

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, January 23, 2020
TIME: 9:30 A.M.
PLACE: SEDOL Office Bay Room

AGENDA – AMENDED 1/21/2020, 2/20/2020

1/21/2020

- Under Consent Agenda C. Policy Matters, policies 2:260, 4:175, 5:90, 5:120, 5:290, 7:20, 7:150, and 7:180 have been moved to *New Business, E. Policy Revisions for First Reading*
- Under *New Business*, G. MOU and H. MOU have been removed.

2/20/2020

- These minutes were amended to reflect a change in date under *Consent Agenda, Approval of Minutes*.

- 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 ~~November 14, 2019~~ **December 19, 2020** are included in Board member agenda packets.
 - B. Financial Matters
 1. Paid Accounts Payable List: The following expenditures represent the January 2020 accounts payable list:

Accounts Payable	\$1,941,895.96
12/27/19 Payroll Liabilities	\$823,886.84
12/27/19 Net Payroll	\$956,172.91
01/15/20 Payroll Liabilities	\$826,057.12
01/15/20 Net Payroll	<u>\$929,704.85</u>
	\$5,477,717.68

2. Treasurer's Report: The treasurer's report for December 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-line copy of the policy is included in Board member agenda packets.

Section 2: Executive Board

2:200 Types of Executive Meetings

2:220 Executive Board Meeting Procedures

Section 4: Operational Services

4:15 Identity Protection

4:30 Revenue and Investments

4:60 Purchases and Contracts

Section 5: Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

5:20 Workplace Harassment Prohibited

5:30 Hiring Process and Criteria

5:50 Drug & Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

Section 6: Instruction

6:60 Curriculum Content

6:150 Home and Hospital Instruction

6:300 Graduation Requirements

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

Forth, Stephanie

- Paraprofessional – Sector
- Budget-approved vacancy
- MA/MS – University of Illinois Urbana
- \$18.56/hour
- January 6, 2020

McCarthy, Shana

- Paraprofessional – Laremont
- Budget-approved vacancy
- \$14.57/hour
- January 6, 2020

Nadolny, Jane

- Paraprofessional – Cyd Lash Academy
- Budget-approved vacancy
- BA – Western Michigan University
- \$15.93/hour
- January 21, 2020

Nissen, Lindsey - Paraprofessional – DHH Grayslake North HS
 - Budget-approved vacancy
 - \$14.57/hour
 - January 21, 2020

Parker, Emily - Paraprofessional – Sector
 - Budget-approved vacancy
 - BA/BS – Carthage College
 - \$15.57/hour
 - January 6, 2020

Salata, Cyndi - Paraprofessional – Laremont School
 - Budget-approved vacancy
 - \$14.57/hour
 - January 16, 2020

Licensed Staff

Iliadis, Christina - Counselor – ALE at Gages Lake School
 - Budget approved vacancy
 - MA/MS – Colorado State University
 - MA+15 Step 11
 - \$67,376 – pro-rated
 - December 6, 2020 2019 *Correction from Dec. 19, 2019 Agenda*

2. Resignations/Retirements

Educational Support Personnel

Caravello, Christina - Paraprofessional – Sector
 - Resigned January 14, 2020

Butler, Whitley - Paraprofessional – Laremont School
 - Resigned December 20, 2019

Foster, Casey - Paraprofessional – Sector
 - Resigned January 30, 2020

Jones, Bridgette - Paraprofessional – Gages Lake School
 - Resigned February 7, 2020

Mendez, Roberto - Custodian – John Powers Center
 - Resigned December 23, 2019

Mullen, Jennifer - Paraprofessional – Sector
 - Resigned January 30, 2020

Navarrete, Sidney - Paraprofessional – Laremont School
 - Resigned January 17, 2020

Steiskal, Diana - Paraprofessional – Laremont School
 - Resigned January 27, 2020

Licensed Staff

Brydon, Camalla - Teacher – Sector
 - Retiring at the end of the 2019-20 school year –
 change from 2022 – 2023

Request for Leave of Absence

Kuperman, Rebecca - Paraprofessional - Sector
 - March 9, 2020 – May 29, 2020

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 School Psychologist (SEDOL)
- 1 School Social Worker (Gages Lake School)
- 1 Certified School Nurse (TBD)
- 1 Substitute RN (SEDOL)
- 1 Shaping Appropriate Behaviors (SAB) Teacher HS (Gages Lake School)
- 1 LASSO III Teacher EC (Gages Lake School)
- 1 LASSO II EC Teacher (Sector)

V. RECOGNITION (Mrs. Donnan)

A. STARS Student

The Board will recognize a student from Ms. Cirone's classroom in the Community Life Program, as the STARS Student for January.

B. Employee of the Month

The Board will recognize Allyce Mohr, LASSO III Teacher at Laremont School, as January's employee of the month.

VI. OLD BUSINESS

A. Request to Maintain Sub Pay — ACTION NEEDED (Mrs. Donnan, Dr. Lynch)

Maintain daily rate of sub pay by \$30.00 per day in addition to the base rate through the March 19, 2020.

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

Move approval of the request to maintain the daily sub rate by \$30.00 per day in addition to the base rate through March 19, 2020.

B. Fairhaven School Project Update – INFORMATIONAL (Ms. Watson)

Ms. Watson will update the Board on the Fairhaven School Project.

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

Administration recommends maintaining the enrollment cap for Gages Lake School. Future recommendations may be made based on enrollment.

Motion to Approve Maintaining Enrollment Cap for the ED Program at Gages Lake School – ROLL CALL VOTE

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

Motion to Approve Maintaining Enrollment Cap for the SAB Program at Gages Lake School – ROLL CALL VOTE

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

D. Articles of Joint Agreement – ***ACTION NEEDED*** (Mrs. Donnan)

Administration recommends approval of the proposed amendments to the Articles of Joint Agreement. A copy is included in the Executive Board member agenda packet and will be included in the Governing Board member agenda packet to be presented for first reading on March 4, 2020.

Motion to Approve Ammendments – ROLL CALL VOTE

Move approval of the proposed amendments to the Articles of Joint Agreement as presented.

E. Architect Master Agreement – ***ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the Architect Master Agreement with Wold Architect and Engineers. A copy of the agreement is included in the Board member agenda packet.

Motion to Approve the Architect Master Agreement – ROLL CALL VOTE

Move approval of the Architect Master Agreement with Wold Architect and Engineering as presented.

F. Garda World Supplemental Contract – ***ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the supplemental contract with Garda World. Monthly payment terms were added for clarification. A copy of the contract is included in the Board member agenda packet.

Motion to Approve Supplemental Contract – ROLL CALL VOTE

Move approval of the Supplemental Contract with Garda World as presented.

G. Change Order – Efraim Carlson and Son – ***ACTION NEEDED*** (Ms. Watson)

Change Order #3 is a deduct of \$1800.32 from the \$10,000 credit hardware allowance. A copy of the change order is included in the Board member agenda packet.

Motion to Approve Change Order – ROLL CALL VOTE

Move approval of Change Order #3, a deduct of \$1800.32 from Efraim Carlson and Son as presented.

H. SEDOL Task Force Update – ***INFORMATIONAL*** (Mrs. Donnan)

Mrs. Donnan will update the Board on the status of the SEDOL Task Force.

VII. NEW BUSINESS

A. Resolution to Set Hearing on Interfund Transfer – **ACTION NEEDED** (Ms. Watson)

At the February meeting, the Executive Board will be asked to approve a resolution authorizing an interfund transfer from the Education Fund to the Transportation Fund (\$450,000) and from the Education Fund to the O & M Fund (\$4,000,000). In order to do this, there are specific criteria that must be met including holding a public hearing to discuss the interfund transfers.

Administration recommends the public hearing be held immediately prior to the regular Executive Board meeting on Thursday, February 20, beginning at 9:00 a.m. The Board will be asked to adopt the attached resolution to set the public hearing.

Motion to Adopt Resolution – ROLL CALL VOTE

Move adoption of the resolution setting a hearing to discuss an Interfund Transfer as presented.

B. Tuition Rate – **INFORMATIONAL** (Ms. Watson)

Ms. Watson will discuss member district estimated reset base tuition rates for FY21. A copy of the rates is included in the Board agenda packet.

C. Roof Top Replacement Units – **INFORMATIONAL** (Ms. Watson)

Ms. Watson will discuss the need for replacement of the roof top units at John Powers Center.

D. SRACLC Agreement – **INFORMATIONAL** (Ms. Watson)

Ms. Watson will discuss the third-party agreement with The Special Recreation Association of Central Lake County (SRACLC) for the purposes of providing after school daycare services to both its constituents and to SEDOL students at Fairhaven School. A copy of the agreement is included in the Board member agenda packet.

E. Policy Revisions for First Reading — **INFORMATIONAL** (Mrs. Osmond, 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 February meeting.

Section 2A: Governing Board

These 3 policies will be presented for 1st reading at the March Gov Board meeting.

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

2:100 Governing Member Conflict of Interest

2:105 Ethics and Gift Ban

Section 2B: Executive Board

2:110 Qualifications, Term and Duties of Board Officers

2:260 Uniform Grievance Procedure

Section 4: Operational Services

4:80 Accounting and Audits

4:175 Convicted Child Sex Offender; Screening; Notifications

Section 5: General Personnel

5:90 Abused and Neglected Child Reporting

5:120 Employee Ethics; Conduct; and Conflict of Interest

5:250 Leave of Absence

5:290 Employment Termination and Suspensions

5:330 Sick Days, Vacation, Holidays, and Leaves

Section 6: Instruction

6:180 Extended Instructional Program – **NEW**

6:320 High School Credit for Proficiency – **NEW**

Section 7: Students

7:20 Harassment of Students Prohibited

7:150 Agency and Police Interviews

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Section 8: Community Relations

8:30 Visitors to and Conduct on District Property

F. FOIA Request – **INFORMATIONAL** (Dr. Lynch)

A request was received via email on December 16, 2019, from Jennifer Richards, Chicago Tribune and Jodi Cohen, ProPublica Illinois, requesting electronic copies of the following:

- *All separation, settlement and/or resolution agreements between the Special Education District of Lake County (SEDOL) and any of its students or former students, the students' families or the students/families' attorneys between January 1, 2019 - present.*
- *All separation, settlement and/or resolution agreements between the Special Education District of Lake County (SEDOL) and any of its employees or former employees or their attorneys between January 1, 2019 - present.*
- *All documents that show any payments made as part of the above settlements.*

On January 10, 2020, Dr. Lynch responded via email with the request granted in part and denied in part.

G. Planning for March Governing Board Meeting – **INFORMATIONAL** (Mrs. Donnan)

The Board will review a draft agenda for the March 4 Governing Board meeting. The draft agenda is included in Board member packets.

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.
- 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. Possible Approval of Unpaid Suspension for Teacher #1 – ***ACTION NEEDED*** (Dr. Lynch)

Motion to Approve Unpaid Suspension — ROLL CALL VOTE

Move approval of the unpaid suspension for teacher #1 as recommended.

- B. Possible Approval of Unpaid Suspension for Teacher #2 – ***ACTION NEEDED*** (Dr. Lynch)

Motion to Approve Unpaid Suspension — ROLL CALL VOTE

Move approval of the unpaid suspension for teacher #2 as recommended.

XI. PROGRAM/SCHOOL REPORTS — ***INFORMATIONAL*** (Mrs. Donnan)

A. Announcements / Wins

1. The SEDOL Curriculum Department has facilitated the development of a professional development schedule for the spring for SEDOL and Member District staff that includes over 35 sessions. A variety of talented staff are providing the peer to peer learning opportunities!
2. The second semester of Stepping into College (SIC) called College Plus (CP) has started. CP will provide support on the CLC campus to ensure students get to and from class and help ease any anxieties. Students meet once a week to review their class progression and receive support if they need academic assistance or have questions regarding their CLC class or accounts.

3. The 8th graders in the LASSO 1 and TAB classrooms joined the 8th grade bowling trip at Millburn Middle School. It was a great experience for all!
4. Gurnee Rotary delivered coats for many SEDOL programs. We are so grateful for the community's generosity.

XII. EXECUTIVE BOARD MEMBER COMMENTS (Dr. Sefcik)

XIII. COMMITTEE REPORTS

XIV. ADJOURNMENT

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2019-20 Executive Board Meeting Schedule

SEDOL Office Bay Room

Thursday, February 20, 2020 – 9:30 a.m.
Thursday, March 19, 2020 – 9:30 a.m.
Thursday, April 9, 2020 – 9:30 a.m.
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.

Special Meeting to Review Tentative Budget

Governing Board Meeting Schedule

Gages Lake School Community Room unless noted otherwise

Wednesday, March 4, 2020 – 7:00 p.m.
Wednesday, June 3, 2020 – 7:00 p.m.