

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY
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Minutes

SEDOL EXECUTIVE BOARD MEETING

January 25, 2018

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 25, 2018, at the SEDOL administrative offices in Gages Lake, Illinois.

ROLL CALL

Board Members Present

Dr. Lonny Lemon, Superintendent, Oak Grove District #68
Mrs. Carey McHugh, Governing Board Member, Wauconda Unit District #118
Mr. Jim McKay, Superintendent, Community High School District #117
Mr. David Northern, Governing Board Member, Community Cons. District #46 *(arrived 9:45 a.m.)*
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
Dr. Christy Sefcik, Superintendent, Grant High School District #124
Hon. Roycealee Wood, Superintendent, Lake County Regional Office of Education

Board Members Absent

None

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, Assistant Superintendent of Instruction, Curriculum and Assessment
Ms. Doris Marcinkus, Recording Secretary

Staff Members Absent

None

Guests

Ezio Trebes, STARS Award Recipient
Ms. Cassidy Kushner, Speech Pathologist/January Employee of the Month
Mrs. Valerie Donnan, Superintendent-Elect (7-1-18)
Mr. Ken Frank, Signature Development Corporation/Owner's Representative

Mr. Matt LaPierre, IFT Field Service Representative
Round Lake Unit District #116: Dr. Constance Collins, Supt., Mr. Eric Apgar, Director of Special Education; and Mrs. Yesenia Jimenez-Captain, Coord. of Out-of-Dist. Placements

Pledge of Allegiance

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

ACCEPTANCE OF AGENDA

Motion to Accept/Amend the Agenda

Motion by Mrs. Carey McHugh, second by Mrs. Odie Pahl, 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 Dr. Guy Schumacher, second by Mr. Jim McKay, to approve the consent agenda as follows.

Approval of Minutes

Public and closed session minutes of the regular meeting of December 21, 2017

Financial Matters

Paid Accounts Payable List: The following expenditures represent the January 2018 accounts payable list:

Accounts Payable	\$1,389,517.40
12/15/17 Payroll Liabilities	849,400.52
12/15/17 Net Payroll	908,297.47
12/27/17 Payroll Liabilities	840,652.74
12/27/17 Net Payroll	905,350.67
1/12/18 Payroll Liabilities	811,723.16
1/12/18 Net Payroll	<u>885,393.07</u>
	\$6,590,335.03

Treasurer's Report: Report for December 2017

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

2:260 Uniform Grievance Procedure

Section 5: Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

5:20 Workplace Harassment Prohibited

5:90 Abused and Neglected Child Reporting

5:100 Staff Development Program

5:200 Terms and Conditions of Employment and Dismissal

5:220 Substitute Teachers

5:240 Suspension

5:250 Leaves of Absences

5:290 Employment Termination and Suspensions

5:330 Sick Days, Vacation, Holidays, and Leaves

Section 6: Instruction

6:20 School Year Calendar and Day

6:60 Curriculum Content

6:150 Home and Hospital Instruction

6:300 Graduation Requirements

6:340 Student Testing and Assessment Program

Section 7: Students

7:10 Equal Educational Opportunities

7:15 Student and Family Privacy Rights

7:20 Harassment of Students Prohibited

7:70 Attendance and Truancy

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

7:190 Student Behavior

7:250 Student Support Services

7:260 Exemption from Physical Education

7:270 Administering Medicines to Students

7:305 Student Athlete Concussions and Head Injuries

7:340 Student Records

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.

Requests for Contracts

Educational Support Personnel

- Amjadi, Patricia - Paraprofessional – LASSO-3/Laremont
- Approved expansion position
- BA, University of Northern Iowa
- \$15.15/hour
- January 8, 2018

- Hockensmith, Rachel - Special Needs Parapro – Laremont
- Budget approved vacancy/transfer
 - BA, Lindenwood University/Missouri
 - \$15.15/hour
 - Billed to Community Cons. #46
 - January 16, 2018

- McDonough, Jennifer - Paraprofessional – LASSO-3/Laremont
- Approved expansion position
 - BA, Southern Illinois University
 - \$18.82/hour
 - January 8, 2018

- Savio, Elizabeth - Paraprofessional – LASSO-3/Laremont
- Approved expansion position
 - BA, Argosy University
 - \$14.40/hour
 - January 9, 2018

- Tadelman, Michelle - Vocational Facilitator
- Budget approved vacancy/transfer
 - MA, University of Colorado
 - \$37.04/hour
 - January 8, 2018

Licensed Staff

- Pastori, Marissa - Special Needs Registered Nurse has obtained her license as a Certified School Nurse.
- Moved from an SSSA position (\$41,889) to a STU position (\$42,217); the salary will be prorated for the remainder of the year
 - January 8, 2018

Resignations/Retirements and Correction

Educational Support Personnel

- Imperial, Robert - Special Needs Paraprofessional – Sector
- Resigning January 26, 2018

Licensed Staff

- Houlihan, Daniel - Assistant Principal – John Powers Center
- Resigning June 28, 2018

- Kaplan, Susan - Audiologist
- Changing retirement date from the end of 2018-19 to the end of 2017-18

Request for Leave/Extension of Leave

- Midday, Chris - Paraprofessional – Gages Lake School
- Effective January 16, 2018 through end of 2017-18 school year
- Nygaard, Liz - Paraprofessional – LASSO-3/Laremont School
- Effective January 17, 2018 through end of 2017-18 school year

ROLL CALL VOTE:

- Ayes: Dr. Lonny Lemon Mrs. Odie Pahl
Mrs. Carey McHugh Dr. Guy Schumacher
Mr. Jim McKay Dr. Christy Sefcik
Mrs. Joanne Osmond Mrs. Roycealee Wood
- Nays: None
- Absent: Mr. David Northern

MOTION CARRIED.

Professional Vacancies

- 1 Speech Pathologist (Various Locations)
- 1 LASSO-3 Teacher (Laremont School)
- 1 Adapted PE Teacher (.4 FTE – Various Locations)
- 1 ED/BD Teacher (cover LOA at Cyd Lash Academy)
- 1 Certified School Nurse (Gages Lake School)
- 1 School Psychologist Intern (2018-19)

PUBLIC COMMENT

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

EXECUTIVE BOARD MEMBER COMMENT

Executive Board members did not make any comments.

RECOGNITIONS

S.T.A.R.S. Award: The Board recognized Ezio Trebes, a student from Round Lake Unit District #116, who was selected to receive the award for **Students Taking Academic Responsibility Seriously** for the month of January. Ezio is a 1st grade student at John Powers Center.

Employee of the Month: The Board recognized Cassidy Kushner as January’s employee of the month. Cassidy is a Speech/Language Pathologist.

OLD BUSINESS

There were no items to discuss under Old Business.

NEW BUSINESS

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 6: Instruction

6:50 School Wellness

6:310 High School Credit for Non-District Experiences; Course Substitutions;
Re-Entering Students

Planning for March Governing Board Meeting

The Board reviewed a draft agenda for the March 7 Governing Board meeting. Dr. Moline noted that none of the items on the agenda require action by the Governing Board, and he recommended the meeting be cancelled. Consensus of the Board was to cancel the meeting.

Final Invoice from School Exec Connect

The Board reviewed the final invoice from School Exec Connect, which included expenses totaling \$4,181.57. The agreement with the search firm states that expenses will not exceed \$3,500 unless authorized in writing by the Board Chair. As President Osmond did not authorize any additional expenses, she asked Board members' opinion on whether or not to pay the additional amount.

Mr. Northern arrived at 9:45 a.m.

Motion Regarding Invoice

Motion by Dr. Guy Schumacher, second by Dr. Lonny Lemon, to authorize payment of \$3,500 of the expenses included in the School Exec Connect invoice.

ROLL CALL VOTE:

Ayes:	Dr. Lonny Lemon	Mrs. Odie Pahl
	Mrs. Carey McHugh	Dr. Guy Schumacher
	Mr. Jim McKay	Dr. Christy Sefcik
	Mrs. Joanne Osmond	Mrs. Roycealee Wood
Nays:	None	
Absent:	None	
Abstain:	Mr. David Northern	

MOTION CARRIED.

Change Order / Efraim Carlson & Son

Motion to Approve Change Order

Motion by Mrs. Odie Pahl, second by Mr. David Northern, to approve Change Order #5 from Efraim Carlson & Son, Inc., which is a deduct of (\$12,275.85) to close out the contract.

Administration requested approval of Change Order #5 from Efraim Carlson & Son, Inc., which was a deduct of (\$12,275.85). This was the unused portion of the \$75,000 allocation approved by the Board last June to cover a variety of jobs related to the renovations at Gages Lake School, including a deduct of \$3,000 for striping that was not done on the community room floor. Approval was requested to close out the contract.

ROLL CALL VOTE:

Ayes:	Dr. Lonny Lemon	Mrs. Odie Pahl
	Mrs. Carey McHugh	Dr. Guy Schumacher
	Mr. Jim McKay	Dr. Christy Sefcik
	Mr. David Northern	Mrs. Roycealee Wood
	Mrs. Joanne Osmond	
Nays:	None	
Absent:	None	

MOTION CARRIED.

Lawn Service Bid Schedule

Ms. Watson reported that Administration would like to contract with a company to provide lawn services at the SEDOL Campus. The Board reviewed a timeline/checklist of procedures that need to be followed in order to subcontract with a third party for non-instructional services. One of the requirements is to hold a public hearing, which will be held one half hour before the Executive Board meeting on February 22.

Admin Building Roof Replacement

The Board reviewed a letter from Wold/Ruck Pate Architecture providing an estimate for replacement of the roof at the administrative building, which is about 23 years old. The estimated cost, including engaging an owner's representative, is \$230,000. Ms. Watson said a few leaks have been repaired recently, and she would like to go forward with the replacement in June or July.

Food Service Bid

The Board reviewed the costs for the food service contract with Preferred Meals since 2013-14. Ms. Watson reported that the Business Department is currently working on bid specs. One area that needs to be addressed is making sure the food served at Laremont School meets the needs of the population. She noted that the specs would have to be approved by ISBE before they can be sent out.

Transportation Bid

The Board reviewed the costs for the transportation contract with Lakeside since 2008-09. Ms. Watson said she expects to have a proposal from Lakeside for presentation at the February 22 meeting.

Resetting Tuition Rates for Next School Year / FY19 Budget

The Board received a memo from Ms. Watson explaining the rationale for resetting the tuition rates and the process that would be used to determine the new rates. The memo also addressed Administration's plan to decrease the number of special needs paraprofessionals member districts are paying for by adjusting the staffing model and increasing the number of classroom paraprofessionals in SEDOL programs. Ms. Watson also noted the need to readjust the non-member district tuition schedule. The Board reviewed spreadsheets Ms. Watson had prepared showing the effect the proposed changes would have on tuition rates.

A brief discussion ensued regarding non-member district placements. Dr. Moline said he wanted to reinforce that if there comes a time when member districts have to add onto or improve facilities, that cost is not shared by a non-member district with a student in a SEDOL program; that cost would be absorbed only by the member districts. He noted that approval of non-member district placements is controlled by the Executive Board.

Ms. Watson said these changes would be explained further during the budget process and the small group budget meetings in May. She will be looking at non-member district rates again and will bring this back to the Board in February.

FOIA Request

Dr. Lynch reported that a FOIA request was received via email on January 22 from the Illinois Retired Teachers Association. The information requested was for the name, title and email address of any teacher or administrator who is retiring in 2018. The requested information was sent via email the same day.

COMMITTEE REPORTS

There were no committee reports to discuss.

PROGRAM/SCHOOL REPORTS

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

Cyd Lash Academy

- Student Dalila LeBeau attended and spoke at the student leadership summit at The Illinois Holocaust Museum in Evanston. This was a significant event for high school students in this area. The program engages students in 5th-11th grade in a variety of activities that inspire them to build their leadership skills, explore their roles as citizens, and develop a deeper awareness and understanding of the Holocaust, genocide, and other human rights issues.

- School Social Worker Michelle Rappaport, Teacher Tina Borges and Grant Facilitator Cecilia McKenzie received a Lake County Farm Bureau grant for \$250 to support the spring start of the butterfly way station.
- Students Brandon Curtis and Makhayla Adams will be recognized by the Exchange Club of Grayslake as the Cyd Lash Academy students of the year. They will attend the Exchange Club lunch meeting on January 18.
- The Transition/Vocational Department received a donation from the Women’s Bowling League. A personal donation was also received from an employee of Six Flags Great America who works with students in the Transition Program.
- The Social Work Department, in conjunction with the SEDOL Foundation, adopted 26 families for Christmas.
- The Speech Department has put together a workshop on Expanding Expression Tools, which will be held on March 5 (Casimir Pulaski Day). The workshop is open to SEDOL and member district staff, and ISBE PDs are available.
- One registered nurse has completed the Certified School Nurse Program and has applied for the license.
- The Math PLC at Gages Lake School piloted the Engage New York Program with a lot of positive results.

Resource Development Grants

- Teachers Mary Beth Hutting (TAB Program at West Oak Middle School) and Tina Borges (Cyd Lash Academy Botany/Biology) each received \$250 from the *Lake County Farm Bureau Agriculture in the Classroom Teacher Grant Program*. Ms. Hutting will be using her funds to teach students about growing food/vegetables by purchasing an elevated garden bed for the classroom. Ms. Borges will use the funds to support the Cyd Lash Academy Monarch Butterfly Garden/Way Station and teach students about environmental stewardship and the native Illinois eco-system.
- Cyd Lash Academy received a \$1,000 grant from *IL Schoolyard Action Grant Program*, which will be used to purchase 100 native plants, soil and mulch to create the pollinator garden as part of the Monarch Butterfly Way Station.
- Vendor 4Imprint donated a large selection of quality bags to be used to distribute food for the Carole Brooks Weekend Backpack Program in sector classrooms. The estimated value of the bags is \$750.

CLOSED SESSION

Motion to Enter into Closed Session

At 10:26 a.m., Mrs. Carey McHugh moved, second by Mr. Jim McKay, for the Board to enter into closed session to discuss the appointment, employment, discipline, performance or dismissal of specific employees and pending litigation.

ROLL CALL VOTE:

Ayes:	Dr. Lonny Lemon	Mrs. Odie Pahl
	Mrs. Carey McHugh	Dr. Guy Schumacher
	Mr. Jim McKay	Dr. Christy Sefcik
	Mr. David Northern	Mrs. Roycealee Wood
	Mrs. Joanne Osmond	

Respectfully submitted by,

Doris Marcinkus
Recording Secretary

Approved by:

President of the Board

Secretary of the Board