

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

AGENDA

I. ROLL CALL

II. AUDIENCE PARTICIPATION

III. APPROVAL OF GOVERNING BOARD MINUTES

Recommended Motion:

I move to approve the Governing Board Minutes of February 29, 2020 as presented.

IV. APPROVAL OF CONSENT AGENDA

Recommended Motion:

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

V. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

	<u>2/14/2020</u>	<u>2/28/2020</u>	<u>TOTAL</u>
Education Fund	538,045.61	533,396.20	1,071,441.81
Building Fund	17,203.43	19,366.24	36,569.67
TOTALS	\$555,249.04	\$552,762.44	\$1,108,011.48

Recommended Motion:

I move to approve Payroll as presented.

VI. APPROVAL OF BILLS

Information is attached

Recommended Motion:

I move to approve the Bills as presented.

VII. EXECUTIVE BOARD REPORT

The Executive Board meeting was held on March 12, 2020. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Ms. Charlotte Larson from District 88, and Mrs. Vanessa Schmitt from District 209. They reviewed and recommended approval of all the items on the agenda.

VIII. DuPAGE/WEST COOK REPORT

Information is attached.

IX. COMMITTEE REPORTS

No reports at this time.

X. 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. Current Student/Staff Monthly Report

Information is attached.

D. Projected 2020-21 District Child Count

Information is attached.

E. Transition Reports

1. PAEC Therapeutic Day Elementary School – Information is attached.
2. PAEC Therapeutic Day High School – Information is attached.

F. Initial Referrals

Information is attached.

G. Police Reports

1. PAEC Therapeutic Day Elementary School – No police reports for this month.
2. PAEC Therapeutic Day High School – Yes
The Maywood Police Department were called to investigate an incident of battery. Two current PAEC High School students were involved in an incident that began in the community. While in class, one student attacked the other student as a result of the incident in community. Both students were checked and assessed by the school nurse.

H. PAEC Activity Fund Summary

Information is attached.

I. PAEC Programs Graduation Dates

You are invited to attend the PAEC Graduation ceremonies as listed below.

- May 14th - PAEC Center Elementary - 1:00 PM at PAEC Center
- May 13th - PAEC Center High School - 1:00 PM at PAEC Center
- May 12th - PAEC Center Transition Program - 1:00 PM at PAEC Center
- May 22nd - PAEC Elementary - 6:00 PM at PAEC High School
- May 22nd - PAEC Academy - 1:30 PM at Divine Infant, 1640 Newcastle, Westchester, IL
- May 13th - PAEC High School - 6:00 PM at PAEC High School

J. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

The budget file for next fiscal year has been set up and Ms. Tryon has begun working on the budget. Student projections are being gathered and this month budget meetings are being scheduled with principals and lead service staff. Budgeted cost sheets are also being set up.

The final 2019-20 cost sheets are being set up and Ms. Tryon is reviewing time lines for gathering and computing the data that must be put into them. She is also meeting with the auditors to ensure that the cost sheets along with the new account numbers from Infinite Visions will be in the proper format to enable the auditors to balance the final cost sheets with the back schedules of the 2019-20 fiscal year audit.

Our Payroll Coordinator is working on our plan to convert from paper payroll checks to paperless payroll checks and stubs. Staff will have their own personal portal to log into to examine their pay check and stub and print it for their files. This procedure will save the payroll department a lot of time and money printing and sorting pay checks and stubs in the future. We hope to have this plan in place in the coming months before the end of the fiscal year.

The bid opening for the Transportation Request for Proposals will be on Wednesday, March 18th. We have been answering questions and sending out additional information as has been requested from the companies that attended our pre-proposal meeting.

The salary surveys that were sent out to member districts several months ago have been compiled and will be shared with the PAEC board, and a recommendation of salary increases for non-bargaining unit PAEC staff for next fiscal year will be forthcoming.

The business office will be involved in several days of Infinite Visions training in April and May, learning what is needed to close the 2019-20 fiscal year and roll over financial data to next fiscal year.

PAEC Early Childhood Program

February flew by for the Early Childhood program, it was full of home visits for transitioning children from the early intervention program, meetings, and testing of new and current students. All our children continue to make progress in all areas. At this time in the year, we are testing at a slower rate than last year because our referrals are mainly from the Early Intervention program and parent requests.

In addition, the District 87 early childhood team is testing preschool children that would have previously come to PAEC to be tested. I want to note that our psychologist, Ms. Paola Gonzalez- Bonet is an evaluator with both teams and has been a great liaison between the teams. She is able to support the PAEC EC students and the District 87 students so that they are appropriately diagnosed and placed in the most beneficial program for each child.

PAEC Therapeutic Day Elementary School

In the month of February, the students continued to use various academic to improve both reading and math scores. Students are currently being progressed monitored and interventions have started for all students who required additional support per the winter benchmark. Students are also participating in social skills classes to improve behavior as well as classroom behavior interventions. The students' weekly participation in activity night and the sports program continues to be a tremendous behavior incentive.

PAEC Academy at Divine Infant

We are busy preparing students for the IAR test. Access testing was completed and mailed to the state. Progress monitoring for FastBridge is done every two weeks and winter 2019 benchmarks were completed in a timely manner.

Staff evaluations are ongoing, all evaluations, except for the teacher summative reports will be completed by the second week of March.

Tours for the eighth grade students have been set up for the first week of March. We should have transition meetings completed by Spring break.

PAEC Center

Observations of teachers' lessons have begun in earnest for second semester.

ACCESS is completed and turned into the state.

Black History Month presentations were completed at Proviso East, Transition, and PAEC Center. The presentations at East and Transition were researched and an oral presentation was given by each student. The students did an impressive job, PAEC Center's History Fair consisted of the classroom choosing a famous African American and creating a poster board outlining their research. The poster boards were displayed in the gym for the school, parents, and administration to admire. A great job was done by all!

Proviso East students completed FastBridge testing for benchmarking.

The Principal and Lead OT/PT/AT went to First Student to give a presentation to the drivers and aides about how to handle students on the bus if their behavior proves inappropriate. The drivers and aides were shown a video relating to students with cognitive disabilities and autism. After the video, they were given different strategies to use when dealing with students' behaviors. They were also shown different "fidgets" that can be used to distract the

students from engaging in bad behaviors. This was followed by a question and answer period.

The curriculum team met in February to discuss the different curriculums and which would prove to be the most beneficial for our student population.

The Special Events Committee continues to meet on a monthly basis to discuss upcoming special events.

PAEC Center Vocational Program/Transition Program

Currently there are 85 students in the program.

One student has obtained competitive employment this month and multiple interviews were done. Currently, there are 14 students employed competitively. Twelve jobs have been obtained this year. Those students are employed at the following:

	Employment	Hours	Job
1	Marcus Theater- Addison	15 Hours per week	Crew
2	Home Run Inn Pizza	15 Hours per week	Crew
3	Jewel; North & 9th	10 Hours per week	Cart Attendant
4	Olive Garden	25 Hours per week	Busser
5	Olive Garden	20 hours per week	Busser
6	Taco Bell	15 Hours per week	Crew
7	Burlington Coat Factory	10 Hours per week	Clerk
8	AMC Yorktown	26 Hours per week	Usher
9	AMC Yorktown	8 Hours per week	Usher
10	Dunkin Donuts	11 Hours per week	Crew Member
11	Mike's Market	15 Hours per week	Dishwasher
12	Symphony Nursing Home	15 Hours per week	Activity Aid
13	Loyola MacNeal Hospital	8 Hours per week	Dietary Aide
14	Swap-O-Rama	25 Hours per week	Food Service

Students are doing well at volunteer job sites. Currently students are volunteering at Hines VA Hospital (3 departments), Sarah's Inn, Ronald McDonald House, New to You, Catholic Charities, Brookfield Pantry, and PAEC Academy.

PAEC Therapeutic Day High School

We would like to congratulate a PAEC High School student for being admitted into Northeastern Illinois University and Saint Xavier University. She is deciding on her final choice. She has been admitted for the fall semester of 2020-21 and plans to major in Business Administration.

PAEC Therapeutic Day High School Vocational Program

Per Mr. Loving, Fire House Subs Work Training Program continues. There are currently four (4) students participating; rotating between a Monday, Wednesday schedule and Tuesday, Thursday schedule.

Per Mr. Loving, he continues to work with Pathway who provides job training to students 18-24 no longer attending school. Mr. Loving has contacted previous students and continues to refer previous students to this program.

Per Mr. Loving, the Afterschool Work Training Programs continues with ten (10) students placed at either the Hilton Suites or in PAEC Custodial Training Program.

Per Mr. Loving, we currently have two (2) students participating in the Lunch Training Program. Students filling in for these students earn community service hours.

Per Mr. Loving, he provides students seeking employment with job leads.

Mr. Loving reports that another one of our students has obtained employment with Fire House Subs. She had participated in their training program and they requested that she apply for employment. The student will start this week.

Ms. Pietrowski is working with students to complete their transition planning questionnaire and interview. She also has regular meetings with seniors working on post-secondary education goals.

Ms. Pietrowski has submitted appropriate accommodations requests for all students taking the PSAT or SAT during April testing.

Ms. Pietrowski is working to meet with each student regarding their credits and anticipated graduation date. We currently have thirty-six (36) students utilizing the Apex Credit Recovery program to advance their graduation date either as a part of their course schedule or on their own. Thus far this school year, we have 26 completed classes.

PAEC Intervention Team

District 87

Jefferson Primary School

One PAEC Coach was assigned full time to Jefferson, to provide class wide support for two classrooms. Another PAEC Coach has taken over for a Coach that has been out for several weeks with medical issues. The Coach is now finishing implementation of First Step Next behavior intervention with a student. The Coach will continue to provide support to this student by implementing a First Step Maintenance Plan.

Riley Intermediate School

Part time behavior support for a student continues. The school team just revised the individual STOIC plan for the student, which the PAEC Coach and support staff are implementing. Daily behavior data indicates continued improvement.

Sunnyside Intermediate School

A Coach has been successfully helping a teacher with a challenging student that she previously worked with. There are a few other student situations that she is also coaching the teacher on. Individual mentor sessions with the student are also part of the plan.

MacArthur Middle School

A coach continues to mentor an eighth grade student. After a recent setback, because of an incident that occurred outside of school, the student is back on track with his behavior. Mentor meetings with a different student began two weeks ago with a different behavior coach

mentor. Initial improvements in behavior have now vanished. New strategies are being implemented. Mentoring service may be paused if the student does not keep their goal-setting commitments.

Northlake Middle School

CHAMPS classroom management strategies continue to be taught to the 6th grade team. Review meetings have been held every two weeks for 8 weeks. The teachers have responded enthusiastically and have reduced student disruptions in the classrooms significantly. Teachers are now self-monitoring their interactions with students to raise awareness and reinforce their new positive strategies.

District 88

Grant Primary School

First Step Next lessons have been reviewed with the whole class two or three times a week, with the teacher and Behavior Team supervisor role playing behavior expectations. A student from last year that participated in FSN has been playing the red/green card game and earning rewards for the whole class.

Lincoln Primary School

Caretaker permission has been obtained to implement First Step Next with a student with challenging behaviors. The FSN Coach has been introducing whole class lessons but now can begin individual role playing of lessons with the student.

Lincoln Elementary School

A Behavior Coach continues to check in with a new teacher, two or three times a week. With coaching, her classroom management skills have vastly improved and her confidence has been lifted. This Coach also continues to monitor a student several times a week.

McKinley Elementary School

Behavior support for a new teacher with several challenging students is being provided, several days a week. One student with defiant and unsafe behaviors is now being considered for special education services.

Roosevelt Middle School

Classroom management support for a special education teacher with a cross-cat classroom has been phased out.

District 209

Proviso East High School

The interventionist assigned to IEP students implemented many daily check in-check out interventions, and helped with parent phone calls and room sweeps. Another interventionist meets regularly with 16 students, with meeting times ranging from 10 minutes to 45 minutes. This month, 9 new students with assigned to him to meet with and counsel. The third interventionist has worked primarily in helping female students with social/emotional and academic issues.

Proviso West High School

Interventionists activities reported this month include mentoring, ISS supervision, restorative conferences, and behavior interventions. Academic concerns remains the primary reason for individual meetings with Interventionists, with 55-67% of the meetings falling under this category. Other priority activities this month were monitoring ISS students and participating in Keep the Peace meetings.

PAEC OT/PT Department

The AT Team continues to conduct SETT meetings. This past month meetings were held for students in the PAEC programs.

The AT Team attended a staff meeting on February 5, 2020 at PAEC Center.

We had our monthly OT/PT Departmental meeting on February 6, 2020.

On February 11, 2020, our OT/PT/AT Department Lead attended a webinar on Mobility and the Shoulder by Rachel Fabiniak, PT, DPT, Director of Clinical Education - Asia Pacific Permobil at PAEC Center.

On February 12, 2020, our AT Team attended North/West Coalitions - AT Data Work Group, to continue working on rubrics and data markers for assistive technology.

Our AT Team & OT/PT Team helped run the Wheelchair Clinic on February 12, 2020 at PAEC Center and the AT Team ran an Orthotic Clinic on February 26, 2020 with Gwen Blunk, an orthotist from Hanger Clinic at PAEC Center.

On February 14, 2020, we presented The Role of Physical Therapy in the Schools by Dr. Julia Barnicle and Amy Farley at PAEC Center. At PAEC Academy, our OTs Carol DelRaso and Raveena Kingra and Abbey Melling (PT), presented an in-service on how to use the Garaventa Super Trac Lift appropriately.

On February 21, 2020, our OT/PT Department participated in the Active Shooter Drill with RETA Security and area Police and Fire Departments facilitated by Randy Braveman in the PAEC High School and PAEC Elementary buildings.

One of our OT's attended Module 4 - Autism Part I of the Childhood Neurodevelopmental Disorders in Georgia from Life University from February 21 through February 24, 2020.

The Lead OT/PT/AT attended the PAEC Management meeting on February 14, 2020.

On February 26, 2020, our OT/PT Department attended an in-service on Toe Walking Treatment & Assessment by Gwen Blunk Ansier, L/CO at PAEC Center.

PAEC Psychologist Department

Lead Psychologist, Ms. Mary Therese Geary, has been conducting interviews with prospective school psychologist interns for the 2020-21 school year for District 87 and District 93. The intern(s) would work full-time for the 2020-21 school year under the supervision of a PAEC psychologist. Intern acceptance day is March 13, 2020. Ms. Geary is also communicating with local university supervisors to recruit school psychology practicum students for District 87 and District 93. These graduate students would work 2 days per week under the supervision of a school psychologist.

At MacArthur Middle School in District 87, Psychologist Dr. Michael Cermak facilitates an anger management group with 8th grade boys, social lunch group with 6th, 7th, and 8th grade boys, and individual sessions with 6th grade and 8th grade students, working on self-esteem, social skills, and anger management skills. Also at Macarthur Middle School, Dr. Cermak, along with the school social worker and counselor, did make up lessons for Elyssa's Mission and Erin's Law in January for students who missed the presentations in November and December.

At Hillside, Psychologist Ms. Dayle Ashley-Harding and Psychologist Ms. Kailey Byrne, have "drop-in" lunch groups for students and there has been a decrease in behaviors for these students. They are also implementing social-emotional interventions with the Pre-K students

along with the school social worker. Also at Hillside, Ms. Ashley-Harding and Ms. Byrne are implementing a kindness tree in school. They display acts of kindness among students and staff. They are also beginning a "Mind-Up" group focusing on mindfulness with two 7th grade boys. Ms. Ashley-Harding continues to facilitate a pre-reading intervention with two groups of Kindergartners. Psychologist intern Kailey Byrne is working with the primary grade school social worker to push into the Pre-K classrooms one to two times per week for social stories.

Loyola school psychology practicum student, Ms. Melanie Pangalilingan, who works with Dr. Cermak at MacArthur Middle School in District 87, attended the National Association of School Psychologists (NASP) conference in Baltimore, MD, the week of February 17th. Ms. Pangalilingan will share information from workshops she attended at the next psychologists' meeting.

Psychologists Ms. Mary Therese Geary, Ms. Robin Zimmerman, Ms. Melissa Gomez, and Ms. Dayle Ashley-Harding, along with psychologist intern Ms. Kailey Byrne will attend a workshop on March 13th sponsored by the West Suburban School Psychologists' Association and LADSE. The workshop is entitled, "Essentials of Assessing, Preventing, and Overcoming Reading Difficulties." Information will be shared with other psychologists at the next psychologist meeting.

PAEC Social Work Department

The following social work staff addition has been made and became effective as of February 18, 2020: PAEC has contracted with PediaStaff to hire Ms. Theresa Manney, MSW, who will be providing school social work services to students attending PAEC Academy (3 days per week) and PAEC High School Therapeutic Day School (2 days per week).

Ms. Donna Kuchera, MSW and Ms. Dayna Trugar, MSW (PAEC School Social Workers – Proviso West High School), are currently facilitating a newly formed Meditation Group, whereby they are working on Mindfulness/Self-Esteem/Managing Anxiety with a plan to incorporate Yoga. Additionally, members of the Lurie's Children Hospital have been working with the social workers to help generate the MTSS/Cares team meetings to be more comprehensive and efficient.

Mr. Michael Irgang, MSW (PAEC School Social Worker-PAEC Elementary) has incorporated Black History into his social skills groups by showing various film clips/movies and facilitating group discussions. Mr. Irgang has provided assistance in completing IEP paperwork for move-in students, toured Proviso West to explore support for future mainstream students, coordinated and attended the level 3 field trip to Disney on Ice, and initiated the after school basketball program.

Ms. Monette Carlos, LCSW (PAEC School Social Worker-PAEC Early Childhood Program), facilitated a Coffee and Chat Parent Group on February 3, 2020, as a way to share resources and network with each other. The next Parent Group occurring on March 9, 2020 whereby strategies for sensory regulation will be discussed. Ms. Carlos continues to facilitate classroom social skills group and has introduced yoga in to these sessions. Additionally, Ms. Carlos has been completing the Early Childhood outcomes, which will continue until the end of the 2019-20 school year.

Ms. Amy Santino, MSW (PAEC School Social Worker-Proviso East High School), has been facilitating seven (7) Social Work Groups that meet weekly. Topics discussed in these groups include: problem solving skills, emotional regulation skills, communication skills, decision making skills, developing self-awareness, prosocial skills, how to ask for help and ways to stay on task. Additionally, Ms. Santino has been involved in completing two (2) PMSA initial evaluations for meetings scheduled to take place in March.

Ms. Lisa Allen, LCSW, Ms. Dana Gutmann, LCSW, and Ms. Lisa Pirrello, LCSW (PAEC School Social Workers-PAEC High School), continue to see their students individually and/or in small groups, covering the following topics: maintaining appropriate boundaries, self-regulation skills, conflict resolution, healing from grief/trauma/loss, anger management skills, peer relationship concerns, and developing self-awareness.

Ms. Lisa Pirrello, LCSW (PAEC School Social Work Lead), as acting President of the Illinois School Social Work Supervisors & Coordinators Council (ISSW-SCC), will be chairing the ISSW-SCC's Spring 2020 Meeting & Workshop on Friday, March 6, 2020 at the Proviso Township Mental Health Commission in Hillside, Illinois. The March 6th training will be on "The Restorative Justice Project & School Implementation". Mr. Michael Seng and Ms. Sheila Murphy of the John Marshall Law School are the scheduled presenters for this event.

PAEC Speech/Language Department

On Wednesday, February 26th, the Speech Language department had a busy day of meeting and learning. The following activities were scheduled for the SLPs:

- 11 am -12 pm, PAEC Center Board Room - S/L Department meeting.
- 12-3 pm, PAEC Center Board Room - Using SALT software (Systematic Analysis of Language Transcripts) to elicit, transcribe and analyze language samples, presented by Amy Michaels, PAEC SLP.

District 87, SLPs (Amell Ramadan, Mavic Maranan, Chelsea, and Brenda Pett), will be assisting with Preschool Screenings on Friday, March 13th at Memorial Park Eisenhower Community Center in Hillside.

PAEC Special Olympics

Basketball

Lady Pacers, Tigers 1, and one individual skills student continue to practice and prepare of the State Basketball Tournament which will take place March 13th -15th at Illinois State University. We have 17 student athletes participating in the tournament. We have set up busing and hotel accommodations for the weekend. During the weekend, both teams will be playing two (2) games. Individual skills competition will take place Saturday, March 14th in the morning. We will also be participating in the opening ceremony, parties for the athletes and other various activities throughout the weekend. We look forward to a great tournament. Go Lady Pacers, Tigers 1, and Individual skills!

PAEC Tigers 1 played a game vs Cove School on February 12th in Northbrook, in preparation for the state tournament and won in convincing fashion. Hopefully it will propel them to another State Championship.

Soccer

Special Olympics soccer practice began February 27th at Chicago Soccer in Melrose Park. We will be practicing every Thursday until the state qualifier at the end of April. Once again, have a great turn out in players. There will be two (2) high school teams and two (2) junior teams. We also have quite a few players that will be competing in individual skills. We also had a great turn out in staff that was excited to help coach this year. We are working on scheduling games for the upcoming season.

XI. OLD/UNFINISHED BUSINESS

None at this time.

XII. NEW BUSINESS

A. FMLA Request

1. Mr. Sammie Rogers Jr.

Mr. Rogers, Program Assistant/Intervention Specialist, has requested an intermittent leave under FMLA due to medical reasons. He is requesting a leave from January 27, 2020 through May 29, 2020. He will be using his accrued personal days and sick days during this leave.

Recommended Motion:

I move to approve the intermittent leave request under FMLA for Mr. Sammie Rogers Jr, beginning January 27, 2020 through May 29, 2020, due to medical reasons. Mr. Rogers will be using his accrued personal days and sick days during this leave as presented.

2. Ms. Tonya Washington

Ms. Washington, Program Assistant, has requested an intermittent leave under FMLA due to medical reasons. She is requesting a leave from January 20, 2020 through May 29, 2020. She will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve the intermittent leave request under FMLA for Ms. Tonya Washington, beginning January 20, 2020 through May 29, 2020, due to medical reasons. Ms. Washington will be using her accrued sick days during this leave as presented.

3. Ms. April Marin

Ms. Marin, Program Assistant, has requested an intermittent leave under FMLA due to medical reasons. She is requesting a leave from February 26, 2020 through June 1, 2020. She will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve the intermittent leave request under FMLA for Ms. April Marin, beginning February 26, 2020 through June 1, 2020, due to medical reasons. Ms. Washington will be using her accrued sick days during this leave as presented.

4. Ms. Angelia Banks-Foy

Ms. Banks-Foy, Behavior Interventionist, has requested an intermittent leave under FMLA due to medical reasons. She is requesting a leave from February 11, 2020 through June 1, 2020. She will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve the intermittent leave request under FMLA for Ms. Angelia Banks-Foy, beginning February 11, 2020 through June 1, 2020, due to medical reasons. Ms. Banks-Foy will be using her accrued sick days during this leave as presented.

B. Fundraising/Donations

1. PAEC Academy raised \$146.00 from their February Basket Raffle and \$129.30 from their Holiday Photo Fundraiser. These funds will be added to their school activity fund.

Recommended Motion

I move to accept \$146.00 and \$129.30 raised by PAEC Academy. These amounts will be added to their school activity fund as presented.

2. PAEC Center raised \$105.55 from their Vocational Store Program. These funds will be added to their school activity fund.

Recommended Motion

I move to accept \$105.55 raised by PAEC Center through their Vocational Store Program. This amount will be added to their school activity fund as presented.

C. Out of State Conference

Ms. Angela Forgione, Speech Pathologist, has requested \$489.99 for registration to attend the two (2) day Rehab Summit in Las Vegas, NV, from July 30-31, 2020. Updated research, education, and intervention strategies are provided to participants and will be shared with PAEC staff.

Recommended Motion:

I move to approve the request of \$489.99 for registration, for Ms. Angela Forgione, to attend a two (2) day conference in Las Vegas, NV, from July 30-31, 2020 as presented.

D. PAEC Policies – First Reading

Ms. Boeh and our attorney have reviewed the attached policies provided by IASB. PAEC is recommending that the Board conduct a first reading on the following policies:

Governing Board

2:100 - Board Member Conflict of Interest

2:105 – Ethics and Gift Ban

2:110 – Qualifications, Term, and Duties of Board Officers

2:200 - Types of Board Meetings

2:220 - Board Meeting Procedure

2:260 - Uniform Grievance Procedure

General Administration

3:40-E Exhibit–Checklist for the Executive Director Employment Contract Negotiation Process

Operational Services

4:15 - Identity Protection

4:30 - Revenue and Investments

4:60 - Purchases and Contracts

4:60 - AP4 - Administrative Procedure - Federal and State Award Procurement Procedures

4:80 - Accounting and Audits

4:80 - AP2 - Administrative Procedure - Fraud, Waste, and Abuse Awareness Program

4:150 - Facility Management and Building Programs

Personnel

5:10 - Equal Employment Opportunity and Minority Recruitment

5:20 - Workplace Harassment Prohibited

5:20-E - Resolution to Prohibit Sexual Harassment

5:30 - Hiring Process and Criteria

5:50 – Drug and Alcohol Free Workplace; E-Cigarettes, Tobacco, and Cannabis Prohibition

5:90 - Abused and Neglected Child Reporting

5:100 - Staff Development Program

5:120 - Employee Ethics; Conduct; and Conflict of Interest

5:200 - Terms and Conditions of Employment and Dismissal

5:220 - Substitute Teachers

5:250 - Leaves of Absence

5:290 - Employment Termination and Suspensions

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

Instruction

6:20 - School Year Calendar and Day

Students

7:20 - Harassment of Students Prohibited

7:150 – Agency and Police Interviews

7:180 - Prevention of and Response to Bullying, Intimidation, and Harassment
7:270 – Administering Medicines to Students

Community Relations

8:30 – Visitors to Conduct on School Property

Recommended Motion:

I move to conduct a first reading on the updated/revised PAEC Policies #: 2:100-Board Member Conflict of Interest, 2:105-Ethics and Gift Ban, 2:110-Qualifications, Term, and Duties of Board Officers, 2:200-Types of Board Meetings, 2:220-Board Meeting Procedure, 2:260-Uniform Grievance Procedure, 3:40-E Exhibit-Checklist for the Executive Director Employment Contract Negotiation Process, 4:15-Identity Protection, 4:30-Revenue and Investments, 4:60-Purchases and Contracts, 4:60-AP4-Administrative Procedure-Federal and State Award Procurement Procedures, 4:80-Accounting and Audits, 4:80-AP2-Administrative Procedure-Fraud, Waste, and Abuse Awareness Program, 4:150-Facility Management and Building Programs, 5:10-Equal Employment Opportunity and Minority Recruitment, 5:20-Workplace Harassment Prohibited, 5:30-Hiring Process and Criteria, 5:50-Drug and Alcohol Free Workplace; E-Cigarettes, Tobacco, and Cannabis Prohibition, 5:90-Abused and Neglected Child Reporting, 5:100-Staff Development Program, 5:120-Employee Ethics; Conduct; and Conflict of Interest, 5:20-E-Resolution to Prohibit Sexual Harassment, 5:200-Terms and Conditions of Employment and Dismissal, 5:220-Substitute Teachers, 5:250-Leaves of Absence, 5:290-Employment Termination and Suspensions, 5:330-Sick Days, Vacation, Holidays, and Leaves, 6:20-School Year Calendar and Day, 7:20-Harassment of Students Prohibited, 7:150- Agency and Police Interviews, 7:180-Prevention of and Response to Bullying, Intimidation, and Harassment, 7:270-Administering Medicines to Students, and 8:30-Visitors to Conduct on School Property as presented.

- E. As PAEC's existing contract with Preferred Meals for vended meal service will expire on June 30, 2020, we are required by ISBE to conduct an informal bidding procedure to determine what vendor will provide vended meal services for next fiscal year 2020-21. The solicitation for quotes was conducted and two vendors submitted a quote; Preferred Meals and Open Kitchens. Preferred Meals was the lowest responsible vendor. We also did a financial comparison of the two quotes and Preferred Meals showed a significant cost savings. Therefore, I am recommending that we award the vended meal contract to Preferred Meals for next fiscal year for breakfast, lunch, and summer breakfast meals for students at PAEC Programs.

Recommended Motion:

I move that PAEC award the vended meal contract to Preferred Meals for the fiscal year, 2020-21, for breakfast, lunch and summer breakfast for students at PAEC Programs as presented.

F. Staff Salary Increases

Over the last several school years, PAEC has conducted a survey of administrative and clerical/custodial (support staff) percentage increases in salary in the PAEC member districts in order to determine an average percentage. PAEC has utilized the average percentage increases in salary for recommending salary increases for PAEC staff in comparable positions.

It is recommended that the Administrative Staff and the Support Staff percentage salary increase be 2.65%, to reflect the total average percent increase per the survey.

Recommended Motion:

I move to approve the 2020-21 salary schedule for Administrators and Support Staff of 2.65% as presented.

G. Employment/Resignations/Terminations
Employment: None at this time.

Recommended Motion:

I move to approve the Employment of personnel as presented.

Resignation:

Marshayla Robinson, 1:1 aide, PAEC Center, effective 3/5/20

Recommended Motion:

I move to approve the Resignation of personnel as presented.

Terminations: None at this time.

Recommended Motion:

I move to approve the Termination of personnel as presented.

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

A. Resolutions for Dismissal of PAEC Personnel

1. Resolution Dismissing Educational Personnel from Proviso Area for Exceptional Children.

Recommended Motion:

I move to adopt the Resolution Dismissing Educational Personal from Proviso Area for Exceptional Children as presented.

2. Resolution Dismissing Probationary Certificated/Licensed Personnel from Proviso Area for Exceptional Children.

Recommended Motion:

I move to adopt the Resolution Dismissing Probationary Certificated/Licensed Personnel from Proviso Area for Exceptional Children as presented.

B. Business Manager Contract

Approval of Business Manager Contract

Recommended Motion:

I move to approve the Business Manager's Contract, 2020-2021 between the Governing Board and Deborah Tryon, as presented, and that the Governing Board President and Secretary be authorized to execute said Contract as presented.

XIV. 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.

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.