



**EXCEPTIONAL LEARNERS COLLABORATIVE  
BOARD OF EDUCATION  
Board of Education Regular Meeting  
November 20, 2025  
8:30 AM**

Location: Exceptional Learners Collaborative  
990 Corporate Woods Parkway  
Vernon Hills, IL 60061

1. CALL TO ORDER/ROLL CALL
2. PLEDGE OF ALLEGIANCE
3. \*APPROVAL OF MINUTES
4. CORRESPONDENCE
5. AUDIENCE PARTICIPATION

At this time, the Board should welcome guests and representatives of the various media. The Board President will be able to offer anyone from the audience the opportunity to comment. If anyone wishes to address the board, they are given five (5) minutes. Board members can choose to address the concern, or place the item on a future agenda.

6. NEW BUSINESS
  - A. PERSONNEL

- a. Executive Session We may have an executive session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. [5 ILCS 120/2(c)(1)]
- b. Approval of Additional 2.0 FTE Paraprofessionals  
Stevenson High School needs an additional 1.0 FTE Paraprofessional who speaks Ukrainian. ELC West also needs an additional 1.0 FTE for a D125 student who has moved to one of our high school classrooms. Since the student needed more significant support, a change of placement and a paraprofessional were added to the student's IEP.

c. \*Acceptance of Licensed/Certified/Support Staff Resignations

d. \*Approval of Appointments/Transfers/Reassignments

e. Leaves of Absence

## B. CURRICULUM, INSTRUCTION AND ASSESSMENT

a. Approval of Board Policy Draft Updates (First Reading)

The Board of Education will be presented with a first reading for Board Policies that should be implemented.

## C. BUSINESS

a. FOIA Requests

We received a Freedom of Information Act (FOIA) request from Mr. Matt Stockwell, from the Data Branch Research Team. The request sought public records for purchasing data, specifically:

AP check register / Payment ledger (vendor, invoice #, amount, date) reflecting all transactions from July 1, 2023, to the present date, including but not limited to:

- Purchase order number (or equivalent)
- Purchase date
- Vendor ID or name
- Department or issuing entity (if available)
- Line item description
- Quantity
- Unit price
- Total price

In response, the required data has been compiled and submitted in accordance with FOIA guidelines.

This request has been fulfilled within the required timeline, and the submitted documentation reflects accurate and up-to-date purchase order history and vendor information.

b. \*Consideration of Monthly Financial Report

It is recommended that: The Board of Education approve the list of Bills and Financial Statements as contained in the Monthly Financial Report for October. (POLL)

c. Consent Agenda Items

1. Approve the Special Meeting Minutes and Regular Meeting Minutes of October 15, 2025
2. Accept the resignations of the following individuals as noted in the Agenda Booklet of November 20, 2025, for John Rammel, Case Manager; Jennifer Gadson, Paraprofessional; Kennedy Meister, Paraprofessional; and Carrie Bugay, Paraprofessional; as presented.
3. Approve the appointments/transfers/reassignments of the following

individuals as noted in the Agenda Booklet of November 20, 2025, for Chris Berduo, Paraprofessional; Liubov Leskiv, Paraprofessional; Breane Pathmann, Paraprofessional; as presented.

4. Approval of Bills
5. Approval of Financial Statement

#### D. SUPERINTENDENT'S INFORMATIONAL REPORT

##### **-Staffing Update:**

- **Round of Applause** — Administrators Celebrating Staff across the ELC- Allie Seeger and Monique Nemes' letters are attached.

##### **-Professional Development Update:**

- Planning is underway for our January 5, 2026 Institute Day. On this day, we will gather staff in smaller groups to allow for support for students in districts who have returned from the break.

##### **-Parent Education Report :**

- On October 24, 2025, we hosted a workshop in partnership with Protected Tomorrows focused on helping families and educators navigate complex government benefit systems including SSI, SSDI, DAC, Medicaid, and Medicare. The session was well attended, with over 70 participants representing ten different school districts.
- We are now preparing for our final Parent/Educator Workshop of 2025, scheduled for Friday, November 21 at 12:30 p.m., to be held at the District 128 Administrative Offices in Vernon Hills. This continued partnership with District 128 reflects our joint commitment to expanding access and engaging more parents and professionals across the region.

**ATTACHMENT:** See November 2025 Parent Education Report

##### **-ELC West Update:**

- During the last month, staff have participated in administrator-led professional development in the areas of effective teaming and behavior support strategies. In addition, we had a two-day visit from trainers with TEACCH out of North Carolina. The coaching they provide our staff is focused on individualizing the classroom environment for our students through the use of work systems and visual schedules. Since they also spent time in our building throughout last school year, they are getting to know our students and are able to provide very specific, student-centered feedback.

Our students continue to enjoy community-based instruction in a variety of locations, such as Jewel, Aldi, the library, the mall, and Vernon Hills Public Works. These instructional outings are important in allowing our students to apply the skills they are learning at West on a daily basis in a real life setting.

##### **-Technology Update:**

- The ELC has grown significantly over the past five years since relocating to Vernon Hills. As a result, our wireless network now supports more users and devices and is experiencing intermittent connectivity issues. We are engaging Netrix LLC, the original network designer, to conduct a comprehensive assessment. This review will analyze the infrastructure, configuration and access point placement, identify problems, and produce

an updated coverage map to ensure consistent, reliable wireless performance across our facility.

**-Facilities Update:**

- As we shared a few months ago, Jen and I reached out to the vice-president of the company from which we lease our properties due to persistent roof leaks. We met with him and thoroughly explained the recurring issues we have faced regarding the roof leaks. He promptly arranged for an independent roofing company to conduct an inspection and assess the locations of the leaks. This week we were informed that both buildings will be receiving new roofs and skylights. The work has started and will continue through the first of the year, weather permitting.

**-Business/Finance Update:**

- On November 13th, we convened our monthly meeting via Zoom with the business managers from the member districts to review the financials for October and to discuss our ongoing collaboration in financial planning. The discussion primarily focused on the adjustments made to the base positions during the True-Up process, particularly regarding student data. Business managers requested further clarification on case loads related specifically to TVI/O&M.

E. EXECUTIVE SESSION #2

Contract Discussion

F. ADJOURN

**~PUBLIC PARTICIPATION NOTICE~**  
PLEASE KNOW THIS MEETING WILL TAKE  
PLACE IN PERSON AT ELC  
990 CORPORATE WOODS PKWY  
VERNON HILLS IL, 60061



DATE: 11.20.2025

To: Dr. Megan Clarke, Superintendent & The ELC Board of Education

From: Ann Hofmeier, Director of Human Resources and Talent Acquisition

RE: Educational Staff-Employment/Separation, Employment

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<b>Employment</b>					
<b>Name</b>	<b>Building</b>	<b>Position</b>	<b>Date</b>	<b>FTE</b>	<b>Reason</b>
Chris Berduo	West	Paraprofessional	10.29.2025	1.0	Replacement
Liubov Leskiv	SHS	Paraprofessional (Ukrainian speaking)	11.05.2025	1.0	Move-in Student Need
Breane Pathmann	West	Paraprofessional	12.01.2025	1.0	Replacement
<b>Separation of Services</b>					
John Rammel	West	Case Manager -Transition	10.22.2025	1.0	Personal
Jennifer Gadson	West	Paraprofessional	11.06.2025	1.0	Personal
Kenedy Meister	East/Seasonal	Paraprofessional	11.07.2025	9 Hours a week	Focus on School
Carrie Bugay	West	Paraprofessional	11.21.2025	1.0	Personal



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<b>Separation of Services</b>					
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Kenedy Meister	East/Seasonal	Paraprofessional	11.07.2025	9 Hours a week	Focus on School
Carrie Bugay	West	Paraprofessional	11.21.2025	1.0	Personal



DATE November 20, 2025

To: The ELC Board of Education

From: Dr. Megan Clarke, Superintendent

RE: Approval of Board Policy Draft Updates (Issue 120) First Reading

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<b>Approval of Board Policy Draft Updates (Issue 120)</b>			
<b>Policy Number</b>	<b>Policy Name</b>	<b>Policy Link:</b>	<b>Summary</b>
2:120	Board Member Development	<a href="#">Policy 2-120</a>	The only change in this policy is the the removal of some wording in #3 as the district/cooperative has already completed it's PERA implementation.
2:150	Committees	<a href="#">Policy 2:150</a>	The update to this policy is under #2 that the parent and teacher advisory committee will review the reciprocal reporting between the School District and local law enforcement agencies regarding criminal and also civil offenses.
2:270	Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited	<a href="#">Policy 2:270</a>	The one change is in language for improvement. The word was incidentees and was changed to incidents.
4:10	Fiscal and Business Management	<a href="#">Policy 4:10</a>	There was one small change in the wording in this policy. By December 1st each year, the ELC must make its statement of affairs available to the public by posting it on the district's website and publishing it in a newspaper of general circulation.



Policy Number	Policy Name	Policy Link:	Summary
4:30	Revenue and Investments	<a href="#">Policy 4:30</a>	This policy was updated because of the Public Funds Investment Act. The first change is that the policy states that the organization needs to look at current and historical ratings of the institution. The ELC may not deposit public funds in a financial institution subject to the ICRA unless it has satisfactory rating or if the Illinois Department of Financial and Professional Regulation has not completed its initial investigation. The ELC also cannot withdraw funds solely based on the less than satisfactory rating from ICRA.
4:40	Incurring Debt	<a href="#">Policy 4:40</a>	Two changes were made to this policy. The first change was to instead of Board's issuance of bonds it was changed to ELC's issuance. The other change was updated legal references.
4:80	Accounting and Audits	<a href="#">Policy 4:80</a>	The first change in the policy is that we will ensure that our auditing firms files the audit by Oct. 15th. The second change in the policy is the Annual Financial Report (AFR) will be reviewed with the board and submitted to the Regional Superintendent of Schools on or before October 15th. Also, the superintendent will ensure that the ELC auditing firm submits the AFR to ISBE on or before October 15th.
4:140	Waiver of Student Fees	<a href="#">Policy 4:140</a>	The only change to this policy was the legal references.
4:190	Targeted School Violence Prevention Program	<a href="#">Policy 4:190</a>	Legal references were the only change to this policy.



<b>Policy Number</b>	<b>Policy Name</b>	<b>Policy Link:</b>	<b>Summary</b>
5:10	Equal Employment Opportunity and Minority Recruitment	<a href="#">Policy 5:10</a>	The policy was updated in response to the Victims' Economic Security and Safety Act. There was an addition added to the policy that use of ELC issued equipment to record such types of violence is prohibited.
5:90	Abused and Neglected Child Reporting	<a href="#">Policy 5:90</a>	The change in this policy is the word pornography was removed and replaced with sexual abuse material.
5:100	Staff Development Program	<a href="#">Policy 5:100</a>	The only changes in the policy is a change in the citation as well as a renumbering of the statute.
5:190	Teacher Qualifications	<a href="#">Policy 5:190</a>	The legal references were updated.
5:200	Terms and Conditions of Employment and Dismissal	<a href="#">Policy 5:200</a>	The following language was added to this policy. For nursing mothers, the ELC accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breastmilk according to provisions in State and federal law.
5:220	Substitute Teachers	<a href="#">Policy 5:220</a>	The legal references were the only revisions.
5:280	Duties and Qualifications	<a href="#">Policy 5:280</a>	The first change to this policy is changing the word from certified to licensed. The second change in the policy is under the section of the bus drivers. The driver is active military and is called to duty, we need to notify the Secretary of State with-in 30 days.



<b>Policy Number</b>	<b>Policy Name</b>	<b>Policy Link:</b>	<b>Summary</b>
6:20	Calendar and Day	<a href="#">Policy 6:20</a>	The legal references were updated.

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## Re: Records Request - Purchase Order Data - Exceptional Learners

1 message

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**Jennifer Cox** <jcox@elced.org>  
To: mattstockwell@thedatabranch.com

Fri, Nov 7, 2025 at 2:20 PM

Good afternoon, Mr. Stockwell,

In accordance with your request, we are submitting an Excel spreadsheet that contains the information specified in your FOIA request.

The AP check register / Payment ledger (vendor, invoice #, amount, date) document encompasses data from July 1, 2023, to the present date.

All relevant information is included within the attached document. Should you require any additional details or assistance, please do not hesitate to contact me directly.

Please consider this request fulfilled and kindly confirm receipt of this email.

Have a great weekend,



**Jennifer Cox**  
**Director of Business and Operations**  
990 Corporate Woods Parkway  
Vernon Hills, Illinois 60061  
P: (224) 513-6456  
W: [elced.org](http://elced.org)

**Lifelong success for our exceptional learners**



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----- Forwarded message -----

From: <[mattstockwell@thedatabranch.com](mailto:mattstockwell@thedatabranch.com)>  
Date: Thu, Nov 6, 2025 at 1:48 PM  
Subject: Records Request - Purchase Order Data - Exceptional Learners  
To: <[mclarke@elced.org](mailto:mclarke@elced.org)>

Dear Public Records Officer,

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140)

The Data Branch is hereby submitting a public records request for purchasing data. Specifically, we request a spreadsheet or equivalent file containing all purchase orders issued between July 1, 2023, and the present.

**Scope of Request:**

We are seeking records that reflect purchasing activity by any and all departments, divisions, or teams under your school district

If a centralized report is not available, we are happy to accept:

- Department-level or segmented purchasing data
- Any readily available reports

**Requested Details (if readily accessible):**

- Purchase order number (or equivalent)
- Purchase date
- Vendor ID or name
- Department or issuing entity (if available)
- Line item description
- Quantity
- Unit price
- Total price

**If purchase orders are not used or kept:**

We are happy to narrow down the request to the smallest set of files that reconstructs spending for the most recent 12–24 months, such as:

- PO register files (PO #, date, vendor, description, fund/GL, amount)
- AP check register / Payment ledger (vendor, invoice #, amount, date)
- P-card transaction logs (cardholder, MCC/merchant, date, amount)
- Or, if none of the above are available, any documents that include vendor names and prices

**Preferred Format & Delivery:**

We understand systems vary and that a spreadsheet export from your ERP system is often the most accessible. However, we are happy to accept:

- Spreadsheet (preferred)
- PDF or Word documents
- Existing ERP reports
- Any general or summary-level purchasing records you already have on hand, even if they don't include all requested fields

**Commercial Nature & Flexibility:**

This is a commercial request for research purposes. We are happy to comply with all relevant policies and to work with your office to narrow, clarify, or adjust the request in any way that makes it easier to fulfill.

**Contact Information:**

My name is Matt Stockwell

Email: [mattstockwell@thedatabranch.com](mailto:mattstockwell@thedatabranch.com)

Phone: (302) 585-3132

Address: 1111B S Governors Ave STE 21033, Dover, DE 19904

We appreciate your attention to this matter and look forward to your prompt response. Please confirm receipt of this request and provide an estimated date for the delivery of the requested records.

Thank you for your cooperation.

Sincerely,

The Data Branch Research Team

**MINUTES OF THE SPECIAL MEETING OF THE EXCEPTIONAL LEARNERS  
COLLABORATIVE BOARD OF EDUCATION, LAKE COUNTY, ILLINOIS, HELD  
WEDNESDAY OCTOBER 15, 2025, AT 8:00 A.M. IN THE EXCEPTIONAL LEARNERS  
COLLABORATIVE TRAINING ROOM, VERNON HILLS, ILLINOIS.**

**CALL TO ORDER AND ROLL CALL**

President Neault called the meeting to order at 8:00 A.M. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson answered.

Absent: Superintendent Dr. Clarke.

**DISCUSSION TOPIC**

- a. BOARD OF EDUCATION INFORMATION

**ADJOURNMENT**

Mr. Burns moved, seconded by Ms. Peterson that the meeting be adjourned. By voice vote, the motion carried unanimously. (8:23 A.M.)

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SECRETARY

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PRESIDENT

**MINUTES OF THE REGULAR MEETING OF THE EXCEPTIONAL LEARNERS  
COLLABORATIVE BOARD OF EDUCATION, LAKE COUNTY, ILLINOIS, HELD  
WEDNESDAY OCTOBER 15, 2025, AT 8:30 A.M. IN THE EXCEPTIONAL LEARNERS  
COLLABORATIVE TRAINING ROOM, VERNON HILLS, ILLINOIS.**

**CALL TO ORDER AND ROLL CALL**

President Neault called the meeting to order at 8:30 A.M. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson answered. Also in attendance were Superintendent Sheridan, Assistant Superintendent of Teaching, Learning, and Professional Growth Bhardwaj, Director of Human Resources and Talent Acquisition Hofmeier, Superintendent Twadell, Director of Business and Operations Cox, and Recording Secretary Cone.

Absent: Superintendent Dr. Clarke, Superintendent Warren, and Treasurer Carney.

**APPROVAL OF ADDITIONAL 1.0 FTE PARAPROFESSIONALS**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the additional 1.0 FTE Paraprofessional, as noted in the Agenda Booklet of October 15, 2025, as presented. On roll call, Mr. Burns, Ms. Neault, and Ms. Peterson voted aye. The motion carried unanimously.

**LEAVES OF ABSENCE**

Elizabeth Caprio, Paraprofessional, requesting a Family Medical Leave of Absence for October 14, 2025.

Alyssa Harn, Social Worker, requesting a Family Medical Leave of Absence for November 28, 2025.

**APPROVAL OF NEW 403(b) VENDOR - FIDELITY INVESTMENTS**

Mr. Burns moved, seconded by Ms. Peterson that the Board of Education approve the agreement with Fidelity Workplace Services, LLC, and the resolution, as presented. On roll call, Ms. Peterson, Mr. Burns, and Ms. Neault voted aye. The motion carried unanimously.

**FOIA REQUESTS**

The Board of Education was presented with one request under the Freedom of Information Act (FOIA) and the status of the District's response.

**CONSENT AGENDA ITEMS**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education approve the Consent Agenda Items, as presented. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson voted aye. The motion carried unanimously.

- 1) Approve the Special Meeting Minutes, Regular Meeting Minutes, and Finance Committee Meeting of September 16, 2025.
- 2) Approve the appointments/transfers/reassignments of the following individuals as noted in the Agenda Booklet of October 15, 2025, for Sarah Krause, Case Manager; and Matthew Glowacki, Paraprofessional; as presented.

3) Approval of Bills.

4) Approval of Financial Statement.

**EXECUTIVE SESSION**

Ms. Peterson moved, seconded by Mr. Burns that the Board of Education adjourn to executive session to discuss the appointment, employment, compensation, discipline, performance or dismissal of a specific employee and/or matters related to potential litigation. On roll call, Ms. Neault, Mr. Burns, and Ms. Peterson voted aye. The motion carried unanimously. (8:56 A.M.)

**RETURN TO REGULAR SESSION**

Mr. Burns moved, seconded by Ms. Peterson that the Board of Education return to regular session. On roll call, Mr. Burns, Ms. Neault, and Ms. Peterson voted aye. The motion carried unanimously. (9:26 A.M.)

**ADJOURNMENT**

Ms. Peterson moved, seconded by Mr. Burns that the meeting be adjourned. By voice vote, the motion carried unanimously. (9:40 A.M.)

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SECRETARY

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PRESIDENT



The Exceptional Learners Collaborative continued its Parent/Educator Workshop series this fall with another impactful session designed to bring families and professionals together to learn, connect, and strengthen support for individuals with disabilities.

### **October Workshop: *Government Benefits – What You Need to Know***

On October 24, 2025, the Exceptional Learners Collaborative hosted a workshop in partnership with Protected Tomorrows focused on helping families and educators navigate complex government benefit systems including SSI, SSDI, DAC, Medicaid, and Medicare.

The session was well attended, with over 70 participants representing 10 different school districts. Notably, nearly 20 educators, transition specialists, and school administrators joined families for this session, highlighting the unique strength of our workshop series, bringing parents and professionals together to learn and collaborate. Feedback from participants reflected a strong appreciation for the shared learning environment and the opportunity to network across districts.

### **Upcoming Final Workshop of 2025**

We are now preparing for our final Parent/Educator Workshop of 2025, scheduled for Friday, November 21 at 12:30 p.m., to be held at the District 128 Administrative Offices in Vernon Hills. This continued partnership with District 128 reflects our joint commitment to expanding access and engaging more parents and professionals across the region.

This session, *Supporting Individuals with Co-occurring Mental Health and Intellectual/Developmental Disability (I/DD) Needs*, will feature presentations from Glenkirk, Clearbrook, and the Lake County Mobile Health Clinic, highlighting integrated approaches to care.

Research shows that up to 40% of individuals with I/DD also experience a mental health condition such as anxiety, depression, or mood disorder. The November workshop will focus on how collaboration between families and service providers can lead to better outcomes and stronger community connections.

Registration for this final workshop is already nearing capacity, reflecting the continued enthusiasm and value families and educators find in these collaborative learning opportunities.

**Laura Fine**

*Assistant Director of Programs and Services*