

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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Valerie M. Donnan, M.Ed.
Superintendent

TO: Executive Board Members
FROM: Administration
RE: Executive Board Meeting
DATE: Thursday, July 26, 2018
TIME: 9:30 A.M.
PLACE: SEDOL Office Bay Room

AGENDA

I. CALL TO ORDER/ROLL CALL (Mrs. Donnan)

The July meeting of the Executive Board is the annual organizational meeting. In accordance with Executive Board Policy 2:64, the SEDOL Superintendent will: (1) open the meeting; and (2) administer the oath of office to new/re-elected members.

A. Oath of Office to Members (Mrs. Donnan)

At its June meeting, the Governing Board took action to appoint/reappoint members to the Executive Board. Mrs. Donnan will administer the oath of office to Dr. Lonny Lemon, Superintendent of Oak Grove District #68, and Mrs. Odie Pahl, Governing Board Member from Gurnee District #56, who were reappointed to serve another two-year term. The oath will also be administered to Dr. Keely Roberts, Superintendent of Zion Elementary District #6, who was appointed to a two-year term to replace Mr. Jim McKay. Dr. Stephen Mack, Governing Board Member from Community Consolidated District #46, who was appointed to a two-year term to replace Mr. David Northern, took the oath at the June Executive Board meeting. The oath of office is as follows:

“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.”

B. Executive Board Officers/ Request to Waive Policy 2:56 — ***ACTION NEEDED***
(Mrs. Donnan)

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.

Mrs. Osmond and Mr. McKay completed their two-year term as President and Vice President respectively in June 2018. If Mr. McKay had remained on the Executive Board, he would have become President, and a Governing Board Member would have been elected to serve as Vice President.

In order to maintain the continuity of leadership on the Executive Board in support of Mrs. Donnan in her first year as Superintendent, it is recommended that Mrs. Osmond serve another year as President and that a Superintendent be elected to serve a one-year term as Vice President. As Dr. Moline reported to the Executive Board a couple of months ago, this accommodation was provided to him in July 2012 when he was entering his second year as Superintendent, and the Board voted to waive this provision of Policy 2:56, so Dr. Coles could continue to serve as Executive Board President.

Motion to Waive Policy 2:56 — *VOICE VOTE*

Move approval of the recommendation to waive Policy 2:56 for the 2018-19 school year as presented.

Mrs. Osmond will conduct the remainder of the meeting.

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. 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 23, 2018	January 25, 2019	April 26, 2019
September 27, 2018	February 22, 2019	May 24, 2019
October 26, 2018	March 22, 2019	June 28, 2019
November 15, 2018*	April 12, 2019**	July 26, 2019
December 21, 2018		

*This is a Wednesday, not Thursday

**Special meeting on tentative budget

Please Note: The September 27 meeting conflicts with the IASA Conference. This could make it difficult to attain a quorum if the Superintendents on the Board plan to attend the conference.

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. Last year's committee assignments are listed below. Board members are encouraged to notify President Osmond if you would prefer to serve on a certain committee.

Personnel
Jim McKay, Chair
Lonny Lemon
Carey McHugh

Finance
Guy Schumacher, Chair
David Northern
Christy Sefcik

Policy
Odie Pahl, Chair
Joanne Osmond
Royce Wood

Negotiations
Joanne Osmond, Chair

With the resignation of Mr. McKay and Mr. Northern, a member is needed for both the Personnel and Finance Committees. In addition, Mrs. Pahl has expressed interest in serving on a different committee.

- B. Approval of Minutes: Public minutes of the regular meeting of June 21, 2018 are included in Board member agenda packets.

C. Financial Matters

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

Accounts Payable	\$3,827,615.54
6/20/18 Payroll Liabilities	139,532.50
6/16 - 6/20/18 Net Payroll	182,948.59
6/27 - 6/29/18 Payroll Liabilities	1,171,264.94
6/29/18 Net Payroll	911,606.25
7/13/18 Payroll Liabilities	653,156.18
7/11 - 7/13/18 Net Payroll	827,986.65
	<u>\$7,714,110.65</u>

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

- Channell, Julie - Occupational Therapist
- Budget-approved vacancy/retirement
- MA, University of Findlay (Ohio)
- MA+60/step 11, \$85,334
- August 13, 2018
- Curlott, Catherine - Special Needs Parapro - SAB/Gages Lake School
- Budget-approved vacancy/transfer
- \$13.94/hour
- Billed to Wauconda District #118
- August 13, 2018
- Curtis, Chantell - Paraprofessional - Gages Lake School
- Budget-approved vacancy/resignation
- BA, Illinois-Wesleyan University
- \$13.94/hour
- August 13, 2018
- Fuentes, Ulises - Registered Nurse
- Budget-approved vacancy/termination
- RN, College of Lake County
- RN/step 2, \$32,433
- August 13, 2018
- Jones, Elizabeth - Paraprofessional - TAB Program
- Budget-approved vacancy/transfer
- MA, Northern Illinois University
- \$13.94/hour
- August 20, 2018
- Leprich-Gort, Cindy - Physical Therapist
- Budget-approved vacancy/resignation
- BA, University of Illinois
- BA/step 11, \$64,921
- August 13, 2018
- Rodriguez, Andrew - Paraprofessional - Gages Lake School
- Budget-approved vacancy/resignation
- \$13.94/hour
- August 13, 2018
- Sheedy, Juliette - Paraprofessional - LASSO-3/Laremont School
- Approved expansion position
- BS, University of Illinois-Champaign
- \$13.94/hour
- August 13, 2018

- Westerberg, Lisa
- Paraprofessional – TAB Program
 - Approved expansion position
 - MS, Loyola University
 - \$14.94/hour
 - August 13, 2018

Licensed Staff

- Balikov, Jennifer
- LASSO-2 Teacher
 - Budget approved vacancy/resignation
 - BS, Bradley University
 - BS/step 4, \$41,292
 - August 21, 2018

- Neu, Casey
- BD/ED Teacher – Cyd Lash Academy
 - Budget approved vacancy
 - BA, Illinois State University
 - BA+15/step 1, \$39,220
 - August 13, 2018

- Schmittenmaer, Kate
- SAB Teacher – Gages Lake School
 - Budget approved vacancy
 - BA, Roosevelt University
 - BA/step 1, \$37,000
 - August 13, 2018

- Sievert, Margaret
- Assistant Principal – Cyd Lash Academy
 - Budget approved vacancy/resignation to accept principal position
 - MA, Concordia University
 - \$74,000
 - August 1, 2018

- Skala, Nick
- APE Teacher
 - Approved expansion position
 - BA, Concordia University
 - BA/step 5, \$42,846
 - August 13, 2018

- Villacis, Shirley
- Math Teacher – ROE Safe School
 - Budget approved vacancy/resignation
 - MA, Northeastern Illinois University
 - MA/step 7, \$51,652
 - August 13, 2018

- Zambo, Elizabeth
- LASSO-2 Teacher
 - Budget approved vacancy/resignation
 - MA, Concordia University
 - MA+30/step 11, \$66,230
 - August 21, 2018

2. Resignations/Retirements

Educational Support Personnel

Ackerman, Christine - Paraprofessional – Cyd Lash Academy
- Resigned July 16, 2018

Avila, Melissa - Paraprofessional
- Resigned May 24, 2018

Figueroa, Maria - Paraprofessional
- Resigned July 11, 2018

Kramer, Haley - Paraprofessional
- Resigned May 25, 2018

Spencer, Kelsey - Paraprofessional
- Resigned July 9, 2018

Licensed Staff

Barker, Allison - EL Teacher
- Resigned July 3, 2018

Choudhury, Shamim - LASSO-2 Teacher
- Resigned July 13, 2018

Goldstein, Dana - Adapted P.E. Teacher
- Resigned July 18, 2018

Hefler, Sharon - Transition Teacher
- Resigned June 29, 2018

Johnson, Sandi - Teacher – Cyd Lash Academy
- Resigned July 11, 2018

Lindgren, Sarah - LASSO Itinerant Teacher
- Resigned July 9, 2018

Pawlowski, Jamie - D/HH Teacher – John Powers Center
- Resigned June 28, 2018

White, Megan - D/HH Teacher – John Powers Center
- Resigned July 12, 2018

3. Request for Leave of Absence

Saracco, Sharon - Teacher – Gages Lake School
- 2018-19 school year

4. Request for Reduction of Contract Time
Kopelman, Clark - School Psychologist
- From 1.0 to .9 FTE
- 2018-19 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 2018-19 school year.
 - 1 Assistive Technology Specialist (Various Locations)
 - 1 Certified School Nurse (Gages Lake School)
 - 1 Occupational Therapist (Various Locations)
 - 1 School Psychologist
 - 1 EL Itinerant Teacher
 - 1 ED/BD Teacher (Gages Lake School)
 - 2 ED/BD Teacher (7th-8th – Cyd Lash Academy)
 - 1 LASSO-2 Teacher (Sector)
 - 1 D/HH Itinerant Teacher
 - 1 D/HH Teacher (Long-Term Sub 8/20 – 11/5)
 - 1 Transition Teacher (Transition Center South)
 - 1 English Teacher (ROE Safe School)

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. Update on Sale of iPads — INFORMATIONAL (Ms. Watson)

As reported at the March meeting, Administration plans to sell old/discontinued iPads. The sale will take place at the staff Wellness Fair in October. The iPads will be sold “as is” on a first come first serve basis with a maximum of two iPads per staff. The cost of the equipment ranges from \$50 to \$100.

VIII. NEW BUSINESS

A. Revised Organizational Chart — ACTION NEEDED (Mrs. Donnan)

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. **Request for Non-Member District Placement — *ACTION NEEDED*** (Mrs. Donnan)

Administration has received a request from Fox Lake District #114 for a student who attended 7th grade at Cyd Lash Academy this past school year to continue there for the 2018-19 school year. Administration recommends approval of this request, as the student will be a resident of Grant High School District #124 for the 2019-20 school year.

Motion to Approve Request — *ROLL CALL VOTE*

Move approval of the request by Fox Lake District #114 for an 8th grade student to continue his placement at Cyd Lash Academy for the 2018-19 school year as presented.

C. **Request to Approve Meal Prices — *ACTION NEEDED*** (Ms. Watson)

Administration requests approval of student meal prices for the 2018-19 school year. The price for breakfast would increase from \$1.25 to \$1.50, and lunch would remain at \$3.00.

Motion to Approve Meal Prices — *ROLL CALL VOTE*

Move approval of student meal prices as presented.

D. **Final Budget for FY19 — *ACTION NEEDED*** (Ms. Watson)

The final budget for FY19 will be distributed at the meeting. Administration recommends the budget be presented for Governing Board approval at the meeting on August 29.

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

Move acceptance of the final budget for FY19 and recommend Governing Board approval at the August 29 meeting.

E. **Resolution to Prohibit Sexual Harassment — *ACTION NEEDED*** (Dr. Lynch)

At the May Executive Board meeting, the Board approved policy revisions, which included a new exhibit titled *Resolution to Prohibit Sexual Harassment*. Administration recommends the Board adopt the resolution. A copy of the resolution is attached to the agenda.

Motion to Adopt Resolution — *ROLL CALL VOTE*

Move adoption of the Resolution to Prohibit Sexual Harassment as presented.

- F. Planning for Next Governing Board Meeting — **INFORMATIONAL** (Mrs. Donnan)
The Executive Board will be asked to review a rough draft of the agenda for the August 29 Governing Board meeting. A draft copy of the agenda is included in Board member packets.
- G. Transition Center South / District #75 Solar Project — **INFORMATIONAL** (Ms. Watson)
Administration will update the Board on the solar project being planned by Mundelein District #75.
- H. Installation of Baffles in GLS Community Room — **INFORMATIONAL** (Ms. Watson)
Administration will update the Board on the situation involving S.S. Contract Ltd., the company that is suppose to furnish, deliver and install acoustical baffles in the Community Room at Gages Lake School.
- I. Update on Small Dump Truck — **INFORMATIONAL** (Ms. Watson)
Administration will report on the need to purchase a small dump truck. The purchase will be either by bid or through the state bid process.
- J. FOIA Request — **INFORMATIONAL** (Dr. Lynch)
A request was received via email on June 19 from Peter Li of Imagetec for a copy of SEDOL's current copier/printer lease and service contract. Dr. Lynch sent a copy of the contract to Mr. Li via email on June 20.

IX. COMMITTEE REPORTS

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

- A. Announcements / Wins
- 2018 ESY Program
 - Pucks for Autism
 - A sensory garden is being developed at Laremont School, which will include rocks painted by students and staff.
 - In September 2017, Administration reported that Cyd Lash Academy had joined the University of Kansas Monarch Watch Program to develop a butterfly garden. This was made possible with grants from the Lake County Farm Bureau and the Illinois Schoolyard Habitat Action Grant Program. Teacher Tina Borges and her students were able to transform the garden into a beautiful habitat for the butterflies. Before and after pictures will be shared at the Board meeting.

XI. CLOSED SESSION

The Board will be asked to enter into closed session to discuss collective bargaining matters.

Motion to Enter into Closed Session — *ROLL CALL VOTE*

Move the Board enter into closed session to discuss collective bargaining matters.

Motion to Return to Public Session — *VOICE VOTE*

Move the Board return to public session.

XII. OTHER BUSINESS

XIII. ADJOURNMENT

:dm

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

- Thursday, August 23, 2018 – 9:30 a.m.
- Thursday, September 27, 2018 – 9:30 a.m. *Conflicts with IASA Conference.*
- 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.

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.

RESOLUTION TO PROHIBIT SEXUAL HARASSMENT

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 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A. 100-554) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report;

THEREFORE, BE IT RESOLVED, by the Executive Board of the Special Education District of Lake County (SEDOL), Lake County, Illinois, as follows:

Section 1: The Board adopts Board policy 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report.

Section 2: Any prior versions of Board policy 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

ADOPTED this 26th day of July, 2018, by the following roll call vote:

AYE:

NAY:

ABSENT:

President, Executive Board

ATTEST:

Secretary, Executive Board

SEDOL ORGANIZATIONAL CHART 2018-2019

