

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, October 24, 2019
TIME: 9:30 A.M.
PLACE: SEDOL Office Bay Room

AGENDA

- I. CALL TO ORDER/ROLL CALL (Dr. Sefcik)
- II. PLEDGE OF ALLEGIANCE (Dr. Sefcik)
- III. ACCEPTANCE OF AGENDA — ***ACTION NEEDED*** (Dr. Sefcik)
Motion to Accept/Amend Agenda — *VOICE VOTE*
Move the agenda be accepted/amended as presented/recommended.
- IV. CONSENT AGENDA — ***ACTION NEEDED*** (Dr. Sefcik)
 - A. Approval of Minutes: Public and closed session minutes of the regular meeting of September 19, 2019 are included in Board member agenda packets.

B. Financial Matters

1. 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

2. Treasurer's Report: The treasurer's report for August 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. Administration requests approval to change the policies as presented. A red-lined copy of the policies is included in Board member agenda packets.

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

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

- | | |
|-----------------------|--------------------------------------|
| <u>Beans, Matthew</u> | - Paraprofessional – RSSP |
| | - Budget-approved vacancy |
| | - BA, Emporia State University, KS |
| | - \$15.57/hour |
| | - October 3, 2019 |
| <u>Boyd, Annette</u> | - Custodian- South School |
| | - Budget-approved expansion position |
| | - \$12.72/hour |
| | - October 2, 2019 |

- Herchenbach, William - Paraprofessional – Gages Lake School, OI
 - Budget-approved vacancy
 - MA/MS, Chicago School of Professional Psychology
 - \$15.57/hour
 - October 10, 2019
- Mendez, Roberto - Custodian – John Powers Center
 - Budget-approved vacancy
 - \$13.13/hour
 - September 30, 2019
- Solinski, Marina - Paraprofessional – Laremont School, LASSO 3
 - Budget-approved vacancy
 - \$15.30/hour
 - October 21, 2019
- Staranowicz, Christopher - Paraprofessional – Gages Lake School, PE
 - Budget-approved vacancy
 - \$14.57/hour
 - October 16, 2019
- Swanson, Doreen - Vocational Facilitator
 - Budget-approved vacancy
 - MA, George Washington University
 - \$38.34/hour
 - October 21, 2019
- Torres Brey, Alyssa - Paraprofessional – Sector
 - Budget-approved position
 - \$14.57/hour
 - September 24, 2019
- Trimarco, Natalie - Paraprofessional – Sector
 - Replace a Transfer
 - \$14.93/hour
 - October 21, 2019
- 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
 - 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
- Victor, Molly - Assistant Principal – Laremont School
 - Budget approved vacancy
 - MA/MS, DePaul University
 - \$94,726 – pro-rated
 - October 8, 2019

2. Resignations/Retirements

Educational Support Personnel

- Alexander, Ashley - Paraprofessional – Gages Lake School
 - Resigned September 24, 2019
- Berry, Elizabeth - Job Coach
 - Resigned October 2, 2019
- 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

3. Request for Stipend

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

Motion to Approve Consent Agenda — ROLL CALL VOTE

Move approval of consent agenda items and addendum as presented.

3. 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)

V. RECOGNITION (Mrs. Donnan)

A. STARS Student

The Board will recognize a student from Ms. Carbonara's ELS classroom at Woodland Middle School as the STARS Student for October.

B. Employee of the Month

The Board will recognize Susan Nakagi, Transition Job Coach, as October's employee of the month.

C. 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.

VI. OLD BUSINESS

A. Update on Temporary Administrators — *INFORMATIONAL* (Dr. Lynch)

Update on contracting temporary administrators to facilitate IEP meetings and complete other administrative tasks.

B. Update Regarding Current SEDOL Staffing – *ACTION NEEDED* (Mrs. Donnan)

Administration recommends the removal of the enrollment cap for South School and LASSO 3 while keeping the enrollment cap for Gages Lake School. Administration will continue to monitor enrollment and future recommendations may be made based on enrollment.

Motion to Approve Removal of Enrollment Cap for South School –

ROLL CALL VOTE

Move to approve the removal of the enrollment cap for South School as presented.

Motion to Approve Removal of Enrollment Cap for LASSO 3 –

ROLL CALL VOTE

Move to approve the removal of the enrollment cap for LASSO 3 as presented.

Motion to Approve Maintaining Enrollment Cap for Gages Lake School –

ROLL CALL VOTE

Move to approve the continuation of the enrollment cap for Gages Lake School as presented.

- C. Request to Increase Sub Pay — ***ACTION NEEDED*** (Mrs. Donnan, Ms. Watson)
Increasing daily rate of sub pay by \$30.00 per day in addition to the base rate through the December 19, 2019.

Motion to Approve Request to Increase Sub Pay — *ROLL CALL VOTE*

Move approval of the request to increase of the daily sub rate by \$30.00 per day in addition to the base rate through the December 19, 2019.

- D. Update on Fairhaven School – ***INFORMATIONAL*** (Mrs. Donnan, Ms. Watson)
An update on the Fairhaven School lease, corresponding capital projects, and planning events will be provided.

VII. NEW BUSINESS

- A. Request for Proposals for New, District-wide, Voice Over (VoIP) Phone System —
INFORMATIONAL (Ms. Watson)
Ms. Watson will provide information regarding a new, district-wide, voice over (VoIP) phone system.

- B. Contractual/Itinerant Rates for FY21 — ***ACTION NEEDED*** (Ms. Watson)
Administration recommends approval of the proposed billing rates for contractual and itinerant services for the 2020-21 school year.

Motion to Approve Billing Rates — *VOICE VOTE*

Move approval of the billing rates for contractual and itinerant services for FY21 as presented.

- C. Request for Approval of ECS Midwest, LLC Proposal — ***ACTION NEEDED*** (Ms. Watson)
Administration requests 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. A copy of the proposed proposal is included in the Board member agenda packet.

Motion to Approve Request — *VOICE VOTE*

Move approval of the request by Administration to accept proposal from ECS Midwest, LLC as presented.

- D. Agreement for Lake County SRO — ***ACTION NEEDED*** (Ms. Watson)
Administration 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. Administration recommends approval of the new agreement.
- Motion to Approve Agreement — *ROLL CALL VOTE***
Move approval of the agreement with the Lake County Board and Lake County Sheriff's Department as presented.
- E. Planning for December Governing Board Meeting — ***INFORMATIONAL*** (Mrs. Donnan)
The Board will review a draft agenda for the December 4TH Governing Board meeting. The draft agenda is included in Board member packets.
- F. FOIA Request – ***INFORMATIONAL*** (Dr. Lynch)
A request was received via email on September 19, 2019, from Josh Loevy of Loevy & Loevy for video/records at Gages Lake School on behalf on his client. Dr. Lynch notified the concerned party on September 26, 2019, that SEDOL considers the request as “voluminous” under FOIA because the request submitted was a combination of individual requests that totals more than five different categories of records within a period of 20 business days (ILCS 140/2(h)). Therefore, Loevy & Loevy were notified they may amend the request within 10 business days in such a way that it will no longer be considered as a voluminous request. On October 8, 2019, Loevy & Loevy notified SEDOL that they will not amend or narrow their September 19, 2019, request for records under FOIA. On October 16, 2019, SEDOL responded that the request is still considered voluminous and will respond on or before October 30, 2019.

VIII. 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. The Board President may deny a person the opportunity to speak for more than 5 minutes. The President may also deny such opportunity to a person who has previously addressed the Board on the same subject.
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. 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, 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.**

Motion to Return to Public Session — *VOICE VOTE*

Move the Board return to public session.

X. OTHER BUSINESS

A. STRATEGIC GOAL UPDATE – *INFORMATIONAL* (Mrs. Donnan)

Administration will review all district goals, 2018-19 staff survey results and share current needs/action steps in the district regarding the Strategic Goals.

B. HUMANeX — *INFORMATIONAL* (Ms. Donnan)

Administration will present on how this can support/address SEDOL's climate and culture needs.

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

A. Announcements / Wins

- Karen Schreck’s class went to the Lake County Courthouse and met with Judge Salvi regarding the court system.
- 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 will raise funds for coats for South School, Gages Lake School, and Millburn School District.

XII. EXECUTIVE BOARD MEMBER COMMENTS (Dr. Sefcik)

Executive Board members are invited to make announcements or comments.

XIII. COMMITTEE REPORTS

XIV. ADJOURNMENT

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

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 20, 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.

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

Wednesday, December 4, 2019 – 7:00 p.m.

Wednesday, March 4, 2020 – 7:00 p.m.

Wednesday, June 3, 2020 – 7:00 p.m.