

# 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, February 28, 2019  
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 January 24, 2019 are included in Board member agenda packets.

#### B. Financial Matters

1. Paid Accounts Payable List: The following expenditures represent the February 2019 accounts payable list:

Accounts Payable	\$1,522,590.16
1/31/19 Payroll Liabilities	787,346.44
1/31/19 Net Payroll	897,569.87
2/15/19 Payroll Liabilities	785,783.88
2/15/19 Net Payroll	<u>903,210.25</u>
	\$4,896,500.60

2. Treasurer's Report: The treasurer's report for January 2019 is included in Board member packets.

C. Policy Matters

Proposed revisions to the following Executive Board policies have been reviewed by the Policy Committee. These policies were inadvertently omitted from the group of policies presented in January. Administration requests approval to change the policies as presented. A red-lined copy of the policies is included in Board member agenda packets.

Section 4: Operational Services

4:130 Free and Reduced-Price Food Services

Section 5: Personnel

5:100 Staff Development Program

5:200 Terms and Conditions of Employment and Dismissal

5:230 Maintaining Student Discipline

Section 6: Instruction

6:20 School Year Calendar and Day

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

Hooper, Kelly - Paraprofessional – Gages Lake School  
- Budget approved vacancy/transfer  
- \$13.94/hour  
- February 25, 2019

Ioakimidis, Victoria - Paraprofessional – Gages Lake School  
- Budget approved vacancy/transfer  
- \$13.94/hour  
- January 11, 2019

Lellman, Joe - Paraprofessional – LASSO-3/Laremont School  
- Budget approved vacancy/resignation  
- BA, Northern Illinois University  
- \$14.94/hour  
- January 7, 2019

- Letto, Alex - Paraprofessional – Gages Lake School
  - Budget approved vacancy/resignation
  - BA, Carthage College
  - \$14.94/hour
  - January 7, 2019
  
- Plummer, Bonnie - Paraprofessional – ELS Program
  - Budget approved vacancy
  - \$13.94/hour
  - February 11, 2019
  
- Torres, Silvia - Paraprofessional – LASSO-3/Laremont School
  - Budget approved vacancy
  - \$14.29/hour
  - January 29, 2019

2. Resignations/Retirements

Educational Support Personnel

- Edmond, Ashley - Paraprofessional – LASSO-3 Program
  - Resigned February 1, 2019
  
- Jones, Elizabeth - Paraprofessional – TAB Program
  - Resigned February 13, 2019
  
- Matayoshi, Bridget - Registered Nurse
  - Retiring at end of 2018-19 school year

Licensed Staff

- Fuith, Jennifer - ED Teacher – Cyd Lash Academy
  - Resigning at end of 2018-19 school year
  
- Greiner, Paul - Teacher – Project SEARCH
  - Retiring at end of 2018-19 school year
  
- Iwans, Sharon - ED Teacher – Gages Lake School
  - Retiring at end of 2019-20 school year
  
- Quinn, Obeckyo - School Social Worker
  - Resigned February 14, 2019

3. Request for Increase in Contract Time

- Sator, Michelle - DHH Itinerant Teacher
  - From .8 to 1.0 FTE
  - February 4, 2019

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

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

4. Professional Vacancies

- 1 Principal (SEDOL South)
- 1 Principal (John Powers Center)
- 1 School Psychologist
- 1 School Psychologist Intern
- 1 School Social Worker (LASSO-3/Laremont School)
- 1 School Social Worker (Cyd Lash Academy/M.S.)
- 1 School Social Worker (Cyd Lash Academy)
- 1 School Social Worker Intern
- 1 Certified School Nurse (Gages Lake School)
- 1 DHH Itinerant Teacher
- 1 Substitute Registered Nurse (Various Locations)
- 1 Administrative Assistant (HR/Admin Building)

V. RECOGNITIONS (Mrs. Donnan)

A. Students Taking Academic Responsibility Seriously (STARS) Award

As December's student was not able to attend that meeting, he was recognized at the January meeting. The Board will recognize the January and February students this month.

January: Rosa Salazar is a 9<sup>th</sup> grade student in the LASSO-3 Program; Rosa is a resident of Zion-Benton High School District #126.

February: Hector Juarez is a 10<sup>th</sup> grade student in the ELS Program at North Chicago High School; Hector is a resident of North Chicago District #187.

B. Employee of the Month

The Board will recognize Kim Carlson, a teacher at Gages Lake School, as February's employee of the month.

VI. OLD BUSINESS

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

Mrs. Donnan will update the Board on the work of the IDEA planning group and the two subcommittees reviewing audiology services and member district housing credits.

VII. NEW BUSINESS

- A. Resolution to Set Hearing on Interfund Transfer — ***ACTION NEEDED*** (Ms. Watson)

At the March meeting, the Executive Board will be asked to approve a resolution authorizing an interfund transfer from the Education Fund to the Transportation Fund (\$450,000). In order to do this, there are specific criteria that must be met including holding a public hearing to discuss the interfund transfers.

Administration recommends the public hearing be held immediately prior to the regular Executive Board meeting on Thursday, March 21, beginning at 9:15 a.m. The Board will be asked to adopt the attached resolution to set the public hearing.

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

**Move adoption of the Resolution Setting A Hearing to Discuss an Interfund Transfer as presented.**

- B. Salary/Benefit Recommendations for Administrative and Non-Union Staff —  
***ACTION NEEDED*** (Dr. Lemon, Dr. Lynch)

Administration's recommendations regarding salary/benefits for administrative and non-union staff for FY19 and FY20 were reviewed at the joint meeting of the Personnel and Finance Committees on February 14. An overview of the recommendations, along with a summary of the total costs, are included in Board member agenda packets. Administration requests approval of the salary/benefit recommendations as presented.

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

**Move approval of the recommendations regarding salary/benefit increases for administrative and non-union staff for FY19 and FY20 as presented.**

- C. Request to Bid Replacement of Classroom Doors— ***ACTION NEEDED*** (Ms. Watson)

Administration requests authorization to seek bids on the replacement of classroom doors and hardware at Transition Center South (future SEDOL South) in Mundelein.

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

**Move Administration be authorized to seek bids on the replacement of classroom doors and hardware at Transition Center South in Mundelein as presented.**

- D. National School Lunch Program for ROE Safe School — ***INFORMATIONAL***  
(Ms. Watson)

Administration will report on the possibility of SEDOL hosting the National School Lunch Program for the ROE Safe School.

E. Articles of Joint Agreement / Monthly Executive Board Meetings — ***INFORMATIONAL***  
(Mrs. Donnan)

Article IV, Section 1, of the Articles of Joint Agreement states the Executive Board will meet at least monthly. Administration seeks direction on maintaining the requirement of meeting monthly, or amending the language to allow the Executive Board the option of meeting 11 times a year. Amending the Articles of Joint Agreement requires action by the Governing Board.

VIII. PUBLIC COMMENT (Mrs. Osmond)

President Osmond will recognize any visitors at the meeting.

IX. EXECUTIVE BOARD MEMBER COMMENTS (Mrs. Osmond)

Executive Board members are invited to make announcements or comments.

X. COMMITTEE REPORTS (Mrs. Osmond)

A. Personnel/Finance Committee Meeting (Dr. Lynch, Ms. Watson)

The Personnel and Finance Committees met on February 14. Dr. Lynch and Ms. Watson will provide an overview of that meeting.

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

A. Announcements / Wins

- Gages Lake School's *100<sup>th</sup> Day of School – 100 Days Smarter*. "After 100 days of school, I learned ..."
- Feedback about the nursing staff regarding emergency phone calls at Laremont School. Crisis reactions are appreciated.
- Staff in the admin building held a hat and glove drive.
- A student in the TAB Program called the principal to share that he raised \$52 shoveling to donate hats and gloves to students in need.
- Gages Lake School students in Ms. Cotteleer and Ms. Arff's classes made blankets for Advocate Hospice. The student council also made blankets and wrote cards to the recipients. Six cozy, warm blankets were donated to help make patients more comfortable and feel loved.

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

XIV. ADJOURNMENT

:dm

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

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.~~      *Rescheduled for March 13, 2019 – 5:30 pm at Wauconda H.S.*

Wednesday, June 5, 2019 – 7:00 p.m.

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**RESOLUTION SETTING A HEARING TO DISCUSS INTERFUND TRANSFERS**

**WHEREAS**, pursuant to Section 17-2A of the *School Code* (105 ILCS 5/17-2A), the regulations of the Illinois State Board of Education, the Articles of Joint Agreement of the Special Education District of Lake County (“SEDOL” or “District”) and the delegation of authority to the SEDOL Executive Board, the SEDOL Executive Board (“Board”) by proper resolution, may authorize the Treasurer to make budgeted interfund transfers between the Education, Operations and Maintenance, and Transportation Funds; and

**WHEREAS**, to the extent applicable, Section 17-2A requires such transfers to be preceded by a public hearing set by the Board or Board President and 1) at least one notice, over the name of the Board Secretary or Clerk, published at least seven (7) days and not more than thirty (30) days prior to the hearing in a newspaper of general circulation within the District, and 2) a notice, over the name of the Board Secretary or Clerk, posted at least forty-eight (48) hours before the hearing at the principal office of the Board, or the building where the hearing is to be held *if a principal office does not exist*, with both notices setting forth the time, date, place and subject matter of the hearing; and

**WHEREAS**, the Board has determined that it is in the best interests of the District to transfer money currently in the Education Fund to the Operations and Maintenance and Transportation Funds.

**NOW, THEREFORE**, It Is Hereby Resolved by the SEDOL Executive Board as follows:

**Section 1.** The Board has determined that it is in the best interests of the District to transfer the following amount between the following funds:

<u>Amount</u>	<u>Transfer From</u>	<u>Transfer To</u>
\$450,000	Education	Transportation

**Section 2.** A hearing shall be held on March 21, 2019 at 9:15 a.m., at the District office to discuss the proposed transfer.

**Section 3.** The Secretary is authorized and directed to publish notice of said hearing at least seven (7) days and not more than thirty (30) days prior to the hearing in a newspaper of general circulation within the District, and to post a notice, at least forty-eight (48) hours before the hearing, at the District office in Gages Lake. Both notices shall be in substantially the following form:

NOTICE OF HEARING

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY  
STATE OF ILLINOIS

NOTICE IS HEREBY GIVEN that a hearing will be held on March 21, 2019, at 9:15 a.m., at the District office to discuss the intention of the Executive Board of the Special Education District of Lake County to transfer Four Hundred Fifty Thousand Dollars (\$450,000) from the Education Fund to the Transportation Fund pursuant to the provisions of the Illinois *School Code*.

Dated at Gages Lake, Illinois, this 28th day of February 2019.

Valerie M. Donnan  
Secretary, SEDOL Executive Board

**Section 4.** This Resolution shall be in full force and effect immediately upon its adoption.

ADOPTED this 28th day of February 2019 by the following roll call vote:

AYE:

NAY:

ABSENT:

\_\_\_\_\_  
President, Executive Board

ATTEST:

\_\_\_\_\_  
Secretary, Executive Board