

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, December 20, 2018
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 November 14, 2018 are included in Board member agenda packets.

B. Financial Matters

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

Accounts Payable	\$2,289,365.26
11/15/18 Payroll Liabilities	804,970.16
11/15/18 Net Payroll	914,720.74
11/30/18 Payroll Liabilities	810,703.04
11/30/18 Net Payroll	907,081.24
12/14/18 Payroll Liabilities	805,984.14
12/14/18 Net Payroll	<u>898,166.93</u>
	\$7,430,991.51

2. Treasurer's Report: The treasurer's report for November 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

- Boyd, Annette - Paraprofessional – Gages Lake School
 - Budget approved vacancy/resignation
 - \$14.29/hour
 - December 10, 2018

- Buenrostro, Liliana - Special Needs Parapro – LASSO-2
 - Approved expansion position
 - BS, University of Kentucky-Lexington
 - \$15.29/hour
 - Billed to North Chicago #187
 - November 7, 2018

- Edmond, Ashley - Paraprofessional – LASSO-3/Laremont School
 - Budget-approved vacancy/resignation
 - \$13.94/hour
 - December 17, 2018

- Gomez, Judith - Paraprofessional – Gages Lake School
 - Budget-approved vacancy/transfer
 - \$13.94/hour
 - November 28, 2018

- Hagan, Brittany - Paraprofessional – ELS Program
 - Budget-approved vacancy
 - BA, University of Central Florida
 - \$14.94/hour
 - November 26, 2018

- Jones, Bridgette - Paraprofessional – LASSO-2 Program
 - Budget-approved vacancy/resignation
 - BS, Eastern Illinois University
 - \$14.94/hour
 - December 11, 2018

- Kuc, Pricilla - Paraprofessional – LASSO-3/Laremont School
 - Budget-approved vacancy/transfer
 - \$13.94/hour
 - December 7, 2018

- Mejias, Ashley - Paraprofessional – LASSO-3/Laremont School
 - Approved expansion position
 - \$13.94/hour
 - November 12, 2018

- Russell, Christine - Paraprofessional – Cyd Lash Academy
 - Budget-approved vacancy/resignation
 - \$13.94/hour
 - November 12, 2018

- Rutledge, Lauren - Paraprofessional – LASSO-1/John Powers Center
 - Budget-approved vacancy/resignation
 - BA, American Academy of Art
 - \$16.79/hour
 - November 26, 2018

- Sniffen, Candice - Special Needs Parapro – Gages Lake School
 - Approved expansion position
 - MA, National-Louis University
 - \$16.02/hour
 - Billed to North Chicago #187
 - November 30, 2018

2. Resignations/Retirements

Educational Support Personnel

- Borrero, Elissa - Paraprofessional – LASSO-2 Program
 - Resigning January 19, 2019

- Figueroa, Rosie - Paraprofessional – Gages Lake School
 - Resigning December 21, 2018

- Foster, Yolunda - Paraprofessional – LASSO-3 Program
 - Resigning December 21, 2018

- Mandzly, Nadiya - Paraprofessional – LASSO-3 Program
 - Resigned December 11, 2018

- Price, Kevin - Paraprofessional – Gages Lake School
 - Resigning December 21, 2018

Zamora, Juan - Paraprofessional – Gages Lake School
- Resigning December 21, 2018

Motion to Approve Consent Agenda — ROLL CALL VOTE

Move approval of consent agenda items and addendum as presented.

3. Vacancies: The following reflects professional vacancies for the 2018-19 school year.
 - 1 School Psychologist
 - 1 School Social Worker (LASSO-3/Laremont School)
 - 1 School Social Worker (Cyd Lash Academy/M.S.)
 - 1 Certified School Nurse (Gages Lake School)
 - 1 DHH Itinerant Teacher
 - 1 ED/BD Teacher (Gages Lake School)
 - 1 LASSO-2 EC Teacher (Millburn)
 - 2 ED/BD Teachers (Cyd Lash Academy/M.S.)

V. RECOGNITIONS (Mrs. Donnan)

A. Students Taking Academic Responsibility Seriously (STARS) Award

The Board will recognize a student from Gages Lake School as the STARS student for December.

B. Employee of the Month

The Board will recognize Speech Pathologist Sarah Hilton as December's employee of the month.

VI. PUBLIC COMMENT (Mrs. Osmond)

President Osmond will recognize any visitors at the meeting.

VII. EXECUTIVE BOARD MEMBER COMMENTS (Mrs. Osmond)

Executive Board members are invited to make announcements or comments.

VIII. OLD BUSINESS

A. Capital Improvement Projects — ACTION NEEDED (Mrs. Donnan)

As reported last month, there are capital improvement projects that need to be done at some buildings. The projects and the estimated costs are provided below. The report prepared by Architect John Mauer is included in Board member agenda packets. Mr. Mauer will be in attendance to explain the report and answer any questions.

John Powers Center

1. Secured entrance vestibule	\$ 60,000	
2. Additional staff restroom on 1 st floor	<u>48,400</u>	
	\$108,400	Total construction costs
	\$140,673	Budget (includes soft costs)

Transition Center South

1. Replace carpet with tile	\$ 50,000	
2. Secured entrance vestibule	<u>31,250*</u>	
	\$ 81,250	Total construction costs
	\$100,000	Budget (includes soft costs)

*District #75 is creating a secured outside entrance, which SEDOL will share costs (approximately \$25,000). The \$31,250 is to create a secured office vestibule

Administration requests authorization to go out for bids to complete the projects as presented.

Motion to Authorize Capital Improvement Projects — ROLL CALL VOTE

Move Administration be authorized to go out for bids to complete the capital improvement projects at John Powers Center and Transition Center South as presented.

B. Planning for SEDOL Future Growth — INFORMATIONAL (Mrs. Donnan)

At the November meeting, the Board directed Administration to explore all options to support the future growth of SEDOL programs. Mrs. Donnan will update the Board on the steps Administration has taken to gather information, including a collaborative meeting of parents, staff, Governing Board and Executive Board members, and member district administrators held on December 11.

Administration will also update the Board on: (1) visits to Millburn and Fairhaven; (2) discussion on audiology booth; and (3) the costs associated with the potential use of Fairhaven School. The report prepared by Architect John Mauer provides an overview of the work that would be necessary, along with the estimated costs.

Administration is seeking direction regarding Fairhaven School.

C. Revised List of Contractual/Itinerant Rates for FY20 — ACTION NEEDED (Ms. Watson)

The FY20 rates for contractual and itinerant services were approved at the November Executive Board meeting. The list should not have included a rate for audiology/vision services, as that rate cannot be finalized until a decision is made regarding the change in the IDEA funding process. Administration requests approval of the revised list of billing rates for contractual and itinerant services for the 2019-20 school year. The revised list is included in Board member agenda packets.

Motion to Approve Revised List of Billing Rates — *VOICE VOTE*

Move approval of the revised list of billing rates for contractual and itinerant services for FY20 as presented.

D. **FY18 Audit Report — *ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the FY18 audit report. The audit report is included in Board member agenda packets.

Motion to Approve Audit Report — *ROLL CALL VOTE*

Move approval of the FY18 audit report as presented.

IX. NEW BUSINESS

A. **District #75 Snow Removal Proposal — *ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the intergovernmental agreement with Mundelein District #75 to provide snow removal and salt application at Transition Center South effective November 1, 2019 through November 1, 2021. The current agreement with Mundelein High School District #120 ends in June 2019. The District #75 agreement is included in Board member agenda packets.

Motion to Approve Agreement — *ROLL CALL VOTE*

Move approval of the intergovernmental agreement with Mundelein District #75 to provide snow removal and salt application as presented.

B. **IDEA, Housing and O&M Assessment — *INFORMATIONAL*** (Mrs. Donnan)

Mrs. Donnan will update the Board on the work of the Audiology Subcommittee and the Housing Credit Subcommittee. The next planning meeting is set for January 9 at 1:30 p.m.

C. **FOIA Request — *INFORMATIONAL*** (Dr. Lynch)

A request was received via email on December 7 from Jennifer Richards of the Chicago Tribune and Jodi Cohen of ProPublica Illinois for all logs and related documents from August 1, 2017 to the present detailing instances when students were placed in isolated time out and/or physical restraint. Dr. Lynch notified both parties on December 12 that SEDOL is exercising its right to extend the time to respond to the FOIA request by five business days for the following reasons: (1) the request requires the collection of a substantial number of specified records; (2) the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of FOIA or should be revealed only with appropriate deletions; and (3) the request for records cannot be complied with in the time limits prescribed without unduly burdening or interfering with the SEDOL operations. A response will be provided by December 20, 2018.

X. COMMITTEE REPORTS

XI. PROGRAM/SCHOOL REPORTS — *INFORMATIONAL*

A. Announcements / Wins

- Resource Development received a donation from promotional products vendor 4imprint of 44 backpacks and 180 durable tote bags. These items will be used to support the Carole Brooks Weekend Backpack Program. The approximate value of the donation is \$2,000.
- Gages Lake School Teachers Maggie Norton and Bob Salmons each received \$100 from the Meemic Foundation. The presentation was made at the school on December 6.
- Laremont School held a Fun with Santa and parents' day out on December 1. Staff volunteered during the parents' day out.
- The Ronald McDonald Care Mobile supported 8 students at Gages Lake School and 16 students at Cyd Lash Academy to get physicals and immunizations on November 19.
- The Cyd Lash Academy girls sponsored a mock restaurant for Foods Class.
- Stand for the Silent
- PUNS night was held December 6; 41 families received support with completing applications for services.
- Approximately 100 people attended the December 11 collaborative planning session. Participants reaffirmed the mission, vision and belief statements and also shared ideas on how to be able to support students' educational needs as SEDOL enrollment continues to grow.

XII. CLOSED SESSION

The Board will be asked to enter into closed session to discuss the appointment, employment, discipline, performance or dismissal of specific employees and collective bargaining matters.

Motion to Enter into Closed Session – ROLL CALL VOTE

Move the Board enter into closed session to discuss the appointment, employment, discipline, performance or dismissal of specific employees and collective bargaining matters.

Motion to Return to Public Session – VOICE VOTE

Move the Board return to public session.

XIII. OTHER BUSINESS

A. Termination — *ACTION NEEDED*

Hayden, Justyn - Paraprofessional – Gages Lake School
- Terminated December 7, 2018 due to job abandonment

Motion to Approve Termination — *ROLL CALL VOTE*

Move approval of the termination as recommended.

XIV. ADJOURNMENT

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

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 a.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, March 6, 2019 – 7:00 p.m.
Wednesday, June 5, 2019 – 7:00 p.m.