**PROVISO AREA FOR EXCEPTIONAL CHILDREN**

**GOVERNING BOARD MEETING**

**PAEC CENTER – 6:00 PM**

**AUGUST 20, 2020**

**AGENDA**

1. **ROLL CALL**
2. **AUDIENCE PARTICIPATION**
3. **APPROVAL OF GOVERNING BOARD MINUTES**

***Recommended Motion:***

**I move to approve the Governing Board Minutes of July 16, 2020 as presented.**

1. **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.**

1. **APPROVAL OF PAYROLL**

Confirmation of payroll (excluding required employer deduction)

**7/15/2020** **7/31/2020**  **TOTAL**

Education Fund 63,487.38 59,987.14 123,474.52

Building Fund 18,334.07 18,187.95 36,522.02

**TOTALS $81,821.45 $78,175.09 $159,996.54**

***Recommended Motion:***

**I move to approve Payroll as presented.**

1. **APPROVAL OF BILLS**

Information is attached

***Recommended Motion:***

**I move to approve the Bills as presented.**

1. **EXECUTIVE BOARD REPORT**

The Executive Board meeting was held on August 13, 2020. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Mr. Mark Holder and Ms. Charlotte Larson from District 88, Dr. Janiece Jackson and Mr. Evan Whitehead from District 92, and Ms. Vanessa Schmitt from District 209. They reviewed and recommended approval of all the items

on the agenda.

1. **DuPAGE/WEST COOK REPORT**

No reports at this time.

1. **COMMITTEE REPORTS**

No reports at this time.

1. **EXECUTIVE DIRECTOR’S INFORMATIONAL REPORT**
2. Projected 2020-21 District Child Count Report

Information is attached.

1. Projected 2020-21 Classroom Staffing Patterns

Information is attached.

1. Initial Referrals

None at this time.

**PAEC GOVERNING BOARD MEETING AGENDA PAGE 2**

**AUGUST 20, 2020**

1. PAEC Activity Fund Summary

None at this time. There has been no activity at this time.

1. PAEC Program Updates

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

The business office has completed all year end 2019-20 financial reporting.

The business office successfully worked with our auditors gathering documents and uploading them into “the huddle” a secure site to enable the auditors to complete our remote preliminary audit work. It was quite an interesting learning experience. It is likely that the final audit work could also be done remotely in September. The auditors will be providing Ms. Tryon with the file to complete the back schedules of the audit report early in September.

The business office is updating and inputting salary and benefit data in Infinite Visions for employees, preparing for our first all staff payroll for the new fiscal year. Ms. Tryon will be working on computing and verifying salaries for staff later in August.

Our HR Coordinator is working on ensuring that appropriate PAEC staff are classified correctly on our medical, life, and dental rosters for the new fiscal year.

Summer school billing will be computed in August and sent out to member districts.

PAEC is waiting for a renewal contract from Peoples Cab for the new school year. The company indicated that there would be no rate increase and have provided us with appropriate COVID-19 safety procedures that they are putting in place within their cars and drivers.

PAEC received our annual P-Card rebate check for last fiscal year in the amount of $2,519.21.

**PAEC Early Childhood Program**

The Early Childhood program is preparing to do remote learning for the first quarter of the school year. We have reached out to the Parents via ClassDojo and our new secretary at PAEC Elementary, Alvesa Thomas, is calling the parents to notify them of our projected start date and new registration process. We are starting the school year with 48 students total in our four classrooms housed in the elementary building.

**PAEC Therapeutic Day Elementary School**

We are busy getting prepared for the upcoming school year. The staff will participate in various professional development sessions in order to prepare for remote learning. We will be using the Goggle platform for instruction with various software to supplement and support students.

We have implemented online registration and will provide registration by appointment to any families that may require it.

**PAEC Academy at Divine Infant**

PAEC Academy is busy getting ready for the new school year. The principal and secretary are back at Divine Infant daily. We are busy trying to get all of our students registered both at PAEC and at their home district.

When the staff returns on August 19th, we will be training staff on Class Dojo, Moby Max, google Hangouts and Zoom. We want to be sure that all teachers and program assistants know how to use these programs. Teachers will be writing lesson plans for a five hour period each day. Teachers, therapists, and the social worker will be working out a schedule

**PAEC GOVERNING BOARD MEETING AGENDA PAGE 3**

**AUGUST 20, 2020**

to make sure all services are being provided and they are not overlapping their times. Program Assistants will be working with students online as well.

Teachers will also being sending home worksheet packets for students to work on. There will be enough sent home to cover the 9 week period that we will be on remote learning. We hope to distribute chrome books to the students as soon as possible along with hotspots if needed. We want to make lessons as interactive as possible to fully involve students in the learning process.

Letters went out to parents explaining the plan for the first quarter and reminded them to register their students, with us and their home district. We are also making phone calls to parents to make sure they are registered.

**PAEC Center and**

We will begin the new school year as we ended the last, with remote learning.

Over the summer, PAEC Center has had some physical changes. The floor runners have been removed and the tile floor underneath is gleaming. We have added floor decals to the B & D Pods. Not only have they brightened the hallways, the PT and OTs will be able to use them therapeutically.

Teacher and staff meetings will be held on August 19th to discuss the start of the school year. Staff members have been able to sign up for times so they can enter PAEC Center safely, socially distanced to get lessons ready for the students.

Registration has begun in earnest. Remote registration has been working well.

Teachers and other staff have been in contact ready to begin the new school year!

**PAEC Center Vocational Program/Transition Program**

Regina Smith is the new Transition Coordinator this year. She has reported that due to COVID-19, all movie theaters have been closed, Olive Garden has limited hours and work opportunities. When school resumes, she will contact all the students who were gainfully employed and inquire about their current status.

**PAEC Therapeutic Day High School**

For the first academic quarter PAEC High School will use the remote learning option.  With additional preparation days as recommended from ISBE, the first day of school for students will be August 26th.

From August 19 - August 25th, the first 5 days of the school year will be used for training, professional development, and planning.  Staff will use discretion as they prepare for the 2020-21 academic year.  Staff have the option of planning from home or remotely.

All students will be required to check in for attendance through Teacherease.

All students are registering on-line.

1. **OLD/UNFINISHED BUSINESS**

None at this time

1. **NEW BUSINESS**
2. Contractual Agreements

Through negotiations, we were able to maintain the same rates for most of our agencies as last year’s. The agencies are utilized for Occupational Therapists, Physical Therapists, Speech/Language Pathologists, and Nursing Services, as follows:

**PAEC GOVERNING BOARD MEETING AGENDA PAGE 4**

**AUGUST 20, 2020**

-Career Staff – Increased .50 cents

-Foxfire (Top Echelon) – Increased .50 cents

-Health Pro – Same rate as last year

-LightStreet – Increased .50 cents

-Stepping Stone - Increased $1.00 and $1.87

-Sunbelt Staffing – Increased .75 cents

**Recommended Motion:**

**I move to approve the Contractual Agreements for Occupational Therapists, Physical Therapists, Speech/Language Pathologists, and Nursing Services as needed for the 2020-21 school year with Career Staff, Foxfire (Top Echelon), Health Pro, LightStreet, Stepping Stone, and Sunbelt Staffing as presented.**

1. Staff Increase – District 88

District 88 has requested a 1:1 program assistant for a student at PAEC Early Childhood for the 2020-21 school year. The student displays both verbal and physical aggression. The student needs consistent and structured assistance on an individual basis.

***Recommended Motion:***

**I move to approve the employment of a 1:1 program assistant for a student at PAEC Early Childhood for the 2020-21 school year as presented.**

1. Revised 2020-21 School Calendar

Due to changes from ISBE, the 2020-21 school calendar has been revised. Staff will report to work on Wednesday, August 19, 2020, with remote planning days on August 24th and 25th, and with August 26th being the first day of remote learning for students. PAEC will meet the 176 day requirement

***Recommended Motion:***

**I move to approve the revised 2020-21 PAEC School Calendar as presented.**

1. Proviso Township Mental Health Commission

The Proviso Township Mental Health Commission has awarded PAEC $15,000 dollars to implement the Student Transitional Program from July 1, 2020 through June 30, 2021.

**Recommended Motion:**

**I move to accept the award of $15,000 dollars from Proviso Township Mental Health Commission to implement the Student Transitional Program from July 1, 2020 through June 30, 2021 as presented.**

1. Approval of Employment/Resignations/Terminations

Employment:

Maria Castellanos, Program Assistant, PAEC Center, $20,659, effective 8/19/20

Judith Chavira, Occupational Therapist, District 87 and PAEC Programs $57,343, effective 8/19/20

Ann Coenen, Speech and Language Therapist/Lead, PAEC Programs, $74,016, effective 8/17/20

Corey Collins, Program Assistant, PAEC Center, $21,137, effective 8/19/20

Merritt Coughlan-Smith, Psych Intern, District 93, $10,000, effective 8/17/20

Matthew Graber, Perm Sub Teacher, PAEC High School, $43,702, effective 8/19/20

Maria Guerrero, Speech and Language Therapist, District 92, $64,743, effective 8/19/20

Lorraine Johnson, Perm Sub Teacher, PAEC Center, $43,702, effective 8/19/20

Jasmin Leon, 1:1 Program Assistant, PAEC Elementary, $20,191, effective 8/19/20

Cecilia Mendoza-Duarte, School Secretary, PAEC Academy, $41,000, effective 8/3/20

Melanie Pangalilingan, Psych Intern, District 93, $10,000, effective 8/17/20

Alma Rosario, Psych Intern, PAEC Programs and District 87, $10,000, effective 8/19/20

Leilani Rebolledo, Teacher, PAEC Academy, $41,747, effective 8/19/20

Regina Smith, Vocational Coordinator, PAEC Transition, $51,135, effective 8/19/20

Kimberly Spearman, Perm Sub Teacher, PAEC High School, $41,747, effective 8/19/20

Melanie Swims, Perm Sub Teacher, PAEC Center, $42,713, effective 8/19/20

**PAEC GOVERNING BOARD MEETING AGENDA PAGE 5**

**AUGUST 20, 2020**

Alvesa Thomas, School Secretary, PAEC Elementary, $35,000, effective 8/3/20

LaToya Thomas, Perm Sub Teacher, PAEC High School, $43,702, effective 8/19/20

Erica Szaraynski, Teacher, PAEC Center, $45,748, effective 8/19/20

***Recommended Motion:***

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

Resignations:

Marlene Cuevas, School Nurse, PAEC Programs, effective 5/27/20

Leticia Gutierrez, Spanish Translator, PAEC Programs, effective 5/27/20

Sofia Zarnowiecki, Teacher, PAEC Center, effective 6/26/20

***Recommended Motion:***

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

Terminations:

Corey Collins, 1:1 Program Assistant, effective, 7/8/20 (reassigned)

Matthew Graber, Perm Sub Program Assistant, effective 8/3/20 (reassigned)

Lorraine Johnson, Perm Sub Program Assistant, effective 8/3/20 (reassigned)

Regina Smith, Teacher, effective 5/27/20 (reassigned)

Melanie Swims, Perm Sub Program Assistant, effective 8/3/20 (reassigned)

LaToya Thomas, Perm Sub Program Assistant, effective 8/3/20 (reassigned)

***Recommended Motion:***

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

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

The next Governing Board Meeting is scheduled for September 17, 2020.

1. **BOARD CORRESPONDENCE**

None at this time

1. **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 under section 2(c)21 to discuss minutes of prior meetings lawfully closed under the Open Minutes Act for the purpose of review, approval or release of minutes as presented.**

Board Members received a copy of the Closed Session Minutes of August 15, 2019, August 28, 2019, November 21, 2019, December 19, 2019, January 16, 2020, February 20, 2020, March 19, 2020, and July 16, 2020, for their review.

***Recommended Motion:***

**I move to return to Open Session at \_\_\_\_\_\_\_ PM.**

***Recommended Motion:***

**I move to approve the Closed Session Minutes of August 15, 2019 and to release for public review *or* withhold from public review as presented.**

***Recommended Motion:***

**I move to approve the Closed Session Minutes of August 28, 2019 and to release for public review *or* withhold from public review as presented.**

**PAEC GOVERNING BOARD MEETING AGENDA PAGE 6**

**AUGUST 20, 2020**

***Recommended Motion:***

**I move to approve the Closed Session Minutes of November 21, 2019 and to release for public review *or* withhold from public review as presented.**

***Recommended Motion:***

**I move to approve the Closed Session Minutes of December 19, 2019 and to release for public review *or* withhold from public review as presented.**

***Recommended Motion:***

**I move to approve the Closed Session Minutes of January 16, 2020 and to release for public review *or* withhold from public review as presented.**

***Recommended Motion:***

**I move to approve the Closed Session Minutes of February 20, 2020 and to release for public review *or* withhold from public review as presented.**

***Recommended Motion:***

**I move to approve the Closed Session Minutes of March 19, 2020 and to release for public review *or* withhold from public review as presented.**

***Recommended Motion:***

**I move to approve the Closed Session Minutes of July 16, 2020 and to release for public review *or* withhold from public review as presented.**

1. **ADJOURNMENT**

***Recommended Motion:***

**I move to adjourn the meeting at \_\_\_\_\_ PM for lack of further items to discuss.**

MB/lc