

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, April 25, 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: Minutes of the public hearing held on March 21, 2019, public and closed session minutes of the regular meeting of March 21, 2019, minutes of the public hearing held April 11, 2019, and minutes of the special meeting of April 11, 2019 are included in Board member agenda packets.
 - B. Financial Matters
 1. Paid Accounts Payable List: The following expenditures represent the April 2019 accounts payable list:

Accounts Payable	\$2,355,064.71
3/29/19 Payroll Liabilities	863,208.70
3/29/19 Net Payroll	908,537.19
3/29/19 Net Payroll (Retro Pay)	137,988.19
4/4/19 Payroll Liabilities (STU Retro Pay)	132,650.28
4/4/19 Net Payroll (STU Retro Pay)	358,747.53
4/15/19 Payroll Liabilities	808,388.30
4/15/19 Net Payroll	<u>937,927.91</u>
	\$6,502,512.81

2. Treasurer's Report: The treasurer's report for March 2019 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

Boz-Stolcers, Shannon - Paraprofessional – Gages Lake School
- Budget approved vacancy
- BA, Cardinal Stritch University
- \$14.94/hour
- April 1, 2019

Bryant, Tyisha - Paraprofessional – Gages Lake School
- Budget approved vacancy/resignation
- BA, University of Wisconsin-Park Side
- \$16.79/hour
- April 15, 2019

Gamboa, Grettel - Administrative Assistant – Safe School Program
- Budget approved vacancy/resignation
- \$15.25/hour
- April 3, 2019

Richardson, Nancy - Paraprofessional – LASSO-2 Program
- Budget approved vacancy/transfer
- BA, University of North Carolina
- \$15.29/hour
- April 29, 2019

Tesnow-Ujwary, Carol - Executive Assistant/Interpreter – Powers Center
- Budget approved vacancy/resignation
- \$47,120 prorated for the remainder of the year based on 190-day contract
- April 4, 2019

Licensed Staff

Ansari, Silky - School Psychology Intern
- Budget approved vacancy
- \$9,000
- August 12, 2019

DePoy, Shaina - School Social Worker – LASSO-3 Program
- Budget approved vacancy/resignation
- MSW, Western Michigan University
- MA+30/Step 1, \$49,030
- August 12, 2019

Evans, Pam - Principal – John Powers Center
- Budget approved vacancy/retirement
- MA, Northeastern Illinois University
- \$110,550
- July 1, 2019

Martinez, Tia - Principal – SEDOL South
- Budget approved vacancy
- MA, Aurora University
- \$94,228
- July 1, 2019

2. Resignations/Retirements

Educational Support Personnel

Aranda, Claudia - Paraprofessional – Gages Lake School
- Resigning at end of 2018-19 school year

Borrero, Elissa - Paraprofessional – LASSO-2 Program
- Resigned April 17, 2019

Gordon, Maurice - Special Needs Parapro – Gages Lake School
- Resigning at end of 2018-19 school year

Hoselton, Logan - Paraprofessional – Gages Lake School
- Resigned April 3, 2019

Leconte, Nicole - Paraprofessional – Laremont School
- Resigning April 26, 2019

McCarthy, Peggy - Paraprofessional – LASSO-2 Program
- Resigned April 12, 2019

Pyne, Stacey - Vocational Facilitator
- Retiring at end of 2018-19 school year

Rutledge, Jeanne - Registered Nurse
- Retiring at end of 2019-20 school year

Schrader, Jamie - Custodian – Gages Lake School
- Resigning April 26, 2019

- Swanson, Colin - Paraprofessional – LASSO-2 Program
- Resigned April 12, 2019
- Terronez, Jeff - Paraprofessional – Gages Lake School
- Resigned March 22, 2019
- Tesnow-Ujwary, Carol - Sign Language Interpreter – Powers Center
- Resigned April 3, 2019 to accept position
of Executive Assistant/Interpreter

Licensed Staff

- Bestler, Courtney - Speech/Language Pathologist
- Resigning at end of 2018-19 school year
- Bozek, Patricia - HI Itinerant Teacher
- Retiring at end of 2019-20 school year
- Buettner, Linda - School Psychologist
- Retiring at end of 2019-20 school year
- Corbett, Mary Ellen - Teacher – Laremont School
- Retiring at end of 2019-20 school year
- Feldman, Geri - ELS Teacher
- Retiring at end of 2018-19 school year
- Fiedler, Mary - Speech/Language Pathologist
- Retiring at end of 2021-22 school year
- Flaherty, Kathleen - School Social Worker
- Retiring at end of 2020-21 school year
- Furth, Lynn - Teacher – Cyd Lash Academy
- Retiring at end of 2018-19 school year
- Gill, Deanna - Assistant Principal – Cyd Lash Academy
- Resigning at end of 2018-19 school year
- Gran, James - Adapted PE Teacher
- Retiring at end of 2021-22 school year
- Hoeksema, Tamara - Teacher – Laremont School
- Retiring at end of 2019-20 school year
- Klein, Janice - Teacher – Laremont School
- Retiring at end of 2021-22 school year

- Martin, Karen - ELS Teacher
- Retiring at end of 2019-20 school year
- Martinez, Tia - Assistant Principal – Gages Lake School
- Resigning at end of 2018-19 school year to accept position as Principal of SEDOL South effective July 1, 2019
- McCarthy, Carol - Reading Specialist – Gages Lake School
- Retiring at end of 2019-20 school year
- Rohrbach, Julie - Teacher – Laremont School
- Retiring at end of 2018-19 school year
- Saracco, Sharon - Teacher – Gages Lake School
- Retiring at end of 2018-19 school year
- Bozek, Patricia - HI Itinerant Teacher
- Retiring at end of 2019-20 school year
- Steplyk, Kathy - Speech/Language Pathologist
- Retiring at end of 2019-20 school year
- von Ehrenkrook, Cathy - Speech/Language Pathologist
- Retiring at end of 2018-19 school year

3. Request for Increase in Contract Time

- Knoll, Laura - Audiologist
- From .2 to .3 FTE
- August 12, 2019

4. Employment Recommendations for 2019-20

A list of staff recommended for re-employment for the 2019-20 school year is included at the end of the agenda.

Motion to Approve Consent Agenda — ROLL CALL VOTE

Move approval of consent agenda items and addendum as presented.

5. Professional Vacancies Anticipated for 2019-20

- 1 School Psychologist
- 6 School Social Workers
- 1 School Social Worker Intern
- 4 Speech/Language Pathologists
- 1 Certified School Nurse (Gages Lake School)
- 1 Adapted PE Teacher
- 1 Substitute Registered Nurse (Various Locations)

V. RECOGNITIONS (Mrs. Donnan)

A. Students Taking Academic Responsibility Seriously (STARS) Award

The Board will recognize Daniel Granados as the STARS student for April. Daniel is an 8th grade student in the LASSO-1 Program; he is a resident of Oak Grove District #68.

B. Employee of the Month

The Board will recognize School Psychologist Dr. Jennifer Hillbo as April's employee of the month.

VI. OLD BUSINESS

A. Approval of Revised Calendar — ***ACTION NEEDED*** (Mrs. Wojcik)

The calendar for the 2019-20 school year approved at the April 11 special meeting had an incorrect date for Yom Kippur; it should have been listed as October 9 instead of October 8. Administration recommends approval of the revised calendar, which is included in Board member agenda packets.

Motion to Approve Revised Calendar — *VOICE VOTE*

Move approval of the revised calendar for 2019-20 as presented.

VII. NEW BUSINESS

A. Planning for June Governing Board Meeting — ***INFORMATIONAL*** (Mrs. Donnan)

The Board will be asked to review a draft of the agenda for the June 5 Governing Board meeting. The draft is included in Board member agenda packets.

B. Request to Amend Contract for Assistant Superintendent of Instruction, Curriculum and Assessment — ***ACTION NEEDED*** (Mrs. Donnan)

Administration recommends the contract for Mrs. Laura Wojcik, Assistant Superintendent of Instruction, Curriculum and Assessment, be amended. This recommendation was reviewed by the Personnel Committee at its meeting on March 14. The amendment is included in Board member agenda packets.

Motion to Amend Contract — *ROLL CALL VOTE*

Move approval of the request to amend the contract for Mrs. Laura Wojcik as presented.

C. Contractor and Bids for Summer Projects — ***ACTION NEEDED*** (Ms. Watson)

Renovation projects are planned for Laremont School, John Powers Center and Transition Center South (future SEDOL South). Administration requests authorization to renovate and improve security at the entrances of John Powers Center and SEDOL South and to install an overhead transport system at Laremont School.

Individual trade bids for these projects were received by Efraim Carlson & Son acting as a CM at Risk during the bidding process. The letter from Architect John Mauer explaining the bid results and his recommendation is included in Board member agenda packets. Based on this information, Administration recommends awarding a single cost plus fee contract to Efraim Carlson & Son in the amount of \$295,779.68.

Motion to Award Contract to Efraim Carlson & Son — ***ROLL CALL VOTE***

Move the Board award the contract for the summer renovation projects to Efraim Carlson & Son in the amount of \$295,779.68 in accordance with the recommendation of Architect John Mauer.

D. Approval of Fire Alarm System for Admin Building — ***ACTION NEEDED*** (Ms. Watson)

Four bids were opened on April 11 to replace the fire alarm system at the administrative building. Architect John Mauer of Wold Architects has reviewed the bids and recommends approval of the low bid by Kwasigroch Electric, Inc., in the amount of \$83,000. Mr. Mauer's letter and the bid tabulation are included in Board member agenda packets.

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

Move approval of the bid by Kwasigroch Electric, Inc., in the amount of \$83,000 to replace the fire alarm system at the administrative building.

E. Approval of Agreement with Perspectives Ltd. — ***ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of a one-year agreement with Perspectives, Ltd. Perspectives is a consulting firm that provides services related to the development, implementation and management of employee assistance programs and worklife services. The cost of this service is \$1.55 per month per employee based on 600 employees, for a total cost of \$11,160 per year.

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

Move approval of the one-year agreement with Perspectives, Ltd. at a cost of \$11,160 per year.

F. Approval of Revised Housing Credit System — ***ACTION NEEDED*** (Ms. Watson)

During 2018-19, the Housing Subcommittee was formed out of members of the IDEA Planning Committee. As it had been a number of years since housing credit rates were reviewed, this subcommittee was charged with analyzing the current housing rates and determining if the credit amounts being used to reimburse member districts for classroom space were appropriate. The subcommittee analyzed one member district's actual cost to host a classroom; this included actual operation and maintenance, utilities, integration and supervision costs.

After analyzing the data, the subcommittee recommends a seven-tier rate system. The tiers are as follows:

Tier	Description	Recommended Amount	Current Amount	Program
7	Physical space only-no custodial	\$10,000	-----	
6	Physical space – office space	\$20,000	-----	
5	No integration	\$33,000	\$15,000	EC
4	Avg. 2 periods integration, under 25% students with BIPS	\$39,500	\$15,000	ELS
3	Avg. 3 periods integration, under 10% students with BIPS	\$42,000	\$15,000	LASSO-1, DHH, VI
2	Avg. 2 periods integration, 100% students with BIPS	\$43,000	\$30,000	LASSO-2
1	Avg. 3 periods integration, 100% students with BIPS	\$45,500	\$30,000	TAB

Per Policy 4:152 a classroom is to be at least 850 square feet. If the space is smaller than 850 square feet, the rate will be prorated.

The subcommittee also recommends that a district hosting a .50 full-time equivalent classroom receive the full credit amount.

The recommended rates would be effective with the 2019-20 school year; however, since the housing credit is calculated one year in arrears, the credit would not be applied until the 2020-21 school year.

Administration recommends approval of the above described tiers and corresponding rates effective with the 2019-20 school year.

Motion to Approve Revised Housing Credit System — *ROLL CALL VOTE*
Move approval of the revised housing credit system as presented.

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

Richmond Burton District #157 is requesting continuation of placement for one student at Cyd Lash Academy for the 2019-20 school year. The district will be billed based on the non-member district tuition schedule and will continue to be responsible for transportation costs and for the costs associated with any additional support needed as a result of the placement. Administration recommends approval of the request.

Motion to Approve Request — *ROLL CALL VOTE*
Move approval of the request by Richmond Burton District #157 for continuation of a placement in at Cyd Lash Academy as presented.

H. Renewal of Food Service Agreement — ***ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the renewal agreement with Preferred Meal Systems, Inc., to provide school breakfasts and lunches for the 2019-20 school year. The proposed agreement is included in Board member agenda packets.

Motion to Approve Contract — *ROLL CALL VOTE*

Move approval of the agreement with Preferred Meal Systems as presented.

I. Lease Agreement with Grayslake H.S. District #127 — ***ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the ten-year lease agreement with Grayslake High School District #127 for the use of one classroom and a breakout room to house the high school program for deaf/hard of hearing students. The proposed agreement is included in Board member agenda packets.

Motion to Approve Agreement — *ROLL CALL VOTE*

Move approval of the agreement with Grayslake High School District #127 as presented.

J. Tentative Budget for FY20 — ***ACTION NEEDED*** (Ms. Watson)

Administration will seek a recommendation regarding presentation of the tentative budget to the Governing Board at its June 5 meeting. The tentative budget and overview were reviewed at the special Executive Board meeting on April 11. Since that meeting, Administration has determined that the budget overview needs to be revised to include information on budget considerations for program take backs. A revised budget packet will be forwarded to Board members on Tuesday, April 23.

Motion to Approve Tentative Budget — *VOICE VOTE*

Move approval of the tentative budget for FY20 and recommend approval by the Governing Board at its June 5 meeting.

K. Honorable Dismissal of Educational Support Personnel — ***ACTION NEEDED*** (Dr. Lynch)

Administration recommends the Executive Board adopt the Resolution labeled Honorable Dismissal of Educational Support Personnel Employees, including Grettel Gamboa. A copy of the Resolution is included in Board member packets.

Motion to Adopt Resolution — *ROLL CALL VOTE*

Move adoption of the Resolution labeled Honorable Dismissal of Educational Support Personnel Employees as presented.

L. Strategic Plan Summary/Superintendent Goals — ***INFORMATIONAL*** (Mrs. Donnan)

The 2018-2020 strategic plan summary, which also serves as the superintendent's goals, has been updated to reflect the progress made on each goal. Mrs. Donnan has also prepared a detailed overview of the action steps taken in pursuit of each goal. Both documents are included in Board member packets in preparation for Mrs. Donnan's evaluation.

VIII. PUBLIC COMMENT (Mrs. Osmond)

President Osmond will recognize any visitors at the meeting. The Executive Board is always interested in hearing from anyone who has a concern or issue regarding SEDOL programs and services. In order to ensure that everyone is heard, and at the same time, conduct the meeting properly and efficiently, those wishing to address the Board are asked to observe the following guidelines.

1. Sign in at the meeting and complete the Public Comment Information Form.
2. Address the Board at the appropriate time as indicated on the agenda and when recognized by the Board President.
3. State your name and address for the record.
4. Comments should be limited to a maximum of five (5) minutes.
5. Groups attending Board meetings are requested to appoint a spokesperson, if possible. The spokesperson should identify the group he/she represents and then briefly explain the concerns shared by the group. The Board President reserves the right to terminate a speaker's comments if they are repetitive or redundant.
6. Comments made during open session should not pertain to individual students or employees. Concerns regarding a specific student or employee should be presented in closed session.
7. The Board President or other presiding officer shall have the authority to terminate the remarks of any individual addressing the Board under public comment and to determine procedural matters regarding public comment not otherwise defined in Board policy.

IX. EXECUTIVE BOARD MEMBER COMMENTS (Mrs. Osmond)

Executive Board members are invited to make announcements or comments.

X. COMMITTEE REPORTS (Mrs. Osmond)

XI. PROGRAM/SCHOOL REPORTS — *INFORMATIONAL*

A. Announcements / Wins

- The CAAEL basketball game and art show for middle school and high school students was a success for Cyd Lash Academy and Gages Lake School, and it was featured by CBS News.
- The SEDOL Foundation Dinner Dance was a success with Enchanted Backpack and Shawn and Eva Pfiefer being recognized for all they do to support SEDOL students.
- John Powers Center hosted a career day.
- Miles of Smiles – Dentist visited Laremont School, Cyd Lash Academy and Gages Lake School to support students' dental health
- Best Buddies Prom at Vernon Hills High School had students dancing the night away.
- The SEDOL Foundation and Pucks for Autism held a sensory friendly event at the Wolves game.
- Physical Therapist Laurie Earley worked with Libertyville District #70 to create a sensory path at Butterfield School.
- Mrs. Donnan presented the STARS trophy to Hector Juarez, the STARS student for February.

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

Bushing, Treana - School Social Worker
- Terminated April 12, 2019 due to job abandonment

Motion to Approve Termination — ROLL CALL VOTE

Move approval of the termination as recommended.

XIV. ADJOURNMENT

:dm

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

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, June 5, 2019 – 7:00 p.m.

RECOMMENDATIONS FOR RE-EMPLOYMENT OF PROFESSIONAL STAFF 2019-20

Part-Time Non-Tenure Staff

<u>Name</u>	<u>Position</u>	<u>#Days Worked</u>
Debra Draskovich	OT	2
Keiko Geshelin	SSW	2.5
Dawn Hernandez	OT	2
Laurie Johansen	SLP	4
Joel Kay	Music Teacher	3
Laura Knoll	Audiologist	1.5
Ailey Logan	EC Teacher	2.5
Susan Pucin	RN	2.5

First Year Full-Time Probationary Staff (Hired after 11/1/2018)

<u>Name</u>	<u>Position</u>
Jenna Dellaria	Teacher
Mia Goldstein	Teacher
Kaitlyn Saam	Teacher
Hayley Vaughn	Teacher

Second Year Full-Time Probationary Staff (Hired on/before 11/1/2018)

<u>Name</u>	<u>Position</u>
Ashley Arff	Teacher
Jaime Block	Audiologist
Alicia Brite	Teacher
Julie Channell	OT
Monserrat Cortes	Teacher
Susannah Dee	Teacher
Ulises Fuentes	RN
Tracy Heitman	SSW
Barbara Joy	Teacher
Susan Kruckman	Coordinator of Nursing Program
Colleen Landshof	Teacher
Tobie Lapin	SSW
Larisa Leader	SSW
Cindy Leprich-Gort	Physical Therapist
Erin MacDonald	SLP
Sarah McFeggan	SLP
Julie Miller	Teacher
Naomi Monk	RN
Elizabeth Nasci	Teacher
Casey Neu	Teacher
Kelsey Nowak	Music Therapist
Michael Paloucek	Teacher
Crystal Reda	Teacher
Kate Schmuttenmaer	Teacher

Second Year Full-Time Probationary Staff (continued)

<u>Name</u>	<u>Position</u>
Kristen Sepe	SSW
Marci Simmons	OT
Megan Sowle	Audiologist
Lauren Tebben	RN
Karen Thomas	SSW
Lisa Rae Treslo	Audiologist
Derrick Williamson	Teacher
Sarah York	Teacher
Elizabeth Zambo	Teacher

Third Year Full-Time Probationary Staff (Hired on/before 11/1/2017)

<u>Name</u>	<u>Position</u>
Jennifer Buccelli	PT
James Captain	Teacher
Amy Gross	Teacher
Danielle Izzo	SLP
Nancy Johnson	RN
Katherine Oyemade	SSW
Clark Kopelman	School Psychologist
Amy Larish	PT
John Larson	Teacher
Amanda Lewis	Teacher
Venessa Medved	RN
Marika Meyer	RN
Maria Michna	OT
Melissa Morreale	Teacher
Amy Phillips	SSW
Bryan Rottweiler	Teacher
Caroln Smith	RN
Nathan Sweet	Teacher
Linda Trocke	Teacher
Linsey Wypych	SLP

Fourth Year Full-Time Probationary Staff (Hired on/before 11/1/2016)

<u>Name</u>	<u>Position</u>
Ann Bradford	RN
Lindsey Coburn	SLP
Ana Corona	RN
Laura Earley	PT
Susan Fischer	RN
Katherine Grueb	Teacher
Nadia Iftekhar	Teacher
Eric Haschak	Teacher

Fourth Year Full-Time Probationary Staff (Hired on/before 11/1/2016) (continued)

<u>Name</u>	<u>Position</u>
Erin Labatete	Teacher
Teresa Matuszak	Teacher
Allyce Mohr	Teacher
Maggie Norton	Teacher
Robin Wantoch	Teacher
Ann Watson	Teacher
Nicole Winter	Teacher
Steven Zuluaga	RN

Non-Tenured Full-Time Staff (4+ Years at SEDOL)

<u>Name</u>	<u>Position</u>
Lori Basten	OT
Wendy Bastian	OT
Sandra Callahan	COTA
Ann Dehmlow	RN
Maria Dungca	PT
Michelle Dvorak	COTA
Laura FitzMaurice	RN
Kathleen Flynn	OT
Lisa Fox	RN
Gayle Gangware	RN
Paula Gumbs	RN
Jean Hamann	OT
Doreen Herina	RN
Constance Hickey	RN
Stacy Calcagnino	OT
Debbie Kunkler	OT
Cheryl Lardner	RN
Kelly Lerman	RN
Sharon Meekma	OT
Margaret O'Connor	RN
Sharon O'Reilly	PT
Jeanne Pitcher	RN
Kathryn Pierce-Church	PT
Susan Richey	OT
Minerva Rossi	OT
Jeanne Rutledge	RN
Monika Schneider	OT
Nicole Seale	RN
Susan Snyder	PTA
Julie Sweeney-Grana	Audiologist
Sherri Vinci	RN
Kathleen Wood Wollmuth	OT

Tenured at the Beginning of 2019-20 School Year

<u>Name</u>	<u>Position</u>
Debra Arteaga	Teacher
Kim Carlson	Teacher
Janelle Evans	Teacher
Elizabeth Freeman	Teacher
Rachel Johnson	Teacher
Tim Jones	Teacher
Sarah Katz	SLP
Cassidy Kushner	SLP
Kristen Lanzerotti	Teacher
Therese Oliveri	Teacher
Ashley Prisk	Teacher
Kerry Reek	Teacher
Brittany Reiser	Teacher
Laura Sutton	Teacher
Catherine Wolbers	Teacher