

PROVISO AREA FOR EXCEPTIONAL CHILDREN  
GOVERNING BOARD MEETING  
PAEC CENTER – 6:00 PM  
AUGUST 16, 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) as presented

IV. APPROVAL OF GOVERNING BOARD MINUTES

*Recommended Motion:*

I move to approve the Governing Board Minutes of July 19, 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>7/13/2018</u>	<u>7/31/2018</u>	<u>TOTAL</u>
Education Fund	234,930.72	18,907.70	253,838.42
Building Fund	<u>50,166.10</u>	<u>18,952.40</u>	<u>69,118.50</u>
<b>TOTALS</b>	<b>\$285,096.82</b>	<b>\$37,860.10</b>	<b>\$322,956.92</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

The Executive Board meeting was held on August 8, 2018. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Dr. Janiece Jackson from District 92, Dr. Kevin Suchinski from District 93, and Dr. Jesse Rodriguez from District 209. They reviewed and recommended approval of all the items on the agenda.

IX. DuPAGE/WEST COOK REPORT

No reports at this time.

X. COMMITTEE REPORTS

No reports at this time.

XI. EXECUTIVE DIRECTOR'S REPORT

A. FY'19 PAEC Budget

We have received confirmation of our FY'19 Budget being approved by School District 88. The PAEC Governing Board will need to approve the PAEC Budget during our September 20<sup>th</sup> meeting.

B. Update on PAEC 2017-18 Goals

**MISSION STATEMENT:** The mission of PAEC is to provide quality evidence-based programs and services to general and special education students ages 3 to 22 and their families across the PAEC Cooperative. The ultimate goal is to facilitate growth and development for students to achieve priority long-term outcomes and to insure the welfare and human dignity of all students.

**GOAL #1: To expand and enhance quality social-emotional and behavior interventions.**

Objective A: Expand on restorative justice strategies and interventions to assist students in understanding how their transgressions negatively impact others and to teach students new strategies to promote positive interactions with others.

There was a second level of training in Restorative Justice provided by Michelle Rappaport, LCSW to continue to insure that we are implementing the program with the best accuracy and efficiency. Critical goals of the program are:

- Assist students in understanding how their behavior impacts others and demonstrate remorse for their actions and a sincere empathy for the victim(s)
- Develop an action plan that restores communication and positive behavior choices
- Make restitution for the damage they have caused to persons and property
- Learn replacement strategies when faced with a situations that may cause poor behavior choices.

Objective B: The Behavior Intervention Team will provide a range of strategies and interventions on an individual and group basis for students at-risk and for students receiving special education services. These interventions will serve to remediate or reduce challenging student behaviors and facilitate positive social behaviors.

The Behavior Interventionist continued to provide behavior support and coaching to 12 elementary schools and dedicated mentoring services to Proviso East and Proviso West.

The elementary plans assisted students either individually or as class groups with strategies such as First Step to Success. Interventionist worked with a mentoring program for freshmen who are identified by the Student Assistance Team as at risk for school failure.

Objective C: PAEC, in collaboration with the Oregon Research Institute, will continue to implement the First Step Next (FSN) Comprehensive Early Intervention Research Project for young students with moderate to severe behavior challenges.

PAEC in collaboration with the Oregon Research Institute continued to implement the First Step Next (FSN) Comprehensive Early Intervention Research Project for early childhood students with moderate to severe behavior challenges. The program was again very successful. According to Parent and Teacher surveys the program produced many positive results. Both Parents and Teachers indicate the biggest benefit of the program is that it gave them skills and strategies to work with young students who have significant social emotional challenges and will give them positive interventions to use for years to come and with other children. This is the last year of the program.

Objective D: PAEC will continue to provide training on de-escalation strategies, team planning and responses to aggressive student behaviors, and safe physical interventions.

PAEC has continued to provide de-escalation strategies and team building skills sets training to work with students who are verbally and/or physically aggressive. This upcoming

school year we will be providing full CPI training for the two therapeutic day schools and CPI de-escalation and early intervention training for all PAEC programs.

The Therapeutic Day Programs provided yearlong training in safe physical management and restraint. For the upcoming year Mr. Thomas Newton, Assistant Principal at PAEC High School and Mrs. Roshune Pechacek, Principal of PAEC Therapeutic Day Elementary School are attending August Training to become certified CPI Trainers. They will then provide the training to all therapeutic day staff during the early August in-service training.

Objective E: PAEC will continue to expand on methods to assist students in developing self-regulation skills to facilitate social-emotional health and educational engagement.

PAEC has continued to provide structured social skills training in the therapeutic day schools as well as individual therapy. Evidence Based Social Skills Instruction is the training program that we have utilized. The success of the program is determined by the consistency of student improvement in self-regulation of behavior as measured by daily point sheets.

**GOAL #2: To expand and enhance data management systems in order to support evidence-based practices.**

Objective A: PAEC will implement FastBridge, a new assessment management system to better screen, assess and progress monitor students.

PAEC implemented FastBridge assessment management system to provide individual and school benchmarking for fall, winter and spring data points. PAEC completed this for PAEC Academy, PAEC Elementary, PAEC Center High School Transition students. Results were shared at the June 2018 Governing Board meeting.

Objective B: PAEC will implement the PowerIEP comprehensive software program. The PowerIEP offers a comprehensive IEP that includes state and core learning standards, student information tracking, a variety of administrative reports, etc.

PAEC held three days of training at the beginning of the school year for the new PowerIEP program. The training was well attended by PAEC personnel and Member Districts. PowerIEP has worked well for all of PAEC and Member Districts. Their customer support has been excellent. Administrators from PAEC and Member Districts did a review of the program in early June to clarify procedures and recommend any changes or additions to the program.

Objective C: The Internet capacity has been increased by 1000% to 100 megabits per second. An upgrade to their wireless network is planned for implementation in 2017-18.

The wireless upgrade was up and in place for the start of the new school year. We have had no difficulties with the program. Having a wireless internet system has greatly increased our ability to incorporate technology into the classrooms.

**GOAL #3: To expand and enhance quality programming interventions.**

Objective A: Identify students from the Therapeutic Day Schools with significant delays in reading and/or math based on multiple assessment sources and provide regular research-based interventions over the course of the 2017-18 school year and monitor progress.

The Therapeutic Day High School utilized MAPP testing for the 2017-18 school year. To determine growth MAPP measures what students know and informs what they're ready to

learn next. By dynamically adjusting to each student's responses, MAPP growth creates a personalized assessment experience that accurately measures performance. Timely, easy-to-use reports help teachers teach, students learn, and administrators lead. The Therapeutic Day Elementary School utilized FastBridge testing for the 2017–18. The Formative Assessment System for Teachers (FAST™) combines Curriculum-Based Measurement (CBM) and Computer-Adaptive Testing (CAT) to assist the way teachers' measure and monitor student progress in reading and mathematics. Benchmark goals are developed from data sets containing information about student learning at different grades and over time. Benchmarks are typically based on two types of data: concurrent and predictive validity. Concurrent validity refers to how well a certain assessment provides information that is similar to other assessments of the same skill. Predictive validity refers to how well a certain assessment predicts a student's future performance on a different assessment of the same skill. This information allows teachers to implement individualized and differentiated instruction for students. It also provides a valuable tool to assess how individual classrooms and the school is progressing in the areas of reading and mathematics.

Objective B: Refine and improve measurable student growth goals and the assessment process in conjunction with the new teacher evaluation process.

All therapists (speech/language, social work, occupational therapist, physical therapist and assistive technology specialists) and teachers were given on-going in-service on writing defensible IEP goals and benchmarks. Defensible and effective IEP goals are specific, measurable, attainable, results-oriented and realistic need to be calculated to be completed in one years' time.

Objective C: Through a joint administrative and union committee, update the evaluation instrument for paraprofessionals.

Samples of Paraprofessional Danielson model evaluation tool assessments have been gathered and will be reviewed by a joint administrative and union committee. A PAEC evaluation tool will be developed. This will bring all PAEC evaluation documents to state standard of the Danielson Model.

Objective D: PAEC Center and PAEC Academy will implement the curriculum scope and sequence developed in the areas of language arts and mathematics.

PAEC Center has worked diligently this year to universally implement the Unique Curriculum system for all students. This provides consistency and harmony of the school's curriculum that equates to greater learning for students. Unique Learning System is a standards-based curriculum specifically designed for students with significant special needs to access the general education curriculum. It provides differentiated lesson materials, detailed lesson plans, standards alignments and evidence-based teaching strategies with data-driven results. The program provides progress monitoring evidence to provide teachers and administrators formative and summative assessment. Formative is information assessment for learning and the results help teachers plan instruction to meet their students' current needs. Summative information assessment is to provide accurate results to determine if students have learned the material that has been taught.

**GOAL #4: To expand and enhance effective transition and post-secondary outcomes.**

Objective A: PAEC Administration will collaborate with the District 209 administration in investigating the steps necessary to qualify the PAEC Transition Program graduates to earn a High School Diploma beginning in 2018-19.

PAEC Administration worked with Ms. Vanessa Schmidt to determine if the PAEC transition program should become a diploma program. After much discussion, it was determined that the PAEC High School Transition program will remain a Certificate of Accomplishment program with a continued community based and prevocational program.

PAEC Administration, Teachers, Vocational Coordinator, Social Worker and Job Coaches have worked toward the goal of reviewing and establishing entrance and exit criteria for students in the 18 – 22 year old program and a matching curriculum. The team has produced a new and more accurate entrance and exit criteria. The curriculum will continue to be the Saddleback Curriculum. This curriculum is literacy and life skills programmed studies for special education students that focused on functional language arts, consumer mathematics and vocational skills. Modules provided are on topics such as: Living on a Budget/ Road Trip (Money Skills), Finding a Job (Job skills), How to Act Right on the Job (Job skills) and Cooking your own Meals/Dinner is Served (Living skills). We are increasing technology in the classroom and instruction will be both by text/workbook and digitally. Training in the community will continue. The goal is to find competitive employment for all students.

Objective B: Continue to provide students with exposure to post-secondary career options, education and other vocational options.

The PAEC Therapeutic Day High School students received a wide variety of information and post-secondary options as indicated by the field trips below:

- Triton College
- Job Corp
- Lincoln Technology Institute
- North Park University

Students continue to have jobs at Hilton Hotel, custodial program at PAEC High School and Fire House Subs.

We continue to have transitional portfolios for all students aged 14½ and older. In the transition portfolio are interest inventories, skill set inventories and student assessment for college or career readiness, as is the student preference. Students participate, as required by law, in all IEP meetings after their 14½ birthdate, to make certain that we are providing the correct program for them to be ready for post-secondary school transition.

Objective C: Continue to provide community job training sites, supported and competitive employment options.

14 students attending the Therapeutic Day High School participated in the Hilton Hotel training program in the areas of housekeeping, reception, culinary and engineering.

Four students participated in the PAEC Custodial Training program. As part of the program students are required to complete an application and an interview. They are provided with coaching and support in this process.

Six students participated in the PAEC Lunch Training Program where students sort the lunches and clean the lunchroom.

PAEC Center volunteer and job training sites include:

- Hines Hospital and New-2-You Resale Shop
- St. Domitilla Custodial Program and Ray Graham
- Family Video and Plymouth Nursing Home
- West Suburban Senior Services

Competitive Employment sites include:

- Empowering Gardens
- Mike's Meat Market
- Bargains in a Box
- West Suburban Cinema

Objective D: Continue to monitor students' post-secondary outcomes through agencies and personal connections.

Social Workers and High School Vocational Coordinator are continuing to utilize the required state form to track post-secondary students at both the Therapeutic Day High School and PAEC Center Programs, including transition.

**GOAL #5: To improve effective delivery of instruction and services across all educational disciplines.**

Objective A: Continue to update and expand the PAEC Resource Manual to include relevant reference materials.

The IEP monitoring review checklist was streamlined for clearer understanding and comprehension of needed components to the IEP. Most important additions were the checklist for measurable goals and benchmarks.

Objective B: Continue to enhance instructional strategies, interventions and related services.

PAEC Therapeutic Day High School did an extensive curriculum review. Of importance for this year was to have greater technology integrated into the curriculum. With the donation of twenty laptops from the Humana Organization and better use of the IPADs, wireless internet connection in conjunction with LCD projectors, teachers were able to improve not only student research skills, keyboarding skills but also greater student engagement. Students who have been identified with significant deficits in language arts and mathematics have been given individualized instruction utilizing the I-Excel program.

PAEC Elementary introduced the Reading Street Curriculum this year at all grade levels. Also, introduced was Math My Way. Individual remedial reading instruction was provided by Lexia. Science and Social Studies were from the Holt curriculum.

PAEC Center School did a significant curriculum review and implementation this year with universal implementation of the Unique Learning System and the introduction of Splash Math. This was in addition to continuing EdMark Reading, Solo 6 and Cricket.

The PAEC Transition (18-22) program continued to implement the Saddle Back Curriculum system for functional language arts, mathematics and life skills training program. Community trips were taken to generalize learned classroom skills into the realistic settings of stores and community resources.

The PAEC Transition High School program did a yearlong review of the curriculum and as a committee (including all teachers and the principal) to determine a language arts, mathematics, science and social studies curriculum. They will be utilizing A-Z reading, CARS (Comprehensive Assessment of Reading Strategies) and STARS (Strategies to Achieve Reading Success), Handwriting without Tears, Attainment Company Inc. Explore Biology, McGraw Hill My Mathematics Curriculum, News to You Social Studies.

PAEC Academy expanded the implementation of the Reading Street Curriculum in addition to SRA. They continued to implement Math My Way, Four Square Writing, Scholastic News for Social Studies/Science and RAZ Reading. Individualized reading intervention was provided by Lexia.

All programs have incorporated a higher level of technology into the day to day curriculum, utilizing desk-top computers, laptops, chrome books, IPADS, LCD projectors, large screen televisions, ELMO projectors and Interactive Boards. Plans have been made to increase all technology noted with the exception of ELMO projectors, since their usefulness is fading quickly, being replaced by computer projection systems.

All programs this past year, due to the implementation of the wireless system and increase in broadband space, have benefitted from being able to stream education videos from the internet, as well as videos that are embedded in all of the curriculums.

Objective C: Refine and improve the implementation of the Teacher Evaluation Instrument aligned with the Danielson Framework.

The Teacher Evaluation Process was fully implemented during the 2017-18 school year, including all required domains. A small error was found in the automatic calculating algorithm for student growth and has been corrected.

Objective D: Continue Parent IEP surveys in order to assess and improve upon the process.

Following IEP meetings parents/guardians are provided the IEP Parent Survey. The parents who choose to complete the survey were submitted and complied. The results provided were all positive. Next year the focus will be on enlarging the number of responding parents, particularly those parents whose child's program is provided by the member school district.

Objective E: Continue Transportation Surveys and regular meetings with First Student Management in order to insure quality transportation services.

First Student Transportation surveys were sent to all parents/guardians of students in PAEC for two data collection groupings: August 2017 through October 2017 and November 2017 through March 2018. For the most part, the comments from the parents/guardians were excellent and good.

Objective F: Continue to improve on quality of IEP's by having each IEP reviewed using components of the ISBE Focused Monitoring File Review Form.

PAEC Principals, Program Supervisors and Assistant Principals are required to review each IEP utilizing the IEP File Review Form to self-monitor that all components are addressed. IEP's were randomly selected for review as part of the evaluation process. The new PowerIEP program assisted in more consistency in completing all components required.

Objective G: Continue to update job descriptions to reflect current roles and responsibilities.

Revised job descriptions this year were in the following programs:

- Building and Grounds Coordinator
- Custodian Personnel
- Maintenance Personnel
- Vocational Coordinator

**GOAL #6: To improve the health and life safety for all individuals accessing the PAEC facilities.**

Objective A: Conduct quarterly multidisciplinary Safety Committee meetings with RETA Security Consultant.

Three multidisciplinary Security Committee meetings with RETA Security Consultant were conducted on the following dates: 11-15-2017, 2-21-2018 and 5-16-2018.

Objective B: Continue emergency drills including: lock-down drills, fire drills, tornado drills, bus evacuation drills, etc.

Fire Drills were conducted on 9-12-2017, 9-13-2017 and 10-16-2017 (with the fire department evaluating.) Data is compiled to assess evacuation time, all post manned and orderliness of evacuation. Lock down drills were completed on 9-19-2017, 10-24-2017 and 5-8-2018. Debriefing with Principals and Police Liaison Officer after each drill to determine any problems and their resolution. For the upcoming year we have plans to review our "intruder protocol." Reviewing the Illinois Task Force on School Safety Report, the run and hide scenario is not the only procedure to be followed. This will be a topic of discussion and in-service for the upcoming school year.

Objective C: Continue to have the Cook County Sheriff Police dogs go through the PAEC facilities to support a drug free environment.

We were not able to have the Cook County Sheriff Police dogs go through the PAEC facilities to support our drug free environment due to scheduling difficulties. We will get this completed in the fall.

Objective D: Continue to upgrade surveillance cameras and communication systems to respond effectively to potential safety concerns.

We have added cameras or improved monitors to all of our programs. PAEC Academy needed cameras that would cover anyone entering the building from the door, hallways and school office. This is an area that needs more investigation into an improved overall DVR system. We have added updated two way radios to our programs at PAEC Center, PAEC Therapeutic Day High School and PAEC Therapeutic Day Elementary School, we were hoping to link our radio system with the transportation system, but have run into significant technical difficulties. Our new Building and Grounds Coordinator and IT Specialist are working together to resolve this issue.

Objective E: Continue quarterly Employee Workers Compensation Safety Committee meetings to review employee accident reports, potential safety concerns, and recommend staff training to reduce or, prevent injuries.

Employee Worker Compensation Safety meetings were conducted on 11-2-2017, 1-18-2018 and 5-19-2018. PAEC had another year of continued excellent safety record for 2017-18. Beneficial to continue are regular safety meetings, trainings and other measures taken to promote a safe working environment. Employee accidents and incidents were greatly reduced and as a result the Workers Compensation premiums for both 2017-18 and 2018-19 have been significantly decreased. Premiums decreased by 51% over 2017-18.

**GOAL #7: Continue quality extracurricular programs/activities to positively engage students outside the regular school session including: the HOTSTUFF After-School and Summer Programs, Special Olympics, Veteran's Park/PAEC Center After-School Program and the CAEL Athletic League.**

PAEC has continued to offer and have excellent participation in extracurricular programs and activities to address the full range of needs during the 2017-18 school year. The HOTSTUFF Afterschool and Summer Program provided academic support, social skills training and a range of recreational and health related activities. Unfortunately, this program will not be able to be offered next year due to our loss of funding.

There was excellent participation again in the Special Olympics Program. Our sports continue to be bowling, basketball and soccer. Students qualified and participated at both the regional and state levels earning medals at all levels.

The Veterans Park/PAEC Center collaboration continued to be very successful in providing a range of activities and services to our most involved students five days per week after school. This program is offered in the PAEC Center facility with trained PAEC staff equipped to effectively deliver these services.

Students who are enrolled in the PAEC Therapeutic Day Elementary and High School programs are able to participate in the CAAEL Athletic League, where students compete with other schools. This serves as a great incentive for students to meet academic and behavior expectations in order to participate. The sports provided are touch football, basketball, volleyball and softball.

PAEC continues to collaborate with many community and adult agencies in order to offer students a wide range of services and support.

**GOAL #8: Enhance business operations to facilitate cost savings and support programs and services.**

Objective A: Continue to utilize some of the funds accumulating in the student activity fund for PAEC programs throughout the year to purchase supplies and equipment, and purchased services for students during the school year, saving budget dollars in the PAEC education fund.

The Elementary program spent \$6,900 during the year out of the activity fund, the High School spent \$2,466, PAEC Center programs spent \$6,018, the MIE program spent \$3,309 and Early Childhood spent \$3,565 for student supplies, equipment and activities.

Objective B: Continue to review home-to-school, shuttle and field trip monthly transportation bills to ensure that PAEC and member districts are only paying for transportation that is ordered by the appropriate PAEC staff.

PAEC Office Manager is reviewing home to school bills and coordinating any adjustments to the bills with PAEC'S First Student contact person. All home to school bills thru the end of the school year were reviewed and sent to member districts by the end of June.

Objective C: Continue to enforce the due dates given to Principals to submit the reviewed and corrected shuttle bills to the Business Manager so bills can be paid in a timely fashion. Also as PAEC member districts are now paying their own home to school bills, business manager and office manager will ensure that First Student submits monthly bills in a timely fashion to PAEC, and we review them in a timely fashion before forwarding on to districts for their payment to First Student.

Principals are reviewing their own program shuttle and field trip bills before they are presented for payment in the business office. Corrections of bills are being made as applicable by First Student as a result of this review and dollars are saved.

Objective D: Continue to review with PAEC staff traveling between sites, the procedures for claiming mileage reimbursement from PAEC, and scrutinize more closely mileage reports turned in to ensure that mileage is accurate and justified before payment.

Map-quest documentation has been requested to be attached to all mileage reimbursement forms and checked for accuracy in reporting. Accounts Payable Coordinator and Business Manager are checking to make sure that this documentation is being provided with mileage reports. Small mileage reimbursements under \$25 were paid in cash to staff members. Some staff members are continuing to turn in mileage requests that contain an entire year or half year of mileage.

Objective E: Increase frequency of Wellness Committee meetings. We are planning on scheduling four meetings in 2017-18. We are planning a large focus on promoting the annual wellness screenings and also provide incentives to staff to participate in the annual wellness screenings.

Several Wellness Committee Meetings were scheduled during the school year, but only one was held. We are having difficulty getting staff to commit to be a part of the committee and come to these meetings. Agenda items discussed were the EAP employee assistance program, after work Yoga and Zumba classes, staff experiences with the wellness screenings, a smoothie bar, and lunch and learn presentations.

One wellness screening was conducted during the past year by Interactive Health Inc. with EBC Medical Cooperative providing the funding. Juice, water and healthy breakfast snacks were provided to employees participating in the screenings. A raffle was also conducted for the participants with gift cards as prizes. These rewards were well received.

Objective F: The School Wellness Policy will continue to be on the PAEC website along with the updated related activities of our PAEC programs, as this information is required by our participation in the National School Lunch Program and must be made available to the public. Our Lunch Program Coordinator will ensure that Civil Rights training, food handler training and other trainings for kitchen staff, business manager and herself will be done again to meet applicable federal requirements. We have been informed of a likely on site lunch program audit for 2017-18 and we will begin preparing for this as we begin the school year.

Annual Civil Rights training and other child nutrition trainings were done with all applicable staff along with Food Handler Training with food service staff. Our local school wellness policy was reviewed with Principals along with activities from all PAEC programs that follow our policy. Updated policy activities for all programs will be placed on our website before August. PAEC lunch program was audited both programmatically and financially during 2017-18. No findings were noted on the financial side and there were no significant findings programmatically. We were required to submit a corrective action plan for the program audit. This was done and accepted by the child nutrition department.

Objective G: Our goal for the Lunch Program is to enforce the 3 days credit policy for payment of student lunches and to communicate with parents using the letters created in Teacher Ease. Our new Lunch Program Coordinator will meet regularly with the building secretaries as needed throughout the school year, to accomplish uniformity and consistency with the process and policy.

Our Lunch Program Coordinator held several meetings along with phone calls and e-mails staying in communication with secretaries to ensure that this policy was adhered to as much as possible during the school year.

Objective H: Prepare for upcoming contract negotiations with teachers and program assistants for contract beginning with the 2018-19 fiscal year.

Numerous worksheets and copies of documents were computed, prepared and copied for the PAEC Board team and our negotiating attorney. Our new Payroll and Benefits Coordinator provided salary schedule spreadsheets and met with the business manager and our attorney regarding proposals for salary and insurance. The business office will provide additional information as needed and answer questions throughout the negotiations process.

Objective I: Plan and prepare for stages of roof replacement for the PAEC Center Building and also the roof over the gym in the PAEC Education Center Building.

This goal was not worked on in 2017-18 as the decision was made to wait until we hired a new Coordinator of Buildings and Grounds to assist us with this goal. This will be a goal for 2018-19 and we will begin to have planning meetings.

C. PAEC Goals 2018-19

**MISSION STATEMENT:** The mission of PAEC is to provide quality evidence-based programs and services to general and special education students ages 3 to 22 and their families across the PAEC Cooperative. The ultimate goal is to facilitate growth and development for students to achieve priority long-term outcomes and to insure the welfare and human dignity of all students.

**GOAL #1: To expand and enhance quality social-emotional and behavior interventions.**

Objective A: Expand on restorative justice strategies and interventions to assist students in understanding how their transgressions negatively impact others and to teach students new strategies to promote positive interactions with others.

Objective B: The Behavior Intervention Team will provide a range of strategies and interventions on an individual and group basis for students at-risk and for students receiving special education services. These interventions will serve to remediate or reduce challenging student behaviors and facilitate positive social behaviors.

Objective C: PAEC will continue to provide training on de-escalation strategies, team planning and responses to aggressive student behaviors, and safe physical interventions.

Objective D: PAEC will continue to expand on methods to assist students in developing self-regulation skills to facilitate social-emotional health and educational engagement.

**GOAL #2: To expand and enhance data management systems in order to support evidence-based practices.**

Objective A: PAEC will continue with FastBridge, an assessment management system to better screen, assess and progress monitor students.

Objective B: PAEC will continue with PowerIEP comprehensive software program. They recently changed their name to Embrace IEP. Embrace IEP offers a comprehensive IEP that includes state and core learning standards, student information tracking, a variety of administrative reports, etc.

**GOAL #3: To expand and enhance quality programming interventions.**

Objective A: Identify students from the Therapeutic Day Schools with significant delays in reading and/or math based on multiple assessment sources and provide regular research-based interventions over the course of the 2018-19 school year and monitor progress.

Objective B: Refine and improve measurable student growth goals and the assessment process in conjunction with the new teacher evaluation process.

Objective C: Through a joint administrative and union committee, update the evaluation instrument for paraprofessionals.

**GOAL #4: To expand and enhance effective transition and post-secondary outcomes.**

Objective A: Continue to provide students with exposure to post-secondary career options, education and other vocational options.

Objective B: Continue to provide community job training sites, supported and competitive employment options.

Objective C: Continue to monitor students' post-secondary outcomes through agencies and personal connections.

**GOAL #5: To improve effective delivery of instruction and services across all educational disciplines.**

Objective A: Continue to enhance instructional strategies, interventions and related services.

Objective B: Continue Parent IEP surveys in order to assess and improve upon the process.

Objective C: Continue Transportation Surveys and regular meetings with First Student Management in order to insure quality transportation services.

Objective D: Continue to improve on quality of IEP's by having each IEP reviewed using components of the ISBE Focused Monitoring File Review Form.

Objective E: Continue to update job descriptions to reflect current roles and responsibilities.

**GOAL #6: To improve the health and life safety for all individuals accessing the PAEC facilities.**

Objective A: Conduct quarterly multidisciplinary Safety Committee meetings with FEA (Facility Engineering Associates).

Objective B: Continue emergency drills including: lock-down drills, fire drills, tornado drills, bus evacuation drills, etc.

Objective C: Continue to have the Cook County Sheriff Police dogs go through the PAEC facilities to support a drug free environment.

Objective D: Continue to upgrade surveillance cameras and communication systems to respond effectively to potential safety concerns.

Objective E: Continue Employee Workers Compensation Safety Committee meetings to review employee accident reports, potential safety concerns, and recommend staff training to reduce or prevent injuries.

**GOAL #7: Continue quality extracurricular programs/activities to positively engage students outside the regular school session including: Special Olympics, Veteran's Park/PAEC Center After-School Program and the CAEL Athletic League.**

**GOAL #8: Enhance business operations to facilitate cost savings and support programs and services.**

Objective A: Continue to utilize some of the funds accumulating in the student activity fund for PAEC programs throughout the year to purchase supplies and equipment, and purchase services for students during the school year, saving budget dollars in the PAEC education fund.

Objective B: Continue to review home-to-school, shuttle and field trip monthly transportation bills to ensure that PAEC and member districts are only paying for transportation that is ordered by the appropriate PAEC staff.

Objective C: Continue to enforce the due dates given to Principals to submit the reviewed and corrected shuttle bills to the Business Manager so bills can be paid in a timely fashion. Also, as PAEC Member Districts are now paying their own home to school bills, the business office will ensure that First Student submits monthly bills in a timely fashion to PAEC, and we review them in a timely fashion before forwarding on to districts for their payments to First Student. PAEC is planning on meeting with our First Student representative to discuss more efficient and effective timeline for First Student to submit the monthly home to school bills to PAEC for review.

Objective D: Continue to review with PAEC staff traveling between sites, the procedures for claiming mileage reimbursement, and monitor more closely mileage reports turned in to ensure that mileage is accurate and justified. Communicate with staff that mileage is to be turned in on a quarterly basis and send reminders via email. Also, inform staff that small mileage reimbursements under \$25 will be paid in cash to the staff members as they have been in the past.

Objective E: Continue to offer Wellness Screens to employees as long as EBC Medical Cooperative provides funding and develop a wellness screening plan and procedure with Interactive Health (Wellness Screening Vendor).

Objective F: Increase frequency of Wellness Committee meetings. We are planning on scheduling four meetings in 2018-19 and putting these meetings on the PAEC master annual meeting schedule. We are planning a large focus on promoting the Annual Wellness Screenings and also providing incentives to staff to participate in the screenings.

Objective G: The School Wellness Policy will continue to be on the PAEC website along with the updated related activities of our PAEC programs, as this information is required by our participation in the national School Lunch Program and must be made available to the public. Our Lunch Program Coordinator will ensure that Civil Rights training, food handler training and other trainings for kitchen staff, business manager and herself will be done again to meet applicable federal requirements.

Objective H: Our goal for the Lunch Program is to enforce the 3 days credit policy for payment of student lunches and to communicate with parents using the letters created in

Teacher Ease. Our new Lunch Program Coordinator will meet regularly with the building secretaries as needed throughout the school year to accomplish this goal.

Objective I: Business office staff will participate in trainings through the Township Treasurer for the new Infinite Visions Accounting Software that will start July of 2019 and that PAEC will use for financial and personnel transactions.

Objective J: Discuss with our new Coordinator of Buildings and Grounds the replacement of our old lunch program freezer and the possibility of re-locating it.

Objective K: Continue to submit application for E-Rate.

Objective L: Continue to plan and prepare for stages of roof replacement for the entire PAEC Admin/Center Building.

- D. PAEC Activity Fund Summary  
Information is attached.

- E. PAEC Program Updates

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

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. The business office is working on gathering and computing the needed data. Our actuary has been provided the financial data necessary to prepare our actuarial report needed by our auditors.

Ms. Tryon is gathering and preparing data for computation of the 2018 summer school bills for Member Districts. The business office is also finalizing summer school student attendance and working on the draft of the summer school transportation bills for Member Districts.

Ms. Tryon is scheduling a meeting with Member District Business Officials and PAEC’s contact person with First Student to discuss better efficiencies in completing the review and payment of district home to school bills. This meeting will take place in August.

Ms. Tryon has begun preparing next year’s beginning of the year salary and insurance file for the first payday for instructional staff – September 14th.

The business office is hard at work processing paperwork and updating our employee database for new employees and also employees that will be in different programs for our upcoming new school year.

Ms. Tryon is meeting with PAEC’s new Coordinator of Building and Grounds and beginning to discuss and planning projects, evaluating our current systems, and drafting a list of possible expenditures for next year’s budget.

**XII. OLD/UNFINISHED BUSINESS**

None at this time.

**XIII. NEW BUSINESS**

A. Rock of Ages

Lease agreement between Rock of Ages and PAEC to house the PAEC Transition Program for the 2018-19 school year.

***Recommended Motion:***

**I move to approve the lease agreement between Rock of Ages Baptist Church and PAEC and to authorize the Executive Director to execute and administer the lease on behalf of PAEC as presented.**

B. Employment/Resignations/Terminations

Employment:

Ellen Braunshausen, Perm Sub Teacher, PAEC Center, \$40,919, effective 8/15/18 - 5/29/19

Jason Fustar, 1:1 aide, PAEC Center, \$25,696, effective 8/15/18 – 5/29/19

Leticia Gutierrez, Spanish Translator, PAEC Programs, \$30/Hour, effective 8/8/18 - 5/29/19

Mary Hamilton, Teacher, PAEC Academy, \$66,901, effective 8/15/18 – 5/29/19

Fontella Livsey, 1:1 aide, District 88, \$21,192, effective 8/15/18 – 5/29/19

Nana Oware-Asamoah, Psychology Intern, \$10,000, effective 8/20/18 – 5/31/19

Antoinette Rice, 1:1 aide, District 88, \$25,696, effective 8/15/18 - 5/29/19

Sammie Rogers Jr., Program Assistant, \$19,791, effective 8/15/18 – 5/29/19

Elie Walker, Perm Sub Teacher, PAEC High School, \$40,919, effective 8/15/18 - 5/29/19

***Recommended Motion:***

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

Resignations:

Angel Banks, Program Assistant, PAEC High School, effective 5/31/18

Cynthia Larios, Teacher, PAEC Academy, effective 5/31/18

Sara Makey, Teacher, PAEC Center, effective 5/31/18

Mallory Miller, School Psychologist, PAEC Programs, effective 6/3/18

Elisa Wood, Spanish Translator, PAEC Programs, effective 5/31/18

***Recommended Motion:***

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

Terminations:

Ellen Braunshausen, 1:1 aide, PAEC Center, Transferred to Perm Sub Teacher

Joyce Conner, PA, HOTSTUFF After School Program, Program Discontinued

Jason Fustar, 1:1 aide, PAEC Center, Transferred to a different student

Mary Hamilton, Teacher, PAEC Center, Transferred to PAEC Academy

Fontella Livsey, 1:1 aide, District 92, Transferred to another position before starting

Charanne Marshall, Teacher, HOTSTUFF After School Program, Program Discontinued

Sherry Ntrefa, PA, HOTSTUFF After School Program, Program Discontinued

Antoinette Rice, Program Assistant, PAEC Center, Transferred to District 88

Elie Walker, Program Assistant, PAEC High School, Transferred to Perm Sub Teacher

Patrina Williamson, PA, HOTSTUFF After School Program, Program Discontinued

***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 September 20, 2018.

**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.**