

**PROVISO AREA FOR EXCEPTIONAL CHILDREN  
GOVERNING BOARD MEETING  
PAEC CENTER – 6:00 PM  
NOVEMBER 15, 2018  
AGENDA**

**I. ROLL CALL**

**II. AUDIENCE PARTICIPATION**

**III. CLOSED SESSION**

***Recommended Motion:***

I move to convene into Closed Session at PM, under Section 2 (c)(1) of the Open Meetings Act, to discuss employment, compensation, discipline, performance, or dismissal of specific employee(s) as presented

**IV. APPROVAL OF GOVERNING BOARD MINUTES**

***Recommended Motion:***

I move to approve the Governing Board Minutes of October 18, 2018 as presented.

**V. APPROVAL OF CONSENT AGENDA**

***Recommended Motion:***

I move to approve the Consent Agenda, which encompasses agenda items VI (Payroll), VII (Bills), and XIII (New Business) as presented.

**VI. APPROVAL OF PAYROLL**

Confirmation of payroll (excluding required employer deduction)

	<u>10/15/2018</u>	<u>10/31/2018</u>	<u>TOTAL</u>
Education Fund	491,919.76	492,929.64	984,849.40
Building Fund	13,276.66	14,356.38	27,633.04
<b>TOTALS</b>	<b>\$505,196.42</b>	<b>\$507,286.02</b>	<b>\$1,012,482.44</b>

***Recommended Motion:***

I move to approve Payroll as presented.

**VII. APPROVAL OF BILLS**

Information is attached

***Recommended Motion:***

I move to approve the Bills as presented.

**VIII. EXECUTIVE BOARD REPORT**

The Executive Board meeting was held on November 8, 2018 at Bellwood School District 88 Administrative Offices. Those present included: Dr. Terri Bresnahan from District 87, Mr. Mark Holder from District 88, Dr. Janiece Jackson from District 92, Dr. Keven Suchinski from District 93, and Mrs. Vanesa Schmitt from District 209. The PAEC Executive Board reviewed and recommended approval of all the items on the agenda.

**IX. DuPAGE/WEST COOK REPORT**

No report at this time.

**X. COMMITTEE REPORTS**

No reports at this time.

**XI. EXECUTIVE DIRECTOR'S REPORT**

A. Current Programs District Child Count Report  
Information is attached.

B. Current Enrollment and Classroom Staffing Patterns  
Information is attached.

- C. Current Student/Staff Monthly Report  
Information is attached.
- D. Transition Reports
  - 1. PAEC Therapeutic Day Elementary School – Information is attached.
  - 2. PAEC Therapeutic Day High School – Information is attached.
- E. Initial Referrals  
Information is attached.
- F. Police Reports
  - 1. PAEC Therapeutic Day Elementary School – No police reports for this month.
  - 2. PAEC Therapeutic Day High School – No police reports for this month.
- G. PAEC Activity Fund Summary  
Information is attached.

H. PAEC Program Updates

**PAEC Business Office – Ms. Debbie Tryon, Business Manager**

PAEC'S annual audit is in the review stage. Ms. Tryon is awaiting a draft of the audit reports to review before reports are finalized. We are not sure what month the auditors will be presenting the audit to the PAEC Boards, but we will have reports ahead of the meeting and will give Superintendents and District Business Officials notice of the meeting. The issuance of the audit report will be held up due to errors found in the THIS OPEB financial audit report issued by the Auditor General's Office. PAEC'S auditors rely on information in this report that needs to be included in PAEC's audit report in order to be in compliance with accounting standard GASB 75. This situation is a statewide problem and not due to any errors or miscalculations on PAEC's part. Member Districts are likely experiencing the same situation with their 2017-18 audit reports.

Ms. Tryon has updated program and service area budget worksheets for the 2019-20 budget cycle in preparation for PAEC's budget next year. A draft of the budget calendar has also been constructed.

Mid-year review files and work-paper preparation and data collection has begun as a start to the mid-year budget and cost sheet review process which will start in January 2019.

PAEC will again be requesting a waiver for the 2019-20 fiscal year to conduct a breakfast program and a summer breakfast program for the summer of 2019. The financial projections have been drafted by Ms. Tryon.

The Survey of PAEC Member District Salaries FYE 2018-19 will be sent to Member Districts early in November.

**PAEC Early Childhood Program**

October flew by for the EC program. We had an exciting visit from the Maywood Fire Department on October 11, 2018. The children had the opportunity to get on the fire truck and take pictures. The students also celebrated Hispanic Heritage Month and I (EC Coordinator, Consuelo Martinez) was able to visit all the classrooms to teach the children common children's songs in Spanish. All the children enjoyed the music and dance time even if they didn't speak Spanish. We also celebrated Red Ribbon Week from 10/22-10/26. Our Social Worker, Monette Carlos, coordinated events with all the teachers and therapists that centered on being healthy. This included eating healthy food, doing exercise, and learning relaxation and mindfulness techniques. Our whole program had an all-day culmination activity that included cooking with the speech pathologists, an obstacle course run by our physical therapists, a sensory center with the occupational therapists, and a yoga

session with our social worker and psychologist, Paola Gonzalez. The EC program is very lucky to have such a wonderful staff that really work hard together to prepare our children to be successful in and out of school. I would like to thank Mrs. Carlos and all our teachers, program assistants, and therapists for creating an engaging and educational environment for our preschoolers.

#### **PAEC Therapeutic Day Elementary School**

The Elementary students and staff have had an exciting October. The parents were invited to our Open House, to learn more about the curriculum, social emotional strategies, and technology that is currently being utilized in our program. The parents were very excited to see the student's classrooms, student work, and talk to the teachers. The teachers did a presentation for the parent groups that attended.

The students all participated in Red Ribbon activities which included a presentation from the Robert Crown Center, Science Behind Drugs, which combines information on addiction and neurological development with social-emotional skill building exercises, lessons and activities and are based on the most current research and successful prevention practices.

The 1<sup>st</sup> Quarter ended this month and report cards, goal updates, and reports were sent home. The students continued to make progress academically and social emotionally. The students that achieved the required behavioral level via point sheets were rewarded with a field trip.

#### **PAEC Academy at St. Domitilla**

PAEC Academy has been practicing fire drills, code red and code yellow drills. All of the drills went quite well. The Fire Department was present for the fire drill, we made it out of the building in 1 minute 18 seconds.

All of the benchmark testing is complete. Quarterly progress reports and report cards for the first quarter have been distributed. Students continue to work on Lexia and our online social skills program.

#### **PAEC Center**

The month of October continues to be busy. Students have been hard at work on their Unique Lessons. Assessments have started for the first benchmark period. These assessments are due on November 2<sup>nd</sup>. Monthly team meetings have continued and Classroom team meetings are well underway.

The AT Team offered training to the teachers in different areas including Chat Editor, Google Drive, etc. On October 26<sup>th</sup>, during the full day in-service, each teacher was required to complete a task using one of the programs. In this manner, the teachers are learning new approaches for student engagement. Teachers were also given a refresher on SMART and Transition goals. Program assistants either participated in watching a video entitled "Best Practices for Paraprofessionals Supporting Students with Autism Disorder". Those who viewed it thought it was informative and relevant for their position. Those who had seen the video previously participated in team building activities with the social workers.

The entire school was able to go to the Museum of Science and Industry, thanks to our friends at Travelzap.com, who paid for the busing costs to the museum. We are hopeful for continued friendship and support from them.

For Fire Prevention Week, the Maywood Fire Department brought the fire truck to the parking lot so our children could look, touch and explore it. They also answered any

questions the students might have had regarding the truck. Additionally we were fortunate to have Niles Firefighter, Matt Reider, come in for a full day of presentations to the students.

Red Ribbon Week was in force during the third week to signify the importance of anti-bullying and being drug-free in school.

Our Annual Haunted House was held on October 24<sup>th</sup> and 25<sup>th</sup>. It was run completely on a volunteer basis. Customers were charged \$5.00 to experience a No Scare, Medium Scare or High Scare, though the maze. Over \$700.00 was raised from this endeavor.

Our elementary students engaged in Trick or Treat on Wednesday, October 31<sup>st</sup> and the High School students assisted as needed as well as handed out the treats.

#### **PAEC Center Vocational Program/Transition Program**

The transition team continues to keep students engaged in volunteer job sites to help students gain real life work experiences. They have added going to St. Domitilla's twice a week to work in the cafeteria to ensure more students are out on job sites.

We currently have five students employed in competitive jobs. The teachers have been taking the students to job fairs as well as interviews. They will continue to work on honing their skills for job readiness.

#### **PAEC Therapeutic Day High School**

As a school, we have worked to define our vision which is: To provide a high quality education that allows for social emotional and academic progress which prepares students for college and the workforce. Within the scope of our program, we want to ensure that all members of the high school team understand the importance of the various roles we all play during our daily interactions with students. As a staff, we want to ensure that we provide our students with positive adult interactions each and every day.

As a staff, we learned about ACEs. ACEs stands for Adverse Childhood Experiences, which is a concept that many students struggle with daily due to the traumatic experiences that many of students have been exposed to during the early stages of their lives. These traumatic experiences have hindered student development in the following categories: social emotional programs, health risks, disability and social problems that will lead to early stages of death. Moving forward, we would hope to continue dialogue on the topic to best service student needs.

#### **PAEC Therapeutic Day High School Vocational Program**

We have a total of 22 students (some may be participating in more than one program) participating in our various work programs:

Hilton Program AM – 12 students (each participating 2 days)

Hilton Program PM (with stipend) – 4 students

Fire House Subs AM – 3 students (each participating 2 days)

Leadership Program on PAEC Campus – 6 students (3 are 5 days, 3 are 2 days)

Custodial Program PM (with stipend) – 4 students

Lunch Program (with stipend) – 2 students

Power Core Yoga is postponed until next semester due to staff shortages. When the program resumes it will be on Fridays rather than Wednesdays.

Mr. Loving is reviewing applications and conducting interviews for all available training positions. Mr. Loving provides students seeking employment with job leads.

Ms. Pietrowski is working with students to complete their transition planning questionnaire and interview. Most of these meetings occurred over the first quarter, though she continues

to work with new students and those struggling with attendance, on the questionnaires, and interviews. Ms. Pietrowski meets with seniors working on post-secondary education goals.

Ms. Pietrowski and Mr. Loving have been administering Career Cluster Interest Inventories during the intervention period on days when no Social Work Group, Technology, or MAPP testing are scheduled. Since the last board update, we have had an additional 12 students complete their Career Interest Assessments as well as 1 Casey Life Skills Assessment. Now that MAPP testing is complete we can finish administering the Career Interest Assessment with each student and start administering the Casey Life Skills Assessment.

We currently have 31 students utilizing the Apex Credit Recovery program to advance their graduation date either as part of their course schedule or on their own. So far this school year we have had 14 completed classes. The students are making great progress on reaching their goals.

On October 12<sup>th</sup> we had presenters from CISCO and the Electrician's Apprenticeship Program meet with 9 of our students who have a potential interest in the construction industry. The students all felt the presentation was beneficial and several are seriously considering this as a career option.

On October 19<sup>th</sup> a recruiter from the U.S. Army spoke individually with 5 students who have expressed interest in learning more about the military. One student scheduled a follow-up appointment with the recruiter. The recruiter will return next month to speak with additional students who expressed interest.

On October 25<sup>th</sup> 4 students completed the placement test at Triton College. Unfortunately, none of them met the requirements for Proviso's Dual-Credit program, though they have each taken a step in the process for potential enrollment at Triton College after they graduate. Each of these students has completed an application for Triton College.

Previous Student Updates – A 2018 graduate currently employed at McDonalds came in and was referred to EES (Employment and Employer Services, Inc.); a 2017 graduate currently between jobs, came in to update her resume.

### **PAEC Intervention Team**

#### *District 87*

#### Jefferson Primary School

A Behavior Coach who is currently full time at this school, has begun implementing class-wide First Step Next in one kindergarten classroom and is expected to begin implementing in another kindergarten classroom. Support for a student in a cross-categorical SE classroom has been dropped because the student recently received a change of placement to PAEC Therapeutic Day Elementary School. Support for a first grade student was requested and a STOIC plan is being developed and implemented.

#### Riley Intermediate School

Consultation by Mr. Cooper and direct support by a bilingual Behavior Coach, is being provided to a teacher and support staff, to implement a STOIC behavior plan for a student with an IEP and BIP. Data collection is ongoing to monitor improvements in target behaviors

#### Sunnyside Intermediate School

Mentoring support, one day a week for 50 minutes, continues to be provided to a student. His behavior has significantly improved from last year. Two Behavior Coaches are sharing responsibilities in monitoring a third grader with an IEP and BIP, including a PAEC

intervention. He has had a PAEC intervention once this year because of aggressive behavior toward peers.

Whittier Primary School

A student has improved to the point that only occasional consultation support is now needed. A first grade student with very low academic performance, frequent non-compliance and unsafe behaviors, is now receiving behavior monitoring on a daily basis from a Behavior Coach.

MacArthur Middle School

Consultation is being provided to the school's support team to help them implement a STOIC plan for a student with a history of discipline issues.

*District 88*

Grant Elementary School

A request for coaching classroom management for a new teacher was received at the beginning of the month. A few weeks ago a Behavior Coach began observing and coaching the teacher using a CHAMPS format.

Lincoln Elementary School

A PAEC behavior coach is providing support 3-4 half days a week, to a student that received help at the end of last school year. The student's behavior is better and it is hoped that the coach's time can begin to be reduced in the next few weeks.

McKinley Elementary School

A kindergarten student with physically aggressive behavior, that received the First Step Next intervention in PreK last year, is now receiving support from the same behavior coach that implemented FSN last year. The aggressive behaviors have continued and a more restrictive placement is being considered.

*District 92*

Lindop Elementary School

A first grade student that participated in the PreK FSN research project and received some behavior coach support last year, is receiving support from the same coach this year. The classroom teacher, who has been out since the first day of school, just recently returned to the classroom. The first week went well without direct coach support, at the teacher's request. But, the student's challenging behaviors returned and behavior support has been reinstated.

*District 209*

Proviso East and Proviso West High Schools

The Interventionists at East and West participate in regular meetings of the Related Services Team, Freshmen Academy, and the Care Team. At East, the Interventionist has been receiving weekly training in MMTS and Empower. The Interventionist there has 20 students assigned to him, while the other Interventionist at East sees freshmen students in a group setting. At West the person in that same position has 16 students, but also assists in daily morning check-ins, while the other interventionist at West sees 7 students regularly and participates in implementing restorative justice practices.

*PAEC Programs*

PAEC Academy

Behavior for a student has improved. The Behavior Coach visits have been reduced to two half days a week at times that are more challenging for the student.

**PAEC OT/PT Department**

We have purchased our items for the new Sensory Room at PAEC Elementary.

The AT team is conducting SETT meetings in District 87 to come up with appropriate assistive technology to address educational needs for their struggling students.

Our AT Team & OT/PT Team has helped run the Wheelchair Clinic on October 14, 2018 at PAEC Center and the AT Team ran an Orthotic Clinic on October 24, 2018 with Gwen Blunk, an orthotist from Hanger Clinic at PAEC Center.

Our OT/PT's attended the following in-services over the last month: Writing Development in Preschool: Embedding Print Across the School Day, School-Based Occupational Therapy and Physical Therapy: Promoting and Supporting Student Outcomes, I Hate to Write - Executive Functioning Strategies to Help Reluctant Writers Increase Achievement and Improve Behavior, Security & Safety, and NDT Handling & Problem Solving for the Pediatric Client.

Our OTs and PTs assisted in the all school PAEC Center field trip to the Museum of Science and Industry on October 15<sup>th</sup>.

The OT/PT/AT Lead attended a Management Meeting on October 12<sup>th</sup> at PAEC Center.

The OT/PT Department held a staff meeting on October 11<sup>th</sup> at PAEC Center.

The AT Team attended a staff meeting on October 3<sup>rd</sup> at PAEC Center.

The AT Team attended a conference called "Closing the Gap 2018" in Prior Lake, Minnesota on September 26-28, 2018. Our SLP on the AT Team took the test to become an ATP (Assistive Technology Professional) while at the conference. We now have 2 members of the team who are ATPs. The Closing the Gap Conference is an annual conference for Assistive Technology in Special Education, Rehabilitation, and Everyday Living (attachment).

**PAEC Psychologist Department**

At Northlake Middle School (NMS) in District 87, Psychologists, Ms. Emily Adelson and Ms. Jennifer Orrico, have been assisting the social worker and counselor in planning for Elyssa's Mission, which will take place at NMS on November 6, 2018 and February 5, 2019. Several other PAEC Psychologists will also assist the NMS team on their scheduled days.

At MacArthur Middle School (MMS) in District 87, Psychologist Dr. Michael Cermak, along with the social worker, have been planning Elyssa's Mission. He has recruited several other PAEC Psychologists to assist with the scheduled days, November 27, 2018 and January 22, 2019. Dr. Cermak, along with the MMS SEL team, have administered the SEL needs assessment and are analyzing the results to develop interventions to match the student needs. Dr. Cermak also facilitates two lunch groups every week with 2 different sets of 7th grade boys to address social-emotional issues.

At Hillside School, Psychologist, Ms. Dayle Ashley-Harding and Psychologist Intern, Ms. Nana Oware-Asamoah, initiated "Caring Corner", which offers resources to staff to teach kindness and gratitude to students, as well as tips for self-meditation for staff. One week, Ms. Harding, Ms. Oware-Asamoah and 2 others wrote and delivered personal thank-you notes to each staff member, including administrators, teachers, paraprofessionals and support staff. They have also developed a bulletin board which contains the physical effects of kindness and tips for students on how to be kind.

Also at Hillside School, Ms. Harding, Ms. Oware-Asamoah and the SEL team will be implementing Elyssa's mission this year for the first time. Other PAEC Psychologists will also be assisting with implementation on November 13, 2018.

**PAEC Social Work Department**

Mr. Saumil Patel and Ms. Jill Collins (PAEC Center School) have been planning, coordinating and facilitating Red Ribbon Week activities during the month of October. During the week of October 22-26, 2018, the daily themes were as follows: Monday-"Don't Get Tied Down with Drugs"(Wear Tie Dye Clothing); Tuesday-"United Against Bullying & Drugs" (Wear Red/White/Blue Clothing); Wednesday-"Team Up Against Bullying & Drugs" (Wear Favorite Team's Jersey); Thursday-"Real Hero's Don't Do Drugs" (Wear Favorite Superhero T-Shirt; and Friday-"Shade Out Drugs" (Wear Sunglasses).The following Red Ribbon slogan items were purchased from "Positive Promotions" and given to the students: water bottles, ear buds, frisbees, back packs, stickers, pencils wrist bands, etc. Additionally, social work groups touched upon the following topics during the month of October: The dangers of using/abusing drugs/alcohol/illegal substances and Bullying/Cyberbullying.

Mr. Christopher Hofer, L.C.S.W. (PAEC Academy School) has been planning, coordinating and facilitating Red Ribbon Week activities throughout the month of October at PAEC Academy School. During October 23-31, 2018, the daily themes were as follows: Tuesday-"Wear Red to Kick Off Red Ribbon Week"; Wednesday-"Use Your Head, Don't Use Drugs" (Wear a Crazy Hat or Hair); Thursday-"Don't Let Drugs Pollute Your Mind" (Wear Green); Monday-"Team Up Against Drugs" (Wear a team jersey/t-shirt); Tuesday-"Our School Chooses to be Drug Free"(Wear School Colors/Gear); and Wednesday-"Drugs Are Scary, Don't Do Them" (Wear your Halloween Costume). Additionally, the Hillside Police came to talk with all the students about the dangers of using/abusing drugs, alcohol and other illegal substances.

Ms. Monette Carlos, L.C.S.W. (Early Childhood Program) has been communicating with parents by way of Class Dojo, posting stories/pictures on the app after each social skills group and encouraging parents to practice the skills at home. Ms. Carlos, using a slide show, spoke at a parent orientation workshop to new parents. Additionally, during Red Ribbon Week (Oct. 22-31, 2018), Ms. Carlos coordinated and facilitated all E.C. Red Ribbon Activities (i.e., planting, rotating groups, dance party, etc.). Additionally, Ms. Carlos coordinated E.C. Spirit Days with PAEC Elementary (Monday-Wear Red; Tuesday-Crazy Sock Day; Wednesday-Sports Day; and Wednesday (10/31)-Super Hero Day). Ms. Carlos's E.C. social skills groups have been working on role playing "following directions" and "asking for help." Ms. Carlos has started a new Mindfulness Program in the E.C. Classrooms, using "Mindful Moments for Kids" by Kira Willey, which separates activities (i.e., calm, focus, inspire, energize & de-stress). Ms. Carlos has also created and continually updates the 2018-19 E.C. student directory and has scheduled Ms. Jaime on the Farm to come on November 2<sup>nd</sup> for a visit.

Ms. Hannah McCarthy (Proviso East High School) and Ms. Donna Kuchera (Proviso West High School), continue to facilitate student social work groups for the TST students on their caseloads. Topics covered include: Active Listening vs. Passive Listening; Fixed Mindset vs. Growth Mindset; the Power of "Yet"; Conversational Skills; and Self-Discovery.

Ms. Lisa Allen, L.C.S.W., Ms. Dana Gutmann, L.C.S.W., Mr. Christopher Hofer, L.C.S.W. and Ms. Lisa Pirrello, L.C.S.W. (PAEC Therapeutic Day High School), besides seeing students individually, in small group, during crisis situations, providing conflict resolution support or providing staff reinforcement in and out of the classroom setting, the PAEC School Social Workers have been assisting with MAPP testing during the month of October



by way of working with students (individually or within the classroom setting) who have special testing accommodations. Additionally, the social workers contacted parents via phone and certified mail, reminding parents to have their child's vaccinations updated, so as to avoid being excluded from school. Parents of students have also been called by the school social workers to address excessive absences, as well as, hygiene or medical concerns.

On October 17, 2018, Ms. Lisa Pirrello, L.C.S.W. (Lead PAEC School Social Worker) coordinated and facilitated the first LAN 60 meeting for the 2018-19 school year that was held on October 17, 2018. Ms. Pirrello, in collaboration with Mr. Joseph Vasilevski (Transitional Therapist), has been planning and coordinating with the Wayback Inn to have Mr. Phil Schneeberger, C.A.D.C., N.C.R.S, come to PAEC Therapeutic Day High School on a monthly basis, to provide in-depth presentations on topics pertaining to drug/alcohol and substance abuse to the student body. These monthly presentations will begin in November 2018 and end in May 2019. Additionally, Ms. Pirrello attended the 4<sup>th</sup> Annual Women in Leadership Conference held at Riveredge Hospital on October 24, 2018.

Mr. Michael Irgang and Ms. Lindsey Holsten, L.C.S.W. (PAEC Therapeutic Day Elementary School) continue to facilitate weekly social skills groups and individual sessions. During the month of October, they facilitated the following: Brought K-2<sup>nd</sup> grade students to the pumpkin farm to practice social skills out in public; implemented the "Let's Be Friends" Elementary Social Skills Curriculum for grades 2<sup>nd</sup>-4<sup>th</sup> grades; introduced "In Focus: Improving Social Emotional Intelligence-One Day at a Time" to K-2<sup>nd</sup> grade; Planned the quarterly incentive field trip (See "Goosebumps 2" on Oct. 30, 2018) for students who have earned 95%+ of their daily points for one quarter; and coordinated additional parent meetings to discuss concerns/care plans with new incoming students.

Ms. Kenya Dockens, L.C.S.W. (Hillside School) continues to facilitate the following: 1<sup>st</sup> Grade Zones of Regulation Group; 3<sup>rd</sup>/4<sup>th</sup> Grade Guidance Group; and Club Lead. Additionally, Ms. Dockens has been preparing monthly PBIS data reports for all staff.

#### **PAEC Speech/Language Department**

The Speech/Language department has a department meeting during the full day in-service on Friday, October 26th. Topics of discussion will be Embrace IEP procedures and eligibility criteria.

The next Speech/Language department meeting will be held on December 4th, in the PAEC Center Board Room. The SLPs will then attend an in-service presented by Nate Cornish, SLP, on Narratives and Story Re-tell Approaches and Strategies.

#### **PAEC Special Olympics**

Tigers 1 and Tigers 2 began basketball practice this week at St. Domitilla's. We have 23 student athletes at St. Domitilla's participating in Special Olympics basketball.

We have 3 coaches: Mr. Kozelsky, Ms. Bender, Ms. Serio, working with the teams to prepare them for competition. Both teams practice on Tuesdays at St. Domitilla's.

We have 9 games scheduled this year prior to the state tournament if the teams qualify.

Pacer, Bulldogs, and Lady Pacers have started practice at PAEC Center. The Bulldogs practice on Monday, Lady Pacers on Tuesday, and the Pacers practice on Wednesday, after school from 3:00-4:30 pm. We have 36 student athletes participating from PAEC Center, Proviso East and Proviso West.

We have 13 games scheduled and still looking for a few more for the Lady Pacers. We are looking forward to a great Special Olympic Basketball Season.

**XII. OLD/UNFINISHED BUSINESS**

None at this time.

**XIII. NEW BUSINESS**

**A. Fundraising and Donations**

1. PAEC Academy raised \$110.00 through the sale of their October Raffle. All proceeds will be added to their activity fund.

***Recommended Motion:***

**I move to accept the amount of \$110.00 raised by PAEC Academy through the sales of their October Raffle. All proceeds will be added to their activity fund as presented.**

2. PAEC Elementary and EC raised \$1,662.50 through the sales of their Popcorn Fundraiser. This amount will be split evenly between the two programs and be added to each of their school activity funds.

***Recommended Motion:***

**I move to accept the amount of \$1,662.50 raised by PAEC Elementary and EC through the sales of their Popcorn fundraiser. This amount will be split evenly between the two programs and be added to each of their school activity funds as presented.**

3. PAEC High School raised \$706.50 through the sales of their Popcorn and Nacho Day Fundraisers This amount will be added to their school activity fund.

***Recommended Motion:***

**I move to accept the amount of \$706.50, raised by PAEC High School, through the sales of their Popcorn and Nacho Day fundraisers. This amount will be added to their school activity fund as presented.**

4. PAEC Special Olympics raised \$1,234.00 through their 7<sup>th</sup> Annual Dinner and Silent Auction Fundraiser. This amount will be added to their activity fund account.

***Recommended Motion:***

**I move to accept the amount of \$1,234.00, raised by PAEC Special Olympics through their 7<sup>th</sup> Annual Dinner and Silent Auction Fundraiser. This amount will be added to their activity fund as presented.**

5. PAEC Center received a donation from Travel Zap Inc., in the amount of \$3,260.80. This covered the cost of the transportation for our field trip to the Museum of Science and Industry for students and staff on October 15, 2018.

***Recommended Motion:***

**I move to accept the donation from Travel Zap Inc. in the amount of \$3,260.80. This amount covered the cost of the transportation for our field trip to the Museum of Science and Industry for students and staff on October 15, 2018 as presented.**

**B. FMLA Request**

1. Mr. Anthony Hartman  
Mr. Hartman, PAEC Teacher at PAEC Therapeutic Day High School, has requested a leave under FMLA beginning November 1, 2018 through November 26, 2018, due to the birth of his child. Mr. Hartman will be using his accrued sick days during this leave.

***Recommended Motion:***

**I move to approve the leave request under FMLA for Mr. Anthony Hartman, beginning November 1, 2018 through November 26, 2018, due to the birth of his child. Mr. Hartman will be using his accrued sick days during this leave as presented.**

2. Christopher Hofer

Mr. Hofer, PAEC Social Worker at PAEC Academy and PAEC Therapeutic Day High School, has requested a leave under FMLA beginning November 26, 2018 through January 8, 2019, due to the birth of his child. Mr. Hofer will be using his accrued sick days during this leave.

***Recommended Motion:***

**I move to approve a leave request under FMLA for Mr. Christopher Hofer, beginning November 26, 2018 through January 8, 2019, due to the birth of his child. Mr. Hofer will be using his accrued sick days during this leave as presented.**

C. Out of State Conference

Dr. Michael Cermak, School Psychologist, has requested \$249.00 for registration to attend the National Association of School Psychologist, 4-Day Conference in Atlanta GA, from February 26, 2019 – March 1, 2019.

***Recommended Motion:***

**I move to approve the request of Dr. Michael Cermak to attend the out-of-state conference from February 26, 2019 – March 1, 2019, at a cost of \$249.00 for registration as presented.**

D. PAEC Policies – First Reading/Adoption

PAEC attorney, Mr. Sraga, has reviewed the attached policies provided by IASB. I am recommending that the Board conduct a first reading on the following PAEC Policies:

Cooperative Organization

1:24 – Membership

Governing Board

2:105 - Ethics and Gift Ban

2:170 - Procurement of Architectural, Engineering, and Land Surveying Services

2:260 – Uniform Grievance Procedure

General Administration

3:40-E – Checklist for the Superintendent Employment Contract Negotiation Process

Operational Services

4:40 - Incurring Debt

4:80 - Accounting and Audits

4:140 - Waiver of Student Fees

Personnel

5:20 – Workplace Harassment Prohibited

5:20-E – Resolution to Prohibit Sexual Harassment

5:200 – Terms and Conditions of Employment and Dismissal

Instruction

6:30 – Organization of Instruction

6:120 – Education of Children with Disabilities

6:135 – Accelerated Placement Program

6:190 – Extracurricular and Co-Curricular Activities

6:220 - Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct

6:230 – Library Media Program

6:240 – Field Trips and Recreational Class Trips

6:250 – Community Resource Persons and Volunteers

Students

7:50 - School Admissions/Eligibility for Services  
7:165 – School Uniforms  
7:330 – Student use of Building – Equal Access  
7:340 – Student Records

Community Relations

8:25 - Advertising and Distributing Materials in School Provided by Non-School Related Entities

***Recommended Motion:***

**I move to conduct a first reading and adoption of the updated/revised PAEC Policies #’s 1: - Membership, 2:105 - Ethics and Gift Ban, 2:170 - Procurement of Architectural, Engineering, and Land Surveying Services, 2:260 – Uniform Grievance Procedure, 3:40-E - Checklist for the Superintendent Employment Contract Negotiation Process, 4:40 - Incurring Debt, 4:80 - Accounting and Audits, 4:140 - Waiver of Student Fees, 5:20 - Workplace Harassment Prohibited, 5:20-E - Resolution to Prohibit Sexual Harassment, 5:200 - Terms and Conditions of Employment and Dismissal, 6:30 - Organization of Instruction, 6:120 - Education of Children with Disabilities, 6:135 - Accelerated Placement Program, 6:190 - Extracurricular and Co-Curricular Activities, 6:220 - Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct, 6:230 - Library Media Program, 6:240 - Field Trips and Recreational Class Trips, 6:250 - Community Resource Persons and Volunteers, 7:50 - School Admissions/Eligibility for Services, 7:165 - School Uniforms, 7:330 - Student use of Building - Equal Access, 7:340 - Student Records, 8:25 - Advertising and Distributing Materials in School Provided by Non-School Related Entities as presented.**

E. Employment/Resignations/Terminations

Employment:

Ariana Cardenas, Sub PA, ALL PAEC Locations, \$75/Day, effective 10/19/18 - 6/7/19  
Kelvin Copeland, Perm Sub Teacher, PAEC Center, \$29,509, effective 11/5/18 - 5/29/19  
Lorraine Johnson, Perm Sub Teacher, PAEC High School, \$29,325, effective 10/29/18 – 5/29/19  
Cathy Kennedy, Temporary Social Worker, PAEC Academy, \$3,864, effective 11/26/18 – 12/21/18  
Maria Rodriguez, Program Assistant, PAEC Center, \$14,733, effective 10/22/18 – 5/29/19  
Jeremy Zaworski, 1:1 aide, PAEC Elementary, effective 10/2/18 – 5/29/19  
Francis Zelek, Custodian, PAEC Locations, effective 11/13/18 – 6/30/19

***Recommended Motion:***

**I move to approve the Employment of personnel as presented.**

Resignations:

Lorraine Johnson, Perm Sub PA, PAEC Center, effective 10/26/18  
Lindsay Stoff, Speech Pathologist, Lindop District 92, effective 12/20/18

***Recommended Motion:***

**I move to approve the Resignations of personnel as presented.**

Terminations:

Kelvin Copeland, Sub Teacher, PAEC Center, effective 11/21/18 (reassigned)  
Larry Johnson, Day-to-Day Sub, all PAEC Programs, effective 10/31/18  
Jeremy Zaworski, 1:1 aide, PAEC Academy, effective 10/1/18 (student left district)  
Francis Zelek, Custodian, PAEC Locations, effective 11/12/18 (probation period over)

***Recommended Motion:***

**I move to approve the Terminations of personnel as presented.**

XIV. **OTHER/ADDITIONAL ITEMS TO BE BROUGHT BEFORE THE GOVERNING BOARD**  
Our next Governing Board Meeting is scheduled for December 20, 2018.

XV. BOARD CORRESPONDENCE

None at this time

XVI. ADJOURNMENT

*Recommended Motion:*

I move to adjourn the meeting at PM for lack of further items to discuss.

MB/lc