

**PROVISO AREA FOR EXCEPTIONAL CHILDREN  
 GOVERNING BOARD MEETING  
 PAEC CENTER – 6:00 PM  
 JULY 19, 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), and to consider collective negotiating matters between the public body and its employees or their representatives or deliberations concerning salary schedules of one or more classes of employees, under Section 120/2(C)(2) of the Open Meetings Act, and under Section 2(C)(21) to discuss minutes of Closed Session meetings for purposes of approval of the minutes or review of the minutes as presented.

***Recommended Motion:***

I move to return to Open Session at \_\_\_\_\_ PM.

**IV. APPROVAL OF GOVERNING BOARD MINUTES**

A. June 21, 2018

***Recommended Motion:***

I move to approve the Governing Board Minutes of June 21, 2018 as presented.

B. June 26, 2018

***Recommended Motion:***

I move to approve the Governing Board Minutes of June 26, 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>6/15/2018</u>	<u>6/29/2018</u>	<u>TOTAL</u>
Education Fund	875,524.73	1,489,333.48	2,364,858.21
Building Fund	14,027.86	15,231.63	29,259.49
<b>TOTALS</b>	<b>\$889,552.59</b>	<b>\$1,504,565.11</b>	<b>\$2,394,117.70</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**

There was no Executive Board Meeting scheduled in July.

**IX. DuPAGE/WEST COOK REPORT**

Information is attached.

X. **COMMITTEE REPORTS**

No reports at this time.

XI. **EXECUTIVE DIRECTOR'S REPORT**

A. Projected 2018-19 District Child Count

Information is attached.

B. Projected 2018-19 Enrollment and Classroom Staffing Patterns

Information is attached.

C. Initial Referrals

Information is attached.

D. Police Reports

1. PAEC Therapeutic Day Elementary School – No incidents during Summer School.
2. PAEC Therapeutic Day High School – No incidents during Summer School.

E. PAEC Activity Fund Summary

Information is attached.

F. PAEC 2018-19 Budget

Copies of the PAEC 2018-19 Budget are enclosed and have been sent to your District's Superintendent and Business Manager for review. Ms. Debbie Tryon, PAEC Business Manager, will provide a presentation on the 2018-19 Budget during our meeting today. We will need to approve the 2018-19 Budget during our September Board meeting.

G. PAEC Program Updates

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

Ms. Tryon is working on gathering data and plugging in financial information and final student enrollment on final cost sheets for the current fiscal year. Other final end of year reports including transportation, grant reports, Medicaid, out of district billing and student data cost sheets are also being worked on. These reports will be finalized in July.

Our auditors have provided the business office with their "prepared by client list" that contains information needed by them when they return to PAEC to do final field work for the 2017-18 audit in September. We are beginning to work on gathering and computing the needed data. Our actuary has been provided the financial data necessary to prepare our actuarial report.

Summer school time sheets and pay file will be reviewed and completed for summer school payroll on July 13th.

Ms. Tryon has begun reviewing and preparing next year's beginning of the year salary file.

The business office is hard at work processing paperwork and updating our employee database for employees for our upcoming new school year.

PAEC received the third quarter state transportation reimbursement for 2017-18 in June totaling \$243,068.13 as of the date of this report.

**PAEC Early Childhood**

The PAEC Early Childhood Evaluation team conducted summer diagnostics the first week of June. The team tested and/or had staffings for children that were referred from the Early

Intervention program and/or from the district in order to determine their needs for programming for the 2018-19 school year. The PAEC Early Childhood Therapists also participated in the District 87 preschool screenings on June 12th. There were five children identified as needing full case studies at the beginning of the new school year. We then rolled right into Summer School and opened with four sections of programming for preschool age children. We had two 4 hour sessions and two half day sessions. We had 40 slots available for summer school and we had 39 students attend the three week program. We are now in the last week and our kindergarten bound students are looking forward to going on a field trip to Brookfield Zoo after a week of learning about jungle animals. It has been a busy and successful year for the Early Childhood Program.

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

Summer school was a great success and progress reports will be mailed on Friday, June 29, 2018. The students focused on Reading, Math, and Social skills. The students participated in group lessons as well as individual lessons to continue to provide behavior support. We worked with our cooperative districts to offer programming for their students as well. The students used reading software and math software in order to individualize instruction. Some student also participated in cursive handwriting, in order to be introduced to correct letter formation.

We have been very busy preparing for next school year and registration paperwork will be mailed to parents in July.

We are looking to utilize various software programs to individualize and drive student instruction. Students will continue to use technology in the classroom and Google to submit class assignments.

New interventions continue to be utilized to support the students who are experiencing difficulties during specific task or time of day. The team continues to focus on students missing as little instructional time as possible.

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

PAEC Academy summer school went very well. Students worked on mastering or retaining skills introduced earlier in the school year. Teachers used student goals to determine which skills the students needed to work on. Progress reports reflect that students were successful in working toward or retaining skills designated by their goals.

The theme for summer school was Plants and Nature. They were introduced to various plants and trees, learned about the different parts of a plant and their function, and learned what a plant needs to grow. Many of the classes had students plant seeds and watch them grow from day to day. The students found the activity very exciting. For our field trip, the students went to the Oak Park conservatory and attended the tour and explored plants in the surrounding area.

We are busy getting everything ready for registration and the fall. Registration will be held on August 8th, 9th, and 10th. We are looking forward to the new school year!

#### **PAEC Center**

We have 14 classrooms open during Summer School and it has been busy. The Rain Forest was chosen as the Summer School theme and the students have been working on projects and assignments around this theme. They will be displaying their work on Thursday, June 28th as a culmination of the program. The students also participated in an all school field trip to Brookfield Zoo on Tuesday, June 19th. The weather proved to be perfect and the classes were able to discover the animals from the Rainforest they had been studying. There were also a few walking field trips. Students were kept very busy.

We will begin more in depth training on the Promethean boards to enable teachers and students to maximize its capabilities. Training for the teachers at East and Transition on the use of the Chrome Books and projectors is also scheduled for August.

We are planning technology focused training for the upcoming school year for staff and students alike to be up-to-date with their skills.

**PAEC Center Vocational/PAEC Transition**

The Vocational program at PAEC Center/East has maintained employment for six students over the summer. Mr. Castillo will continue to visit these sites on a bi-weekly basis to ensure student success and to meet with the students' managers. An open line of communication will be maintained to alleviate any issues that may arise.

**PAEC Therapeutic Day High School**

At the conclusion of summer school, we had thirty students who earned a half of credit towards graduation.

The PAEC High School staff and administration would like to congratulate our two summer graduating seniors. Our students have exhibited a great deal of will and determination in order to graduate this summer. As principal, I would like to personally thank Ms. Lorek and Ms. Segovia for their time and commitment to the students of PAEC High School.

To celebrate the success of our summer students who managed to commit themselves to the completion of summer school, the PAEC High School staff and administration barbecued and provided students with lunch to conclude the summer. This summer, our staff and students have been great and we look forward to the 2018-19 academic year.

**PAEC OT/PT Department**

OT/PT Department is fully staffed to cover all needs at this time for the beginning of the 2018-19 school year. If caseloads change due to incoming students not accounted for then we will need to hire for the 0.60 FTE not used. We have changed some FTEs of therapists but they are within the proposed budget.

We are in the process of building a new Snoezelen room in PAEC Elementary School.

Several OTs and PTs participated in the June 12<sup>th</sup> District 87 Preschool Screening at Whittier Elementary School.

The OTs and PTs have finished the regular school year and are in the process of bringing equipment from the district schools back to PAEC Center or to storage. This allows equipment to be cleaned and checked for appropriate working conditions.

Several OTs and PTs are currently working PAEC Summer School until June 29th.

The Lead OT/PT/AT is continuing to work on budgeting for the 2018-19 school year including general supplies, testing, therapy materials, equipment, and technology needs.

In order to build family confidence with technology, particularly communication, this summer the AT Department is having interested families to continue to utilize equipment at home for communication. The AT SLP will be monitoring these families monthly throughout the summer.

The AT Team is preparing a training for the beginning of the school year for PAEC Center teachers on Google and utilizing the smart boards.

**PAEC Social Work Department**

PAEC hired two School Social Workers to be assigned to Proviso Township School District 209, as of August 15, 2018.

The Social Work Department provided comprehensive social work services for a successful summer school.

**PAEC Speech/Language Department**

ESY services are underway and 10 SLPs are working to provide quality S/L services to the students in attendance.

The Lead SLP is working with several of the contract agencies to provide professional development opportunities for PAEC staff for the 2018-19 school year.

The Lead SLP is working to determine the needs of the Speech/Language department for the 2018-19 school year for staffing. The following SLPs have accepted roles:

- o Vilija Aleska - Full time SLP for District 88 - Lincoln Elementary
- o Cody Hurder - Full time for PAEC Academy
- o Antoinette Thompson - Full time for District 209 - Proviso East/PMSA
- o Christina O'Connor - Full time PAEC Center Programs

The Lead SLP is continuing to work on hiring for the following position:

- o Full time Bilingual/Spanish SLP for District 88 - Lincoln Primary

**PAEC Special Olympics**

The soccer athletes were victorious! The Blazers in our Senior Division came home with the Bronze. The Tigers 1 in the Junior Division are sporting their silver medals and our single individual skills athlete earned a GOLD medal in her very first competition!

The athletes were great and had a good time despite the very high temperatures. The Special Olympics Coordinators decided to cancel the afternoon games for safety so the kids were able to enjoy some swimming at the local pool. They concluded their day with a celebration in the streets of the downtown area.

PAEC is very proud of the PAEC Special Olympic Athletes!

**XII. UNFINISHED BUSINESS/OLD BUSINESS**

None at this time.

**XIII. NEW BUSINESS**

**A. Proviso Township Mental Health Commission**

The Proviso Township Mental Health Commission has awarded PAEC \$20,000 to support the salary of Joseph Vasilevski, Clinical Counselor, to the Therapeutic Day School students at PAEC Elementary and PAEC High School for the 2018-19 school year as presented.

***Recommended Motion:***

**I move to accept the award of \$20,000 from Proviso Township Mental Health Commission to support the salary of Joseph Vasilevski, Clinical Counselor, to the Therapeutic Day School students at PAEC Elementary and PAEC High School for the 2018-19 school year as presented.**

B. Resolution for Dismissal of PAEC HOTSTUFF Coordinator

This item will be discussed during Closed Session with any action resulting from such discussion to be taken in Open Session as presented.

***Recommended Motion:***

**I move to terminate the employment of \_\_\_\_\_, effective \_\_\_\_\_, as presented.**

C. Resolution for Dismissal of PAEC Registered Nurse

This item will be discussed during Closed Session with any action resulting from such discussion to be taken in Open Session as presented.

***Recommended Motion:***

**I move to terminate the employment of \_\_\_\_\_, effective \_\_\_\_\_, as presented.**

D. Employment/Resignations/Terminations

Employment:

Edwin Bagley, Teacher, PAEC High School, \$51,620, effective 8/15/18 - 5/29/19

Judy Martinez, Occupational Therapist, PAEC Programs, \$48,982, effective 8/15/18-5/29/19

Hannah McCarthy, School Social Worker, District 209, \$44,703, effective 8/15/18-5/29/19

Elizabeth Nelson, School Psychologist, District 209, \$48,517, effective 8/15/18-5/29/19

***Recommended Motion:***

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

Resignations:

Nina Giannos, Speech Therapist, District 209, effective 7/6/2018

Adam Hague, Teacher, PAEC High School, effective 5/31/18

Keith Moore, Program Assistant, PAEC High School, effective 5/31/18

***Recommended Motion:***

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

Terminations:

Ava Blalark, Social Worker, HOTSTUFF After School Program, Did not receive funding.

Phyllis Clifton, Activity Leader, HOTSTUFF After School Program, Did not receive funding.

Pamela Stokes, Activity Leader, HOTSTUFF After School Program, Did not receive funding.

*\*\*HOTSTUFF Summer Camp: Program did not start, did not receive funding. Staff list is attached for Summer ESY Session - HOTSTUFF Summer Employees. \*\**

***Recommended Motion:***

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

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

The next Governing Board Meeting is scheduled for August 16, 2018, at 6:00 PM.

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.**