

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER AND ZOOM – 6:00 PM
JULY 15, 2021**

AGENDA

I. ROLL CALL

II. AUDIENCE PARTICIPATION

III. APPROVAL OF GOVERNING BOARD MINUTES

A. June 17, 2021 Meeting

Recommended Motion:

I move to approve the Governing Board Minutes of June 17, 2021 as presented.

B. June 24, 2021 Meeting

Recommended Motion:

I move to approve the Governing Board Minutes of June 24, 2021 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>6/15/2021</u>	<u>6/30/2021</u>	<u>TOTAL</u>
Education Fund	1,037,812.90	1,682,967.38	2,720,780.28
Building Fund	33,231.41	-0-	33,231.41
TOTALS	\$1,071,044.31	\$1,682,967.38	\$2,754,011.69

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 did not meet in July 2021.

VIII. DuPAGE/WEST COOK REPORT

No report at this time.

IX. COMMITTEE REPORTS

No reports at this time.

X. EXECUTIVE DIRECTOR'S INFORMATIONAL REPORT

A. Projected 2021-22 Enrollment and Classroom Staffing Pattern
Information is attached.

B. Projected 2021-22 Child Count
Information is attached.

- C. Initial Referrals
Information is attached.
- D. 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.
- E. PAEC Activity Fund Summary
Information is attached.
- F. PAEC 2021-22 Budget
Copies of the PAEC Budget are enclosed and have been sent to your District's Superintendent and Business Manager for review. Dr. Sherry Reynolds-Whitaker, PAEC Business Manager, will provide a presentation regarding the 2021-22 PAEC Budget during our meeting. We will need to approve the budget during the September Board Meeting.
- G. Suburban Life vs. Village Press
Suburban Life and Village Press are not within the same company. It is possible to switch to Village Press for the next school year, as we have already posted in Suburban Life this school year.
- H. Building Connections With Other Districts
On August 21st, PAEC has been invited to have a booth at both the District #88 (Bellwood) and District #89 (Maywood) Back to School events. Also, Mr. James has been attending Maywood Village events.
- PAEC will continue to partner with District #87 (Berkeley) to offer ESL certification for our teachers.
- Through our partnership with District #92 (Lindop), PAEC will be providing opportunities for staff, parents and the community to receive a discount rate for tuition so that it can be affordable through Grand Canyon University (GCU). GCU has invited Mr. James to go to the main campus at their expense. GCU will be involved in encouraging and building relationships with students in an effort to make college a possibility.
- I. Virtual/Zoom Governing Board Meetings
As of August, 2021, Governing Board Meetings will return fully to in-person meetings. It will no longer continue on Zoom.
- J. PAEC Sidewalk Repairs
In preparation for the upcoming school year, sidewalk repairs at the front of PAEC Center and two areas in the circle drive area were completed.
- K. BinaxNOW Covid-19 Antigen Test
PAEC will be providing the BinaxNOW Test to staff and students on a weekly basis for those who consent to be tested for the following:
1. Those who are symptomatic;
2. Those who have been exposed;
3. Those who request to be tested.

PAEC is looking into the possibility of offering testing to the community.

Thank you to District #92 (Lindop), who gave PAEC guidance for a better understanding of this process.

L. PAEC Program Updates

PAEC Business Office – Dr. Sherry Reynolds-Whitaker, Business Manager/CSBO

With the 2021-22 budget complete, and the fiscal year finished the business office is working on end of year cost sheet reports and summer school payroll.

Dr. Reynolds-Whitaker is completing the quarterly Medicaid reports and is completing final cost sheets and final out of district tuition billing for District 91.

The business office is gathering documents to send to our auditors for our remote final audit field work taking place later in September.

Our Payroll and HR Coordinators are updating and inputting salary and benefit data in Infinite Visions for employees preparing for our first all staff payroll for the new fiscal year.

PAEC Early Childhood Program

The Early Childhood Program ended with a small group of students for the extended school year program but the children were able to play and socialize in person five days a week. The students loved it. They were able to social distance when necessary and wear their masks with minimal support.

The school year was very busy and bittersweet as we said a final goodbye to our long time EC teacher, Carol Michels. She used her sub limited days to provide instruction the whole school year to one of our EC classrooms. We are deeply grateful for her donated time.

We are so excited that we are transitioning 8 children back to district kindergarten programs and 4 back to their district preschools. The low numbers of students returning to district kindergarten classrooms is due to the high numbers of students returning to the district for their last year of preschool. We are diligently working on transitioning our students to the least restrictive environment as soon as they are ready. Ten of our students will be attending one of our PAEC Kindergarten classrooms.

We are projected to start the new school year with 2 sections of all-day classes for children with Autism so that we can meet the needs of the children effectively. We will continue to have two half-day classrooms (4 sections of EC cross categorical classes). The EC evaluation team has 3 children projected to test in August that are transitioning out of Early Intervention or were referred from their home district after going through preschool screenings.

Finally, we are happy to have a brand new EC teacher starting in August who will take the place of Mrs. Carol Michels, who retired as mentioned above. She is a graduate from Elmhurst University and comes highly recommended. Welcome Linnea Aguilera!!!

PAEC Therapeutic Day Elementary School

The month of June was an exciting time for the students, because they returned to school on a full-time basis. Extended School Year (ESY) was completed with our normal ESY hours and adjusted routines to implement all Center of Disease Control guidelines. The focus was on interventions for Math, Reading, and Social/Emotional areas. All of the students that participated received face to face instruction. The students enjoyed seeing their peers and getting a chance to socialize daily.

The students continued to follow all of the newly implemented safety procedures during extended school year. The team continues to do an outstanding job with encouraging and reminding students to adhere to the guidelines. The team continues to use behavior modification incentives to encourage appropriate behavior.

There were no physical restraints and no police incidents for the month of June. There were 4 time outs for two students and interventions were adjusted to assist the students with Expectations.

PAEC Academy at Divine Infant

PAEC Academy summer school went well. We started out with 32 students and ended up with 25 due to illnesses and family vacations. Students were happy to be back, and are looking forward to returning in the fall. Our summer school theme was nature. Students learned about plants and animals. Classes planted flowers which they took home the last day of summer school.

We have been busy collecting chromebooks and registering students for the fall. We have 6 students we still need to collect devices from and register for the upcoming school year. We currently have 49 students starting in the fall.

PAEC Center

ESY this year was a continuation of the school year. Masks continued to be worn and social distancing was still in effect.

Students came ready to learn. The classrooms were bright and students appeared happy to be back.

During ESY students continued to work on their independent and academic skills as well as receive Speech, OT and PT therapy services.

The weather proved fickle and field trips in the neighborhood were limited due to heat and/or rain. The overall theme for ESY was oceans. Teachers prepared engaging and thought provoking lessons around this topic.

Everyone is looked forward to the summer break to recharge for the upcoming school year!

PAEC Therapeutic Day High School Summer School

As we conclude the final week of summer school, our final student count is representative of numbers from years past (down 50%). As a team, we are delighted to have our students back five days a week. In person learning has been the best means for our students to receive instruction. Course offerings for this summer include: Algebra I, Geometry, English I, II, III, IV, and Physical Education.

Family Funding

PAEC Administration worked with ISBE to address attendance concerns as they related to parents being issued a P-EBT Card. We are able to identify that student attendance entered into our Teacher Ease data-based did not mirror that of the SIS (student information system) per ISBE. To rectify the issue, student attendance was manually entered into the ISBE system to allow families' to receive payment immediately.

PAEC Speech/Language Department

The following SLPs have been hired for the 2021-2022 school year:

- Annaliese Miller- PAEC Center and D87 Parochial (PAEC Employee)
- Abby Anderson- D87, Sunnyside (PAEC Employee)
- Nainee Jagad- PAEC Center (EBS)
- Natalie Jamarillo-B/L SLP D88, Lincoln Primary & Grant Primary(Stepping Stones)
- Abby Wendell- D88, Lincoln Elementary (EBS)
- Antoinette Thompson- D209, Proviso East/PMSA (Spotter)

Lead SLP is working to develop a professional development calendar and schedule for S/L department meetings for the upcoming school year.

PAEC OT/PT Department

Staff adjustments: We have filled the 4 full time OT open positions for next year. Iris Saucedo COTA, Jamie Kramer OT, Ashley Maldonado OT, and Sheryl Mathew OT

Adjustments to the website: None at this time.

Activities of the department:

1. The AT Team has submitted a Presentation Proposal to Closing the Gap 2021 Conference. The title is: AAC for Preschool: A review of AAC options, research, and personal experiences.
2. The OT/PT/AT departments conducted services in person during summer school. They collaborated with teachers, program assistants, and other related staff to perform these tasks.
3. The OT/PT department participated in the District 87 Preschool Screenings on 6-15-21.
4. The OT/PT department is currently working on updating our elementary RTI boxes and making resources available electronically.

XI. OLD/UNFINISHED BUSINESS

None at this time.

XII. NEW BUSINESS

A. People Cab Company Contract

The PAEC Executive Director and Business Office have met with People Cab Company to work through the details regarding a new contract, and we continue to maintain a good working relationship with the company. They have provided good, reliable, and safe service to our cooperative and students. Due to pandemic impact, they have increased the rates by 37.5%. This increase covers the cost of insurance, fuel, and personnel.

Recommended Motion:

I move to approve the contract for Transportation Services between Proviso Area for Exceptional Children (PAEC) and People Cab Company, commencing August 1, 2021. People Cab Company is requesting an increase of 37.5% over 2020-21 rates as presented.

B. 2021-2022 Governing Board Meeting Days

Discuss changing the meeting days to **Tuesdays** (August 17, 2021, September 14, 2021, October 19, 2021, November 16, 2021, December 14, 2021, January 18, 2022, February 15, 2022, March 15, 2022, April 19, 2022, May 17, 2022, and June 14, 2022) or **Wednesdays** (August 18, 2021, September 15, 2021, October 20, 2021, November 17, 2021, December 15, 2021, January 19, 2022, February 16, 2022, March 16, 2022, April 20, 2022, May 18, 2022, and June 15, 2022), which will change the agreed upon meeting dates.

Recommended Motion:

I move to approve changing the Governing Board Meetings to be held at PAEC Center, beginning at 6:00 PM on (dates above) as presented.

C. Authorization of Signatures

Discuss the approval and authorization of the signatures of Dr. Sherry Reynolds-Whitaker and Ms. Vanessa Schmitt for deposits of the Imprest and Activity Fund bank accounts.

Recommended Motion:

I move to approve Dr. Sherry Reynolds-Whitaker and Ms. Vanessa Schmitt as authorized signers and depositors of the PAEC Imprest and Activity Fund bank accounts as presented.

D. Illinois Municipal Retirement Fund

Discuss the appointment of Dr. Sherry Reynolds-Whitaker as the authorized agent for IMRF.

Recommended Motion:

I move to approve Dr. Sherry Reynolds-Whitaker, Business Manager/CSFO, as the authorized agent for IMRF as presented.

E. Fundraising Donations

PAEC Center raised \$250 from the sale of PAEC face masks. These funds will be added to their school Activity Fund.

Recommended Motion:

I move to accept \$250 raised by PAEC Center. This amount will be added to their school Activity Fund as presented.

F. Retirement Resolution

We have one staff member who will be retiring effective August 31, 2021. Ms. Gloria Reichert has been employed as the PAEC Accounts Payable & Receivable Coordinator since 3/1/19, and before that she was the PAEC Lunch Program Coordinator from 7/1/16 - 2/28/19.

Recommended Motion:

I move to accept or deny the Resolution for Retirement of Ms. Gloria Reichert as presented.

G. Administrator's Contract

Approval of Assistant Director Contract

Recommended Motion:

I move to approve the Assistant Director's Contract, 2021-2023, between the Governing Board and Vanessa Schmitt, as presented, and that the Governing Board President and Secretary be authorized to execute said Contract as presented.

H. Employment/Resignations/Terminations

Employments:

Keva Brown, 1:1 Program Assistant, PAEC Academy, effective 8/19/21

Tiah Flowers, 1:1 Program Assistant, Whittier #87, effective 8/23/21

Michael James, Executive Director, PAEC Administration, effective 7/1/21

Raven Jones, 1:1 Program Assistant, Sunnyside #87, effective 8/23/21

Trainette Latham, Executive Administrative Assistant, PAEC Administration, effective 7/15/21

Cynthia Lorek, Assistant Principal, PAEC High School, effective 8/2/21

Pierre Nelson, 1:1 Program Assistant, PAEC Center, effective 8/18/21

Thomas Newton, Principal, PAEC High School, effective 8/2/21

Angela Taylor, Perm Substitute Teacher, PAEC EC Program – ESY Only, 6/10/21-6/30/21

Gwen Washington, Program Assistant, PAEC EC Program, effective 8/18/21

Karen Watson, 1:1 Program Assistant, PAEC Center, effective 8/18/21
Kirk Whitfield, Program Assistant, PAEC Center, effective 8/18/21
Mazola Williams, Program Assistant, PAEC Academy, effective 8/18/21

Recommended Motion:

I move to approve the Employment of personnel as presented.

Resignations:

Kevin Downs, PAEC Center Teacher, effective 6/25/21 (ESY only)
Michael James, Interim Executive Director, PAEC Administration, effective 6/30/21 (change)
Trainette Latham, PAEC High School Secretary, effective 6/30/21 (change)
Cynthia Lorek, PAEC High School Teacher, effective 6/2/21 (change)
Thomas Newton, Assistant Principal, PAEC High School, effective 6/30/21 (change)
Veronica Smith, PAEC Head Cook, effective 6/30/21.
Byron Young, PAEC Center 1:1 Program Assistant, effective 6/18/21 (ESY only)

Recommended Motion:

I move to approve the Resignations of personnel as presented.

Terminations:

Keva Brown, 1:1 Program Assistant, Sunnyside #87, effective 6/4/21 (transferred)
Tiah Flowers, 1:1 Program Assistant, PAEC Academy, effective 6/2/21 (transferred)
Raven Jones, 1:1 Program Assistant, Whittier #87, effective 6/4/21 (transferred)
Pierre Nelson, Program Assistant, PAEC Center, effective 6/2/21 (transferred)
Gwen Washington, Program Assistant, PAEC Academy, effective 6/2/21 (transferred)
Karen Watson, Program Assistant, PAEC Center, effective 6/2/21 (transferred)
Kirk Whitfield, 1:1 Program Assistant, PAEC Center, effective 6/30/21 (transferred)
Mazola Williams, Program Assistant, PAEC EC Program, effective 6/2/21 (transferred)
Thomas Zelek, Part-Time Business Official for Roof Replacement, effective 6/30/21

Recommended Motion:

I move to approve the Termination of personnel as presented.

XIII. 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 and to review Closed Session Minutes under section 2(c)21 as presented.

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

Our next Governing Board Meeting is scheduled for August __, 2021.

XV. BOARD CORRESPONDENCE

Thank you card from Debbie Tryon and resignation letter from Shaylon Walker.

XVI. ADJOURNMENT

Recommended Motion:

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