

**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, July 27, 2017  
TIME: 9:30 A.M.  
PLACE: SEDOL Office Bay Room

AGENDA

- I. CALL TO ORDER/ROLL CALL (Dr. Moline)  
A. Oath of Office to Members — **INFORMATIONAL** (Dr. Moline)

The July meeting of the Executive Board is the annual organizational meeting. Typically, the SEDOL Superintendent would open the meeting and administer the oath of office to new/re-elected members. This was done at the June meeting, so new Executive Board members could be involved at the beginning of the search for the new superintendent.

- B. Executive Board Officers — **INFORMATIONAL** (Dr. Moline)

Executive Board Policy 2:56 addresses the election of officers and states as follows:

*The Executive Board shall elect one of its members to serve as President and Vice President. The Superintendent shall serve as the Secretary. The term of office for the President shall be a two-year term. The Vice President shall also be a two-year term with the understanding that the Vice President shall become President. When possible, the office of President and Vice President shall be filled with one Superintendent and one Governing Board member. The rotation would continue every two years with the election of a Vice President every two years at the July organizational meeting.*

President Osmond and Vice President McKay began their two-year term in July 2016, so they will continue to serve in their respective offices. In July 2018, Vice President McKay would assume the office of President, and the Board would elect a Governing Board member to serve as Vice President.

C. President Pro Tem — ***ACTION NEEDED*** (Dr. Moline)

Since President Osmond and Vice President McKay will not be in attendance, the Board will need to elect a president pro tem.

**Motion to Elect President Pro Tem — *VOICE VOTE***

**Move \_\_\_\_\_ be elected to serve as President Pro Tem.**

II. PLEDGE OF ALLEGIANCE (President Pro Tem)

III. ACCEPTANCE OF AGENDA — ***ACTION NEEDED*** (President Pro Tem)

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

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

IV. CONSENT AGENDA — ***ACTION NEEDED*** (President Pro Tem)

A. Board Designations

1. Appointment of Board Secretary: Historically, the Superintendent has served as Secretary of the Executive Board. Administration recommends continuance of this practice.
2. Naming of Official Newspaper: The Daily Herald has been designated as the official newspaper for purposes of disseminating official notices, etc. Administration recommends continuance of this designation.
3. Designation of Legal Counsel: In October 2006, the Board designated Hodges, Loizzi, Eisenhammer, Rodick and Kohn as legal counsel for the district. Administration recommends continuance of this designation.
4. Designation of Bank Depository: Administration recommends the district’s bank depositories be designated as Associated Bank, Libertyville Bank & Trust, and Illinois School District Liquid Asset Fund.
5. Meeting Schedule: Currently, the regular meeting date for the Executive Board is the fourth Thursday of each month at 9:30 a.m. The Board will need to discuss any changes necessary for the coming year. The recommended meeting schedule is as follows:

August 24, 2017	January 25, 2018	April 26, 2018
September 21, 2017	February 22, 2018	May 24, 2018
October 26, 2017	March 22, 2018	June 28, 2018
November 15, 2017*	April 12, 2018**	July 26, 2018
December 21, 2017		

\*This is a Wednesday, not Thursday

\*\*Special meeting on tentative budget

6. Committee Appointments: The President is responsible for committee appointments. Committees in need of appointments are Personnel, Finance, Policy and Negotiations. The Executive Board President and the Superintendent are ex officio members of all committees. Committee assignments will be discussed during the meeting.

B. Approval of Minutes: Public and closed session minutes of the regular meeting of June 22, 2017, are included in Board member agenda packets.

C. Financial Matters

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

Accounts Payable	\$4,279,542.35
6/27-6/28/17 Payroll Liabilities	975,441.43
6/27-6/28/17 Net Payroll	1,204,020.51
7/13-7/15/17 Payroll Liabilities	713,003.55
7/13-7/15/17 Net Payroll	<u>864,934.65</u>
	\$8,036,942.49
Michael's Signs	18,045.00*
Signature Development Corp.	<u>4,680.00*</u>
	\$8,059,667.49

\*Administration requests these additional bills be included as part of the July payables. The checks for these payments will be cut on Monday, July 24, but they will not be released until all paperwork is received. The bill for Signature Development is included in the agenda packet; the bill for Michael's Signs will be forwarded prior to the meeting.

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

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

- Bullington, Jennifer - Paraprofessional – SAB/Gages Lake School
- Approved expansion position
  - BS, Illinois State University
  - \$13.80/hour
  - August 14, 2017

- Ewert, Terri - Paraprofessional – Regional Safe School  
- Approved expansion position  
- BA, Southern Illinois University  
- \$14.80/hour  
- August 14, 2017
- Faivre, Rachel - Educational Interpreter – John Powers Center  
(Grayslake North High School)  
- \$19.75/hour  
- August 8, 2017
- Izquierdo, Nicholas - Paraprofessional – Gages Lake School  
- Budget approved vacancy/leave of absence  
- BA, University of Wisconsin-Parkside  
- \$13.80/hour  
- August 14, 2017
- Johnson, Daniel - Paraprofessional – LASSO-3/Laremont School  
- Budget approved vacancy/resignation  
- MA, Dominican University  
- \$14.80/hour  
- August 14, 2017
- Langreck, Michelle - Behavior Specialist Assistant  
- Approved expansion position  
- BS, Northern Illinois University  
- BA/step 1, \$37,000  
- August 1, 2017
- Linane, Alison - Paraprofessional – Gages Lake School  
- Budget approved vacancy/resignation  
- B/FA, Western Illinois University  
- \$13.80/hour  
- August 14, 2017
- McKinney, Jennifer - Paraprofessional – LASSO-3/Laremont School  
- Approved expansion position  
- \$14.50/hour  
- August 14, 2017
- Plischke, Sara - Paraprofessional – Gages Lake School  
- Budget approved vacancy/transfer  
- BA, Northeastern Illinois University  
- \$14.80/hour  
- August 14, 2017
- Rodriguez, Ivelisse - Paraprofessional – SAB/Gages Lake School  
- Approved expansion position  
- \$13.80/hour  
- September 5, 2017

Schaden, Patricia - Paraprofessional – Gages Lake School  
- Budget approved vacancy/transfer  
- BA, National-Louis University  
- \$14.80/hour  
- August 14, 2017

Schreiber, Lindsay - Paraprofessional – Gages Lake School  
- Budget approved vacancy/resignation  
- \$13.80/hour  
- August 22, 2017

Smith, Carolyn - Registered Nurse  
- Budget approved vacancy/retirement  
- \$31,286  
- August 14, 2017

Licensed Staff

Borrelli, Amanda - Teacher – Gages Lake School  
- Budget approved vacancy/transfer  
- BS, Illinois State University  
- BS/step 1, \$37,000  
- August 14, 2017

Goldstein, Dana - Adaptive P.E. Teacher - Various Sites  
- Budget approved vacancy  
- MA, North Park University  
- MA/step 1, \$41,440  
- August 14, 2017

Gross, Amy - LASSO-3 Teacher – Laremont School  
- Budget approved vacancy/transfer  
- BS, Winona State University  
- BS/step 1, \$37,000  
- August 14, 2017

Kay, Katherine - School Social Worker – Cyd Lash Academy  
- Budget approved vacancy/transfer  
- MA, Loyola University  
- MA+30/step 9, \$61,531  
- August 14, 2017

Lewis, Amanda - SAB Teacher – Gages Lake School  
- Approved expansion position  
- BS, Northern Illinois University  
- BS/step 1, \$37,000  
- August 14, 2017

- Logan, Ailey - Teacher .5 FTE – Sector  
- Budget approved vacancy/resignation  
- MA, Northeastern Illinois University  
- MA/step 7, \$51,652 prorated at .5 FTE for an actual salary of \$25,826  
- August 14, 2017
- Michna, Maria - Occupational Therapist – Gages Lake School  
- Budget approved vacancy/retirement  
- MS, Mount Mary College  
- OT/PT/AMS, step 3, \$54,710  
- August 14, 2017
- Pawlowski, Jamie - Teacher – John Powers Center  
- Budget approved vacancy/resignation  
- BS, Illinois State University  
- BS/step 2, \$38,369  
- August 21, 2017
- Phillips, Amy - School Social Worker – Gages Lake School  
- Approved expansion position  
- MS, University of Chicago  
- MA+30/step 1, \$45,880  
- August 14, 2017
- Sweet, Nathan - Art Teacher – Gages Lake School  
- Approved expansion position  
- MS, Western Governor’s University  
- MA/step 11, \$59,829  
- August 14, 2017
- Trocke, Linda - LASSO-2 Teacher – Sector  
- Budget approved vacancy/resignation  
- MA, National-Louis University  
- MA/step 11, \$59,829  
- August 14, 2017

2. Resignations/Retirements

Educational Support Personnel

- Hunter, Haley - Paraprofessional  
- Resigned July 13, 2017
- Langreck, Michelle -Paraprofessional  
- Resigned July 14, 2017 to accept position as Behavior Specialist Assistant

Zamora, Leticia - Paraprofessional  
- Resigned July 19, 2017

Licensed Staff

Baranowski, Jill - Speech Pathologist  
- Resigned July 13, 2017

Dolgin, Marni - Speech Pathologist  
- Resigned July 11, 2017

Giacone, Marlisa - Speech Pathologist  
- Resigned July 10, 2017

Gibbons, Janice - Teacher – Cyd Lash Academy  
- Resigned August 14, 2017

Nilson-Bugella, Terri - Principal – John Powers Center  
- Retiring June 30, 2019

3. Request for Leave of Absence

Aguirre, Jennifer - Paraprofessional – Gages Lake School  
- 2017-18 school year

4. Request to Rescind Leave of Absence

Hamid, Hind - Paraprofessional – Gages Lake School  
- Family circumstances have changed and she  
would like to rescind request for leave for the  
2017-18 school year

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

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

5. Vacancies: The following reflects vacancies for the 2017-18 school year.

- 1 Speech/Language Pathologist (Various Locations)
- 1 ED/BD Teacher (Gages Lake School)
- 1 SAB Teacher (Gages Lake School)
- 1 ED/BD Teacher (Cyd Lash Academy)
- 1 LASSO-3 Teacher (Laremont School)
- 1 School Social Worker .3 FTE (Laremont School)
- 1 Math Teacher (ROE Safe School)
- 1 P.E. Teacher (ROE Safe School)
- 1 Science Teacher (ROE Safe School)
- 1 Credit Completion Teacher (ROE Safe School)
- 1 Certified School Nurse (Gages Lake School)
- 1 Instructional Technology Coach

V. PUBLIC COMMENT (President Pro Tem)

The President Pro Tem will recognize any visitors at the meeting.

VI. OLD BUSINESS

A. Agreement for Lake County SRO — **INFORMATIONAL** (Mrs. Wojcik)

Administration continues to work with the Lake County Board and the Lake County Sheriff's Department to finalize the agreement for the provision of a full-time police officer on the SEDOL Campus when school is in session. SEDOL legal counsel has completed its review of the agreement, but attorneys for the Lake County Board and Sheriff's Department have not.

VII. NEW BUSINESS

A. Revised Organizational Chart — **ACTION NEEDED** (Dr. Moline)

The organizational chart has been updated. Administration recommends approval of the organizational chart as presented. A copy of the chart is attached to this agenda.

**Motion to Approve Organizational Chart — VOICE VOTE**

**Move approval of the organizational chart as presented.**

B. Extended Agreement for IAES Services — **ACTION NEEDED** (Mrs. Wojcik)

Administration recommends approval of a one-year extension of the agreement with Connections Day School to continue to provide the Interim Alternative Educational Setting (IAES) for students requiring a 45-day alternative setting and/or an extended case study evaluation in response to significant behavioral infractions in their home school. A draft of the proposed extension, which is currently under review by Connections, is included in the agenda packet; the final agreement will be forwarded to Board members prior to the meeting. A copy of the original agreement is also included in Board member packets.

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

**Move approval of a one-year extension of the agreement with Connections Day School as presented.**

C. Change Order #2 – Carey Electric — **ACTION NEEDED** (Ms. Watson)

Administration requests approval of Change Order #2 from Carey Electric in the amount of \$9,407 to address several electrical/wiring issues on the admin building grounds and parking lot. A copy of the change order is included in Board member agenda packets.

**Motion to Approve Change Order — ROLL CALL VOTE**

**Move approval of Change Order #2 from Carey Electric in the amount of \$9,407 as presented.**

D. Change Order #2 – Maneval Construction — ***ACTION NEEDED*** (Ms. Watson)

Administration requests approval of Change Order #2 from Maneval Construction in the amount of \$60,249.17 to address several issues. A copy of the change order is included in Board member agenda packets.

**Motion to Approve Change Order — *ROLL CALL VOTE***

**Move approval of Change Order #2 from Maneval Construction in the amount of \$60,249.17 as presented.**

E. Change Order #2 – Efraim Carlson & Son — ***ACTION NEEDED*** (Ms. Watson)

Administration requests approval of Change Order #2 from Efraim Carlson & Son in the amount of \$25,839 to address issues related to Gages Lake School renovations. A copy of the change order is included in Board member agenda packets.

**Motion to Approve Change Order — *ROLL CALL VOTE***

**Move approval of Change Order #2 from Efraim Carlson & Son in the amount of \$25,839 as presented.**

F. Change Order #3 – Efraim Carlson & Son — ***ACTION NEEDED*** (Ms. Watson)

Administration requests approval of Change Order #3 from Efraim Carlson & Son in the amount of \$35,000 to address the water infiltration and drainage issues associated with the area where the pool used to be and also at the road. The architect and engineer are working with this contractor to determine the best way to address these problems. Additional information will be provided at the meeting.

**Motion to Approve Change Order — *ROLL CALL VOTE***

**Move approval of Change Order #2 from Efraim Carlson & Son in the amount of \$35,000 as presented.**

G. Final Budget for FY18 — ***ACTION NEEDED*** (Dr. Moline, Ms. Watson)

The final budget for FY18 will be distributed at the meeting. Administration recommends the budget be presented for Governing Board approval at the meeting on August 30.

**Motion to Accept and Present Final Budget— *VOICE VOTE***

**Move acceptance of the final budget for FY18 and recommend Governing Board approval at the August 30 meeting.**

VIII. COMMITTEE REPORTS

IX. PROGRAM/SCHOOL REPORTS — *INFORMATIONAL*

A. Announcements / Wins

X. CLOSED SESSION

The Board will be asked to enter into closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employee.

**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.**

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

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

XI. OTHER BUSINESS

A. Disciplinary Action Employee #07-27-17-01

**Motion to Issue Notice of Remedial Warning — *ROLL CALL VOTE***

**Move approval of the recommendation to issue Notice of Remedial Warning to Professional Employee.**

B. Possible Approval of Retirement Agreement with Employee #07-27-17-02

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

**Move approval of the retirement agreement as presented.**

XII. ADJOURNMENT

:dm

[Proposed\\*](#) 2017-18 Executive Board Meeting Schedule

*SEDOL Office Bay Room unless noted otherwise*

Thursday, August 24, 2017 – 9:30 a.m.

Thursday, September 21, 2017 – **9:00 a.m.**

Thursday, October 26, 2017 – **9:00 a.m.**

Wednesday, November 15, 2017 – **9:00 a.m.**

Thursday, December 21, 2017 – 9:30 a.m.

Thursday, January 25, 2018 – 9:30 a.m.

Thursday, February 22, 2018 – 9:30 a.m.

Proposed\* 2017-18 Executive Board Meeting Schedule (continued)

Thursday, March 22, 2018 – 9:30 a.m.

Thursday, April 12, 2018 – 9:30 a.m. **Special Meeting to Review Tentative Budget**

Thursday, April 26, 2018 – 9:30 a.m.

Thursday, May 24, 2018 – 9:30 p.m.

Thursday, June 28, 2018 – 9:30 a.m.

Thursday, July 26, 2018 – 9:30 a.m.

\*The Executive Board will approve the 2017-18 meeting schedule at its organizational meeting on July 27.

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

Wednesday, August 30, 2017 – 7:00 p.m. **Public Hearing on Budget @ 6:30**

Wednesday, November 29, 2017 – 7:00 p.m.

Wednesday, March 7, 2018 – 7:00 p.m.

Wednesday, June 6, 2018 – 7:00 p.m.

SEDOL ORGANIZATIONAL CHART 2017-2018

