

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
NOVEMBER 19, 2020**

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 the appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s), specific individual(s) who serve as independent contractor(s), specific volunteer(s) of the Board, or legal counsel for the Board as presented.

IV. APPROVAL OF GOVERNING BOARD MINUTES

Recommended Motion:

I move to approve the Governing Board Minutes of October 15, 2020 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>10/15/2020</u>	<u>10/30/2020</u>	<u>TOTAL</u>
Education Fund	514,217.75	517,672.97	1,031,890.72
Building Fund	16,673.40	16,673.40	33,346.80
TOTALS	\$530,891.15	\$534,346.37	\$1,065,237.52

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 12, 2020. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Ms. Charlotte Larson from District 88, Mr. Evan Whitehead from District 92, Dr. Kevin Suchinski from District 93, and Ms. Vanessa Schmitt from District 209. They 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 INFORMATIONAL REPORT

- A. PAEC Programs – Current District Child Count Report
Information is attached.

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

- C. Transition Reports
 - 1. PAEC Therapeutic Day Elementary School – Information is attached.
 - 2. PAEC Therapeutic Day High School – Information is attached.

- D. Initial Referrals
Information is attached.

- E. Police Reports
No police reports for this.

- F. PAEC Activity Fund Summary
Information is attached.

G. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

PAEC's annual audit report is complete and is in the final review stage. Our plan is to have the audit presented at the December Executive and Governing Board meetings.

The punch list for the roof has two items left to complete. Once that is done and Inspec conducts their final review of the items we will be receiving final reports and invoices.

Tuition reimbursement for PAEC staff has been calculated and will be paid to staff in December, after the December Governing Board meeting.

As per the terms of PAEC's bargaining unit agreement, the insurance committee met with representatives from the bargaining unit and the business office.

The business office is still waiting for certificates of insurance with appropriate coverages from People Cab to accompany and support the proposed contract for 2020-21. The contract will then be submitted to the PAEC Governing Board for their consideration and approval.

A thank you to member district business officials on paying the invoices the business office sent out for the remote learning equipment and the invoices for the roof replacement expenses.

The business office is preparing financial documents and information for PAEC's upcoming contract negotiations in the spring.

A draft of the fiscal year 2021-22 budget process calendar for PAEC has been completed and upon finalizing will be presented for Governing Board for approval at the December meeting.

The Governing Board approved the three year contract and related services agreement with First Student. The service agreement contains provisions for member district payments of 40% of the contracted daily rates during the current remote learning environment. Copies of this agreement will be provided to member districts along with a written explanation of the daily rate computations for each district. As of the date of this report, Ms. Tryon is waiting for the computation explanation from First Student.

PAEC Early Childhood Program

The Early Childhood (EC) program continues to provide daily live lessons via Zoom to the children in the EC program. We have established a loyal following of students. They are showing wonderful progress and resilience. We also have a large group of children that connect to class less frequently because of the parents' work schedule and babysitting issues. However, these children are still joining with a big smile and their wonderful parents when they can. The teachers and therapists are presenting lessons in the areas of Academic, Social Emotional, Language, Fine Motor, or Gross Motor and look like they have been doing it for years. The children are getting specialized therapeutic services in all these areas on a weekly basis. The lessons are engaging and functional. The Parents continue to pick up packets every two weeks or they are delivered to their home by the EC Coordinator. Our only concern is for the few families that have been unable to connect due to family dynamics. They are checking in on ClassDojo and returning calls or emails but we have not been able to see our student's and we miss them. The families continue to report that they are happy with the services and provide good feedback on how to modify our workload so they can help their children but keep the anxiety level down. It truly takes a village to help our youngest and most vulnerable.

PAEC Therapeutic Day Elementary School

The fall season has started and benchmark testing is almost complete. Students have successfully completed their fall benchmark using FastBridge. The students were tested in the following areas: earlyReading, aReading, earlyMath, and aMath. The data has been reviewed and interventions have been implemented as well as a progress monitoring schedule.

The students are participating in various types of therapy in order to support them socially/emotionally. The students are receiving a combination of small group, and individual social skills lessons. Some students are participating in a play therapy to support their emotional needs during this time. Also, families are being provided resources upon request.

The teachers have posted their open house information in one of the following platforms: Google Classroom, Seesaw, or Class Dojo.

New interventions continue to be utilized to support the students who maybe experiencing difficulties during specific task, subjects, or time of day. The team continues to focus on improving student engagement during instruction and therapeutic time as much as possible.

PAEC Academy at Divine Infant

PAEC Academy is doing well. We have had several parents struggling with the chrome books. We will try to lead them through it by phone, but have had a few parents actually come in so we can show them how to use it. For the most part students are signing in regularly. For those that aren't we contact parents to find out why. Many of our parents have returned to work and have a difficult time signing in their child.

In the last week we have also had several families report that they have Covid-19 or the flu. We support them the best we can. We also have a few students coming in for testing. Protocols are followed as far as taking temperatures and asking the Covid-19 questions.

We are currently working on our reopening plan. We are adding guidelines and trying to make sure we have all areas of school planned out in a safe manner. We have also been checking with districts to make sure we are ordering ACCESS materials for spring.

We keep in close contact with parents and staff through phone calls, letters, and Google meets. All staff are actively involved with students, there is a set schedule to help provide structure for the students. Overall it is going well.

We will be dropping off coats to each student next week. We will also be dropping off new work packets that will last the entire second quarter.

PAEC Center

The school year continues to have remote learning classes. Teachers are hard at work preparing lessons with paraprofessionals assisting. The majority of the staff have become very proficient with the technology and preparing lessons which are meaningful to the students. The paraprofessionals have helped the teachers prepare lessons using Google slides, YouTube, and various other platforms. Student engagement is evident.

Quarterly progress reports were sent out to families. The second quarter has begun.

Teacher observations have begun in earnest. While observing the classroom for lessons, it is evident the amount of effort to create and deliver the lessons virtually.

PAEC Center is using this time when there are no students in the building to paint the hallways and classrooms. The school is looking clean and bright.

We have started to look at Virtual Fundraisers. Our first meeting had 22 staff members join to see how they could help. We are establishing teams for three different fundraiser ideas to see if the fundraiser would be feasible.

PAEC Center Vocational Program/Transition Program

Currently there are 7 students employed competitively. Students are directed to apply for competitive employment via email and Google meets. The students are monitored via emails, video, and/or text messaging. When students apply for competitive employment on their own, they are instructed to send me screenshots of completed applications. We keep records of applications, students complete with me and/or staff.

Students that are currently employed are on the chart below:

	Employment	Hours	Job
1	Home Run Inn Pizza	15 Hours per week	Crew
2	Jewel; North & 9th	10 Hours per week	Cart Attendant /Bagger
3	Olive Garden	30 Hours per week	Busser
4	Olive Garden	30 hours per week	Busser
5	Taco Bell	15 Hours per week	Crew
6	Dunkin Donuts	11 Hours per week	Crew Member
7	Symphony Nursing Home	15 Hours per week	Activity Aid

Students are not working volunteer sites right now, due to remote learning, no in-person schooling, and temporary closings.

Due to some moderate openings, some of our students have not currently resumed working, but have been contacted by employers that work will continue when business picks up.

Marcus theatre has stated that they are not busy enough and are not operating at full capacity, so they will contact the student and put him back on the schedule when they need

the help. AMC had about 10 employees (mostly managers), working at this present time, rehire dates are unknown. I am advising students to look for other employment.

This month I have set up individual google meetings with Transition students and we have completed applications at various local businesses, (i.e. Target, Marianos, Home Run Inn, Dollar Tree, Burlington and more). Five students have had interviews, but no hire dates yet, we are continuing to push forward and completing more applications each week.

PAEC Therapeutic Day High School

Our PAEC High School team met with members of PLCCA. The purpose of the meeting was to collaborate and identify opportunities to allow our students and families to take advantage of the resources in the community. This partnership is geared toward community counseling services and additional prevention programs.

Parent Teacher Conference took place via Google Hangout on Wednesday, October 21st, prior to the end of the first quarter. Parents received a google link to the meeting via email where they selected a scheduled time for the conference. The conferences provide our parents the opportunity to meet with student teachers to discuss matters pertaining to student behavior, grades, classroom participation, attendance, etc. They have been directed to login to regularly schedule Google Hangout/Zoom sessions to receive daily points for participation.

Friday, October 23rd was designated as a Full-Day In-service. The In-service focused on digital classrooms and functions used to enhance student engagement during remote learning. PAEC High School staff were provided an article on 21st century digital classrooms to review for independent study. The article discussed the divide between secondary students and educators that may exist while providing opportunities to bridge the gap to improve student instruction. PAEC High School staff were also placed in Professional Learning Communities (Google Hangout) to discuss the article and explore opportunities for an inclusive digital environment. The second half of the Institute Day was led by Angela Gonzales from West 40 scheduled. The training explored additional tools used to equip educators with alternative learning processes to enhance lesson delivery. Additional resources and tools were provided to staff at the conclusion of the training.

PAEC High School students will return in the winter with an option for learning in a hybrid model (blending in-person/remote learning.) Our students will have an alternating schedule of "A" and "B" days. Of those attending under the hybrid model, approximately half will attend on "A" days and half will attend on "B" days. We will seek to outfit classrooms with equipment and software to assist with instruction and two-way audio-visual interaction.

PAEC Therapeutic Day High School Vocational Program

Mr. Loving states that he provides students seeking employment with job leads.

Mr. Loving and Ms. Pietrowski have started a Google Classroom for the Vocational Educational Program. Mr. Loving minimally posts available jobs on a weekly basis. Ms. Pietrowski posts links, videos, etc. to information regarding the transition domains. The focus in October has been: Post-secondary Education/Training – options, financial aid, and career assessment. All students have been invited to join this classroom.

Ms. Pietrowski is working with students to complete their transition planning questionnaire and interview via Google Hangout or by phone. All students have been contacted.

Ms. Pietrowski continues to discuss with each credit-deficient student their credits and anticipated graduation date. Emails are sent to each student requesting a Google Hangout or phone call and then progress emails. We currently have twenty-one students utilizing the Apex Credit Recovery program to advance their graduation date either as a part of their

course schedule or on their own. Motivating students during remote learning has been difficult. An incentive program has been put in place and a Google Classroom has been long established.

PAEC Intervention Team

District 87

Coaches continue to maintain phone/video contact with the families of students that were involved in interventions last year. This month we have added more structure by asking parents to agree to scheduling once or twice a week calls or Zoom meetings. However, parents can still contact coaches when they need help with solving family problems. Most students enjoy video contact with their coaches, and look forward to it. There are still 14-15 students that are being monitored and supported.

The behavior team supervisor attended a Zoom meeting about a student new to the district. The student has been having difficulty engaging in E-learning. It was decided to gather some behavior data by having a coach and the supervisor observe the student and peers during online instruction. Parental permission was obtained during a Zoom meeting and data collection has begun.

A student at Sunnyside has been struggling academically and has received behavior support the last two years. The behavior coach that has worked with him is very concerned that the student may not be getting enough academic and social/emotional support. Last March, the school's team was considering evaluating eligibility for special services. A review meeting is being scheduled for next month to discuss the situation.

District 88

A short list of students that behavior coaches have followed up with from last year was exchanged. Our goal is to set up regular contact with families/students, but that has not yet been achieved. Two coaches are always available to accept contact from parents and students.

Districts 92

Lindop School continues using remote learning with all students. They have not requested any support from the behavior team.

District 93

In person instruction on a limited schedule for the lower grade levels continues at Hillside School. One of the social workers requested consultation on a student that received behavior support from coaches in kindergarten. The student has a new one-on one assigned to them. Verbal consultation was initiated and a variety of possible strategies were discussed. We decided to first look at structural changes, like modifying the schedule that might reduce the negative behaviors. Consultation is ongoing, and initial data collection will begin shortly. Attendance has been an issue with this student because the parents work schedule limits transportation options.

District 209

Proviso West

The first quarter just ended. Interventionists had been following up with students/parents from last year's caseload and offering availability to re-establish connections with them. Administrators are reviewing first quarter grades and are developing new weekly contact lists of students that are deemed "at risk" academically. The interventionists work off the lists in making family contacts and encouraging participation in catch up programs to improve academic performance. They also inform them of school and community support services that are available and offer assistance in arranging help.

Proviso East

Interventionists at East are also waiting for a new list of students/families to contact, after first quarter grades are factored in. They also have been involved in some team trainings, webinars, and participate in weekly Zoom meetings with our team.

PAEC OT/PT Department

The AT team is continuing to conduct SETT meetings to address educational needs for struggling students.

Our AT Team & OT/PT Team helped run the Virtual Wheelchair Clinic on October 28, 2020 with Dave Cingano the AT Rep from Numotion and the invites went out in English and Spanish. For any orthotic need the families have been directed to contact Hanger Clinic directly and set up an appointment to go in to Hanger Clinic in Westchester.

On October 8, 2020, the OT/PT's attended the following in-services over the last month: Building Teacher and Parental Competence to Support Positive Child Outcomes through Coaching by Dr. Divya Sood - OT, Associate Professor at Midwestern University sponsored by NCUSD 203.

The OT/PT Department attended their monthly staff meeting on October 8, 2020, via Zoom.

The SLP on the AT Team began attending a conference "Closing the Gap 2020", via Zoom on October 28, 2020. The Closing the Gap Conference is an annual conference for assistive technology in Special Education, rehabilitation, and everyday living.

The AT Team attended a staff meeting on October 7, 2020 at PAEC Center.

The Lead OT/PT/AT attended the OT/PT Coordinator's meeting on October 20, 2020 via Zoom.

Our OT/PT/AT's have been provided therapy via zoom and in-person when in hybrid where appropriate. In-person evaluations have been conducted where necessary as well. The Therapists have also been doing drop offs of supplies/equipment to families where needed to support their educational needs.

PAEC Psychologist Department

MacArthur/Sunnyside Psychologist, Dr. Michael Cermak, and Lead Psychologist, Mary Therese Geary, attended a 2 day Illinois School Psychologist Association (ISPA) workshop October 16th and October 23rd. Sessions attended included:

- ISPA President's Address: The Power of Possibility
- EBI and Progress Monitoring in a Virtual World
- ISBE Updates
- Comprehensive SEL in Remote/Hybrid Environment
- Resilience Education
- Comprehensive Mental Health in Schools
- Social Justice in Schools
- Ethics of Telehealth and Technology in Schools
- FAPE in a Virtual World

At Hillside District 93, Psychologist, Dayle Ashley-Harding, and Psychologist Interns, Merritt Coughlin-Smith and Melanie Pangalilingan, continue to facilitate SEL activities for a first grade classroom, 2 second grade classrooms, and one third grade classroom. All of the lessons are being held virtually.

Also at Hillside, Dayle Ashley-Harding, Merritt Coughlin-Smith, and Melanie Pangalilingan participated in "Red Ribbon Week" the week of October 26th.

Psychologist Interns Merritt Coughlan-Smith and Melanie Pangalilingan, are also co-leading PAEC Early Childhood classrooms with PAEC social worker, Monette Carlos.

At MacArthur Middle School in District 87, Psychologist Dr. Michael Cermak is supervising a Loyola advanced practicum student, two days per week. He is also assisting with the implementation/roll out of Panorama, an online platform for gathering and analyzing SEL data. Dr. Cermak is also meeting individually with two students weekly.

Bilingual Psychologist Dr. Paola Gonzalez and bilingual psychologist intern Alma Rosario are conducting in person Transdisciplinary Play Based Assessments (TPBAs) in PAEC's Early Childhood program and Berkeley District 87's blended Pre-K/Early Childhood program.

All PAEC psychologists continue to conduct reevaluations via review of records, consultation with school staff, and student interviews via email and/or video meeting. Psychologists also continue to participate in IEP meetings and special education team meetings via video conferencing. Initial evaluations will be scheduled in-person with health and safety protocols in place in their respective locations.

PAEC Social Work Department

Due to the continuance of the COVID-19 outbreak, the PAEC School Social Workers continue to work remotely and are involved in completing the following duties:

- *Preparation for social work sessions/groups.
- *Conduct weekly student social work sessions (individual or group) and contact students via various virtual modes of communication (i.e., Google Hangout, Microsoft Teams, Zoom, email, phone, ClassDojo, etc.).
- *Complete /update phone logs.
- *Assisting parents with medical/vision/dental care information and technology concerns.
- *Preparing and sharing documents pertaining to students with extenuating circumstances with administration.
- *Connecting with PLCCA & Proviso Township Mental Health Commission regarding: Violence Prevention/Reduction & Suicide Prevention
- *Researching topics: sleep paralysis; self-care/healthy lifestyle during Covid-19; using art therapy in virtual social work sessions; using shared screen games in virtual social work sessions; how to administer student surveys during remote learning; using DBT to treat mood/anxiety/trauma related disorders; using yoga/meditation in virtual social work sessions.
- *Consultation with DCFS, Riveredge Hospital, Leyden Family Service, Proviso Mental Health Commission, Proviso Children's Advocacy Center and other outside agencies on behalf of PAEC Students/Families
- *Assisting students with remote learning technology issues.
- *Attended all staff institute training: West 40 Continuum of Student Engagement
- *Providing Crisis Intervention/Reaching out to guardians/parents regarding assistance with housing, food, medical and mental health needs.
- *Consultation with PTMHC Transitional Therapist Mr. Joseph Vasilevski, LCPC, for after hours and weekend student/family counseling services.
- *Attending virtual school building staff meetings via Google Meets/Microsoft Teams.
- *Attending virtual classroom team meeting via Zoom, Google Meets, or Microsoft Team.
- *Consultation with PAEC Lead School Social Worker and other PAEC SW Department members via Google Meets/Microsoft Teams.
- *Responding to student/parent/PAEC Staff emails.
- *Consultation with social work & teaching colleagues regarding students' upcoming AR/EDC/Domain meetings.
- *Conducting parent/student/teacher interviews for social developmental study completion via Google Meets/Microsoft Teams or phone conference call.

- *Administering & Scoring ABAS-3 (Adaptive Behavior Assessment System; 3rd Edition)- Parent and Teacher.
- *Gather/organize student data/information in preparation for upcoming student AR/EDC/Domain meetings.
- *Entering student data/information into Embrace IEP (i.e., PLOP, FBA, BIP, Goals, Benchmarks, etc.) for upcoming student AR/EDC/Domain Meeting.
- *Completing social developmental studies, student present levels of performance, student IEP goals/benchmarks, etc. for upcoming IEP/EDC meetings.
- *Participating in AR/EDC/Domain meetings via Google Meets/Microsoft Teams conferencing.
- *Record session information into Embrace DS (i.e., date of SW service, amount of minutes provided, service description, etc.).
- *Preparing/downloading/sending social work resources/activities/visuals for students using google classroom, student PAEC emails, ClassDojo, etc.*PAEC Social Workers turning in daily work schedule to Ms. Pirrello, LCSW-PAEC Lead School Social Worker.

Ms. Lisa Pirrello, LCSW (PAEC School Social Work Lead), facilitated the LAN 60 meeting virtually via Google Meet on October 21, 2020. Additionally, Ms. Pirrello has begun holding PAEC School Social Work Pre-Observation Meetings and Social Work Observations.

The following is the Social Work Assignments for Reopening Committee:

- *Jill Collins, MSW-PAEC Center School Program
- *Theresa Manney, LCSW-PAEC Academy Program
- *Monette Carlos-Barnes, LCSW-PAEC E.C. Program
- *Lindsey Holsten, LCSW-PAEC Elementary Program
- *Lisa Pirrello, LCSW-PAEC High School Program (and notify OT/PT-Paul Mikelson and Rohma Katrawala)

PAEC Speech/Language Department

The Speech/Language department had a meeting on Friday, October 23rd. The main topic of discussion was using Embrace DS for Medicaid billing and specific questions regarding the updated procedures.

The Lead SLP participated in the preliminary meetings regarding procedures for reopening. Committees are being established within the PAEC programs and additional SLPs will be asked to participate.

PAEC Special Olympics

PAEC will be accepting applications and sign-ups for Special Olympics at PAEC for the 2020-21 school year when we return to the building. I attended a meeting regarding return to play on October 27, 2020. They are following the Governor's orders. They have started some sports, but none that PAEC participates in. Bowling for now has been postponed, with a possible start in the spring. There was some talk about virtual sports, but nothing was decided. So like most everything, it's a waiting game to see if things get better or worse. However, when we get back we expect normal numbers of student-athletes to sign up this year based on the interest from parents/guardians which last year was between 55-65 student athletes throughout PAEC. We look forward to getting back to sports and competitions.

XII. OLD/UNFINISHED BUSINESS

None at this time.

XIII. NEW BUSINESS

A. PAEC Policies – First Reading

Our attorney has reviewed the attached policies provided by IASB. PAEC is recommending that the Board conduct a first reading on the following policies:

Governing Board

2:220 - Board Meeting Procedure

2:220 - E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video during Disaster Declaration

2:260 - Uniform Grievance Procedure

2:265 - Title IX Sexual Harassment Grievance Procedure

Operational Services

4:180 - Pandemic Preparedness; Management; and Recovery

Personnel

5:10 - Equal Employment Opportunity and Minority Recruitment

5:20 - Workplace Harassment Prohibited

5:100 - Staff Development Program

5:220 - Substitute Teachers

5:330 - Sick Days, Vacation, Holidays, and Leaves

Students

7:10 - Equal Educational Opportunities

7:20 - Harassment of Students Prohibited

7:180 - Prevention of and Response to bullying, Intimidation, and Harassment

7:185 - Teen Dating Violence Prohibited

7:190 - Student Behavior

7:340 - Student Records

7:345 - Use of Education Technologies; Student Data Privacy and Security

Recommended Motion:

I move to conduct a first reading on the new or updated/revised PAEC Policies: 2:220-Board Meeting Procedure; 2:220-E9 Exhibit – Requirements for No Physical Presence of Quorum and Participation by Audio or Video during Disaster Declaration; 2:260-Uniform Grievance Procedure; 2:265-Title IX Sexual Harassment Grievance Procedure; 4:180-Pandemic Preparedness; Management; and Recovery; 5:10-Equal Employment Opportunity and Minority Recruitment; 5:20-Workplace Harassment Prohibited; 5:100-Staff Development Program; 5:220-Substitute Teachers; 5:330-Sick Days, Vacation, Holidays, and Leaves; 7:10-Equal Educational Opportunities; 7:20-Harassment of Students Prohibited; 7:180-Prevention of and Response to bullying, Intimidation, and Harassment; 7:185-Teen Dating Violence Prohibited; 7:190-Student Behavior; 7:340-Student Records; 7:345-Use of Education Technologies; Student Data Privacy and Security as presented.

B. Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) is made between the PAEC Governing Board and PAEC Council of Teachers, West Suburban Teachers Union, Local #571, AFT, AFL-CIO (the Union) in order to address the amendment to the current contract to add Social Workers, Speech/Language Therapist, and some secretaries.

Recommended Motion:

I move to approve the Memorandum of Understanding (MOU) between the PAEC Governing Board and PAEC Council of Teachers, West Suburban Teachers Union, Local #571, AFT, AFL-CIO (the Union) in order to address the amendment to the current contract to add Social Workers, Speech/Language Therapist, and some secretaries as presented.

C. FLMA Requests

1. *Ms. Linda Theis*

Ms. Theis, PAEC Administrative Assistant, has requested a leave under FLMA due to medical reasons. She request that her FMLA leave begin on December 1, 2020 through January 15, 2021. She will be using her vacation time and accrued sick days during this leave.

Recommended Motion:

I move to approve the FMLA request of Ms. Linda Theis, beginning December 1, 2020 through January 15, 2021, due to medical reasons. Ms. Theis will be using her vacation time and accrued sick days for this leave as presented.

2. *Ms. Milea Langworthy*

Ms. Langworthy, Program Assistant, has requested a leave under FLMA due to medical reasons. She request that her FMLA leave begin on November 6, 2020 through November 21, 2020. She will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve the FMLA request of Ms. Milea Langworthy, beginning November 6, 2020 through November 21, 2020, due to medical reasons. Ms. Langworthy will be using her accrued sick days for this leave as presented.

3. *Mr. Luke Nally*

Mr. Nally, IT Specialist, has requested a leave under FMLA due to medical reasons. He request that his FMLA leave begin on November 12, 2020 through December 12, 2020. He will be using his accrued sick days during this leave.

Recommended Motion:

I move to approve the FMLA request of Mr. Luke Nally, beginning November 12, 2020 through December 12, 2020, due to medical reasons. Mr. Nally will be using his accrued sick days for this leave as presented.

D. Approval of Employment/Resignations/Terminations

Employment:

Graciela Bravo, Translator, PAEC Programs, \$35/hour, effective 9/21/20

Recommended Motion:

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

Resignations:

No resignations at this time.

Terminations:

No terminations at this time.

XIV. **OTHER/ADDITIONAL ITEMS TO BE BROUGHT BEFORE THE GOVERNING BOARD**

Our next Governing Board Meeting is scheduled for December 17, 2020.

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.