

PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
JULY 18, 2019
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) of the Governing Board; and under Section 2(c)(5) of the Open Meetings Act to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired as presented.

Recommended Motion:

I move to return to Open Session at _____ PM

Recommended Motion:

I move to retain or dismiss Jernell Russ as presented.

IV. APPROVAL OF GOVERNING BOARD MINUTES

A. June 20, 2019 Meeting

Recommended Motion:

I move to approve the Governing Board Minutes of June 20, 2019 as presented.

B. June 25, 2019 Meeting

Recommended Motion:

I move to approve the Governing Board Minutes of June 25, 2019 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>6/14/2019</u>	<u>6/28/2019</u>	<u>TOTAL</u>
Education Fund	993,178.45	1,374,802.15	2,367,980.60
Building Fund	<u>27,873.76</u>	<u>537.00</u>	<u>28,410.76</u>
TOTALS	\$1,021,052.21	\$1,375,339.15	\$2,396,391.36

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 held in July.

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. Projected 2019-20 District Child Count

Information is attached.

B. Transition Reports

There are no Transition Reports for this month.

C. Initial Referrals

Information is attached.

D. Police Reports – Summer School Session

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 2019-20 Budget

Copies of the PAEC Budget are enclosed and have been sent to your Superintendent and Business Manager for review. Ms. Debbie Tryon, PAEC Business Manager, will provide a presentation regarding the 2019-20 PAEC Budget during this meeting. Each Member District will need to approve the PAEC 2019-20 Budget and we will need to approve this budget at our September Board Meeting.

G. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

The business office has successfully computed and inputted our first two payrolls in Infinite Visions (summer school payroll and July 15th payroll.) We are working on completing purchase orders, our first board bill list in the new system, and revenue deposits to the township.

Ms. Tryon has substantially completed all of the end of the year reports. Still left to complete as of the date of this report are PAEC'S annual transportation report, out of district final tuition billing for the fiscal year end, and the cost sheets for member districts.

The business office is working on preparing and gathering documents for the annual auditors who will be back to complete the audit in September.

PAEC's fiscal year budget and cost sheets for the new year will be reviewed with the Governing Board during the July board meeting.

PAEC Early Childhood Program

The PAEC Early Childhood (EC) program was busy all of June without taking a break. The EC Evaluation team tested ten (10) children exiting the Early Intervention program throughout May and held all their eligibility meetings the first week of June. The PAEC EC therapists also participated in the District 87 preschool screenings on June 11th. There were eight (8) children identified as needing full case studies at the beginning of the new school year. We then rolled right into the extended school year program and opened with three sections of programming for preschool age children. We had one 4-hour session and two half day sessions. We had 30 slots available for summer school and we had 30 students attend the three week program. We are now in the last week and our students in the four hour program went on a field trip to Brookfield Zoo with the primary class from PAEC Elementary. It has been a fun and educational extended school year program for PAEC EC.

PAEC Therapeutic Day Elementary School

Summer school was a great success and progress reports will be mailed on Friday, June 28, 2019. The student's focused on Reading, Math, and social skills. The student's participated in group lessons as well as individual lessons to continue to provide behavior support. We worked with our member districts to offer programming for their students as well. The student's used reading software and math software in order to individualize instruction.

We have been very busy preparing for next school year and registration paperwork will be mailed to parents in July. We have new Math interventions and training scheduled for training scheduled for August as well as Crisis Prevention Intervention and Refresher training. We are looking forward to continuing to utilize various software to individualize and drive student instruction. Students will continue to use technology in the classroom and Google to submit class assignments.

PAEC Academy at St. Domitilla

We had 45 students enrolled for summer school. All of the students worked on strengthening their academic skills, with the emphasis on Reading, Math, and Writing. Our theme for summer school was Space. On June 19th we took a trip to the Cernan Center to see a show on the planets in our universe. The students really enjoyed the show and were able to identify the various planets. The older students made their own solar system using construction paper, reinforcing the order of the planets and the fact that the sun rotates around the planets.

Progress reports were sent home with students or by US mail. The member districts will also be given a copy of these reports to share with the teachers who will have these students in the fall.

We are expecting 61 students, upcoming school year. Regardless of where we will be located, we will be busy unpacking. Orders are being completed to insure that supplies and materials will be available when staff and students return.

PAEC Center

The month of June consisted of our ESY program. The three weeks seemed to have flown by. The theme of Unique Curriculum for June was Amusement Parks. In keeping with the theme, the classrooms followed the curriculum and made homemade roller coasters from paper towel tubes, listened to stories about amusement parks and participated in an amusement park set up by the related services personnel.

There was an all school field trip to Brookfield Zoo. Each of the students were offered an opportunity to ride on the carousel.

On a sad note, we did have a student pass away. The student was in our CCA early childhood program. The student was four years old and had many medical issues. PAEC Center will miss his smile.

PAEC Therapeutic Day High School

PAEC High School finished summer school with a completion rate of 66%. This number accounts for the thirty plus students who registered to begin summer school as compared to those student who completed the mandatory attendance requirement and finals. Those students who completed summer school have a success rate of 100% with grades above or at the satisfactory level.

PAEC OT/PT Department

The OT/PT Department is fully staffed to cover all needs at this time for the beginning of the 2019-20 school year. We have two new OTs, Raveena Kingra and Judith Chavira. We

have changed some FTEs of therapists but they are within the proposed budget for the 2019-20 school year. Anamika Dockens, OT, will not be returning next school year.

Activities of the department:

1. In the process of finishing the new Snoezelen room in the PAEC Elementary School. Some pieces of equipment will be ordered at the beginning of the school year.
2. Several OTs and PTs participated in the June 11th, District 87, Preschool Screening at Jefferson Elementary School.
3. 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.
4. Several OTs and PTs are currently working summer school.
5. Lead OT/PT/AT is continuing to work on budgeting for the 2019-20 school year including general supplies, testing and therapy materials, equipment, and technology needs.
6. 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.
7. Two OTs attended the Learning Without Tears Handwriting Assessment Workshop on June 7th, in Chicago.
8. During summer school, we had a college student from Elmhurst College (Jazmin Fernandez) doing some of her volunteer OT hours so that she could apply to OT school in the Fall of 2019.

PAEC Social Work Department

The following individuals have been hired as PAEC School Social Workers to be assigned to Proviso Township School District 209. Ms. Amy Santino for Proviso East High School and Ms. Dayna Truger for Proviso West High School.

The following is an update on the various social work services that were provided during the PAEC summer school programs.

Mr. Chris Hofer (PAEC Academy Program) facilitated the following:

- In the Kindergarten/1st grade classrooms, facilitated social work groups whereby students have been working on sharing, following directions and being kind to others by participating in various hands-on activities.
- In the 2nd/8th grade classrooms, facilitated social work groups whereby students have been working on social skills through use of structured games.
- Contacted parents via phone for various reasons pertaining to their child.
- Attended PAEC Academy Field Trip to the Space Center at Triton College, to provide additional supervision.
- Provided individual social work sessions to students during times of behavioral escalation or crisis or when students required additional social work services.
- Completed Medicaid.

Ms. Lisa Pirrello (PAEC High School) facilitated the following:

- Provided individual social work sessions to students during times of behavioral escalation, crisis or when students were in need of additional social work services.
- Provided social work groups addressing problem solving skills, communication skills, listening skills, coping strategies, critical thinking & decision making skills and working collaboratively with others; incorporating hands-on activities.
- During class lessons/activities, assisted & provided social work services within the classroom environment.
- Provided conflict resolution support as needed.
- Contacted SASS/Psych. hospitalization transport, as needed.

- Collaborated with Psychiatric Hospital as necessary.
- Contacted DCFS as needed.
- Coordinated services with student's probation officer as needed.
- Coordinated services with Officer Bolden as needed.
- Coordinated services with the Transitional Therapist or students' outside therapists as needed.
- Contacted parents/guardians via phone regarding excessive absences, parent pick-ups, SASS referrals, resource referrals and a variety of concerns involving their child.
- Interviewed possible school social work candidates for hire in the PAEC/Proviso Township School Programs.
- Completed Medicaid.

Mr. Saumil Patel (PAEC Center) facilitated the following:

- Provided students with individual and/or group sessions.
- During class lessons/activities topics covered include: Social Skills (i.e., Introducing Yourself, Greeting Ending a Conversation, Eye Contact, Keeping a Safe Distance with peers, Using Words such as "Please, Thank you, I'm Sorry, and Excuse Me, etc.); Home Rules vs. School Rules; Keeping Your Hands to Yourself; Good Sportsmanship through the use of structured games.
- Contacted DCFS as necessary and obtain updated information from DCFS.
- Contacted SASS as necessary.
- Contacted parents regarding excessive absences as necessary.
- Continued to provide support to staff in and out of the classroom.
- Supported student/families who have lost loved ones.
- Supported staff members who have lost a former student.
- Assisted in classrooms for various needs.
- Contacted parents via phone or email for various reasons pertaining to their child.
- Completed Medicaid.

Mr. Michael Irgang (PAEC Elementary and E.C. Program) facilitated the following:

- Facilitated Early Childhood Groups on Tuesdays.
- Acted as Floating Assistant/Social Work Services Push-In for Early Childhood On Thursdays.
- Facilitated Elementary and Middle School Social Work Groups on Mondays & Wednesdays.
- Facilitated student walks during break times.
- Assisted with student arrival and dismissal.
- Individual Sessions with students during times of behavior escalation and/or crisis, when students need additional social work services.
- Cleaned, folded & stored all uniform clothing to prepare for the 2019-20 school year.
- Gathered student statements regarding an incident that occurred on the bus.
- Contacted various parents regarding student attendance, release of records, and other student concerns, as needed.
- Completed Medicaid.

XII. OLD/UNFINISHED BUSINESS

None at this time.

XIII. NEW BUSINESS

A. FMLA Request

Ms. Sharon Zarembka, Office Manager, has requested a leave under FMLA beginning July 17, 2019 through August 14, 2019, due to a medical issue. Ms. Zarembka will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve the leave request under FMLA for Ms. Sharon Zarembka, beginning July 17, 2019 through August 14, 2019, due to a medical issue. Ms. Zarembka will be using her accrued sick days during this leave as presented.

B. Retirement Resolution

We have one staff member who will be retiring at the end of the 2022-2023 school year. Ms. Angela Forgione has been a Speech Therapist since August 25, 1999.

Recommended Motion:

I move to accept or deny the Resolution for Retirement of Angela Forgione as presented.

C. Out of State Conference

Mr. Shaylon Walker, School Principal at PAEC High School, has requested \$200.00 for registration to attend the 2-day conference on Developmental Assets in Hartford, CT, from August 21-22, 2019.

Recommended Motion:

I move to approve the request to attend the out-of-state conference for Mr. Shaylon Walker, from August 21-22, 2019, at a cost of \$200.00 for registration as presented.

D. New Milk Vendor

In our search for a new milk vendor for PAEC, Ms. Tryon sent out a Request for Proposal for Milk Services to seven (7) area dairies. Ms. Tryon received two (2) responses. Per the ISBE direction, we are allowed to send out an informal request.

Of the two (2) dairies that responded, Lockwood Dairy Company submitted a very complex financial escalation clause that would cause our milk costs to fluctuate every month. Bob's Dairy provided no escalation clause with costs as follows: chocolate milk per 1/2 pint \$0.298 and while milk per 1/2 pint at \$0.291. These costs are the same costs that our dairy that retired was charging PAEC. (see attachment)

Bob's Dairy is used by School District 93 and it is located in Franklin Park, IL.

Recommended Motion:

I move to accept the proposal submitted by Bob's Dairy for our milk service for the 2019-20 fiscal year as presented.

E. Employment/Resignations/Terminations

Employment:

Recommended Motion:

I move to approve the Employment of personnel as presented.

Resignations:

Treavon Burton, School Psychologist, PAEC Programs, effective 6/3/19

Christina Davis, School Secretary, PAEC High School, effective 6/28/19

Anamika Dockens, OT Therapist, all PAEC Programs, effective 6/28/19

Rachel Erickson, Teacher, PAEC High School, effective 6/3/19

Elizabeth Nelson, School Psychologist, PAEC Programs, effective 6/3/19

Jennifer Orrico, School Psychologist, PAEC/District 87, effective 6/3/19

Estefania Rosas, School Psychologist, PAEC/District 87, effective 5/31/19

Kelly Swindler, Teacher, PAEC Center, effective 6/28/19

Recommended Motion:

I move to approve the Resignations of personnel as presented.

Terminations:

Recommended Motion:

I move to approve the Terminations of personnel as presented.

XIV. **OTHER/ADDITIONAL ITEMS TO BE BROUGHT BEFORE THE GOVERNING BOARD**
Our next Governing Board Meeting is scheduled for August 15, 2019.

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