

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

If you would like to attend this public meeting via webinar please register through this link  
<https://attendee.gotowebinar.com/register/8240638845859133711>  
To participate in Public Comment, please go to page 5 of this agenda and use the link to register.  
You will need to be registered by 8:30 a.m. on April 23, 2020.

- 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 March 19, 2020, and public and closed session minutes of the special meeting of April 9, 2020 are included in Board member agenda packets.
  - B. Financial Matters
    1. Paid Accounts Payable List: The following expenditures represent the April, 2020 accounts payable list:

Accounts Payable	\$1,816,901.80
03/31/20 Payroll Liabilities	\$825,460.83
03/31/20 Net Payroll	\$924,408.80
04/15/20 Payroll Liabilities	\$816,613.68
03/13/20 Net Payroll	<u>\$895,776.36</u>
	\$5,279,161.47

2. Treasurer's Report: The treasurer's report for March 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

Licensed Staff

- |                     |                                      |
|---------------------|--------------------------------------|
| <u>Olsen, Kelly</u> | - Director of Instructional Services |
|                     | - Budget approved vacancy            |
|                     | - Ed.D., Northcentral University, AZ |
|                     | - \$110,874                          |
|                     | - July 1, 2020                       |

2. Resignations/Retirements

Educational Support Personnel

- |                           |  |
|---------------------------|--|
| <u>Carcamo, Marta</u>     | - Paraprofessional- Cyd Lash Academy           |
|                           | - Retiring last day of the 2019-20 school year |
| <u>Gottmann, Colleen</u>  | - Paraprofessional- Cyd Lash Academy           |
|                           | - Resigned March 30, 2020                      |
| <u>Jakimauskas, Diane</u> | - Paraprofessional – Laremont School           |
|                           | - Retiring last day of the 2019-20 school year |

Licensed Staff

- |                            |   |
|----------------------------|---|
| <u>Johnson, Kwanita</u>    | - Social Worker – Gages Lake School   |
|                            | - Resigned the last day of the 2019-20 school year-<br><i>date change to April 24, 2020</i> |
| <u>Olsen, Kelly</u>        | - Assistant Director of Curriculum  |
|                            | - Resigning June 30, 2020 to accept position as<br>Director of Instructional Services       |
| Victor, Molly              | - Assistant Principal – Laremont School   |
|                            | - Resigning June 30, 2020   |
| <u>Yeh-Shinbrood, Jody</u> | - Social Worker   |
|                            | - Retiring the last day of the 2019-20 school year  |

3. Request for Increase in Contract Time

- |                           |                       |
|---------------------------|-----------------------|
| <u>Seyfert, Elizabeth</u> | - Social Worker       |
|                           | - From .4 to 1.0 FTE  |
|                           | - 2020-21 school year |

4. Employment Recommendations for 2020-21

A list of staff recommended for re-employment for the 2020-21 school year is included at the end of the agenda.

**Motion to Approve Consent Agenda — ROLL CALL VOTE**

**Move approval of consent agenda items and addendum as presented.**

V. RECOGNITION (Mrs. Donnan)

A. March Employee of the Month

The Board will recognize Rob Stone, Office Interventionist at Cyd Lash Academy, as March's employee of the month.

B. April Employee of the Month

The Board will recognize Alex Letto, Paraprofessional in Ms. Wantoch's LASSO II classroom, as April's employee of the month.

VI. OLD BUSINESS

A. Fairhaven School Project Update – **INFORMATIONAL** (Ms. Watson)

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

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.

**Motion to Approve Maintaining Enrollment Cap for the ED Program at Gages Lake School through the 2019-20 school year – 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 through the 2019-20 school year – ROLL CALL VOTE**

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

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

Proposed revisions to the following policies were reviewed by the Policy Committee: 4:60 *Purchases and Contracts* and 4:150 *Facilities Management and Building Programs* and were presented for first reading at the April 9 meeting. These policies are presented again for second reading and Board approval. A red-line copy is included in the Board member agenda packet.

**Motion to Approve Policy Revisions – VOICE VOTE**

**Move approval of the policy revisions as presented.**

D. Tentative Budget for FY21 — **ACTION NEEDED** (Ms. Watson)

Administration will present two budgets for the Education Fund. The Board will discuss both versions and will recommend on at the Board meeting. Administration will seek a recommendation regarding presentation of the tentative budget to the Governing Board at its June 3 meeting. The first version of the tentative budget and overview were reviewed at the special Executive Board meeting on April 9. A copy of both versions are included in the Board member agenda packets.

**Motion to Approve Tentative Budget — VOICE VOTE**

**Move approval of the tentative budget for FY21 and recommend approval by the Governing Board at its June 3 meeting.**

VII. NEW BUSINESS

A. Lakeside Contract – **INFORMATIONAL** (Ms. Watson)

B. Strategic Plan Summary/Superintendent Goals — **INFORMATIONAL** (Mrs. Donnan)

The 2018-2020 strategic plan summary, which also serves as the superintendent's goals, has been updated to reflect the progress made on each goal. Mrs. Donnan has also prepared a detailed overview of the action steps taken in pursuit of each goal. Both documents are included in Board member packets in preparation for Mrs. Donnan's evaluation.

C. Contract for Assistant Superintendent Educational Services – **ACTION NEEDED**

(Mrs. Donnan)

Administration recommends approval of a three-year contract with Mrs. Laura Wojcik, Assistant Superintendent Educational Services, effective July 1, 2020 at a salary of \$128,160.95 for 2020-21. A copy of the contract is included in Board member agenda packets.

**Motion to Approve Contract — ROLL CALL VOTE**

**Move approval of the new three-year contract with Mrs. Laura Wojcik**

D. Salary/Benefit Recommendations for Administrative and Non-Union Staff —

**ACTION NEEDED** (Dr. Lemon, Dr. Lynch)

Administration's recommendations regarding salary/benefits for administrative and non-union staff for FY21 and FY22 were reviewed at the joint meeting of the Personnel and Finance Committees on March 5<sup>th</sup>. An overview of the recommendations, along with a summary of the total costs, are included in Board member agenda packets. Administration requests approval of the salary/benefit recommendations as presented.

**Motion to Approve Recommendations — ROLL CALL VOTE**

**Move approval of the recommendations regarding salary/benefit increases for administrative and non-union staff for FY21 and FY22 as presented.**

- E. Planning for June Governing Board Meeting — **INFORMATIONAL** (Mrs. Donnan)  
The Board will be asked to review a draft of the agenda for the June 3 Governing Board meeting. The draft is included in Board member agenda packets

#### VIII. PUBLIC COMMENT (Dr. Sefcik)

- Public participation is being afforded to the general public via web-conference. To participate, please register by clicking on this link:  
<https://attendee.gotowebinar.com/register/8240638845859133711>
- Public comment is being afforded to the general public via web-conference. Anyone who would like to address the Board during public participation may do so by following particular registration requirements that are described on our agenda. The individual needs to register by clicking on this link:  
<https://attendee.gotowebinar.com/register/8240638845859133711> prior to 8:30 a.m. on Thursday, 9<sup>th</sup> with their name, address and phone number.
- Speakers for public comment are asked to strictly observe SEDOL's Public Participation Guidelines, including limiting their comments to five minutes.
- Certain groups that are impacted by the agenda topics for SEDOL's meeting are being afforded the opportunity to have a very limited number of pre-approved attendees physically present for the Board meeting and those attendees may give in-person public comment. Only approved attendees will be permitted to be present in person for the meeting.
- SEDOL plans to revise this plan to the extent the Governor issues an Emergency Order relaxing the OMA or providing flexibility to public boards.

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:

- Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal.
- 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

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

- SEDOL staff has done an amazing job with remote learning. They are going above and beyond to connect with students and make sure they have their basic needs met.
- SEDOL and the SEDOL Foundation donated non-perishable food to support Mundelein District 120, Fremont 79, Diamond Lake 76, and Mundelein Elementary 50
- SEDOL has distributed over 350 devices to students including iPads, Chromebooks and vocal output devices.

## XII. EXECUTIVE BOARD MEMBER COMMENTS (Dr. Sefcik)

Executive Board members are invited to make announcements or comments.

## XIII. COMMITTEE REPORTS

XIV. ADJOURNMENT – **ACTION NEEDED** (Dr. Sefcik)**Motion to Adjourn — VOICE VOTE**

Move the Board Adjourn.

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

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, June 3, 2020 – 7:00 p.m.