



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

**Minutes**  
**SEDOL EXECUTIVE BOARD MEETING**  
**October 22, 2020**

The Executive Board meeting was structured to allow public viewing and public comment via webinar due to the Governor's Emergency Proclamation. Registration was through a link provided and up to the start of the webinar. The public was able to register for public comment until 8:30 a.m.

**CALL TO ORDER**

The regular meeting of the SEDOL Executive Board was called to order by President Sefcik at 9:30 a.m. on Thursday, October 22, 2020 at the SEDOL administrative offices in Gages Lake, Illinois.

**ROLL CALL**

**Board Members Present**

Dr. Julie Brua, Superintendent, Gavin District #37  
Mr. Bob Gold, Superintendent, Big Hollow District #38 (tech issue during opening roll call)  
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  
Hon. Roycealee Wood, Superintendent, Lake County Regional Office of Education  
Dr. Christine Sefcik, Superintendent, Grant High School District #124

**Board Members Absent**

**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 Educational Services  
Ms. Rebecca Slye, Co-President, SEDOL Teachers' Union  
Sara Martinez, Recording Secretary

**Visitor**

Ken Frank, Signature Development

**PUBLIC HEARING ON BUDGET**

It should be noted that a public hearing on the Resolution to Adopt eLearning was held prior to the Executive Board meeting. The hearing was called to order at 9:00 a.m. and closed at 9:30 a.m.

**PLEDGE OF ALLEGIANCE**

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

**ACCEPTANCE OF AGENDA**

**Motion to Accept/Amend the Agenda**

Motion by Mrs. Carey McHugh, second by Mrs. Odie Pahl, to accept the agenda with addendum as presented.

<u>Roll Call Vote:</u>	Ayes:	Mr. Bob Gold Mrs. Roycealee Wood Dr. Julie Brua Dr. Jason Lind	Mrs. Odie Pahl Mrs. Carey McHugh Mrs. Joanne Osmond Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

**CONSENT AGENDA**

**Motion to Approve Consent Agenda**

Motion by Mrs. Joanne Osmond, second by Mr. Bob Gold, to approve the consent agenda as follows.

Approval of Minutes

Public and closed session minutes of the regular meeting of September 17, 2020.

Financial Matters

Paid Accounts Payable List: The following expenditures represent the October, 2020 accounts payable list:

Accounts Payable	\$1,706,082.36
Payroll Liabilities 09/15/20	\$775,405.39
Net Payroll 09/15/20	\$915,778.86
Payroll Liabilities 09/30/20	\$779,729.71
Net Payroll 09/30/20	\$884,981.08
Payroll Liabilities 10/15/20	\$768,149.27
Net Payroll 10/15/20	<u>\$885,781.74</u>
TOTAL	\$6,715,908.41

Treasurer’s Report: Report for September, 2020

Personnel Matters

Recommended 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>Adams, Margaret</u>   | - Paraprofessional – Fairhaven School<br>- Budget approved vacancy<br>- \$15.23/hour<br>- September 22, 2020 |
| <u>Alfaro, Elizabeth</u> | - Paraprofessional – Laremont School<br>- Budget approved vacancy<br>- \$15.23/hour<br>- September 29, 2020  |

- Bufanda, Cristiane
  - Paraprofessional – Fairhaven School
  - Budget approved vacancy
  - BA, University of the State of Parana
  - \$15.23/hour
  - October 19, 2020
  
- Carter, Nathan
  - Paraprofessional, ALE – Gages Lake School
  - Budget approved vacancy
  - Ed.D. Loyola University
  - \$19.37/hour
  - October 15, 2020
  
- Grooms, Brooklyn
  - Paraprofessional – Fairhaven School
  - Budget approved vacancy
  - \$15.23/hour
  - September 22, 2020
  
- Lebaron, Sheila
  - Paraprofessional, SEARCH – Transition
  - Budget approved vacancy
  - BA, Brigham Young University
  - \$15.23/hour
  - October 9, 2020
  
- LaBaron, Teresa
  - Paraprofessional – Laremont School
  - Budget approved vacancy
  - \$15.23/hour
  - October 13, 2020
  
- McConville, Ryan
  - Custodian – Fairhaven School
  - Budget approved vacancy
  - \$14.81/hour
  - October 19, 2020
  
- Olmos, Jorge
  - Head Custodian – Fairhaven School
  - Budget approved vacancy
  - \$20.18/hour
  - October 15, 2020
  
- Pashley, Natalie
  - Paraprofessional – Sector
  - Budget approved vacancy
  - \$16.00/hour
  - October 7, 2020
  
- Persowska, Aleksandra
  - Vocational Facilitator
  - Budget approved vacancy
  - MS, Illinois Institute of Technology
  - \$34.56/hour
  - October 12, 2020
  
- Rivera, Adam
  - Paraprofessional – Sector
  - Budget approved vacancy
  - \$15.61/hour
  - September 18, 2020

Van Dike, Kayla

- Paraprofessional – Fairhaven School
- Budget approved vacancy
- BA, Eastern Illinois State
- \$16.61/hour
- October 5, 2020

Ward, Michael

- Paraprofessional, ALE – Gages Lake School
- Budget approved vacancy
- BA, University of Illinois- Urbana
- \$16.23/hour
- October 13, 2020

Winslow, Latoya

- Paraprofessional – JPC/Transition
- Budget approved vacancy
- \$15.61/hour
- October 19, 2020

## 2. Resignations/Retirements

### Educational Support Personnel

Fox, Lisa

- Nurse – Fairhaven
- Resigned October 19, 2020

Godbolt, Eric

- Paraprofessional – South School
- Resigned October 5, 2020

Harris, Xavier

- Paraprofessional – South School
- Resigned October 1, 2020

McCarthy, Shana

- Paraprofessional – Fairhaven School
- Resigned September 23, 2020

Montaigne, Jessica

- Vocational Facilitator
- Resigned September 21, 2020

### Licensed Staff

Borges, Tina

- Teacher – Cyd Lash Academy
- Retiring at the end of the 2024-25 school year

Kaply, Karin

- Social Worker – Cyd Lash Academy
- Retiring at the end of the 2024-25 school year

Zegar, Jean

- Hearing/Vision Tech
- Retiring December 29, 2023

## 2. Request for Leave of Absence

Inciardi, Diane

- Paraprofessional
- Beginning September 21, 2020 through the end of the 2020-21 school year.

Tenner, Rebecca

- Teacher – Community Life Skills
- Beginning October 19, 2020 for the remainder of the 2020-21 school year. *Rescinded leave request October 7, 2020.*

- Savio, Elizabeth
- Paraprofessional – Cyd Lash Academy
  - Beginning October 19, 2020 through May 21, 2021.
  - *Rescinded request October 21, 2020.*

Roll Call Vote:

Ayes:	Mrs. Odie Pahl	Mrs. Roycealee Wood
	Mrs. Carey McHugh	Dr. Julie Brua
	Mrs. Joanne Osmond	Dr. Jason Lind
	Mr. Bob Gold	Dr. Christine Sefcik
Nays:	None	
Absent:	None	

MOTION CARRIED

Professional Vacancies Anticipated for 2020-21

- 1 School Social Worker (Gages Lake School)
- 1 Full-Time Nurse (Fairhaven School)
- 2 Emotional/Behavioral Needs Teacher (Gages Lake School)
- 1 Emotional/Behavioral Needs Teacher (South School)
- 1 LASSO Autistic Teacher (Millburn)
- 1 LASSO Autistic Teacher (Fairhaven School)
- 1 Substitute Teacher (Various)

**RECOGNITION**

**STARS Student**

The Board recognized a student from Ms. Thomas’s classroom at North Chicago High School, as the STARS Student for October. This student was recognized for her tremendous social/emotional growth this school year. She continues to make academic progress and has adapted to the normalcy of e-learning.

**Employee of the Month**

The Board recognized Elizabeth Zambo, Teacher at Gages Lake School, as October’s Employee of the Month. Elizabeth has been a huge part of Gages Lake School’s success these past few years. She cares for her students as people not just students while providing a structured, rigorously academic and nurturing classroom. She credits SEDOL for allowing her to be the best she can be.

**PUBLIC COMMENT**

Public Comment was afforded to the general public via the web-conference registration link. There was no public comment.

**OLD BUSINESS**

**Construction Update**

Mr. Ken Frank, Signature Development, updated the Board on Fairhaven School. The bollards for the area along the sidewalk/grass north and east of the building are scheduled to arrive today and should be installed within 2-3 days. The pond has been regraded and the area reseeded. Mr. Frank is working with LAMP to close out final documents.

Ms. Watson updated the Board on the Laremont shade project stating that the project is nearly complete.

**Laremont Shade Project Change Order**

**Motion to Approve Change Order #1**

Motion by Mrs. Odie Pahl, second by Dr. Jason Lind, to approve Change Order #1 from All Surface Installers in the amount of \$2,480 as presented.

Administration recommended approval of Change Order #1 from All Surface Installers in the amount of \$2,480. Concrete was found underneath the playground surface which needed to be broken through in order to place footings for the new shade being installed.

<u>Roll Call Vote:</u>	Ayes:	Mrs. Roycealee Wood	Mrs. Carey McHugh
		Dr. Julie Brua	Mrs. Joanne Osmond
		Dr. Jason Lind	Mr. Bob Gold
		Mrs. Odie Pahl	Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

**Policy Revisions Approval**

**Motion to Approve Revisions**

Motion by Mrs. Joanne Osmond, second by Mrs. McHugh, to approve policy revisions as presented.

The following policies were presented to the Board for approval. Most of these changes were due to Title IX.

2:220	Executive Board Meeting Procedure
2:260	Uniform Grievance Procedure
2:265	Title IX Harassment Grievance Procedure
4:180	Pandemic Preparedness: Management; and Recovery
05:10	Equal Employment Opportunity and Minority Recruitment
05:20	Workplace Harassment Prohibited
5:100	Staff Development Program
07:20	Harassment of Students Prohibited
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:185	Teen Dating Violence Prohibited
7:190	Student Behavior
7:345	Use of Educational Technologies; Student Data Privacy and Security

<u>Roll Call Vote:</u>	Ayes:	Mrs. Carey McHugh	Dr. Julie Brua
		Mrs. Joanne Osmond	Dr. Jason Lind
		Mr. Bob Gold	Mrs. Odie Pahl
		Mrs. Roycealee Wood	Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

**e-Learning/Distance Learning Program Resolution**

**Motion to Approve Resolution**

Motion by Mrs. Joanne Osmond second by Mr. Bob Gold, to approve the 3-year e-Learning/Distance Learning Program Resolution as presented.

A public hearing on the Resolution to Adopt eLearning was held prior to the start of the regular meeting. Mrs. Donnan reviewed the e-Learning/Distance Learning Plan with the Board at the September 17<sup>th</sup> meeting. The plan meets all State specifications. Administration recommended the Board approve the Resolution. The plan will be forwarded for final approval to the Regional office of Education. The e-Learning/Distance Learning plan will be in effect for three years beginning with the 2020-21 school year and will allow e-learning days to be used instead of emergency days if needed. This plan is not the same as the SEDOL Distance Learning/Hybrid plan.

Roll Call Vote:           Ayes:     Dr. Julie Brua                                 Mrs. Joanne Osmond  
  Dr. Jason Lind                                 Mr. Bob Gold  
  Mrs. Odie Pahl                                 Mrs. Roycealee Wood  
  Mrs. Carey McHugh                             Dr. Christine Sefcik  
  Nays:     None  
  Absent:  None

MOTION CARRIED

**NEW BUSINESS**

**Fairhaven Project Change Order**

**Motion to Approve Change Order**

Motion by Mr. Bob Gold second by Mrs. Odie Pahl, to approve the Lamp, Inc. Owner Contract Change Order #6 in the amount of \$50,032.96 as presented.

Administration recommended approval of the Owner Contract Change Order #6 received from Lamp, Inc. in the amount of \$50,032.96. The final change order is expected for the November 12<sup>th</sup> Board meeting and should be a deduct.

Roll Call Vote:           Ayes:     Mrs. Joanne Osmond                         Dr. Jason Lind  
  Mr. Bob Gold                                     Mrs. Odie Pahl  
  Mrs. Roycealee Wood                             Mrs. Carey McHugh  
  Dr. Julie Brua                                     Dr. Christine Sefcik  
  Nays:     None  
  Absent:  None

MOTION CARRIED

**Lakeside Contract Amendment**

**Motion to Approve Amended Contract**

Motion by Mrs. Carey McHugh second by Mrs. Joanne Osmond, to approve amended Lakeside Transportation contract as presented.

Administration recommended approval of the amended Lakeside Transportation Company contract for 2020-2021. The contract was reduced to \$2,132 each remote day which equates to 37% of the original contract.

Roll Call Vote:           Ayes:     Dr. Jason Lind                                 Mr. Bob Gold  
  Mrs. Odie Pahl                                 Mrs. Roycealee Wood  
  Mrs. Carey McHugh                             Dr. Julie Brua  
  Mrs. Joanne Osmond                             Dr. Christine Sefcik  
  Nays:     None  
  Absent:  None

MOTION CARRIED

**Preferred Meals Contract Amendment**

**Motion to Approve Amended Contract**

Motion by Mrs. Odie Pahl second by Mrs. Joanne Osmond, to approve amended Preferred Meals NSLP contract as presented.

Administration recommended approval of the amended Preferred Meals COVID NSLP contract for 2020-2021. This program allows free meals for SEDOL students.

Roll Call Vote:           Ayes:     Mr. Bob Gold                                     Mrs. Odie Pahl  
  Mrs. Roycealee Wood                             Mrs. Carey McHugh  
  Dr. Julie Brua                                     Mrs. Joanne Osmond  
  Dr. Jason Lind                                     Dr. Christine Sefcik  
  Nays:     None  
  Absent:  None

MOTION CARRIED

**Industrial Appraisal**

**Motion to Approve Agreement**

Motion by Mrs. Joanne Osmond second by Mrs. Odie Pahl, to approve the Industrial Appraisal agreement in the amount of \$5,945 as recommended.

Administration recommended the Board approve the agreement with Industrial Appraisal to appraise SEDOL property and content in the amount of \$5,945. The appraisal will include Fairhaven School and occur sometime in the spring or summer of 2021. It has been nine years since the last appraisal.

<u>Roll Call Vote:</u>	Ayes:	Mrs. Odie Pahl	Mrs. Roycealee Wood
		Mrs. Carey McHugh	Dr. Julie Brua
		Mrs. Joanne Osmond	Dr. Jason Lind
		Mr. Bob Gold	Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

**Contractual/Itinerant Rates for FY22**

**Motion to Approve Billing Rates**

Motion by Mrs. Carey McHugh second by Dr. Jason Lind, to approve the billing rates for contractual and itinerant services for FY22 as presented.

Administration recommended approval of the billing rates for contractual and itinerant services for the 2021-22 school year. These rates will be provided to member districts for budgeting purposes when considering contractual and itinerant services.

<u>Roll Call Vote:</u>	Ayes:	Mrs. Roycealee Wood	Mrs. Carey McHugh
		Dr. Julie Brua	Mrs. Joanne Osmond
		Dr. Jason Lind	Mr. Bob Gold
		Mrs. Odie Pahl	Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

**SEDOL Respiratory Protection Program**

**Motion to Approve Program**

Motion by Mrs. Odie Pahl second by Dr. Jason Lind, to approve the SEDOL Respiratory Protection Program as presented.

Administration recommended approval of the SEDOL Respiratory Protection Program as presented. The Special Education District of Lake County Respiratory Protection Program is designed to protect employees by establishing accepted practices for respirator use, providing guidelines for training and respirator selection, and explaining proper storage, use and care of respirators. Administration explained how this program serves to help the employer and its employees comply with Occupational Safety and Health Administration (OSHA) respiratory protection requirements as found in 29 CFR 1910.134.

<u>Roll Call Vote:</u>	Ayes:	Mrs. Carey McHugh	Dr. Julie Brua
		Mrs. Joanne Osmond	Dr. Jason Lind
		Mr. Bob Gold	Mrs. Odie Pahl
		Mrs. Roycealee Wood	Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

**FY20 Audit Update**

The ROE approved SEDOL's request to extend the audit due date of October 15. This year's audit was later than usually as the auditors wanted to include as much final IDEA information as possible. The audit should be ready in November for submission.

**Update on Technology**

SEDOL continues to analyze and evaluate the current needs of students and staff. SEDOL staff and administration have been evaluating and sharing how students require more robust technology tools for related service staff. Administration reviewed the recommendation and the future plan to ensure related service staff have technology tools to support students during this time of more remote instruction and recommends purchasing MacBooks for related service personal and provide Chromebooks for para-professionals. Funding will be provided through donations, the SEDOL Foundation, and additional funding sources.

**CLOSED SESSION**

**Motion to Enter into Closed Session**

At 10:00 a.m. Mrs. Carey McHugh moved, second by Mrs. Joanne Osmond, for the Board to enter into closed session to discuss:

- 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 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.

<u>Roll Call Vote:</u>	Ayes:	Dr. Julie Brua Dr. Jason Lind Mrs. Odie Pahl Mrs. Carey McHugh	Mrs. Joanne Osmond Mr. Bob Gold Mrs. Roycealee Wood Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

**Motion to Return to Public Session**

At 10:21 a.m. Mrs. Joanne Osmond moved, second by Mrs. Carey McHugh for the Board to return to public session.

<u>Roll Call Vote:</u>	Ayes:	Mrs. Joanne Osmond Mr. Bob Gold Mrs. Roycealee Wood Dr. Julie Brua	Dr. Jason Lind Mrs. Odie Pahl Mrs. Carey McHugh Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

While in closed session, the Board discussed collective bargaining/negotiating matters and employee matters.

**OTHER BUSINESS**

**Tentative Memorandum of Understanding with the STU**

**Motion to Recommend Approval of Tentative Agreement**

Motion by Mrs. Odie Pahl second by Dr. Jason Lind, to approve the Memorandum of Understanding with the SEDOL Teachers Union and the SEDOL Board by the SEDOL Governing Board at the December 2, 2020 meeting.

The Board Negotiation Team provided a brief overview of the tentative Memorandum of Understanding reached with the SEDOL Teachers' Union regarding items relating to COVID-19. The Board negotiating

team recommended approval of the tentative MOU and that a summary of the tentative agreement be disseminated to Governing Board members prior to the December 2<sup>nd</sup> meeting for review.

<u>Roll Call Vote:</u>	Ayes:	Dr. Jason Lind Mrs. Odie Pahl Mrs. Carey McHugh Mrs. Joanne Osmond	Mr. Bob Gold Mrs. Roycealee Wood Dr. Julie Brua Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

### **Tentative Memorandum of Understanding with the SSSA**

#### **Motion to Recommend Approval of Tentative Agreement**

Motion by Mrs. Carey McHugh second by Mrs. Odie Pahl, to approve the Memorandum of Understanding with the SEDOL Support Staff Association and the SEDOL Board by the SEDOL Governing Board at the December 2, 2020 meeting.

The Board Negotiation Team provided a brief overview of the tentative Memorandum of Understanding reached with the SEDOL Support Staff Association regarding items relating to COVID-19. The Board negotiating team recommended approval the tentative MOU and that a summary of the tentative agreement be disseminated to Governing Board members prior to the December 2<sup>nd</sup> meeting for review.

<u>Roll Call Vote:</u>	Ayes:	Mr. Bob Gold Mrs. Roycealee Wood Dr. Julie Brua Dr. Jason Lind	Mrs. Odie Pahl Mrs. Carey McHugh Mrs. Joanne Osmond Dr. Christine Sefcik
	Nays:	None	
	Absent:	None	

MOTION CARRIED

### **Planning for December Board Meeting**

The Board reviewed the draft agenda for the December 2<sup>nd</sup> Governing Board meeting.

### **PROGRAM/SCHOOL REPORTS**

#### **Announcements/Wins**

1. Laremont staff continue to partner with parents and member districts to navigate remote and hybrid learning for students with unique educational supports.
2. Project SEARCH has begun to intern with the SEDOL Backpack program and will provide much needed food to families throughout SEDOL programs.
3. The SEDOL Technology Department continues to support the district by assisting parents and staff with tech support, providing professional development and working to get the self-certification process in place for students and staff.
4. The SEDOL Nurses created supports to assist staff and families with additional PPE information including bulletin boards and videos.
5. SEDOL released its Health and Safety Procedures with the assistance of a cross district team to assist with clearly articulating procedures for working with students as they return and may become ill.

### **BOARD MEMBER COMMENT**

There were no Board comments.

**COMMITTEE REPORTS**

There were no committee reports.

**ADJOURNMENT**

**Motion to Adjourn**

At 10:29 a.m. Mrs. Joanne Osmond moved, second by Dr. Jason Lind to adjourn the meeting.

<u>Roll Call Vote:</u>	Ayes:	Mrs. Odie Pahl	Mrs. Roycealee Wood
		Mrs. Carey McHugh	Dr. Julie Brua
		Mrs. Joanne Osmond	Dr. Jason Lind
		Mr. Bob Gold	Dr. Christine Sefcik

Nays: None  
Absent: None

MOTION CARRIED

Respectfully submitted by,

Sara Martinez  
Recording Secretary

Approved by:

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Dr. Christine Sefcik  
President of the Board

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Mrs. Valerie M. Donnan  
Secretary of the Board