

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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www.sedol.us



Valerie M. Donnan, Ed.D.
Superintendent

TO: Executive Board Members
FROM: Administration
RE: Executive Board Meeting
DATE: Thursday, March 23, 2023
TIME: 9:30 A.M.
LOCATION: SEDOL Office Bay Room

I. CALL TO ORDER – **ROLL CALL** (Ms. Pahl)

II. PLEDGE OF ALLEGIANCE (Ms. Pahl)

III. ACCEPTANCE OF AGENDA — **ACTION NEEDED** (Ms. Pahl)

Motion to Accept/Amend Agenda — VOICE VOTE

Move the agenda be accepted/amended as presented.

IV. CONSENT AGENDA — **ACTION NEEDED** (Ms. Pahl)

A. Approval of Minutes

Public and closed session minutes of the regular meeting of January 26, 2023. Copies are included in the Board member electronic agenda packet.

B. Financial Matters

1. Paid Accounts Payable List: The following expenditures represent the February and March, 2023 accounts payable list:

February Accounts Payable	\$628,099.81
Payroll Liabilities 01/31/23	\$700,385.93
Net Payroll 01/31/23	<u>\$853,033.44</u>
TOTAL	\$2,181,519.18
March Accounts Payable	\$1,017,750.85
Payroll Liabilities 02/15/23	\$739,726.73
Net Payroll 02/15/23	\$923,964.58
Payroll Liabilities 02/28/23	\$701,242.66
Net Payroll 02/28/23	\$869,115.31
Payroll Liabilities 03/15/23	\$736,163.92
Net Payroll 03/15/23	<u>\$928,195.89</u>
TOTAL	\$5,916,159.94

2. Treasurer's Report: The treasurer's report for January and February, 2023 is included in your electronic packet.

C. Policy Matters

Proposed revisions to policy 5:330 *Sick Days, Vacation, Holidays, and Leaves* have been reviewed by the Policy Committee. Administration requests approval to change the policy as presented. A red-line copy of the policy is included in Board member electronic agenda packet. A review of policy 2:52 *Governing Board Meetings* was reviewed with no changes.

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>Gonzalez, Martha</u> | <ul style="list-style-type: none"> - Paraprofessional – Gages Lake School - Budget Approved Vacancy - \$17.14/hour - February 6, 2023 |
| <u>Gutierrez, Brian</u> | <ul style="list-style-type: none"> - Head Custodian – Laremont School - Budget Approved Vacancy - \$16.76/hour - February 16, 2023 |
| <u>Jackson, Katrina</u> | <ul style="list-style-type: none"> - Paraprofessional – Laremont School - Budget Approved Vacancy - \$17.14/hour - February 13, 2023 |
| <u>Miller, Ann</u> | <ul style="list-style-type: none"> - Paraprofessional – Sector - Budget Approved Vacancy - \$17.14/hour - February 27, 2023 |
| <u>Morales, Janeth</u> | <ul style="list-style-type: none"> - Paraprofessional – Sector 1:1 D79 - Budget Approved Vacancy - \$17.14/hour - January 30, 2023 |
| <u>Nunez, Alix</u> | <ul style="list-style-type: none"> - Administrative Assistant to Human Resources - Budget Approved Vacancy - \$20.14/hour - February 27, 2023 |
| <u>Salazar-Garcia, Jennifer</u> | <ul style="list-style-type: none"> - Paraprofessional – Fairhaven School - Budget Approved Vacancy - \$17.14/hour - January 19, 2023 |
| <u>Tarello, Jessica</u> | <ul style="list-style-type: none"> - Paraprofessional – Sector - Budget Approved Vacancy - \$17.14/hour - February 21, 2023 |

Licensed Staff

- Haney, Samantha
- Supervisor – Sector
 - Budget Approved Vacancy
 - MA/MS Grand Canyon University
 - \$97,687 (pro-rated)
 - April 10, 2023

2. Resignations/Retirements

Educational Support Personnel

- Akins, Alexandria
- Paraprofessional – Laremont School
 - Original Hire Date: October 24, 2022
 - Resigned March 3, 2023
- Connor, Louise
- Paraprofessional – Sector
 - Original Hire Date: August 22, 2022
 - Resigned March 14, 2023
- Diaferio, Jenna
- Paraprofessional – Fairhaven School
 - Original Hire Date: August 15, 2022
 - Resigning March 24, 2023
- Glass, Tracy
- Paraprofessional – Fairhaven School
 - Original Hire Date: September 6, 2022
 - Resigned March 9, 2023
- Lundstrom, Teresa
- Sign Language Interpreter
 - Original Hire Date: August 25, 2003
 - Retiring May 31, 2023
- Morales, Janeth
- Paraprofessional – Sector
 - Original Hire Date: January 13, 2023
 - Resigned February 3, 2023
- Morales, Yasmin
- Paraprofessional – Fairhaven School
 - Original Hire Date: August 15, 2022
 - Resigned March 2, 2023
- Retana, Kayla
- Paraprofessional – Sector
 - Original Hire Date: January 17, 2023
 - Resigned February 28, 2023
- Roman, Johanna
- Paraprofessional – Fairhaven School
 - Original Hire Date: October 4, 2022
 - Resigned March 3, 2023
- Russ-Acosta, Maya
- Paraprofessional – Gages Lake School
 - Original Hire Date: August 15, 2022
 - Resigning March 24, 2023
- Salvador, Stephanie
- Paraprofessional – Sector
 - Original Hire Date: August 30, 2022
 - Resigned March 6, 2023
- Schrubbe, Maria
- Interpreter – Sector
 - Original Hire Date: August 23, 2010
 - Retiring at the end of the 2022-23 school year

- Skewes, Taylor - Paraprofessional – Fairhaven School
 - Original Hire Date: November 30, 2022
 - Resigned March 2, 2023
- Solinski, Marina - Paraprofessional – Laremont School
 - Original Hire Date: October 21, 2019
 - Retiring February 17, 2023
- Staranowicz, Susie - Administrative Assistant – Student Records
 - Original Hire Date: July 16, 1987
 - Retiring June 2, 2025
- Sterner, Maxwell - Paraprofessional – Gages Lake School
 - Original Hire Date: January 30, 2023
 - Resigned March 3, 2023
- Vargas-Lopez, Hecdalis - Paraprofessional – Fairhaven School
 - Original Hire Date: September 19, 2022
 - Resigned February 8, 2023
- Velasco, Sarrah - Paraprofessional – Sector
 - Original Hire Date: September 19, 2022
 - Resigned March 7, 2023

Licensed Staff

- Dunteman, Elizabeth - Teacher – Sector
 - Original Hire Date: August 23, 2022
 - Resigning June 8, 2023
- Hawkins, Ryan - Director of Instructional Services
 - Original Hire Date: July 1, 2021
 - Resigning June 30, 2023
- Kaplan, Jennifer - Teacher – Laremont School
 - Original Hire Date: August 13, 2020
 - Resigning at the end of the 2022-23 school year
- Martin, Spencer - Teacher – Regional Safe School Program
 - Original Hire Date: August 15, 2023
 - Resigning at the end of the 2022-23 school year
- Scovill, Shari - Teacher – Sector
 - Original Hire Date: August 17, 2020
 - Resigning June 30, 2023
- Son, Miki - Teacher – Gages Lake School
 - Original Hire Date: November 28, 2022
 - Resigned February 8, 2023

3. Request for Leave of Absence

Educational Support Personnel

- Picco, Erin - Paraprofessional – Sector
 - Request for unpaid leave of absence effective February 21, 2023- May 24, 2023

Tomas, Rosemary - Paraprofessional – Sector
 - Request for unpaid leave of absence effective February 2, 2023 through the remainder of the 2022-23 school year

Ward, Michael - Paraprofessional – Gages Lake School
 - Request for unpaid leave of absence effective February 8, 2023- February 28, 2023

4. Increase/Decrease in Contract

Licensed Staff

Fitzpatrick, Jennifer - Speech/Language Pathologist increase in time from 0.8 to 1.0 FTE beginning the 2023-24 school year

Johansen, Laurie - Speech/Language Pathologist increase in time from 0.7 to 0.8 FTE beginning the 2023-24 school year

Motion to Approve Consent Agenda — ROLL CALL VOTE

Move approval of consent agenda items and addendum as presented.

5. SEDOL Vacancies- as of 03/17/2023

Vacancies 2023-2024 School Year

1	"Anticipated" Lasso II Teacher	Cotton Creek
1	"Anticipated" Lasso II Teacher	Spaulding
1	"Anticipated" ELP Teacher	Laremont
2	Lasso III Teacher	Fairhaven
1	"Anticipated ED Teacher	Gages Lake
1	"Anticipated" DHH Teacher	JPC
1	"Anticipated" Speech Language Pathologist	Administration
1	"Anticipated" Social Worker	Administration
1	"Anticipated" Audiologist Part-time	Administration
1	"Anticipated" Sign Language Interpreter	JPC
19	"Anticipated" Paraprofessionals	Various
7	"Anticipated" 1:1 Paraprofessionals	Various
1	"Anticipated" RN	Various
1	Bilingual Special Education Teacher	Various
1	School Psychology Intern	Various
1	School Social Worker Intern	Various

Vacancies 2022-2023 School Year

1	Chief School Business Official (23-24)	Administration
1	Asst Supt of Educational Services (23-24)	Administration
1	Asst Supt of Curriculum & Assessment (23-24)	Administration
1.6	Speech Lang Pathologists - 1 pending contract	Administration
1.4	Social Workers	Administration
1	Audiologist Part-time	Administration
1	EC LASSO Teacher	Fairhaven
1	Adapted PE Teacher (part time)	Administration
1	DHH Teacher	JPC

1	Vocational Facilitator	Various
1	Part-time Early Childhood ELP Teacher	Laremont
1	Lasso II Teacher	Spaulding
1	Lasso II Teacher	Cotton Creek
1	EC Teacher 1/2 day	Laremont
1	Full-Time Custodian	Laremont
8	1:1 Dist Wide 1:1 Para's (GLS, JPC DHH, Varied Sector)	Various
23	Dist Wide Para's (GLS, South, Fairhaven, JPC (DHH), Varied	Various

V. RECOGNITION (Dr. Donnan)

A. STARS Student

February

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

March

The Board will recognize a student from Mr. Nussbaum's classroom at Gages Lake School as the STARS Student for March.

B. Employee of the Month

February

The Board will recognize Ms. Juliette Sheedy, Long Term Teacher at Fairhaven School as February's employee of the month.

March

The Board will recognize Ms. Jill Schwarz, EC Teacher at Laremont as March's employee of the month.

VI. PUBLIC COMMENT (Ms. Pahl)

President Pahl 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.

VII. OLD BUSINESS

- A. FY22 Audit — ***ACTION NEEDED*** (Ms. Loris)

Ms. Loris will review the FY22 audit with the Board.

Motion to Approve Audit – ROLL CALL VOTE

Move approval of the FY22 audit as presented.

VIII. NEW BUSINESS

- A. Exceptional Learning Solutions Agreement — ***ACTION NEEDED*** (Dr. Donnan)

Dr. Donnan will review the tentative Agreement between SEDOL and Exceptional Learning Solutions. This agreement will provide an onsite SEDOL Program Review between April 2023 and June 2023 at a total cost of \$130,000.00.

Motion to Approve Agreement— ROLL CALL VOTE

Move approval of the agreement between SEDOL and Exceptional Learning Solutions to provide an onsite SEDOL Program Review in the amount of \$130,000.00 as presented.

- B. Facilities Assessment Update – ***INFORMATIONAL*** (Dr. Donnan/Mr. Loris)

Administration along with Peter Graves from Graves Design will provide an update regarding the SEDOL facilities assessment.

- C. Cyd Lash Academy HVAC Proposed Contract – ***ACTION NEEDED*** (Ms. Loris)

Administration recommends approval of the proposed awarded heating, ventilation, and air conditioning (HVAC) contract between SEDOL and Happ Builders, Inc. \$510,800.00 based on the bid opened on February 13, 2023. Graves Design Group will discuss the results of the bid opening.

Motion to Approve Contract— ROLL CALL VOTE

Move approval of the proposed awarded contract between SEDOL and Happ Builders, Inc. for the SEDOL Summer 2023 Project- HVAC at Cyd Lash Academy in the amount of \$510,800.00 as presented.

- D. Cyd Lash Academy BAS Proposed Contract – ***ACTION NEEDED*** (Ms. Loris)

Administration recommends approval of the proposed awarded building automation system (BAS) contract between SEDOL and Intelli-Building Control Solutions \$196,000.00 based on the bid opened on February 16, 2023. Graves Design Group will discuss the results of the bid opening.

Motion to Approve Contract— ROLL CALL VOTE

Move approval of the proposed awarded contract between SEDOL and Intelli-Building Control Solutions for the SEDOL Summer 2023 Project- BAS at Cyd Lash Academy in the amount of \$196,000.00 as presented.

E. Technology Purchases – **ACTION NEEDED** (Dr. Barbini)

1. Administration recommends awarding a portion of the bid for wireless access points, switches, and wireless cloud controller to Qubit for the purchase of a wireless cloud controller, wireless access points, and layer two switches in the amount of \$233,972.84.

Motion to Approve Bid — ROLL CALL VOTE

Move approval of the bid award to Qubit in the amount of \$233,972.84 as presented.

2. Administration recommends awarding a portion of the bid for wireless access points, switches, and wireless cloud controller to CDW for the layer three core switches in the amount of \$61,449.25.

Motion to Approve Bid — ROLL CALL VOTE

Move approval of bid award to CDW in the amount of \$61,449.25 as presented.

3. Administration recommends awarding the request for quote (RFQ) for the removal of existing wireless access points and installation of CAT6A and wireless access points at Cyd Lash Academy to CRW, Inc. in the amount of \$17,544.00

Motion to Approve Bid — ROLL CALL VOTE

Move approval of RFQ award to CRW, Inc. in the amount of \$17,544.00 as presented.

F. Resolution to Set Hearing on Interfund Transfer – **ACTION NEEDED** (Ms. Loris)

At the April meeting, the Executive Board will be asked to approve a resolution authorizing an interfund transfer from the Education Fund to the Operations and Maintenance Fund (\$2,150,000.00) 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, April 27, 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.

G. Policy Revisions 1st Reading — **INFORMATIONAL** (Dr. Wojcik)

Proposed revisions to policy 5:250 *Leaves of Absences* have been reviewed by the Policy Committee. A red-line copy is included in Board member electronic agenda packet.

H. Policy Revisions 2nd Reading and Approval — **ACTION NEEDED** (Dr. Wojcik)

The following policies were presented to the Board in January for review and are now presented for 2nd reading and approval. Red-line copies are included in Board member electronic agenda packet.

4:140 Waiver of Student Fees

5:120 Employee Ethics

6:260 Complaint About Curriculum, Instruction

Motion to Approve Policy Revisions— ROLL CALL VOTE

Move approval of policies revisions as presented.

I. School Calendar 2023-24 — **ACTION NEEDED** (Mr. Taterka)

A draft of the calendar for the 2023-24 school year is included in Board member electronic agenda packets. The calendar was developed based on the suggested calendar from the Regional Superintendent of Schools, but it was modified to fit the special needs of SEDOL facilities. The calendar pertains to Laremont School, Gages Lake School, Cyd Lash Academy, Fairhaven School, SEDOL Vocational Program, Transition Program at John Powers Center, REACH Community Site, the Regional Safe School Program, the ALOP Program and the administrative office. All other programs follow the calendar as established by the host school district for the class/program/attached building.

Motion to Approve School Calendar – VOICE VOTE

Move approval of the 2023-24 SEDOL school calendar as presented.

J. FOIA – **INFORMATIONAL** (Dr. Wojcik/Ms. Loris)

1. On Thursday, January 26, 2023, Dr. Valerie Donnan received an email from Nathan Mihelich from Illinois Retired Teachers Association requesting the following information:

- *Please provide the name and email address of any certified staff (teachers, administrators, nurses, counselors, etc.) who are retiring this year.*

On January 30, 2023, Dr. Wojcik emailed Mr. Mihelich the requested information.

2. On Monday, February 20, 2023, Ms. Loris received an email from Ms. Bo Kim from UnionBids.com requesting the following information for commercial purposes:

- Bid Results/Tabulations or Award for 02/13/2023 Special Education District of Lake County School District No. 825 – SEDOL Summer 2023 Project - HVAC (Lake County)

On February 23, 2023, Mr. Loris emailed Ms. Kim the requested information.

IX. CLOSED SESSION

Motion to Enter into Closed Session – ROLL CALL VOTE

Move the Board enter into closed session to discuss:

1. **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.**
2. **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.**
3. **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.**

Motion to Return to Public Session – VOICE VOTE

Move the Board return to public session

X. COMMITTEE REPORTS

A. Personnel Committees (Dr. Wojcik/Dr. Donnan)

The Personnel Committee met on March 2nd. Dr. Wojcik and Dr. Donnan will provide an overview of the meeting.

B. Finance Committees (Dr. Wojcik/Dr. Donnan)

The Finance Committee met on March 1st. Dr. Wojcik and Dr. Donnan will provide an overview of the meeting.

C. Tentative Budget Special Meeting (Ms. Loris)

Board members are reminded that the tentative budget special meeting is scheduled for Thursday, April 6th. The meeting will be held in the Bay Room at 9:30 a.m.

XI. OTHER BUSINESS

A. Possible Termination – **ACTION NEEDED** (Ms. Pahl)

Administration recommends termination of a support staff member employee #03232023-1 effective February 15, 2023.

Motion to Approve Termination — ROLL CALL VOTE

Move to approve the termination of employee #03232023-1 as recommended.

B. Recommendations for FY24 Personnel Reductions in Force and Dismissals — **ACTION NEEDED**
(Dr. Donnan, Dr. Wojcik)

Administration recommends the Executive Board approve necessary personnel reductions, dismissals and other possible related personnel actions for the 2023-24 school year by taking action on the following motions. Copies of the documents are included in the Board member electronic agenda packet.

Motion to Adopt Document #1 — ROLL CALL VOTE

Move adoption of the Resolution labeled Document #1 regarding the Honorable Dismissal of Teachers.

Motion to Adopt Document #2 — ROLL CALL VOTE

Move adoption of the Resolution labeled Document #2 regarding the Honorable Dismissal of Educational Support Personnel Employees.

XII. PROGRAM/SCHOOL REPORTS — **INFORMATIONAL** (Dr. Donnan)

A. Evidence of Exceptional Service

1. Laremont School hosted Sibshops on Saturday, February and March 11th.
2. SEDOL after-school professional development is being offered over the next couple of months.
3. Approximately forty SEDOL and member district staff attend an in-person/virtually workshop on Transition/Vocational Services.
4. STAR training took place for member district staff.
5. Laremont transition classes along with their new custodian, Brian are supporting the basic supply needs across the building. With this system of ordering, stocking, and refilling students are able to experience vocational success. Hats off to the team at Laremont developing and implementing this program.

XIII. EXECUTIVE BOARD MEMBER COMMENTS (Ms. Pahl)

XIV. ADJOURNMENT – ***ACTION NEEDED*** (Ms. Pahl)

Motion to Adjourn — *VOICE VOTE*

Move the Board Adjourn

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2022-23 Executive Board Meeting Schedule *SEDOL Office Bay Room*

Thursday, April 6, 2023 – 9:30 a.m.

Special Meeting to Review Tentative Budget Meeting

Thursday, April 27, 2023 – 9:30 a.m.

Thursday, May 25, 2023 – 9:30 a.m.

Thursday, June 22, 2023 – 9:30 a.m.

Thursday, July 27, 2023 – 9:30 a.m.

2022-23 Governing Board Meeting Schedule

Wednesday, June 7, 2023 – 7:00 p.m.