

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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Valerie M. Donnan, M.Ed.
Superintendent

Notice: A Public Hearing to receive comment regarding an interfund transfer will be held on Thursday, February 20, 2020, at 9:00 a.m.; the hearing will be held in the Bay Room at the SEDOL district office.

TO: Executive Board Members
FROM: Administration
RE: Executive Board Meeting
DATE: Thursday, February 20, 2020; Amended 3/19/20 Old Business, Letter I
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 January 23, 2020 are included in Board member agenda packets.

Approval of Amended Agenda: Public and closed session minutes of the regular meeting were listed on the January 23, 2020 agenda for approval as November 14, 2019 minutes and should have read as December 19, 2019.
 - B. Financial Matters
 1. Paid Accounts Payable List: The following expenditures represent the February, 2020 accounts payable list:

Accounts Payable	\$2,846,977.64
01/31/20 Payroll Liabilities	\$832,796.35
01/31/20 Net Payroll	\$939,296.59
02/14/20 Payroll Liabilities	\$841,843.72
02/14/20 Net Payroll	<u>\$958,286.31</u>
	\$6,419,200.31

2. Treasurer's Report: The treasurer's report for January, 2020 is included in Board member packets.

C. 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

Bannister, Charles - Paraprofessional – Ol Gages Lake School
 - Budget-approved vacancy
 - \$15.30/hour
 - January 28, 2020

Cole, Justin - Paraprofessional – Ol Gages Lake School
 - Budget-approved vacancy
 - BA/BS – Southern Illinois University
 - \$15.57/hour
 - February 5, 2020

Felix, Maria Rachel - Paraprofessional – South School
 - Budget-approved vacancy
 - BA – Centro Escolar University, Manila Philippines
 - \$15.57/hour
 - January 27, 2020

Korta, Mary - Paraprofessional – Gages Lake School
 - Budget-approved vacancy
 - \$14.93/hour
 - January 24, 2020

Scharrer, Sara - Paraprofessional – Laremont School
 - Budget-approved vacancy
 - MA/MS – Wilkes University
 - \$15.57/hour
 - January 3, 2020

Smith, Ana - Paraprofessional – Sector – Millburn Elementary
 - Budget-approved vacancy
 - BA – Northeastern University
 - \$15.57/hour
 - January 28, 2020

Licensed Staff

Tortorella, Josephine - Teacher – Sector- Millburn Elementary
 - Budget approved vacancy
 - MA/MS – Marian College
 - MA, Step 1
 - \$44,285 – pro-rated
 - February 3, 2020

2. Resignations/Retirements

Educational Support Personnel

- Andruszko, Veronica - Paraprofessional – Transition, Seymour
- Resigned February 21, 2020
- Bannister, Charles - Paraprofessional – Ol Gages Lake School
- Resigned January 31, 2020
- Boyd, Annette - Custodian – South School
- Resigned February 20, 2020
- DaMore, Jennifer - Administrative Assistant – Transition
- Resigned January 27, 2020
- Hall, Donalisa - Paraprofessional – Sector – Millburn Middle School
- Resigned January 24, 2020
- Jones, Bridgette - Paraprofessional – Gages Lake School
- Resigned February 7, 2020 – Date change to 1/24/2020
- McCarthy, Shana - Paraprofessional – Laremont School
- Resigned February 6, 2020
- Mendez, Roberto - Custodian – John Powers Center
- Resigned December 23, 2019 Correction from Jan. 23, 2020 agenda
- Roldan, Silvia - Paraprofessional – Laremont School
- Resigned January 28, 2020

Licensed Staff

- Harrison, Jasmine - Teacher – Regional Safe School Program
- Resigned end of the 2019-20 school year.
- Miller, Julie - Teacher – Laremont School
- Resigned February 28, 2020
- Settle, Deborah - Teacher – Laremont School
- Resigned May 22, 2020

3. Request for Leave of Absence

- McClendon, Lacechia - Paraprofessional - Sector
- Effective February 5, 2020 through the end of the 2019-20 school year.

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 Social Worker (Gages Lake School)
 - 1 Certified School Nurse (TBD)
 - 1 LASSO III Teacher EC (Gages Lake School)
 - 1 LASSO II EC Teacher (Sector)
 - 1 LASSO III Teacher (Laremont School)

V. RECOGNITION (Mrs. Donnan)

A. STARS Student

The Board will recognize a student from Ms. Goldstein's classroom at South School, as the STARS Student for February.

B. Employee of the Month

The Board will recognize Michelle Dvorak, COTA, as February's employee of the month.

VI. OLD BUSINESS

A. Policy Revisions for Second Reading – **ACTION NEEDED** (Mrs. Osmond, Dr. Lynch)

Proposed revisions to the following Executive Board policies were presented for first reading at the January meeting. The policies are presented again for second reading and Board approval. Red-lined copies are included in the Board member agenda packet.

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

Motion to Approve Policy Revisions – VOICE VOTE

Move approval of the policy revisions as presented.

- B. 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 approval of 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 approval of the continuation of the enrollment cap for the SAB Program at Gages Lake School as presented.
- C. Fairhaven School Project Update – ***ACTION NEEDED*** (Ms. Watson)
Administration will recommend bids for the Fairhaven School project that were received on February 7, 2020. A copy of the resolution is included in the Board member agenda packet.
- Motion to Approve Resolution Awarding and Assigning Certain Trade Contractor Agreements for 2020 Summer Work at Fairhaven School** – ***ROLL CALL VOTE***
- Move approval of the resolution as presented.
- D. Asbestos – ***INFORMATIONAL*** (Ms. Watson)
Administration will discuss asbestos at Fairhaven School.
- E. SRACLC Agreement – ***ACTION NEEDED*** (Ms. Watson)
Administration recommends approval of the agreement with The Special Recreation Association of Central Lake County (SRACLC) for the purposes of providing after school childcare services to both its constituents and to SEDOL students at Fairhaven School.
- Motion to Approve Agreement** – ***ROLL CALL VOTE***
- Move approval of the agreement between SEDOL and SRACLC as presented.
- F. Tuition Rates – ***INFORMATIONAL*** (Ms. Watson)
Administration will discuss estimated non-member district and split TRS vs non-TRS rates for FY21. A copy of the rates is included in the Board member agenda packet.
- G. Gages Lake School Hallway Project – ***INFORMATIONAL*** (Ms. Watson)
Administration will discuss the Gages Lake School administration hallway renovation project. A map of the area is included in the Board member agenda packet.

H. Food Service Contract – **INFORMATIONAL** (Ms. Watson)

Administration will provide an update on the current food service contract with Preferred Meal Systems, Inc.

I. Resolution Authorizing Interfund Transfer – **ACTION NEEDED** (Ms. Watson)

Administration recommends adoption of the attached resolution authorizing an interfund transfer of ~~\$400,000,000~~ **\$4,000,000** from the Education Fund to the Operations and Maintenance Fund and \$450,000 from the Education Fund to the Transportation Fund.

Motion to Adopt Resolution – ROLL CALL VOTE

Move adoption of the Resolution Authorizing an Interfund Transfer as presented.

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

Administration will update the Board on the status of the SEDOL Task Force.

VII. NEW BUSINESS

A. Request for Non-Member District Placement – **ACTION NEEDED** (Mrs. Donnan)

Administration recommends approval of the request by Stevenson High School D125 to continue placement of a 9th grade student at Laremont School in the LASSO III program for the remainder of the 2019-20 school year. This student will turn fifteen on February 26, 2020 and become the responsibility of D125. The district will be billed based on the non-member district tuition schedule and will continue to be responsible for transportation costs and for the costs associated with any additional support needed as a result of the placement.

Motion to Approve Request – ROLL CALL VOTE

Move approval of the request by Stevenson High School D125 for continued placement in the Laremont LASSO III program as presented.

B. Policy Revision for First Reading – **INFORMATIONAL** (Mrs. Osmond, Dr. Lynch)

Proposed revision to policy 7:270 *Administering Medicines to Students* has been reviewed by the Policy Committee. The policy will be presented for second reading at the March meeting. A copy of the policy is included in the Board member agenda packet.

C. FY19 Audit Report – **ACTION NEEDED** (Ms. Watson)

Administration recommends approval of the FY19 audit report. A copy of the audit report is included in Board member agenda packets.

Motion to Approve Audit Report – ROLL CALL VOTE

Move approval of the FY19 audit report as presented.

D. Laremont Playground Project Approval – **INFORMATIONAL** (Ms. Watson)

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

Administration recommends approval of the Project Authorization Agreement with Wold Architect and Engineers for the Fairhaven School and the John Powers Center RTU project. A copy of each agreement is included in the Board member agenda packet.

Motion to Approve Architect Project Authorization Agreement –
ROLL CALL VOTE

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

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

1. January 29, 2020, Ms. Christine Brandl, District 308 requested copies of the following records containing information on employed Sign Language Interpreters' pay lanes, ASL Interpreters' and contracts within District Lake County/or Coop for the school years 2015-2024. Dr. Lynch provided the requested information on Feb. 3, 2020 via email.
2. January 30, 2020, Katie Kim, NBC5 Chicago requested any and all written agreements and/or contracts between SEDOL and companies that provide content filtering and monitoring software for school district-issued devices for students and documents sufficient to show policies and guidelines for school district-issued devices for students. Dr. Lynch provided the requested information on February 4, 2020 via email.
3. February 3, 2020, Ms. Jennifer Smith Richards, Chicago Tribune requested all records of the use of physical restraint or time out in the district since November 20 documented on ISBE's 'Physical Restraint and Time Out Form' and sent to restrainttimeout@isbe.net. Dr. Lynch followed up on Feb. 10 via email with a FOIA 5-day extension notice stating a response would be issues no later than February 19, 2020.
4. February 5, 2020, Mr. Mihelich, IRTA requested names and email addresses of any certified staff who are retiring this year. Dr. Lynch provided the requested information on February 7, 2020 via email.
5. February 6, 2020, Ms. Jodi Cohen, ProPublica requested the communication from the Illinois State Board of Education related to its investigation of the complaint lodged by Deputy Governor Jesse Ruiz in regard to SEDOL, sent in January, that included the review of relevant information, documentation and evaluation, summary and discussion and corrective action. Dr. Lynch provided the communication from the Illinois State Board of Education to the Special Education District of Lake County on February 7, 2020 via email.

G. **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.**
- **The placement of individual students in special education programs and to consider individual student matters – 5 ILCS 120/2(c)(1).**

Motion to Return to Public Session — VOICE VOTE

Move the Board return to public session.

X. OTHER BUSINESS

A. Settlement Agreement — **ACTION NEEDED** (Mrs. Donnan)

Motion to approve settlement agreement for Student #22020201 as presented — ROLL CALL VOTE

Move approval of the settlement agreement as presented.

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

Announcements / Wins

1. Ms. Adams from South School taught her class proper Restaurant Etiquette at The South Side Grill during their Friday reinforcer.
2. On February 8, SEDOL hosted a SibShop with author, Jessica Leving. The volunteers and children had an unexpected move to Gages Lake School as Laremont's water was out, but the transition to the alternate location went off without an issue and the children were able to enjoy their time learning and sharing together about what it is like to have a sibling with special needs.

3. Two CLA students were recognized by Grayslake Exchange Club in January as Students of the Month. Both students along with staff attended a meeting and gave a public address sharing their successes.
4. ELS students in Sandra Halevy's classroom received a \$250 Agriculture in the Classroom Teacher Grant from the Lake County Farm Bureau. The grant, titled 'Around the World in 90 Days with Plants that Changed the World' will be teaching students about Bamboo, Bonzai, Herbs and Succulents and their agricultural impact on society.
5. On February 14th, SEDOL students participated in a 'Day of Service.' 38 classrooms and more than 320 students worked together to make the day a success. Students made fleece blankets (113 total) for children, adults and animals. Students also wrote letters to Veterans, made dog biscuits and art for seniors. A Safe Place, House of Peace, Staben House, Fat Cat Rescue, North Chicago Animal Control and Save a Pet all benefited from the projects. A big thank you to the Rotary Club of Gurnee for their support and donations that helped make the day a success.

XII. EXECUTIVE BOARD MEMBER COMMENTS (Dr. Sefcik)

XIII. COMMITTEE REPORTS

- The Finance and Personnel Committee will be meeting on March 5th at 1:30.

XIV. ADJOURNMENT

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

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, March 4, 2020 – 7:00 p.m.

Wednesday, June 3, 2020 – 7:00 p.m.