

**SPECIAL EDUCATION DISTRICT OF LAKE COUNTY**

18160 W. GAGES LAKE ROAD \*\* GAGES LAKE, ILLINOIS 60030-1819

847•548•8470 \*\* Fax: 847•548•8472 \*\* VRS 224•207•8476

[www.sedol.us](http://www.sedol.us)



**Thomas L. Moline, Ph.D.**  
Superintendent

TO: Executive Board Members  
FROM: Administration  
RE: Executive Board Meeting  
DATE: Thursday, June 21, 2018  
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 Dr. Stephen Mack, Governing Board Member from Community Consolidated District #46, who was appointed to fill the vacancy created by the resignation of Mr. David Northern. This term expires in June 2020.

**"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."

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 May 24, 2018 are included in Board member agenda packets.

B. Financial Matters

1. Paid Accounts Payable List: The following expenditures represent the June 2018 accounts payable list:

Accounts Payable	\$3,359,819.40
5/31/18 Payroll Liabilities	828,556.37
5/31/18 Net Payroll	924,313.56
6/15/18 Payroll Liabilities	827,886.55
6/15/18 Net Payroll	<u>928,250.40</u>
	\$6,868,826.28

2. Treasurer's Report: The treasurer's report for May 2018 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

Figueroa, Maria - Paraprofessional – Gages Lake School  
- Budget approved vacancy/resignation  
- \$13.94/hour  
- August 13, 2018

Sanchez, Roxanne - Paraprofessional – Gages Lake School  
- Budget approved vacancy/transfer  
- \$13.94/hour  
- August 13, 2018

Simons, Jennifer - Educational Interpreter – John Powers Center  
- Budget approved vacancy/resignation  
- BS, University of Wisconsin-Milwaukee  
- \$24.43/hour  
- August 20, 2018

Smigielski, Shannon - Receptionist – Gages Lake School  
- Budget approved vacancy/retirement  
- \$13.58/hour  
- August 1, 2018

Ujwary-Tesnow, Carol - Educational Interpreter – Powers Center  
- Budget approved vacancy  
- \$24.43/hour  
- August 20, 2018

#### Licensed Staff

Arff, Ashley - ED/BD Teacher – Gages Lake School  
- Budget approved vacancy/resignation  
- BA, Converse College  
- BA/step 7, \$46,102  
- August 13, 2018

Bacci, Kristina - Principal – Gages Lake School  
- Budget approved vacancy/retirement  
- MA, National-Louis University  
- \$101,827  
- July 1, 2018

Chromczak, Georgianne - SAB Teacher – Gages Lake School  
- Budget approved vacancy  
- BA, Western Governors University  
- BA/step 4, \$41,292  
- August 13, 2018

Clark, Tori - Social Work Intern .6 FTE – Cyd Lash Academy  
- Budget approved vacancy  
- Illinois State University  
- \$5,400  
- August 13, 2018

Carey, Sarah - Assistant Principal – John Powers Center  
- Budget approved vacancy/resignation  
- MA, Concordia University  
- \$75,850  
- July 1, 2018

- Heitman, Tracy - School Social Worker – LASSO-2 Program  
- Budget approved vacancy/resignation  
- MSW, Loyola University  
- MA+30/step 5, \$53,132  
- August 13, 2018
- Krieger IV, George - School Social Worker – SAB Program  
- Budget approved vacancy  
- MSW, Jane Addams College  
- MA+60/step 11, \$72,631  
- August 13, 2018
- Kruckman, Susan - Coordinator of Nursing Services  
- Budget approved vacancy/retirement  
- BSN, Northwestern University  
- CSN, National-Louis University  
- \$88,117  
- August 1, 2018
- Lapin, Tobie - School Social Worker – Gages Lake School  
- Budget approved vacancy/retirement  
- MSW, University of Illinois-Chicago  
- MA+30/step 1, \$45,880  
- August 13, 2018
- Nasci, Elizabeth - ED/BD Teacher – Cyd Lash Academy  
- Budget approved vacancy  
- BA, Hastings College  
- BA/step 7, \$46,102  
- August 13, 2018
- Rodolfo, Renteria - School Psychology Intern  
- Budget approved vacancy  
- MA, Chicago School of Professional Psychology  
- \$9,000  
- August 13, 2018
- Sepe, Kristin - Social Worker – Laremont ELP & Sector ELS  
- Budget approved vacancy/resignation  
- MSW, University of Illinois-Chicago  
- MA+30/step 11, \$66,230  
- August 13, 2018

2. Resignations/Retirements and Correction

Educational Support Personnel

- Provencher, Albert - Paraprofessional – Gages Lake School  
- Resigned May 29, 2018

Licensed Staff

- Bacci, Kristina - Assistant Principal – Cyd Lash Academy  
- Resigning June 30, 2018 to accept position as  
Principal of Gages Lake School
- Carey, Sarah - D/HH Teacher – John Powers Center  
- Resigned May 31, 2018 to accept position as  
Assistant Principal of John Powers Center
- Gaile, Tammy - Speech Pathologist  
- Resigned June 1, 2018
- Gaines, Diane - Teacher – Laremont School  
- Resigned May 26, 2018
- Montgomery, Amanda - Math Teacher – ROE Safe School  
- Resigned May 25, 2018
- Olson, Deb - Certified Occupational Therapy Assistant  
- Resigned June 15, 2018

3. Request for Leave/Extension of Leave

- Walter, Katie - D/HH Teacher – John Powers Center  
- 2018-19 school year

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

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

4. Professional Vacancies Anticipated for 2018-19

- 1 Adapted P.E. Teacher (Various Locations)
- 1 Assistive Technology Specialist (Various Locations)
- 1 Certified School Nurse (Gages Lake School)
- 1 Physical Therapist (Various Locations)
- 1 Occupational Therapist (Various Locations)
- 1 SAB Teacher (Gages Lake School)
- 1 ED/BD Teacher (Gages Lake School)
- 1 ED/BD Teacher (7<sup>th</sup>-8<sup>th</sup> – Cyd Lash Academy)
- 1 LASSO-2 Teacher (Sector)
- 1 D/HH Teacher (Itinerant)
- 1 Math Teacher (ROE Safe School)
- 1 English Teacher (ROE Safe School)
- 1 OT/PT Liaison (1 day/week)
- 1 Assistant Principal (Cyd Lash Academy)

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. OLD BUSINESS

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

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

Section 2B: Executive Board Governance and Operations

2:260 Uniform Grievance Procedure

Section 4: Operational Services

4:15 Identity Protection

4:170 Safety

Section 5: General Personnel

5:20 Workplace Harassment Prohibited

5:20-E Resolution to Prohibit Sexual Harassment

**Motion to Approve Policy Revisions** — ***VOICE VOTE***

**Move approval of the policy revisions as presented.**

VIII. NEW BUSINESS

A. Resolution on Prevailing Wage Rates — ***ACTION NEEDED*** (Ms. Watson)

A copy of the proposed resolution and the list of prevailing wage rates for Lake County as of June 2018 are included in Board member agenda packets. Administration recommends adoption of the resolution.

**Motion to Adopt Resolution** — ***ROLL CALL VOTE***

**Move adoption of the resolution regarding prevailing wage rates as presented.**

B. Extension of ROE Program — ***ACTION NEEDED*** (Mrs. Wojcik, Dr. Lynch)

Administration recommends approval of a one-year extension of the agreement between SEDOL and the Regional Office of Education to administer and operate the Alternate School Program for the 2018-19 school year. A copy of the extension is included with Board member agenda packets. In addition, Administration recommends the following staff be reinstated.

Curcuru, Maria - Social Sciences Teacher

Grady, Jasmine - Teacher

Hughes, Delsy - Program Facilitator

Michaels, William- Teacher

Rodriguez, Erica - School Secretary

Sciacca, Maria - Teacher

Williams, Jay - Interventionist

**Motion to Approve Extension and Reinstate Staff — *ROLL CALL VOTE***

**Move approval of the “Extended Agreement for Administrative Services” and the reinstatement of staff for the ROE Alternate School Program as presented.**

C. Request to Borrow from Education Fund — ***ACTION NEEDED*** (Ms. Watson)

Administration requests authorization to borrow money from the Education Fund to loan to the Transportation Fund in order to ensure the Transportation Fund has a positive fund balance when the fiscal year closes on June 30. Administration recommends adoption of a resolution authorizing the loan. Board member agenda packets include Ms. Watson’s memo explaining the need for this action and the resolution prepared by SEDOL legal counsel.

**Motion to Adopt Resolution Authorizing Loan — *ROLL CALL VOTE***

**Move adoption of the Resolution Authorizing the Transfer (Loan) of Funds from the Education Fund to the Transportation Fund in an amount sufficient to ensure the Transportation Fund has a positive balance when the fiscal year closes on June 30 but not to exceed \$400,000.**

D. Request for Non-Member District Placement — ***ACTION NEEDED*** (Dr. Moline)

Administration has received a request by Crystal Lake District #47 for a student to continue her placement at Laremont School where she has been since August 2015. The family recently moved from Cary District #26 to Crystal Lake #47. As Laremont School is almost at maximum capacity, Administration recommends the Board deny the request by District #47.

**Motion to Deny Request — *ROLL CALL VOTE***

**Move the request by Crystal Lake District #47 for continuation of a student’s placement at Laremont School be denied due to the shortage of classroom placements available.**

E. Request for Placement by District #120 — ***ACTION NEEDED*** (Dr. Moline)

As reported at the May meeting, Administration received a request by Mundelein High School District #120 for two students to continue in their current SEDOL placements for the coming school year, if District #120 is allowed to withdraw

from SEDOL. Since the hearing before the Lake County Regional Board of School Trustees is still in process, Administration recommends the Board defer action on this request until the hearing has concluded and the Regional Board has reached a decision on District #120's request to withdraw from SEDOL.

**Motion to Defer Action on the Request — *ROLL CALL VOTE***

**Move action be deferred until the hearing has concluded and the Regional Board has reached a decision on District #120's request to withdraw from SEDOL.**

F. **Bid Opening on Food Service Contract — *ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the bid by Preferred Meals in the amount of \$191,222 to provide student meals for the 2018-19 school year as presented. The bid contract and analysis sheet are included in Board member agenda packets.

**Motion to Approve Bid — *ROLL CALL VOTE***

**Move approval of the bid by Preferred Meals in the amount of \$191,222 as presented.**

G. **Approval of Ricoh Contract/Service Agreement — *ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the lease agreement/service contract with Ricoh USA, Inc. for multi-function printing devices as presented. The current agreements expire on 6/29/2018. Entering into new four-year agreements with Ricoh is recommended as SEDOL's cloud-based electronic document management system is designed to be programmed directly onto Ricoh machines, and it will be a smooth transition for staff since they are familiar with the Ricoh device interface and controls. Ricoh has also changed their government pricing schedule which will result in overall savings for both equipment and maintenance agreements.

	<u>Current</u> <u>Agreement</u>	<u>New</u> <u>Agreement</u>	<u>Approximate</u> <u>Savings</u>
Equipment Rental	\$7,265.30/mo	\$5,842.69/mo	\$1,422.61/mo
Maintenance (parts, toner additional pages calculated by usage and model)	\$17,507.61/yr	\$14,592.90/yr*	\$2,914.71/yr*

\*Estimated annual based on current usage and new models

**Motion to Approve Lease — *ROLL CALL VOTE***

**Move approval of the Ricoh contract and service agreement as presented.**

H. Continuation of ALOP Program — **INFORMATIONAL** (Ms. Wojcik)

The intergovernmental services agreement between SEDOL, the Lake County ROE and Zion-Benton Township High School District #126 to implement the ALOP Program will continue for the 2018-19 school year. ISBE has confirmed that language in the current agreement is sufficient to continue this program without approving a new agreement each year. A copy of the agreement is included in Board member agenda packets.

X. COMMITTEE REPORTS – **INFORMATIONAL**

XI. PROGRAM/SCHOOL REPORTS — **INFORMATIONAL**

A. In Memoriam: Administration is very sad to report the passing of a former, long-time employee. Karen Scalzitti began her employment with SEDOL in August 1991 as a receptionist for the Lake-McHenry Regional Program Lake Diagnostic Center. In July 1995, when SEDOL and the Lake Diagnostic Center moved into the current administrative building, Karen continued to serve as a receptionist until she retired on March 30, 2018. She passed away on June 4 at age 63.

B. Extended School Year (Mrs. Wojcik)

C. Announcements / Wins

- Nursing Coordinator Susan Hodgkinson was part of a panel discussion titled *Family/Provider Perspectives* at Advocate Lutheran General Hospital on May 19. This was part of an all-day seminar presented by Advocate Children’s Hospital called *Care of the Child with Medical Complexity in the Community Setting*.

XII. OTHER BUSINESS

XIII. ADJOURNMENT

:dm

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

Wednesday, August 29, 2018 – 7:00 p.m. **Public Hearing on Budget @ 6:30 p.m.**

Wednesday, November 28, 2018 – 7:00 p.m.

Wednesday, March 6, 2019 – 7:00 p.m.

Wednesday, June 5, 2019 – 7:00 p.m.

**Proposed\* 2018-19 Executive Board Meeting Schedule** *SEDOL Office Bay Room*

Thursday, July 26, 2018 – 9:30 a.m.

Thursday, August 23, 2018 – 9:30 a.m.

Thursday, September 27, 2018 – 9:30 a.m. *Conflicts with IASA Conference. Are EB supts attending?*

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

Wednesday, November 14, 2018 – 9:30 a.m.

Thursday, December 20, 2018 – 9:30 a.m.

Thursday, January 24, 2019 – 9:30 a.m.

Thursday, February 28, 2019 – 9:30 a.m.

Thursday, March 21, 2019 – 9:30 a.m.

Thursday, April 11, 2019 – 9:30 a.m. *Special Meeting to Review Tentative Budget*

Thursday, April 25, 2019 – 9:30 a.m.

Thursday, May 23, 2019 – 9:30 p.m.

Thursday, June 27, 2019 – 9:30 a.m.

Thursday, July 25, 2019 – 9:30 a.m.

*\*The Executive Board will approve the 2018-19 meeting schedule at its July meeting.*