

# SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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**Valerie M. Donnan, M.Ed.**  
Superintendent

## Minutes

### SEDOL EXECUTIVE BOARD MEETING

**October 24, 2019**

(revised to include Addendum 8/27/20)

## CALL TO ORDER

The regular meeting of the SEDOL Executive Board was called to order by President Christy Sefcik at 9:33 a.m. on Thursday, October 24, 2019, at the SEDOL administrative offices in Gages Lake, Illinois.

## ROLL CALL

### Board Members Present

Mr. Bob Gold, Superintendent, Big Hollow #38  
Dr. Lonny Lemon, Superintendent, Oak Grove District #68  
Dr. Jason Lind, Superintendent, Millburn District #24  
Mrs. Carey McHugh, Governing Board Member, Wauconda Unit District #118  
Mrs. Joanne Osmond, Governing Board Member, Lake Villa District #41  
Mrs. Odie Pahl, Governing Board Member, Gurnee District #56  
Dr. Christy Sefcik, Superintendent, Grant High School District #124  
Hon. Roycealee Wood, Superintendent, Lake County Regional Office of Education

### Board Members Absent

Dr. Stephen Mack, Governing Board Member, Community Cons. District #46

### Staff Members Present

Mrs. Valerie Donnan, Superintendent  
Dr. Peggy Lynch, Assistant Superintendent for Human Resources  
Ms. Barbara Watson, Assistant Superintendent of Business, CSBO  
Mrs. Laura Wojcik, Assistant Superintendent of Instruction, Curriculum and Assessment  
Sara Martinez, Recording Secretary  
Ms. Rebecca Slye, President, SEDOL Teachers' Union

### Staff Members Absent

None

## PLEDGE OF ALLEGIANCE

President Sefcik asked everyone to stand and join her in the pledge of allegiance.

*Exceptional Services for Exceptional Students*

## ACCEPTANCE OF AGENDA

### Motion to Accept/Amend the Agenda

President Sefcik asked that the agenda be amended under *New Business*:  
B. Contractual/Itinerant Rates for FY21 and C. Request for Approval of ECS Midwest, LLC Proposal to reflect the change for both from Voice Votes to Roll Call Votes.

Motion by Dr. Lonny Lemon, second by Mrs. Carey McHugh, to accept the agenda with addendum as presented.

VOICE VOTE:                      Ayes, all.                      Nays, none.                      MOTION CARRIED.

## CONSENT AGENDA

### Motion to Approve Consent Agenda

Motion by Dr. Jason Lind, second by Mrs. Odie Pahl, to approve the consent agenda as follows.

### Approval of Minutes

Public and closed session minutes of the regular meeting of September 19, 2019.

### Financial Matters

Paid Accounts Payable List: The following expenditures represent the October 2019 accounts payable list:

Accounts Payable	\$1,154,420.82
9/30/19 Payroll Liabilities	\$781,419.61
9/30/19 Net Payroll	\$942,606.08
10/7/19 Payroll Liabilities	\$1,225.74
10/7/19 Net Payroll	\$7,485.88
10/8/19 Payroll Liabilities	\$19,985.83
10/8/19 Net Payroll	\$50,884.17
10/15/19 Payroll Liabilities	\$829,369.39
10/15/19 Net Payroll	<u>\$974,227.43</u>
	\$4,761,624.95

### Treasurer's Report: Report for September 2019

### Policy Matters

Proposed revisions to the following Executive Board policies were reviewed by the Policy Committee. Administration requested approval to change the policies as presented.

#### Section 2: Executive Board

- 2:110 Qualifications, Term, and Duties of Board Officers
- 2:140 Communications To and From the Board

#### Section 4: Operational Services

- 4:20 Fund Balances

#### Section 5: Personnel

- 5:180 Temporary Illness or Temporary Incapacity

#### Section 6: Instruction

- 6:40 Curriculum Development
- 6:340 Student Testing and Assessment Program

Personnel Matters

Requests for Contracts

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.

Requests for Contracts

Educational Support Personnel

- |                                 |   |
|---------------------------------|---|
| <u>Beans, Matthew</u>           | <ul style="list-style-type: none"><li>- Paraprofessional – RSSP</li><li>- Budget-approved vacancy</li><li>- BA, Emporia State University, KS</li><li>- \$15.57/hour</li><li>- October 3, 2019</li></ul>                                   |
| <u>Boyd, Annette</u>            | <ul style="list-style-type: none"><li>- Custodian- South School</li><li>- Budget-approved expansion position</li><li>- \$12.72/hour</li><li>- October 2, 2019</li></ul>   |
| <u>Herchenbach, William</u>     | <ul style="list-style-type: none"><li>- Paraprofessional – Gages Lake School, OI</li><li>- Budget-approved vacancy</li><li>- MA/MS, Chicago School of Professional Psychology</li><li>- \$15.57/hour</li><li>- October 10, 2019</li></ul> |
| <u>Mendez, Roberto</u>          | <ul style="list-style-type: none"><li>- Custodian – John Powers Center</li><li>- Budget-approved vacancy</li><li>- \$13.13/hour</li><li>- September 30, 2019</li></ul>  |
| <u>Solinski, Marina</u>         | <ul style="list-style-type: none"><li>- Paraprofessional – Laremont School, LASSO 3</li><li>- Budget-approved vacancy</li><li>- \$15.30/hour</li><li>- October 21, 2019</li></ul>   |
| <u>Staranowicz, Christopher</u> | <ul style="list-style-type: none"><li>- Paraprofessional – Gages Lake School, PE</li><li>- Budget-approved vacancy</li><li>- \$14.57/hour</li><li>- October 16, 2019</li></ul>  |
| <u>Swanson, Doreen</u>          | <ul style="list-style-type: none"><li>- Vocational Facilitator</li><li>- Budget-approved vacancy</li><li>- MA, George Washington University</li><li>- \$38.34/hour</li><li>- October 21, 2019</li></ul>                                   |
| <u>Torres Brey, Alyssa</u>      | <ul style="list-style-type: none"><li>- Paraprofessional – Sector</li><li>- Budget-approved position</li><li>- \$14.57/hour</li><li>- September 24, 2019</li></ul>  |
| <u>Trimarco, Natalie</u>        | <ul style="list-style-type: none"><li>- Paraprofessional – Sector</li><li>- Replace a Transfer</li><li>- \$14.93/hour</li><li>- October 21, 2019</li></ul>  |

- Walker, Stephanie
- Paraprofessional – Sector
  - Budget-approved position
  - MA/MS, Columbus College, MO
  - \$15.57/hour
  - October 21, 2019

Licensed Staff

- Habel, Stephanie
- Teacher – Gages Lake School/SAB
  - Budget approved vacancy
  - BA/BS, Olivet Nazarene
  - \$39,54 – pro-rated *Correction \$39,540*
  - October 1, 2019

- Kreamer, Jon
- Assistant to the Principal – Gages Lake School
  - Budget approved vacancy
  - MA/MS, Northeastern University
  - \$85,817 – pro-rated
  - September 30, 2019

- Reddick, Kwanita
- School Social Work – Gages Lake School
  - Budget approved vacancy
  - MA/MS, Dominican University
  - \$62,987 – pro-rated
  - September 30, 2019

- Richter, Nicole
- Assistant to the Principal – SAB/Gages Lake School
  - Budget-approved vacancy
  - BA/BS Grand Valley University
  - \$70,777 – pro-rated
  - October 21, 2019

- Victor, Molly
- Assistant Principal – Laremont School
  - Budget approved vacancy
  - MA/MS, DePaul University
  - \$94,726 – pro-rated
  - October 8, 2019

Resignations/Retirements

Educational Support Personnel

- Alexander, Ashley
- Paraprofessional – Gages Lake School
  - Resigned September 24, 2019

- Berry, Elizabeth
- Job Coach
  - Resigned October 2, 2019

- Borgula, Patricia
- Job Coach
  - Retiring December 20, 2019

- Richter, Nicole
- Behavior Specialist
  - Resigned October 21, 2019 to accept position as Assistant to the Principal at Gages Lake School

- Smith, Leron
- Paraprofessional – Laremont School
  - Resigned October 3, 2019

Licensed Staff

Berek, Christine - Teacher – Transition  
- Retiring at the end of the 2020-21 school year

Request for Stipend

Dwyer, Meagan - Acting Principal – Gages Lake School  
- \$850 per month  
- October 1, 2019

ROLL CALL VOTE:

Ayes: Dr. Lonny Lemon Mrs. Odie Pahl  
Dr. Jason Lind Dr. Christy Sefcik  
Mr. Bob Gold Mrs. Joanne Osmond  
Mrs. Roycealee Wood Mrs. Carey McHugh

Nays: None

Absent: Dr. Stephen Mack

MOTION CARRIED

Professional Vacancies for 2019-20

- 1 Anticipated Assistant Principal (Gages Lake School)
- 2 School Social Worker (Gages Lake School)
- 1 Certified School Nurse (TBD)
- 1 EC Teacher (Diamond Lake School) 0.5 FTE
- 1 LASSO II EC Teacher (Sector)

**RECOGNITION**

STARS Student

The Board recognized a student from Ms. Carbonara's ELS classroom at Woodland Middle School as the STARS Student for October. This student came into Ms. Carbonara's class as a 6<sup>th</sup> grader a year ago and has made tremendous gains.

Employee of the Month

The Board recognized Susan Nakagi, Transition Job Coach, as October's employee of the month. She works well with all disciplines and performs the responsibility of her job in a positive, knowledgeable, and caring manner. Susan has been with Sedol over 20 years.

CPI Meritorious Instructor (Laura Wojcik)

Joe Winter received the Meritorious Instructor award from CPI. There are only 539 out of their 32,000 instructors that have received this honor. Joe was first certified as an instructor on March 16, 1998 and has been an instructor for 21 years.

**OLD BUSINESS**

Update on Temporary Administrators

SEDOL is currently contracting with three temporary administrators to facilitate IEP meetings and complete other administrative tasks. Mrs. Donnan noted that this allows building administrators more flexibility.

Current SEDOL Staffing

Motion to Remove Enrollment Cap for South School

Motion by Mrs. Joanne Osmond, second by Dr. Lonny Lemon, to remove the enrollment cap for South School as presented.

Administration recommended removal of the enrollment cap for South School. Mrs. Donnan noted that with the increase in staffing and consistent sub coverage, administration will continue to monitor enrollment and future recommendations will be made if necessary.

ROLL CALL VOTE:

Ayes:	Dr. Lonny Lemon	Mrs. Odie Pahl
	Dr. Jason Lind	Dr. Christy Sefcik
	Mr. Bob Gold	Mrs. Joanne Osmond
	Mrs. Carey McHugh	Mrs. Roycealee Wood
Nays:	None	
Absent:	Dr. Stephen Mack	

MOTION CARRIED

Motion to Remove Enrollment Cap for LASSO 3

Motion by Dr. Jason Lind, second by Mrs. Carey McHugh, to remove the enrollment cap for LASSO 3 as presented.

Administration recommended removal of the enrollment cap for LASSO 3. Mrs. Donnan noted that with the increase in staffing and consistent sub coverage, administration will continue to monitor enrollment and future recommendations will be made if necessary.

ROLL CALL VOTE:

Ayes:	Dr. Lonny Lemon	Mrs. Odie Pahl
	Dr. Jason Lind	Dr. Christy Sefcik
	Mr. Bob Gold	Mrs. Joanne Osmond
	Mrs. Carey McHugh	Mrs. Roycealee Wood
Nays:	None	
Absent:	Dr. Stephen Mack	

MOTION CARRIED

Motion to Maintain Enrollment Cap for Gages Lake School

Motion by Mrs. Joanne Osmond, second by Mrs. Carey McHugh, to maintain the enrollment cap for Gages Lake School as presented.

Mrs. Donnan shared that there has been a 10% increase in staffing and consistency in sub coverage at Gages Lake School however, until staffing levels reach at least 90%, administration recommended keeping the enrollment cap for Gages Lake School. Administration will continue to monitor Gages Lake School and recommendations will be made to the Board monthly. This will not affect the current budget.

ROLL CALL VOTE:

Ayes:	Dr. Lonny Lemon	Mrs. Odie Pahl
	Dr. Jason Lind	Dr. Christy Sefcik
	Mr. Bob Gold	Mrs. Joanne Osmond
	Mrs. Carey McHugh	Mrs. Roycealee Wood
Nays:	None	
Absent:	Dr. Stephen Mack	

MOTION CARRIED

Increase Sub Pay

Motion to Approve Request to Increase Sub Pay

Motion by Mrs. Odie Pahl, second by Mr. Bob Gold, to approve the request to increase the daily sub rate by \$30.00 per day in addition to the base rate through the December 19, 2019 Board meeting.

Administration recommended increasing daily rate of sub pay by \$30.00 per day in addition to the base rate through the December 19, 2019 Board meeting. Ms. Lynch noted that this may entice new recruits for subbing. This will not affect the current budget.

ROLL CALL VOTE:

Ayes:	Dr. Lonny Lemon	Mrs. Odie Pahl
	Dr. Jason Lind	Dr. Christy Sefcik
	Mr. Bob Gold	Mrs. Joanne Osmond
	Mrs. Carey McHugh	Mrs. Roycealee Wood
Nays:	None	
Absent:	Dr. Stephen Mack	

MOTION CARRIED

Fairhaven School Update

Ms. Watson addressed the Board with updates on Fairhaven School. Interviews for Project Managers were held on October 23<sup>rd</sup>. Mrs. Osmond suggested the Board take a tour of the school. Mrs. Donnan planned to hold parent and staff project meetings on October 24<sup>th</sup> to review and discuss current and future plans for the building.

**NEW BUSINESS**

New, District-wide, Voice Over (VoIP) Phone System

Ms. Watson provided information regarding the need for a new, district-wide, voice over (VoIP) phone system. The current system is outdated and replacement equipment for the system is not readily available. Fairhaven School would also not be able to be added to the current system.

Contractual/Itinerant Rates for FY21

Motion to Approve Contractual/Itinerant Rates for FY21

Motion by Dr. Jason Lind, second by Mrs. Odie Pahl, to approve the billing rates for Contractual/Itinerant Services for FY21 as presented.

Administration recommended approval of the proposed billing rates for contractual and itinerant services for the 2020-21 school year.

ROLL CALL VOTE:

Ayes:	Dr. Lonny Lemon	Mrs. Odie Pahl
	Dr. Jason Lind	Dr. Christy Sefcik
	Mr. Bob Gold	Mrs. Joanne Osmond
	Mrs. Carey McHugh	Mrs. Roycealee Wood
Nays:	None	
Absent:	Dr. Stephen Mack	

MOTION CARRIED

ECS Midwest, LLC Proposal

Motion to Approve ECS Midwest, LLC Proposal

Motion by Dr. Lonny Lemon, second by Mrs. Carey McHugh, to approve the request by Administration to accept proposal from ECS Midwest, LLC as presented.

Administration recommended approval of ECS Midwest, LLC proposal for subsurface exploration and geotechnical engineering services for the proposed parking lot at Fairhaven School in the amount of \$5225.

ROLL CALL VOTE:

Ayes:	Dr. Lonny Lemon	Mrs. Odie Pahl
	Dr. Jason Lind	Dr. Christy Sefcik
	Mr. Bob Gold	Mrs. Joanne Osmond
	Mrs. Carey McHugh	Mrs. Roycealee Wood

Nays: None

Absent: Dr. Stephen Mack

MOTION CARRIED

Agreement for Lake County SRO

Ms. Watson reported that she has been working with the Lake County Board and the Lake County Sheriff's Department to renegotiate the agreement for the provision of a full-time police officer on the SEDOL Campus when school is in session. This item to be carried over to the November agenda to allow Board time to review the contract.

Planning for December Governing Board Meeting

The Board reviewed and recommended a draft agenda for the December 4<sup>TH</sup> Governing Board meeting.

FOIA Request

Dr. Lynch reported on a request from the Lovey & Lovey for information pertaining to records and office intervention procedures at Gages Lake School.

**PUBLIC COMMENT**

Ms. Rebecca Slye, President of the SEDOL Teachers' Union, read a prepared statement regarding staff support and their safety.

**CLOSED SESSION**

Motion to Enter into Closed Session

At 10:12 a.m. Dr. Jason Lind moved, second by Mrs. Joanne Osmond, for the Board to 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, collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.
- Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

- The placement of individual students in special education programs and other matters relating to individual students.

ROLL CALL VOTE:

Ayes: Dr. Lonny Lemon Mrs. Odie Pahl  
Dr. Jason Lind Dr. Christy Sefcik  
Mr. Bob Gold Mrs. Joanne Osmond  
Mrs. Carey McHugh Mrs. Roycealee Wood

Nays: None

Absent: Dr. Stephen Mack

MOTION CARRIED

Motion to Return to Public Session

At 11:26 a.m., Dr. Jason Lind moved, second by Mr. Bob Gold for the Board to return to public session.

VOICE VOTE: Ayes, all. Nays, none. MOTION CARRIED.

While in closed session, the Board discussed the discipline, performance or dismissal of specific employees, collective bargaining matters and school building safety and security.

**OTHER BUSINESS**

Strategic Goal Update

Administration reviewed all district goals, 2018-19 staff survey results (53% responded) and shared current needs/action steps in the district regarding the Strategic Goals. Administration highlighted that staff satisfaction and morale continues to need to be addressed.

HUMANeX

Svetlana Popovic, Community Development Coach from HUMANeX, presented to the Board on how HUMANeX works to develop departmental goals based on staff input and how this can support/address SEDOL's climate and culture needs. Mrs. Donnan shared that currently Big Hollow School District, NSSD and NSSEO are all using HUMANeX to assist in gathering staff feedback and creating goals within different levels of their organizations. Based on feedback from the staff survey, Administration is looking at a way to target culture and climate in a more direct and systematic way.

**PROGRAM/SCHOOL REPORTS**

Announcements/Wins

Mrs. Donnan talked about each of the following events/items:

- Karen Schreck's class went to the Lake County Courthouse and met with Judge Salvi regarding the court system. He plans to tour Laremont in the future.
- SEDOL Foundation in collaboration with Resource Development received a \$15,000 grant from the National Philoptochos Children's Medical Fund. Additionally, a \$10,000 grant was received from the Grace Bersted Foundation. Both grants will be used to purchase nutritious food items for the Carole Brooks Backpack Program for SEDOL students in need.
- Operation Warm – Gurnee Rotary selected SEDOL and has raised \$4500 so far for coats for South School, Gages Lake School, and Millburn School District.

**EXECUTIVE BOARD MEMBER COMMENTS**

Mrs. Donnan reported that D121 will begin construction on their solar panel project. The project includes the land just south of Laremont School and will be started immediately. This should not impact any SEDOL buildings or transportation.

**COMMITTEE REPORTS**

There were no committee reports.

**ADJOURNMENT**

Motion to Adjourn

At 11:47 a.m. Mrs. Carey McHugh moved, second by Dr. Lonny Lemon to adjourn the meeting.

VOICE VOTE:            Ayes, all.                    Nays, none.                    MOTION CARRIED.

Respectfully submitted by,

Sara Martinez  
Recording Secretary

Approved by:

\_\_\_\_\_  
President of the Board

\_\_\_\_\_  
Secretary of the Board