

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

18160 W Gages Lake Road, Gages Lake, Illinois 60030-1819

847-548-8470 Fax 847-548-8472 VP 224-207-8476

www.sedol.us



Valerie M. Donnan, M.Ed.
Superintendent

TO: Executive Board Members

FROM: Administration

RE: Executive Board Meeting

DATE: Thursday, June 27, 2019

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. Jason Lind, Superintendent from Millburn District #24, who was appointed to fill the vacancy created by the retirement of Dr. Guy Schumacher. This term expires in June 2021.

“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;

As part of the Executive Board, I shall accept the responsibility for my role in the equitable and quality education of every student in the District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for SEDOL;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's schools to advance the vision of SEDOL; and

I shall strive to work together with the District Superintendent to lead the District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.”

III. PLEDGE OF ALLEGIANCE (Mrs. Osmond)

IV. ACCEPTANCE OF AGENDA — *ACTION NEEDED* (Mrs. Osmond)

Motion to Accept/Amend Agenda — *VOICE VOTE*

Move the agenda be accepted/amended as presented/recommended.

V. CONSENT AGENDA — *ACTION NEEDED* (Mrs. Osmond)

A. Approval of Minutes: Public and closed session minutes of the regular meeting of May 23, 2019 are included in Board member agenda packets.

B. Financial Matters

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

Accounts Payable	\$2,922,844.05
5/31/19 Payroll Liabilities	809,795.58
5/31/19 Net Payroll	932,258.51
6/15/19 Payroll Liabilities	818,553.29
6/15/19 Net Payroll	<u>950,400.37</u>
	\$6,433,851.80

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

C. Policy Matters

Proposed revisions to the following Executive Board policies have been reviewed by the Policy Committee. 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

- 4:30 Revenue and Investments
- 4:100 Insurance Management
- 4:110 Transportation
- 4:150 Facilities Management and Building Programs
- 4:160 Environmental Quality of Buildings and Grounds

Section 5: Personnel

- 5:250 Leaves of Absences
- 5:330 Sick Days, Vacation, Holidays, and Leaves

Section 6: Instruction

- 6:15 School Accountability

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

Hernandez, Rikaine - Admin Assistant – South School
- Budget approved expansion
- \$15.09/hour
- July 1, 2019

Jones, Elizabeth - Paraprofessional – Sector Class
- Budget approved vacancy
- BA, Northern Illinois University
- \$16.79/hour
- August 19, 2019

Schliep-Sturm, Lori - Admin Assistant – Special Services Department
- Budget approved vacancy/retirement
- \$19.38/hour
- July 15, 2019

Yeazell, Denine - Admin Assistant – Human Resources Department
- Budget approved vacancy/transfer
- \$17.75/hour
- July 1, 2019

Licensed Staff

Adams, Jennifer - ED/BD Teacher – South School
- Budget approved vacancy
- BA, Illinois State University
- BA/step 1, \$39,540
- August 12, 2019

- Cerny, Claire - School Social Worker – LASSO-2 Program
- Budget approved vacancy/resignation
- MA, Aurora University
- MA+15/step 1, \$46,657
- August 12, 2019
- Field, Elizabeth - School Social Worker – Gages Lake School
- Budget approved vacancy/transfer
- MSW, University of Illinois
- MA+30/step 11, \$70,777
- August 12, 2019
- Friese, Marissa - Teacher – LASSO-2 Program – Lincoln Center
- Budget approved vacancy/resignation
- BA, Illinois State University
- BA/step 1, \$39,540
- August 12, 2019
- Lehrman, Eliana - Speech/Language Pathologist
- Budget approved vacancy
- MA, Northwestern University
- MA+30/step 1, \$49,030
- August 12, 2019
- Penzenik, Jennifer - Assistant Principal – Laremont School
- Budget approved vacancy/transfer
- MA, National-Louis University
- \$75,850
- August 1, 2019
- Williamson, Derrick - Assistant Principal – John Powers Center
- Budget approved vacancy
- MA, Concordia University
- \$83,724
- August 1, 2019
- Ziegler, Molly - Speech/Language Pathologist
- Budget approved vacancy/resignation
- MA, Marquette University
- MA+30/step 1, \$49,030
- August 12, 2019

2. Resignations/Retirements

Educational Support Personnel

- Aguirre, Jennifer - Paraprofessional
- Resigned June 4, 2019

- Burns, Mary - Paraprofessional – Gages Lake School
- Resigned May 31, 2019
- Charon, Jeanne - Custodian – John Powers Center
- Resigned June 12, 2019
- Cohen, Jodi - Paraprofessional – Sector Program
- End of 2018-19 school year
- Foy, Amanda - Transition Specialist
- Resigned June 3, 2019
- Friese, Marissa - Paraprofessional – LASSO-3 Program
- Resigned May 31, 2019
- Korta, Mary - Paraprofessional – Gages Lake School
- Resigned at end of 2018-19 school year
- Ramshaw, Chris - Paraprofessional – LASSO-3 Program
- Resigned May 31, 2019
- Salerno, Mike - Job Coach
- Resigned May 31, 2019
- Sanderson, Mary - Paraprofessional – John Powers Center
- Resigned June 6, 2019
- Settle, Rachel - Paraprofessional – LASSO-3 Program
- Resigning July 18, 2019
- Swirsley, Megan - Paraprofessional – LASSO-3 Program
- Resigned May 31, 2019

Licensed Staff

- Dee, Susannah - Teacher – LASSO-2 Program
- Resigned at end of 2018-19 school year
- Gear, Ann - Support Coordinator
- Retiring June 30, 2022
- Grueb, Katie - Teacher – LASSO-3 Program
- Resigned May 31, 2019
- McFeggan, Sarah - Speech/Language Pathologist
- Resigned at end of 2018-19 school year
- Saam, Kaitlyn - Teacher – Cyd Lash Academy
- Resigned at end of 2018-19 school year

Strollo, Donna - Technology Coordinator
- Retiring June 30, 2022

Watson, Barbara - Assistant Superintendent of Business-CSBO
- Retiring June 30, 2021

3. Leave of Absence

Pumala, Elizabeth - APE Teacher – Laremont School
- 2019-20 school year

4. Request for Increase in Contract Time

Goebeler, Kristen - Educational Interpreter – John Powers Center
- From 6.5 to 7 hours/day
- August 13, 2019

Sator, Michelle - DHH Teacher – Laremont School
- From .8 to 1.0 FTE; additional .2 will be for HI
itinerant services
- August 12, 2019

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 Anticipated Supervisor (TBD)
- 1 Social Worker part-time (TBD)
- 2 Speech/Language Pathologists (TBD)
- 1 Registered Nurse part-time (Gages Lake School & Transition)
- 2 Special Needs Registered Nurses (Laremont School)
- 1 Certified School Nurse (TBD)
- 1 Substitute Registered Nurse (Various Locations)
- 2 Adapted PE Teachers (Laremont School)
- 1 Physical Education Teacher (Regional Safe School Program)
- 1 Office Intervention Teacher (South School)
- 1 High School Elective Teacher (Cyd Lash Academy)
- 1 ED/BD Teacher (Gages Lake School)
- 2 ED/BD Teacher (South School)
- 1 Vision Itinerant Teacher
- 2 LASSO-3 Teachers (Laremont School)
- 1 Behavior Specialist (District Wide)
- 1 Art Therapist (South School and Sector)

VI. OLD BUSINESS

- A. Fairhaven School Draft Lease & Proposed Facility Projects — **INFORMATIONAL**
(Mrs. Donnan)

Administration will provide an update on discussions with Diamond Lake #76 regarding SEDOL's potential use of Fairhaven School and the renovations/improvements that will be needed in order for SEDOL to use the building. A draft of the proposed lease agreement is included in Board member agenda packets.

VII. NEW BUSINESS

- A. Policy Revisions for First Reading — **INFORMATIONAL** (Dr. Mack, Dr. Lynch)

Proposed revisions to the following policies have been reviewed by the Policy Committee. The policies will be presented for second reading at the July meeting.

Section 2A: Governing Board

2:20 Powers and Duties of the Governing Board; Indemnification

2:34 Incurring Debt *New Policy*

2:38 Governing Board Delegation of Authority to the Executive Board

These policies will be presented for first reading at the August Governing Board meeting.

Section 4: Operational Services

4:40 Incurring Debt

4:190 Targeted School Violence Prevention Program *New Policy*

- B. Extension of ROE Program — **ACTION NEEDED** (Mrs. Wojcik)

Administration recommends approval of a one-year extension of the agreement between SEDOL and the Regional Office of Education to administer and operate the Safe School Program for the 2019-20 school year. A copy of the extension is included with Board member agenda packets.

Motion to Approve Extension and Reinstate Staff — ROLL CALL VOTE

Move approval of the "Extended Agreement for Administrative Services" for the ROE Safe School Program as presented.

- C. EmbraceIEP — **ACTION NEEDED** (Mrs. Donnan)

Administration recommends approval of the agreement with Brecht's Database Solutions, Inc. for software, website hosting and support services for all ISBE required IEP forms and notice of consent forms and other related services at a cost of \$13,625 for the 2019-20 school year. A copy of the agreement is included in Board member agenda packets.

Motion to Approve Agreement — ROLL CALL VOTE

Move approval of the agreement with Brecht's Database Solutions, Inc. for software, website hosting and support services for all ISBE required IEP forms and notice of consent forms and other related services at a cost of \$13,625 for the 2019-20 school year.

D. Intergovernmental Agreement for ALOP Program — ***ACTION NEEDED*** (Mrs. Donnan)

Administration recommends approval of the intergovernmental agreement between Zion-Benton Township High School District #126, SEDOL and the Lake County ROE in order to continue the Alternative Learning Opportunities Program for member district students who are eligible for the services. The three-year agreement is included in Board member agenda packets.

Motion to Approve Agreement — *ROLL CALL VOTE*

Move approval of the intergovernmental agreement between Zion-Benton District #126, SEDOL and the Lake County ROE as presented.

E. District #79 Intergovernmental Agreement — ***INFORMATIONAL*** (Ms. Watson)

Administration will update the Board regarding the intergovernmental agreement with Fremont District #79 to provide transportation services for students in the Transition Program.

F. Change Order – Summer Projects — ***INFORMATIONAL*** (Ms. Watson)

Change Order #1 from Efraim Carlson & Son for work being done at South School and Laremont School was submitted for approval. Formal action is not necessary as the change order is a deduct in the amount of (\$3,024). The change order is included in Board member agenda packets.

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

- Construction has started at South School and John Powers Center.
- Resource Development, in collaboration with the SEDOL Foundation and Cyd Lash Academy Social Worker Amy Lazzaretti, secured a \$10,000 grant from the A. Montgomery Ward Foundation. The grant, titled *Creating a Sensory Safe Space for Students with Disabilities*, will be split between Cyd Lash Academy and South School to provide sensory items in the classroom, so students may better self regulate. The goal of the project is to reduce office referrals and increase self-help skills to enhance on-task behavior and learning.
- ESY had a successful start with all programs being on campus.

B. Extended School Year (Mrs. Wojcik)

XII. CLOSED SESSION

The Board will be asked to enter into closed session.

Motion to Enter into Closed Session – ROLL CALL VOTE

Move the Board enter into closed session to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, collective bargaining matters and evaluation of the superintendent.

Motion to Return to Public Session – VOICE VOTE

Move the Board return to public session.

XIII. OTHER BUSINESS

A. Retirement Agreement and General Release — *ACTION NEEDED* (Dr. Lynch)

Motion to Approve Agreement — ROLL CALL VOTE

Move approval of the Retirement Agreement and General Release between SEDOL and Barbara Smith as presented.

- B. Update on SEDOL Staffing for FY20 — **INFORMATIONAL** (Mrs. Donnan)
Administration will update the Board on staffing for the 2019-20 school year.

XIV. ADJOURNMENT

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Proposed* 2019-20 Executive Board Meeting Schedule *SEDOL Office Bay Room*

Thursday, July 25, 2019 – 9:30 a.m.
Thursday, August 22, 2019 – 9:30 a.m.
Thursday, September 26, 2019 – 9:30 a.m. *May conflict with IASA Conference*
Thursday, October 24, 2019 – 9:30 a.m.
Thursday, November 14, 2019 – 9:30 a.m.
Thursday, December 19, 2019 – 9:30 a.m.
Thursday, January 23, 2020 – 9:30 a.m.
Thursday, February 27, 2020 – 9:30 a.m.
Thursday, March 19, 2020 – 9:30 a.m.
Thursday, April 9, 2020 – 9:30 a.m. *Special Meeting to Review Tentative Budget*
Thursday, April 23, 2020 – 9:30 a.m.
Thursday, May 28, 2020 – 9:30 p.m.
Thursday, June 25, 2020 – 9:30 a.m.
Thursday, July 23, 2020 – 9:30 a.m.

*The Executive Board will approve the 2019-20 meeting schedule at its July meeting.

Governing Board Meeting Schedule *Gages Lake School Community Room unless noted otherwise*

Wednesday, August 28, 2019 – 7:00 p.m. *Public Hearing on Budget @ 6:30 p.m.*
Wednesday, December 4, 2019 – 7:00 p.m.
Wednesday, March 4, 2020 – 7:00 p.m.
Wednesday, June 3, 2020 – 7:00 p.m.