractors.

Motion to Revoke Bid Award — *ROLL CALL VOTE*

Move the bid awarded to Landmark Contractors, Inc., for the Gages Lake Road Project be revoked due to nonconformance with bid specifications.

I. Award Bid for Gages Lake Road Project — ***ACTION NEEDED*** (Ms. Watson)

A review of the remaining bids submitted for the Gages Lake Road Project revealed that the second lowest bidder, Maneval Construction in the amount of \$750,618.20, also did not include the letter of credit in their bid. The third lowest bidder, Berger Excavating Contractors in the amount of \$756,014.30, confirms that they did include the letter of credit in their bid. Administration recommends the Board award the bid to Berger Excavating Contractors in the amount of \$756,014.30 and that an additional \$38,000 (5%) be budgeted for any unknown conditions.

Motion to Award Bid — *ROLL CALL VOTE*

Move the bid for the Gages Lake Road Project be awarded to Berger Excavating Contractors in the amount of \$756,014.30 and that an additional \$38,000 be budgeted for unknown conditions as recommended.

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 Tuesday, May 23. Dr. Lynch and Ms. Watson will provide an overview of that meeting.

XI. PROGRAM/SCHOOL REPORTS — *INFORMATIONAL*

- A. In Memoriam: Chayse Mumford, a student at Laremont School, passed away on May 10. Chayse was 17 years old and was a resident of Grant High School District #124.

Mr. Steven Thode, custodian at the Transition Center in Mundelein, passed away on May 3. Mr. Thode had been with SEDOL since December 1999; he was 53 years old. A donation has been made to the SEDOL Foundation in his memory.

- B. Recognition of Retirees: This year's retirees are listed at the end of the agenda. They will be recognized at a retirement reception on Thursday, May 25. The reception will be held in the Bay Room at the admin building beginning at 4:00 p.m.

- C. Announcements / Wins

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

- Dr. Sue Barker, Director of Special Education for Zion-Benton Township High School District #126, took Supervisor Tegan Dittmer on a tour to see where the LASSO-2 high school class will be housed next year. Dr. Barker is working to allow SEDOL access to the gym, sensory room, and outdoor track. The students took a community outing to the high school on May 10 to help with the transition.
- Deb Thomas' ELS class and other North Chicago special education students participated in a Special Olympics event on May 7 at Lake Zurich High School.
- Another PUNS (Prioritization of Urgency of Need for Services) night was held at the SEDOL admin building on May 3. Thanks to Community Alternatives Unlimited, 28 families (48 students) were able to receive services without going to Chicago. Another PUNS SEDOL-wide event is planned for the fall.
- Gages Lake School participated with the Lake County Sheriff's Department to raise funds for Special Olympics. Students and staff purchased donuts and raised \$250.

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 and Superintendent's evaluation.

Motion to Return to Public Session — *VOICE VOTE*

Move the Board return to public session.

XIII. OTHER BUSINESS

XIV. ADJOURNMENT

:dm

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

Thursday, June 22, 2017 – 9:30 a.m.

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

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

Wednesday, June 7, 2017 – 7:00 p.m.

RESOLUTION
IN RECOGNITION AND APPRECIATION OF
DISTINGUISHED SERVICE
BY
HENRY J. GAULT, M.D., S.C.

WHEREAS, **Henry J. Gault, M.D., S.C.** served as a Consulting Psychiatrist for the Special Education District of Lake County from 1977 to 2017; and

WHEREAS, **Dr. Henry J. Gault** has been a faithful friend and advocate for students with special needs and their families; and

WHEREAS, **Dr. Henry J. Gault** was unrelenting in his efforts to assist with identifying the best educational and therapeutic options for students; and

NOW, THEREFORE, BE IT RESOLVED:

That the Executive Board of the Special Education District of Lake County on this 25th day of May, 2017 formally acknowledges the extraordinary service provided by **Dr. Henry J. Gault** to this district on behalf of students with special needs, and that his retirement shall indeed be a loss to the district and the students it serves; and

That the Executive Board, in official action taken here today, acknowledges such service and dedication of **Dr. Henry J. Gault** and makes it known to all through the official record of the proceedings of the Executive Board.

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

Executive Board

May 25, 2017

President of the Board

Secretary of the Board

**Recommendation for Re-Employment of Professional Staff for
2017-18 School Year**

Part-Time Non-Tenure Staff

<u>Name</u>	<u>Position</u>	<u>#Days Worked</u>
Jaime Block	Audiologist	1.5
Susan Dickenson	Audiologist	1
Debra Draskovich	OT	3
Dawn Hernandez	OT	3.5
Joel Kay	Music Teacher	3
Lizabeth McQuaid	Music Teacher	4.5
Lisa Nehila	APE Teacher	2
Susan Pucin	RN	2.5
Michelle Thompson	Speech/Language Pathologist	2
Lisa Rae Treslo	Audiologist	4.5

First Year Full-Time Probationary Staff - (2017-18 School Year)
(Hired after 11/1/2016)

<u>Name</u>	<u>Position</u>
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Second Year Full-Time Probationary Staff - (2017-18 School Year)
(Hired on/before 11/1/2016)

<u>Name</u>	<u>Position</u>
Ann Bradford	RN
Lindsey Coburn	SLP
Ana Corona	RN
Laura Earley	PT
Susan Fischer	RN
Katherine Grueb	LASSO-3 Teacher
Megan Harford	Gages Lake Teacher
Nadia Iftekhar	D/HH Teacher
Eric Haschak	CLA Teacher
Jacquelyn Kohn	SSW
Erin Labatete	GLS Teacher
Teresa Matuszak	ELL Teacher
Allyce Mohr	LASSO-3 Teacher
Maggie Norton	GLS Teacher
Marissa Pastori	RN
Robin Wantoch	LASSO-2 Teacher
Ann Watson	Laremont Teacher
Steven Zuluaga	RN

Third Year Full-Time Probationary Staff - (2017-18 School Year)
(Hired on/before 11/1/2015)

<u>Name</u>	<u>Position</u>
Jill Baranowski	SLP
Catherine Boornazian	D/HH Teacher
Stacy Calcagnino	OT
Michelle Carlson	SSW
Courtney Chihuahua	LASSO-2 Teacher
Marni Dolgin	SLP
Maria Dungca	PT
Janelle Evans	LASSO-2 Teacher
Elizabeth Freeman	Vision Teacher
Laurie Johansen	SLP
Rachel Johnson	LASSO-2 Teacher
Sandi Johnson	CLA Teacher
Tim Jones	CLA Teacher
Sarah Katz	SLP
Dianna Kilmer	LASSO-3 ECT
Cassidy Kushner	SLP
Kristen Lanzerotti	LASSO-2 Teacher
Kelly Lerman	RN
Sarah Lindgren	LASSO-2 Teacher
Therese Oliveri	LASSO-1 Teacher
Ashley Prisk	EC Teacher
Kerry Reek	ELL Teacher
Brittany Reiser	LASSO-3 Teacher
Susan Richey	OT
Catherine Roy	GLS Teacher
Wendy Schultz	SSW
Nicole Seale	RN
Laura Sutton	LASSO-2 Teacher
Ellis Swopes	CLA Teacher
Sherri Vinci	RN
Jennifer Winter	SSW
Cathy Von Ehrenkrook	SLP

Fourth Year Full-Time Probationary Staff - (2017-18 School Year)
(Hired on/before 11/1/2014)

<u>Name</u>	<u>Position</u>
Debra Arteaga	EC Teacher
Courtney Bestler	SLP
Kim Carlson	GLS Teacher
Michelle Dvorak	COTA
Lynn Furth	CLA Teacher
Marlisa Giaccone	SLP

Fourth Year Full-Time Probationary Staff - (2017-18 School Year)
(Hired on/before 11/1/2014) *Continued*

<u>Name</u>	<u>Position</u>
Mary Beth Hutting	TAB Teacher
Evan Meyer	SSW
Andre Probst	Laremont Teacher
Megan White	D/HH Teacher

Non-Tenured Full-Time Staff - (4+ Years at SEDOL)

<u>Name</u>	<u>Position</u>
Lori Basten	OT
Wendy Bastien	OT
Sandra Callahan	COTA
Ann Dehmlow	RN
Ronna Ellwing	RN
Laura FitzMaurice	RN
Kathleen Flynn	OT
Lisa Fox	RN
Gayle Gangware	RN
Paula Gumbs	RN
Jean Hamann	OT
Doreen Herina	RN
Constance Hickey	RN
Julie Hupp	OT
Susan Kaplan	Audiologist
Sandra Knol	OT
Debbie Kunkler	OT
Cheryl Lardner	RN
Bridget Matayoshi	RN
Sharon Meekma	OT
Susan Nash	PT
Margaret O'Connor	RN
Sharon O'Reilly	PT
Deborah Olson	COTA
Kimberly Parker-Bright	Audiologist
Jeanne Pitcher	RN
Kathryn Pierce-Church	PT
Minerva Rossi	OT
Jeanne Rutledge	RN
Monika Schneider	OT
David Small	OT
Susan Snyder	PTA
Julie Sweeney-Grana	Audiologist
Kathleen Wood Wollmuth	OT

TENURED AT THE BEGINNING OF 2017-18 SCHOOL YEAR

<u>Name</u>	<u>Position</u>
Josh Adams	PPE Teacher
Allison Barker	ELL Teacher
Jennifer Burke	PPE Teacher
Allison Heuberger	ELL Teacher
Kelly Johnson	LASSO-2 Teacher
Jennifer Kramer	SSW
Amy Lazaretti	SSW
Kristen Mantzoros	School Psychologist
Kelly Melzer	SLP
Stephanie Nyre	LASSO-2 Teacher
Janet Ognibene	SLP
Jamal Patterson	PPE
Elizabeth Peszat	LASSO-3 Teacher
John Rodell	LASSO-3 Teacher
Sharon Saracco	EC Teacher
Katie Schuhrke	SSW
Tracey Sackett	SLP
Meagan Walsh	SSW

2016-17 RETIREES					
Name			Position	Hire Date	Retirement Date
1.	Mary	Berman	Teacher	10/19/1998	End of 2016-17
2.	Maureen	Bialachowski	RN	8/24/1998	End of 2016-17
3.	Cheryl	Blaz	PT	8/22/1994	End of 2016-17
4.	Sheryl	Bramnik	Teacher	8/23/2002	End of 2016-17
5.	Lori	Degman	Teacher	8/21/1995	End of 2016-17
6.	Elaine	Gruber	Teacher	8/20/1999	End of 2016-17
7.	Vanessa	Johnson	SSW	8/18/1997	End of 2016-17
8.	Norma	Kruse	Teacher	8/24/1998	End of 2016-17
9.	Diane	LeFevre	Para	9/19/1997	12/31/2016
10.	Robin	Litz	Teacher	4/3/1995	End of 2016-17
11.	Janet	Marcinkus	Clerical	6/15/1994	End of 2016-17
12.	Janet	Mazella	Teacher	1/5/2004	End of 2016-17
13.	Mary	Meyer-Rochon	Teacher	8/23/1985	End of 2016-17
14.	Shigeko	Miki	Para	9/17/2001	End of 2016-17
15.	Cheryl	New	Para	2/10/2014	12/16/16
16.	Ken	Oishi	Custodial	2/8/1990	End of 2016-17
17.	Maureen	Panke	COTA	9/12/1994	End of 2016-17
18.	Julie	Rick	Technology Facilitator	8/21/2008	9/1/2016
19.	Marcia	Smart	Clerical	10/10/1989	End of 2016-17
20.	Marla	Warren	PT	8/24/1992	End of 2016-17
21.	George	Williams	Teacher	8/21/2000	End of 2016-17