

PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC HIGH SCHOOL – 6:00 PM
JULY 16, 2020

AGENDA

I. ROLL CALL

II. AUDIENCE PARTICIPATION

III. APPROVAL OF GOVERNING BOARD MINUTES

A. June 18, 2020 Meeting

Recommended Motion:

I move to approve the Governing Board Minutes of June 18, 2020 as presented.

B. June 25, 2020 Meeting

Recommended Motion:

I move to approve the Governing Board Minutes of June 25, 2020 as presented.

IV. 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.

V. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

	<u>6/15/2020</u>	<u>6/30/2020</u>	<u>TOTAL</u>
Education Fund	1,057,201.73	1,680,084.89	2,737,286.62
Building Fund	33,553.29	1,380.14	34,933.43
TOTALS	\$1,090,755.02	\$1,681,465.03	\$2,772,220.05

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 2020.

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. Initial Referrals

Information is attached.

B. 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.

- C. PAEC Activity Fund Summary
Information is attached.

- D. PAEC 2020-21 Budget
Copies of the PAEC 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 regarding the 2020-21 PAEC Budget during our meeting. We will need to approve the budget during the September Board Meeting.

- E. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

With the 2020-21 budget complete, and the fiscal year finished the business office is working on end of year cost sheet reports and summer school payroll.

Ms. Tryon has completed 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 preliminary audit taking place later this month.

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.

Roof replacement work is moving along on schedule with progress invoices being paid.

PAEC Early Childhood Program

The Early Childhood program provided remote learning for the extended school year program. We had a small class of 10 students but they were given daily lessons by our EC teacher, Christine Webb, and weekly lessons by all the related service personnel. The staff did a wonderful job of providing videos of the lessons, links to resources and activities, and constant communication with the parents as needed. At this time our program gained one additional student, therefore we will be starting the year with 49 students between the four classrooms housed in the PAEC Elementary building.

PAEC Therapeutic Day Elementary School

Summer school has been completed. The students participated in ELearning for summer school. The students participated in various learning opportunities including software learning, direct instruction with teachers virtually and Google assignments. The program was able to provide instruction using Google Meet and created some exciting lessons. The teachers also used Class Dojo and various other ways to connect and support students and their families. Classrooms participated in class celebrations and social skills meetings so they could connect with their peers virtually.

PAEC Academy at Divine Infant

Summer school went well, we had 23 students sign up. Most of the students signed into the zoom meetings held a few times a week with teachers or therapists. A few of them mainly worked on the packets we sent home either because they did not have a device or due to the work schedule of their parents. All of the students are anxious to return to school. They miss their friends and their teachers.

Bicycles were donated to PAEC and ten of our students received them. The students were very happy and their parents were very grateful.

The staff has been talking about how things will work when we return to school in the fall. We are working on the best ways to present curriculum in person and remotely. We are also

discussing the best way to set up bus arrivals and departures, bathroom use, classroom set up, etc.

The staff does have concerns, but they are eager to have face to face contact with their students. We will be setting registration, which will be completed online or by appointment to limit the number of people in the building.

We are welcoming two new staff members this year. Cecy Mendoza is our new school secretary. Cecy comes to us with a lot of experience and is excited to join the PAEC Academy Team. We also hired our student teacher, Leilani Robelledo, to replace Ms. Sharon Montag who retired. Leilani is very excited to become part of our staff and begin her teaching career.

PAEC Center

June's Summer School program began as the year ended, with remote learning. Teachers prepared packets for the students to encompass the three weeks of learning. Additionally, teachers and their teams of occupational and physical therapists, social worker and speech language pathologists had in person lessons through Google Meets or Zoom. Classroom Dojo and Seesaw were also used.

The students became much more acclimated to this type of teaching. Teacher's report that those who can, told them that they miss school and talking with their friends. Zoom and Google Meets have given them the opportunity to speak with one another and converse. Additionally, teachers spoke with the students via telephone to provide lessons.

Weekly meetings with teachers via Google Meets were held. Discussions about instruction and what worked and what didn't were discussed. Final meetings with all teachers were held to discuss scenarios for opening the schools in the upcoming school year.

PAEC Therapeutic Day High School

As we conclude the final week of summer school, our final student count is representative of numbers from years past. E-Learning has been an adjustment for the entire PAEC organization. As a team, we have adopted alternative means to educate our students. Teachers have used goggle platforms to allow our students to have the necessary interaction and clarity to address academic inquiries.

To celebrate our graduating seniors, the Senior Committee put together a truck party. The event took place on June 26th in the PAEC High School parking lot. PAEC High School staff members organized vehicles in a circle, (following social distracting protocol) students were directed to stop by staff cars to receive a parting gift. We wish our graduating seniors the best of luck with their future endeavors.

PAEC Social Work Department

During ESY 2020 PAEC School Social Workers continue to work daily from home, due to Covid-19, and involved in completing the following duties:

- Responding to student/parent/PAEC staff emails.
- Student contacts via various virtual modes of communication (email, phone, ClassDojo, Google Hangout, Microsoft Teams, Zoom, etc.).
- Preparing, downloading, and sending social work resources/activities/visuals for students using google classroom, student PAEC emails, ClassDojo, etc.
- Provided crisis intervention, reaching out to guardians/parents regarding assistance with housing, food, medical and mental health needs.
- Assisted parents/guardians who had questions on registering their child for the 2020-21 school year.

- Virtual consultation with Probation Officers.
- Attended virtual staff and team meetings.
- Consultation with Joseph Vasilevski, LCPC, Safe Families, DCFS, Riveredge Hospital, Leyden Family Service, Proviso Mental Health Commission and other outside agencies on behalf of PAEC Students/Families.
- Consultation with PAEC Lead School Social Worker and other SW department members.
- Case Notes and entered data into Embrace DS and Medicaid.
- PAEC Social Workers turned in daily work schedules to Ms. Pirrello, LCSW-PAEC Lead School Social Worker.

PAEC School Social Work Assignments have been finalized for the 2020-21 school year. No new hires added.

XI. OLD/UNFINISHED BUSINESS

None at this time.

XII. NEW BUSINESS

A. First Student Transportation Contract

PAEC and First Student, Inc. negotiated a one year transportation contract, commencing August 1, 2020. First Student proposed a 10.9% increase over 2019-20 rates.

Recommended Motion:

I move to approve the contract for Transportation Services between Proviso Area for Exceptional Children (PAEC) and First Student, Inc., commencing August 1, 2020. First Student is requesting an increase of 10.9% over 2019-2020 rates as presented.

B. Selection of Auditor

Recommended Motion:

I move to retain Baker Tilly Virchow Krause LLP as the auditors for PAEC as presented.

C. Employment/Resignations/Terminations

Benjamin Harris, Perm Sub PA, PAEC Elementary, effective 8/19/20

Jacquese Robinson, Program Assistant, PAEC Elementary, effective 8/19/20

Recommended Motion:

I move to approve the Employment of personnel as presented.

Resignations:

Joyce Conner, PAEC Elementary Program Assistant, effective 5/27/20 (retired)

Christine Cox, PAEC Elementary Secretary, effective 6/30/20 (retired)

Dayna Truger, Social Worker, District 209, effective 5/27/20

Recommended Motion:

I move to approve the Resignations of personnel as presented.

Terminations: None at this time.

Benjamin Harris, Program Assistant, PAEC High School, effective 5/27/20 (transferred)

Jacquese Robinson, 1:1 Program Assistant, PAEC Elementary, effective 5/27/20 (transferred)

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 as presented.

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

Our next Governing Board Meeting is scheduled for August 20, 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.

MB/lc