

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 25, 2019

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.

II. OATH OF OFFICE (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: Mrs. Carey McHugh, Governing Board Member from Wauconda Unit District #118; Mrs. Joanne Osmond, Governing Board Member from Lake Villa District #41; and Dr. Christy Sefcik, Superintendent of Grant H.S. District #124. All three were reappointed to serve another two-year term. Dr. Jason Lind, Superintendent of Millburn District #24, who was appointed to a two-year term to replace Dr. Guy Schumacher, 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;

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. EXECUTIVE BOARD OFFICERS — ***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.

In accordance with policy, Vice President Christy Sefcik will become Board President, and the Executive Board will need to elect a Governing Board member to serve as Vice President for the next two years.

Motion to Elect Vice President — *VOICE VOTE*

President Sefcik will conduct the remainder of the meeting.

IV. PLEDGE OF ALLEGIANCE (Dr. Sefcik)

V. ACCEPTANCE OF AGENDA — ***ACTION NEEDED*** (Dr. Sefcik)

Motion to Accept/Amend Agenda — *VOICE VOTE*

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

VI. CONSENT AGENDA — ***ACTION NEEDED*** (Dr. Sefcik)

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 22, 2019	January 23, 2020	April 23, 2020
September 19, 2019*	February 27, 2020	May 28, 2020
October 24, 2019	March 19, 2020*	June 25, 2020
November 14, 2019*	April 9, 2020**	July 23, 2020
December 19, 2019*		

*Meeting is 2nd or 3rd Thursday due to conferences or winter/spring break

**Special meeting on tentative budget

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 Sefcik if you would prefer to serve on a certain committee.

Personnel

Lonny Lemon, Chair
Carey McHugh
Keely Roberts

Finance

Guy Schumacher, Chair
Lonny Lemon
Christy Sefcik

Policy

Stephen Mack, Chair
Joanne Osmond
Royce Wood

Negotiations

Joanne Osmond, Chair

- B. Approval of Minutes: Public and closed session minutes of the regular meeting of June 27, 2019 are included in Board member agenda packets.

C. Financial Matters

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

Accounts Payable	\$4,043,202.64
6/16 - 6/28/19 Payroll Liabilities	972,101.16
6/16 - 6/28/19 Net Payroll	1,271,757.16
6/27 - 7/15/19 Payroll Liabilities	649,712.01
6/27 - 7/15/19 Net Payroll	<u>849,960.71</u>
	\$7,786,733.68

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

Brieschke, Caryn - Educational Interpreter – John Powers Center
- Budget-approved vacancy/resignation
- MA, Arizona State University
- \$23.02/hour
- August 19, 2019

Jimenez, Maribel - Paraprofessional – LASSO-2 Program
- Budget-approved vacancy
- \$14.29/hour
- August 19, 2019

Kuffell, Grace - Special Needs Nurse – Laremont School
- Budget approved vacancy/reassignment
- RN, Oakton Community College
- RN/step 8, \$40,464
- Billed to Hawthorn District #73
- August 12, 2019

Martinez, Sara - Admin Assistant to Supt/Recording Secretary
- Budget-approved vacancy/retirement
- \$69,000
- September 20, 2019

Miller, Melanie - Paraprofessional – John Powers Center
- Budget-approved vacancy
- \$14.29/hour
- August 19, 2019

Licensed Staff

Cheung, Renee - Assistant Principal – South School
- Budget approved vacancy/resignation
- Ed.D, Aurora University
- \$94,726
- August 1, 2019

Dunne, Jennifer - Supervisor – Sector Programs
- Budget approved vacancy/retirement
- MA/MS, National-Louis University
- \$103,943 prorated for 8/5/19 start
- August 5, 2019

Ecker, Joseph - PE Teacher – Regional Safe School
- Budget approved vacancy/resignation
- MA, National-Louis University
- MA/step 1, \$44,285
- August 12, 2019

- Penna, Jessica - LASSO-2 Teacher – Warren H.S.
- Budget approved vacancy/resignation
- BA/BS, Southern Illinois University
- BA/step 1, \$39,540
- August 12, 2019
- Pike, Matthew - School Social Worker – Gages Lake School
- Budget approved vacancy/transfer
- MSW, University of Michigan
- MA+15/step 1, \$46,657
- August 12, 2019

2. Resignations/Retirements

Educational Support Personnel

- Chargo, Bonnie - Paraprofessional
- Resigned July 19, 2019
- Damron, Cori - Paraprofessional
- Resigned July 18, 2019
- Martinez, Sara - Admin Assistant to Asst Supt for Instruction,
Curriculum and Assessment
- Resigning effective September 19, 2019 to accept
position as Admin Assistant to Supt/Recording
Secretary effective September 20, 2019
- Morley, Thomas - Maintenance
- Resigned July 12, 2019
- Olson, Paul - Paraprofessional
- Resigned July 10, 2019
- Pantic, Katarina - Paraprofessional
- Resigning July 31, 2019
- Smigelski, Holly - Paraprofessional
- Retiring August 9, 2019

Licensed Staff

- Arff, Ashley - ED/BD Teacher – Gages Lake School
- Resigned July 12, 2019
- Logan, Ailey - EC Teacher - Sector
- Resigned July 8, 2019
- Phillips, Amy - School Social Worker – Gages Lake School
- Resigned July 18, 2019

3. Request for Leave of Absence

- Serafin, Krystal - Paraprofessional
- 1st semester of 2019-20 school year

Motion to Approve Consent Agenda — ROLL CALL VOTE

Move approval of consent agenda items and addendum as presented.

4. Vacancies: The following reflects vacancies for the 2019-20 school year.

- 1 School Social Worker (TBD)
- 1 Speech-Language Pathologist (TBD)
- 1 Special Needs Nurse (Laremont School)
- 1 Certified School Nurse (TBD)
- 1 Substitute Registered Nurse (Various Locations)
- 1 Adapted PE Teacher (Laremont School)
- 1 Office Intervention Teacher (South School)
- 5 ED/BD Teachers (Gages Lake School)
- 1 ED/BD Teacher (South School)
- 1 Vision Itinerant Teacher (Various Locations)
- 1 LASSO-2 EC Teacher part time (Lincoln School)
- 1 LASSO-2 EC Teacher (Millburn Elem)
- 1 LASSO-3 Teacher (Laremont School)
- 1 SAB Teacher (Gages Lake School)
- 1 TAB Teacher (Millburn Elem)
- 1 Behavior Specialist (Various Locations)
- 1 Art Therapist (Various Locations)

VII. OLD BUSINESS

A. Policies for Second Reading — ACTION NEEDED (Dr. Mack, Dr. Lynch)

Proposed revisions to the following policies were presented for first reading at the June meeting. A red-lined copy of the policies is included in Board member agenda packets. The policies are presented for second reading and Board approval.

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*

Motion to Approve Policy Revisions — VOICE VOTE

Move approval of the policy revisions as presented.

- B. Fairhaven School Lease Agreement — **INFORMATIONAL** (Mrs. Donnan, Ms. Watson)

Administration will update the Board on discussions with Diamond Lake District #76 for SEDOL's use of Fairhaven School. A draft lease agreement is included in Board member packets.

VIII. NEW BUSINESS

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

The organizational chart has been updated and is included at the end of this agenda. Administration recommends approval of the organizational chart as presented.

Motion to Approve Organizational Chart — VOICE VOTE

Move approval of the organizational chart as presented.

- B. Planning for August Governing Board Meeting — **INFORMATIONAL** (Mrs. Donnan)

The Board will review a draft agenda for the August 28 Governing Board meeting. The draft agenda is included in Board member packets.

- C. Special Education Procedures Revised — **ACTION NEEDED** (Mrs. Donnan)

Administration recently learned of the need to update the *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*. Administration recommends adoption of the revised procedures prepared by the Illinois Council of School Attorneys' Special Education Committee. The procedures are included in Board member packets.

Motion to Adopt Procedures — VOICE VOTE

Move adoption of the *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities* as presented.

- D. Final Budget for FY20 — **ACTION NEEDED** (Ms. Watson)

The final budget for FY20 is included in Board member packets. Administration recommends the budget be presented for Governing Board approval at the meeting on August 28.

Motion to Accept and Present Final Budget— VOICE VOTE

Move acceptance of the final budget for FY20 and recommend Governing Board approval at the August 28 meeting.

E. Change Order for Fire Alarm System — ***ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of Change Order #1 from Kwasigroch Electric Inc. to add or relocate equipment for the new fire alarm system being installed at the administrative building. The change order is an increase of \$1,272.

Motion to Approve the Change Order — *ROLL CALL VOTE*

Move approval of Change Order #1 from Kwasigroch Electric Inc. in the amount of \$1,272 as presented.

F. Tentative Agreement with SSSA — ***ACTION NEEDED*** (Mrs. Donnan)

The Board Negotiation Team will provide an overview of the tentative agreement reached with the SEDOL Support Staff Association. An executive summary of the tentative agreement is included in Board member packets.

Motion to Recommend Approval of Tentative Agreement — *ROLL CALL VOTE*

Move the Executive Board recommend the tentative agreement reached with the SEDOL Support Staff Association be approved by the Governing Board at its meeting on August 28, 2019.

G. FOIA Requests — ***INFORMATIONAL*** (Dr. Lynch)

6/28/19 – Jennifer Smith Richards and Jodi S. Cohen
Chicago Tribune ProPublic Illinois

6/28/19 – Jennifer Smith Richards and Jodi S. Cohen
Chicago Tribune ProPublic Illinois

7/9/19 – Jennifer Smith Richards and Jodi S. Cohen
Chicago Tribune ProPublic Illinois

7/10/19 – Jennifer Smith Richards and Jodi S. Cohen
Chicago Tribune ProPublic Illinois

IX. PUBLIC COMMENT (Dr. Sefcik)

President Sefcik 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.

X. EXECUTIVE BOARD MEMBER COMMENTS (Dr. Sefcik)

Executive Board members are invited to make announcements or comments.

XI. COMMITTEE REPORTS

XII. PROGRAM/SCHOOL REPORTS — *INFORMATIONAL*

A. Announcements / Wins

- ESY Program: The ESY Program concluded with successful learning by 479 students. The students focused on IEP goals within the amusement park theme.
- Pucks for Autism: More than 45 teams competed at four different locations and raised over \$75,000 for students in Lake County.

XIII. 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.

Motion to Return to Public Session — VOICE VOTE

Move the Board return to public session.

XIV. OTHER BUSINESS

XV. ADJOURNMENT

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

Thursday, August 22, 2019 – 9:30 a.m.
Thursday, September 19, 2019 – 9:30 a.m.
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.

SEDOL ORGANIZATIONAL CHART 2019-2020

