

SPECIAL EDUCATION DISTRICT OF LAKE COUNTY

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Thomas L. Moline, Ph.D.

Superintendent

TO: Executive Board Members
FROM: Administration
RE: Executive Board Meeting
DATE: Thursday, October 27, 2016
TIME: 9:30 A.M.
PLACE: SEDOL Office Bay Room

AGENDA

- I. CALL TO ORDER / ROLL CALL (Mrs. Osmond)
- II. OATH OF OFFICE (Mrs. Osmond)

President Osmond will administer the following oath of office to Mrs. Carey McHugh, Governing Board Member from Wauconda Unit District #118, who was reappointed to fill the vacancy created by the resignation of Mrs. Ann Welk. This term expires in June 2017.

“I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Executive Board of the Special Education District of Lake County, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the District’s assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.”

III. PLEDGE OF ALLEGIANCE (Mrs. Osmond)

IV. ACCEPTANCE OF AGENDA — ***ACTION NEEDED*** (Mrs. Osmond)

Motion to Accept/Amend Agenda — VOICE VOTE

Move the agenda be accepted/amended as presented/recommended.

V. CONSENT AGENDA — ***ACTION NEEDED*** (Mrs. Osmond)

A. Approval of Minutes

Public session minutes of the regular meeting of September 22, 2016 are included in Board member agenda packets.

B. Financial Matters

1. Paid Accounts Payable List: The following expenditures represent the October 2016 accounts payable list:

Accounts Payable	\$ 691,245.59
9/30/16 Payroll Liabilities	838,752.61
9/30/16 Net Payroll	941,150.88
10/15/16 Payroll Liabilities	830,779.25
10/15/16 Net Payroll	<u>932,284.53</u>
	\$4,234,212.86

2. Treasurer's Report: The treasurer's report for September 2016 is included in Board member packets

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>Austin, Tina</u>	- Special Needs Paraprofessional – Sector
	- Budget approved vacancy
	- BA, Roosevelt University
	- \$15.00/hour
	- Billed to Wauconda District #118
	- October 11, 2016

- Damron, Corina - Paraprofessional – Sector
- Budget approved vacancy
- \$13.66/hour
- October 3, 2016
- Garza, Laurie - Paraprofessional – Laremont School
- Budget approved vacancy/long-term sub
- \$14.00/hour
- October 24, 2016
- Inciardi, Diane - Transition Coach
- Budget approved vacancy
- \$14.00/hour
- October 17, 2016
- Meinhardt, Andrew - Paraprofessional – Cyd Lash Academy
- Budget approved vacancy
- BA, Indiana University
- \$14.66/hour
- October 7, 2016
- Rompala, Sherri - Paraprofessional – Sector
- Budget approved vacancy
- \$14.35/hour
- October 3, 2016
- Smith, Penelope - Transition Coach
- Budget approved vacancy/transfer
- BA, Northeastern Illinois University
- \$14.66/hour
- October 17, 2016
- Thibault, Jennifer - Paraprofessional – Sector
- Budget approved vacancy
- \$14.00/hour
- October 18, 2016

Licensed Staff

- Coburn, Lindsey - Speech Pathologist – Laremont School
- Budget approved vacancy/resignation
- MS, Idaho State University
- MA+30, \$44,516 to be prorated based on start date
- September 21, 2016

2. Resignations/Retirements

Educational Support Personnel

- Hill, Ken - Paraprofessional – Cyd Lash Academy
- Resigned September 27, 2016
- Jacobson, Beleta - Administrative Assistant – ROE Alternate School
- Resigned October 5, 2016
- Noto, Sherri - Paraprofessional – Laremont School
- Resigned October 11, 2016
- Schaefer, Adam - Paraprofessional – LASSO-3 Program
- Resigned October 21, 2016
- Starzec, Suzanne - Job Coach
- Resigned October 7, 2016

3. Request for Leave of Absence

- Figueroa, Rosie - Paraprofessional – Gages Lake School
- Military Leave
- October 24, 2016 to March 20, 2017 (tentative)

Motion to Approve Consent Agenda — ROLL CALL VOTE

Move approval of consent agenda items and addendum as presented.

4. Vacancies

- 1 Assistant Principal (John Powers Center)
1 ED/BD Teacher (Gages Lake School)
1 Speech/Language Pathologist (Various Locations)

VI. PUBLIC COMMENT (Mrs. Osmond)

President Osmond will recognize any visitors at the meeting.

VII. RECOGNITIONS (Dr. Moline)

A. S.T.A.R.S. Award

The Executive Board will recognize Infinity Williams, a student from Grant High School District #124, who was selected to receive the award for Students Taking Academic Responsibility Seriously. Infinity is a 9th grade student at Laremont School.

B. Employee of the Month

The Executive Board will recognize Courtney Bestler, Speech/Language Pathologist at John Powers Center, as October's employee of the month.

VIII. OLD BUSINESS

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

Proposed revisions to Policy 7:270 *Administering Medicines to Students* was presented for first reading at the September meeting. A red-lined copy of the policy is included in Board member agenda packets. The policy is presented for second reading and Board approval.

Motion to Approve Policy Revisions — *VOICE VOTE*

Move approval of the revisions to Policy 7:270 as presented.

IX. NEW BUSINESS

A. Change Order for Campus Site Improvement — ***ACTION NEEDED*** (Ms. Watson)

Change Order #1 has been submitted by Maneval Construction & Paving in the amount of \$15,832.33 for additional work done during Phase 1 of the campus site improvement project. A copy of the change order is included in Board member agenda packets. Administration recommends approval as presented.

Motion to Approve Change Order — *ROLL CALL VOTE*

Move approval of Change Order #1 from Maneval Construction & Paving in the amount of \$15,832.33 as presented.

B. Contract with IHC for Maintenance Building — ***ACTION NEEDED*** (Ms. Watson)

Administration recommends approval of the contract with IHC to oversee the construction of the new maintenance building, which is a part of Phase 2 of the campus site improvement project. A draft of the contract is included in Board member agenda packets. IHC has not yet reviewed this version, so approval would be subject to attorney review and approval to allow parties to finalize the contract.

Motion to Approve Contract — *ROLL CALL VOTE*

Move approval of the contract with IHC subject to attorney review and approval.

C. FY16 Audit Report — ***ACTION NEEDED*** (Ms. Watson)

Administration requests approval of the FY16 audit report. The audit report is included in Board member packets.

Motion to Approve Audit Report — *VOICE VOTE*

Move approval of the FY16 audit report as presented.

D. **Request to Purchase Used Tractor — *ACTION NEEDED*** (Ms. Watson)

Administration requests authorization to purchase a used 2016 CAT SKID STEER (262D) tractor at an approximate cost of \$46,500. This CAT has less than 200 hours of use and includes a 3-year extended warranty. It would replace a 2006 John Deere 1445 tractor that is in a state of disrepair and will not start. We have incurred significant repair bills over the years to keep it running. In addition to the tractor, we would also need to purchase forks at an approximate cost of \$970 and a hydraulic broom at \$7,380.

Motion to Purchase Tractor and Attachments — *ROLL CALL VOTE*

Move Administration be authorized to purchase a used 2016 CAT SKID STEER tractor and attachments at an approximate cost of \$54,850 as presented.

E. **Superintendent Goals 2016-17 and 2017-18 — *ACTION NEEDED*** (Mrs. Osmond)

Goals and related objectives for the SEDOL Superintendent have been developed for the 2016-2017 and 2017-2018 school years. The two-year process is predicated on conducting a planned and orderly process for accomplishment of major initiatives within the special education cooperative while accommodating a gradual transition in leadership and management. The proposed goals are included in Board member agenda packets.

Motion to Approve Goals — *VOICE VOTE*

Move approval of the Superintendent goals for the 2016-17 and 2017-18 school years as presented.

F. **Planning for Next Governing Board Meeting — *INFORMATIONAL*** (Dr. Moline)

The Board will be asked to review a draft of the agenda for the December 7 Governing Board meeting. A copy of the agenda is included in Board member packets.

IX. **COMMITTEE REPORTS – *INFORMATIONAL***

- A. **Cash Position and Fund Balance Reports**: Ms. Watson will present the two new reports she developed to reflect SEDOL's cash position and fund balance over the last few years. The reports are included in Board member agenda packets.

X. PROGRAM/SCHOOL REPORTS — *INFORMATIONAL*

A. In Memoriam: Administration is very sad to report that Monica Meffen (age 62) passed away on September 22. Monica was a passionate and dedicated employee who began her employment with SEDOL in 1988 as a sector classroom parapro. She then transferred to the Vocation Department where she worked as a job coach at the VA training site for the past 15 years.

B. Announcements / Wins

The following items were reported at the October meeting of the Supervisory/Administrative Team (SAT).

- District-wide statistics indicate that staff attendance increased for August and September compared to the last three years.
- Twenty new students have enrolled at Cyd Lash Academy since the beginning of the year.
- Over 50 families attended the open house for Gages Lake School.
- All sector classrooms are going to hippotherapy this year thanks to the generosity of an anonymous donor and the hard work of Cecilia McKenzie, Facilitator of Grants and Resource Development, in obtaining the grant to cover the cost of the service.
- New videophones have been installed at John Powers Center. Videophones help deaf and hard of hearing people who use sign language to communicate. This was made possible through a grant from the Federal Communication Consortium.
- Laremont School has seen an increase in sign-ups for PUNS – Prioritization of Urgency of Need for Services. This is a statewide database that records info about individuals with developmental disabilities who are in need of services. The state uses the data to select individuals for services as funding becomes available to develop proposals and materials for budgeting and to plan for future needs.
- Class photos were provided by Image for Kids for Laremont students. Proofs were provided to parents before they commit to purchasing photos.
- All PE teachers and nurses have completed the required training on concussions.
- The dedication of the new gym floor at Gages Lake School went very well. Students and staff are very appreciative.
- The SEDOL Foundation Golf Outing raised over \$10,000 to provide assistive technology for students at Laremont School.

XI. 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 employee and pending litigation.

Motion to Return to Public Session — *VOICE VOTE*

Move the Board return to public session.

XII. OTHER BUSINESS

XIII. ADJOURNMENT

:dm

Executive Board Meeting Schedule

SEDOL Office Bay Room unless noted otherwise

Wednesday, November 16, 2016 – 9:30 a.m.

Thursday, December 22, 2016 – 9:30 a.m.

Thursday, January 26, 2017 – 9:30 a.m.

Thursday, February 23, 2017 – 9:30 a.m.

Thursday, March 23, 2017 – 9:30 a.m.

Thursday, April 13, 2017 – 9:30 a.m. ***Special Meeting to Review Tentative Budget***

Thursday, April 27, 2017 – 9:30 a.m.

Thursday, May 25, 2017 – 9:30 a.m.

Thursday, June 22, 2017 – 9:30 a.m. ***SEDOL Office Boardroom***

Thursday, July 27, 2017 – 9:30 a.m. ***SEDOL Office Boardroom***

Governing Board Meeting Schedule

Laremont School Gym unless noted otherwise

Wednesday, December 7, 2016 – 7:00 p.m.

Wednesday, March 8, 2017 – 7:00 p.m.

Wednesday, June 7, 2017 – 7:00 p.m.