

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, July 22, 2021
TIME: 9:30 A.M.
PLACE: SEDOL Office Bay Room

Members of the public body are welcome to attend but will need to complete the self-certification process including a temperature check prior to entry. Due to social distancing a limited number of individuals will be allowed in the physical room. Physical distancing and mask usage are required. Please RSVP to Sara Martinez at smartinez@sedol.us or 847-986-2319 by 7:30 a.m. on Thursday, July 22, 2021.

I. CALL TO ORDER – **ROLL CALL** (Dr. Donnan)

The July meeting of the Executive Board is the annual organizational meeting. In accordance with Executive Board Policy 2:64, the SEDOL Superintendent will: (1) open the meeting; and (2) administer the oath of office to new/re-elected members.

A. Oath of Office to Members (Dr. Donnan)

At its June meeting, the Governing Board took action to appoint/reappoint members to the Executive Board. Dr. Donnan will administer the oath of office to Dr. Jason Lind, Superintendent of Millburn School District #24; Mrs. Joanne Osmond, Governing Board Member from Lake Villa District #41; and Dr. Christy Sefcik, Superintendent of Grant High School District #124. All three were reappointed to serve another two-year term. Dr. Matthew Barbini, Superintendent of Libertyville Elementary District #70, who was appointed to serve the remainder of a two-year term replacing Dr. Julie Brua, was absent from the June Executive Board meeting and will be administered the oath today. The oath of office is as follows:

"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;

As part of the Executive Board, I shall accept the responsibility for my role in the equitable and quality education of every student in the District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for SEDOL;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's schools to advance the vision of SEDOL; and

I shall strive to work together with the District Superintendent to lead the District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development."

B. Executive Board Officers — **ACTION NEEDED** (Dr. Donnan)

Executive Board Policy 2:56 addresses the election of officers and states as follows:

The Executive Board shall elect one of its members to serve as President and Vice President. The Superintendent shall serve as the Secretary. The term of office for the President shall be a two-year term. The Vice President shall also be a two-year term with the understanding that the Vice President shall become President. When possible, the office of President and Vice President shall be filled with one Superintendent and one Governing Board member. The rotation would continue every two years with the election of a Vice President every two years at the July organizational meeting.

In accordance with policy, Vice President Pahl will become Board President, and the Executive Board will need to elect a Superintendent to serve as Vice President for the next two years.

Motion to Elect Vice President — VOICE VOTE

II. PLEDGE OF ALLEGIANCE (Ms. Pahl)

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

Motion to Accept/Amend Agenda — ROLL CALL VOTE

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

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

A. Board Designations

1. Appointment of Board Secretary: Historically, the Superintendent has served as Secretary of the Executive Board. Administration recommends continuance of this practice.
2. Naming of Official Newspaper: The Daily Herald has been designated as the official newspaper for purposes of disseminating official notices, etc. Administration recommends continuance of this designation.
3. Designation of Legal Counsel: In October 2006, the Board designated Hodges, Loizzi, Eisenhammer, Rodick and Kohn as legal counsel for the district. Administration recommends continuance of this designation.
4. Designation of Bank Depository: Administration recommends the district's bank depositories be designated as Associated Bank, Libertyville Bank & Trust, and Illinois School District Liquid Asset Fund.

5. Meeting Schedule: Currently, the regular meeting date for the Executive Board is the fourth Thursday of each month at 9:30 a.m. The Board will need to discuss any changes necessary for the coming year. The recommended meeting schedule is as follows:

Executive Board Meetings 2021-22

Usually 4th Thursday of month at 9:30 a.m. in Bay Room at Admin Building

July 22, 2021	February 24, 2022
August 26, 2021	March 24, 2022
September 23, 2021	April 7, 2022**
October 28, 2021	April 28, 2022
November 11, 2021*	May 26, 2022
December 16, 2021*	June 23, 2022
January 27, 2022	July 28, 2022

*Moved to 2nd or 3rd Thursday due to conferences or winter/spring break

**Special meeting on tentative budget

6. Committee Appointments: The President is responsible for committee appointments. Committees in need of appointments are Personnel, Finance, Policy and Negotiations. The Executive Board President and the Superintendent are ex officio members of all committees. Committee assignments will be discussed during the meeting. Last year's committee assignments are listed below. Board members are encouraged to notify President Pahl if you would prefer to serve on a certain committee.

Personnel

Carey McHugh, Chair
Bob Gold
Matt Barbini

Finance

Jason Lind, Chair
Christy Sefcik

Policy

Joanne Osmond, Chair
Carey McHugh
Mike Karner

Negotiations

Joanne Osmond, Chair
Bob Gold
Matt Barbini

- B. Approval of Minutes: Public and closed session minutes of the regular meeting of June 24, 2021 are included in your electronic packet.

C. Financial Matters

1. Paid Accounts Payable List: The following expenditures represent the July, 2021 accounts payable list:

Accounts Payable	\$1,346,118.52
Payroll Liabilities 06/16/21-06/26/21	\$930,526.85
Net Payroll 06/16/21-06/26/21	\$1,166,550.45
Payroll Liabilities 06/27/21-07/15/21	\$835,438.85
Net Payroll 06/27/21-07/15/21	<u>\$786,487.36</u>
TOTAL	\$5,065,122.03

2. Treasurer's Report: The treasurer's report for June, 2021 is included in your electronic packet.

D. Policy Matters

The following policies contain contact information updates due to changes in administration.

2:260	Uniform Grievance Procedure
2:265	Title IX Harassment Grievance Procedures
05:10	Equal Employment Opportunity and Minority Recruitment

05:20	Workplace Harassment Prohibited
5:170	Copyright
07:20	Harassment of Students Prohibited
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment

E. 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>Nissen, Lindsey</u> | <ul style="list-style-type: none"> - Sign Language Interpreter – Grayslake North HS - Budget Approved Vacancy - \$21.26/hour - August 12, 2021 |
| <u>Sath, Tiffany</u> | <ul style="list-style-type: none"> - Paraprofessional – Gages Lake School - Budget Approved Vacancy - \$16.32/hour - August 16, 2021 |

Licensed Staff

- | | |
|------------------------|---|
| <u>Goedken, Megan</u> | <ul style="list-style-type: none"> - Instructional Technology Coordinator, District Wide - Budget approved vacancy - MA/MS, Concordia University - \$95,280 - July 1, 2021 |
| <u>Magna, Pam</u> | <ul style="list-style-type: none"> - Principal – South School - Budget approved vacancy - MA/MS, Concordia University - \$92,767 - July 1, 2021 |
| <u>Richter, Nicole</u> | <ul style="list-style-type: none"> - Sector Supervisor - Budget approved vacancy - MA/MS, Northeastern Illinois University - \$83,230 - July 1, 2021 |
| <u>Ward, Daniel</u> | <ul style="list-style-type: none"> - School Social Worker, South School - Budget approved vacancy - MA/MS, University of Illinois Chicago - \$45,613 (2020-21 rate) - July 1, 2021 |

2. Resignations/Retirements

Educational Support Personnel

- | | |
|--------------------------|--|
| <u>Alfaro, Elizabeth</u> | <ul style="list-style-type: none"> - Paraprofessional – Laremont School - Resigned June 24, 2021 |
|--------------------------|--|

- Barkus, Brittany - Paraprofessional – Laremont School
- Resigned July 2, 2021
- Bentley, Valerie - Paraprofessional – Sector
- Resigned July 12, 2021
- Dolan, Susan - Transition Coach
- Retiring August 2, 2021
- Garza, Laurie - Paraprofessional – Sector
- Resigned July 9, 2021
- Hoeller, Christopher - Paraprofessional – South School
- Resigned June 25, 2021
- Inciardi, Diane - Paraprofessional – John Powers Center, Transition
- Resigned June 24, 2021
- Nissen, Lindsey - Paraprofessional – John Powers Center, DHH
- Resigned June 23, 2021 to accept the position of
Sign Language Interpreter
- Sanchez, Lisette - Paraprofessional – Gages Lake School
- Resigned July 13, 2021
- Settle, Jaclyn - Paraprofessional – Gages Lake School - SAB
- Resigned June 29, 2021
- Smith, Ana - Paraprofessional – South School
- Resigned July 15, 2021

Licensed Staff

- Fiorito, Korine - Academic Specialist
- Resigned July 13, 2021
- Goedken, Megan - Principal – South School
- Resigned July 1, 2021 to accept the position of
Instructional Technology Coordinator
- Hendee, Ashley - Teacher – Fairhaven School
- Resigned July 9, 2021
- Jantczak, Malgorzata - Teacher – Transition
- Resigning August 13, 2021
- Lingle, Sarah - Teacher – South School
- Resigned July 6, 2021
- Magna, Pamela - Sector Supervisor
- Resigned July 1, 2021 to accept the position of
Principal of South School
- Mohr, Allyce - Teacher – Sector
- Resigned June 24, 2021
- Reda, Crystal - Teacher – Fairhaven School
- Resigned July 9, 2021
- Richter, Nicole - Assistant Principal – Gages Lake School

- Resigning July 31, 2021 to accept the position of Sector Supervisor

Walter, Katie

- Teacher – John Power Center, DHH
- Resigned June 24, 2021

Motion to Approve Consent Agenda — ROLL CALL VOTE

Move approval of consent agenda items and addendum as presented.

3. Professional Vacancies Anticipated for 2021-22
 - 1 Assistant Principal for Gages Lake School (08/01/21) – Administration
 - 1 Assistant Principal for Cyd Lash Academy (08/01/21) – Administration
 - 1 Anticipated Academic Specialist – Administration
 - 4 Sign Language Interpreters (08/16/21) – John Powers Center
 - 1 Anticipated LASSO II Teacher (08/19/21) – Millburn Middle School
 - 2 DHH Teacher (08/18/21) – John Powers Center
 - 1 LASSO Itinerant Teacher (08/16/21) – Administration
 - 2 Transition Teacher (08/16/21) – John Powers Center
 - 1 ED/BD Teacher (08/16/21) – Gages Lake School
 - 1 LASSO III Teacher (08/16/21) – Fairhaven School
 - 1 LASSO II Teacher (08/19/21) – Meadowview
 - 1 ED/BD Teacher (08/16/21) – South School
 - 1 School Psychologist (08/16/21) - Various
 - 1 Social Worker (08/16/21) – Fairhaven School
 - 1 Part-Time Social Worker (08/16/21) – Various
 - 1 Part-Time Occupational Therapist (08/16/21) - Various
 - 1 Full-Time Art Therapist (08/16/21) – South/Sector Programs

V. 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.

VI. OLD BUSINESS

A. Final Budget for FY22 — ***ACTION NEEDED*** (Mrs. Loris)

The final budget for FY22 is included in Board member packets. Administration recommends the budget be presented for Governing Board approval at the meeting on August 25. A copy is included in your electronic packet.

Motion to Accept and Present Final Budget— *ROLL CALL VOTE*

Move acceptance of the final budget for FY22 and recommend Governing Board approval at the August 25 meeting.

B. Regional Safe School Program (RSSP) Lease – ***ACTION NEEDED*** (Dr. Donnan)

Administration requests approval of a three-month lease between SEDOL and the Regional Office of Education for the Regional Safe School Program from August 1, 2021 to October 31, 2021 at Cyd Lash Academy. A copy is included in your electronic packet.

Motion to Approve Lease— *ROLL CALL VOTE*

Move to approve a three-month lease between SEDOL and the Regional Office of Education as presented.

C. Extended Collective Bargaining Agreement With STU — ***ACTION NEEDED*** (Dr. Wojcik/Mrs. Osmond)

Dr. Wojcik and Mrs. Osmond of the SEDOL Board Negotiations Team will provide a brief overview of the proposed extended bargaining agreement for the 2021-2022 school year reached with the SEDOL Teachers' Union. A summary of the agreement will be disseminated to Governing Board members prior to the meeting. A copy is included in your electronic packet.

Motion to Approve — *ROLL CALL VOTE*

Move to recommend the approval of the tentative extended bargaining agreement for the 2021-2022 school year with the SEDOL Teachers Union and the SEDOL Board by the SEDOL Governing Board at the August 25, 2021 meeting.

VII. NEW BUSINESS

A. FOIA – ***INFORMATIONAL*** (Dr. Wojcik)

On June 30, 2021, Dr. Wojcik received the following email FOIA request from Genesis Technologies regarding the most recent copier/MFP contracts.

- Share the pricing and proposal/contracts of the current vendor.

On July 16, 2021, Dr. Wojcik responded and provided the requested documents to Genesis Technologies.

B. Request for Non-Member District Placement— ***ACTION NEEDED*** (Dr. Donnan)

Administration recommends approval of the request by Harvard Community Unit School District #50 for placement of one student at Laremont School in the ELP program. The districts 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. A copy is included in your electronic packet.

Motion to Approve Requests — *ROLL CALL VOTE*

Move approval of the requests by Harvard Community Unit School District #50 for placement in SEDOL program as presented.

C. Organizational Chart — ***ACTION NEEDED*** (Dr. Donnan)

The organizational chart is included in Board member packets. Administration recommends approval of the organizational chart as presented. A copy is included in your electronic packet.

Motion to Approve Organizational Chart — *ROLL CALL VOTE*

Move approval of the organizational chart as presented.

D. Return to School Discussion – ***INFORMATIONAL*** (Dr. Donnan)

SEDOL Administration will provide an update regarding planning for the return to school in the fall and mitigation strategies focused on keeping students and staff safe with full in-person return. A copy is included in your electronic packet.

E. SRO Contractual Agreement – ***ACTION NEEDED*** (Dr. Donnan)

Administration recommends approval to discontinue the remainder of the 2021 calendar year and the full 2022 calendar year SRO Contractual Service Agreement with the Lake County Sheriff's Office.

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

Move approval to discontinue the SRO Contractual Service Agreement with the Lake County Sheriff's Office as presented.

F. Planning for August Governing Board Meeting — ***INFORMATIONAL*** (Dr. Donnan)

The Board will review a draft agenda for the August 25 Governing Board meeting. A copy is included in your electronic packet.

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

A. Evidence of Exceptional Service

1. ESY was filled with weeks of great learning both in person and with one remote class. A staffing shortage did not stop the SEDOL team from providing the gold standard during ESY this summer. The SEDOL Administrative Building staff joined the fun with supporting arrival and dismissal times making a huge difference. The ESY teachers and support staff did an amazing job supporting students during their Olympic themed learning adventures. The SEDOL Administration did an amazing job making sure student's needs were met each day as they altered their schedules and worked with students directly.
2. SEDOL has received information that they will possibly be receiving ESSER III funds to support learning opportunities for students in the upcoming year and next summer. Planning teams are being created to assist in ensuring exceptional services are being developed.
3. SEDOL is set to host a Saturday onsite recruiting event for paraprofessionals and substitutes on July 31st. The dedication of the SEDOL Human Resource office has made a difference when hiring high quality staff for ESY and the upcoming school year.

IX. EXECUTIVE BOARD MEMBER COMMENTS (Ms. Pahl)

X. COMMITTEE REPORTS

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

Motion to Adjourn — ROLL CALL VOTE

Move the Board Adjourn.

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2021-22 Executive Board Meeting Schedule *SEDOL Office Bay Room*

- Thursday, July 22, 2021 – 9:30 a.m.
- Thursday, August 26, 2021 – 9:30 a.m.
- Thursday, September 23, 2021 – 9:30 a.m.
- Thursday, October 28, 2021 – 9:30 a.m.
- Thursday, November 11, 2021 – 9:30 a.m.
- Thursday, December 16, 2021 – 9:30 a.m.
- Thursday, January 27, 2022 – 9:30 a.m.
- Thursday, February 24, 2022 – 9:30 a.m.
- Thursday, March 24, 2022 – 9:30 a.m.
- Thursday, April 7, 2022 – 9:30 a.m.
- Thursday, April 28, 2022 – 9:30 a.m.
- Thursday, May 26, 2022 – 9:30 a.m.
- Thursday, June 23, 2022 – 9:30 a.m.
- Thursday, July 28, 2022 – 9:30 a.m.

Special Meeting to Review Tentative Budget Meeting

2021-22 Governing Board Meeting Schedule

- Wednesday, August 25, 2021 – 7:00 p.m.
- Wednesday, December 1, 2021 – 7:00 p.m.
- Wednesday, March 2, 2022 – 7:00 p.m.
- Wednesday, June 1, 2022 – 7:00 p.m.

6:30 p.m. Public Hearing - Budget