

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
EXECUTIVE BOARD MEETING
PAEC CENTER – 9:00 AM
AUGUST 8, 2024
AGENDA**

I. ROLL CALL (District #209 will be facilitating the meeting)

II. CLOSED SESSION

Recommended Motion:

I move to convene into Closed Session at _____ AM, under Section 2(c)(1) of the Open Meetings Act, to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee (s), specific individual(s) who serve as an independent contractor(s), specific volunteer(s) of the Board, or legal counsel for the Board as presented.

Recommended Motion:

I move to reconvene into Open Session at _____ AM as presented.

III. APPROVAL OF EXECUTIVE BOARD MINUTES

Recommended Motion:

I move to recommend to the Executive Board to approve the June 13, 2024 minutes, as presented.

IV. APPROVAL OF CONSENT AGENDA

A. Approval of Payroll

Confirmation of payroll (excluding required employer deduction)

**PAYROLL AGENDA
JULY 2024**

	GROSS <u>7/15/2024</u>	FICA <u>7/15/2024</u>	RETIREMENT <u>7/15/2024</u>	BENEFITS <u>7/15/2024</u>	TOTAL <u>7/15/2024</u>
Education Fund	\$ 55,141.25	\$ 3,307.50	\$ 2,996.27	\$8,964.08	\$ 70,409.10
Building Fund	\$ 17,912.48	\$ 1,363.51	\$ 700.67	\$3,581.66	\$ 23,558.32
TOTALS	\$ 73,053.73	\$ 4,671.01	\$ 3,696.94	\$ 12,545.74	\$ 93,967.42

	GROSS <u>7/31/2024</u>	FICA <u>7/31/2024</u>	RETIREMENT <u>7/31/2024</u>	BENEFITS <u>7/31/2024</u>	TOTAL <u>7/31/2024</u>
Education Fund	\$ 55,563.76	\$ 2,943.39	\$ 2,748.85	\$9,366.20	\$ 70,622.20
Building Fund	\$ 20,401.69	\$ 1,553.94	\$ 790.90	\$4,177.35	\$ 26,923.88
TOTALS	\$ 75,965.45	\$ 4,497.33	\$ 3,539.75	\$ 13,543.55	\$ 97,546.08

	GROSS <u>7/15/2024</u>	FICA <u>7/15/2024</u>	RETIREMENT <u>7/15/2024</u>	BENEFITS <u>7/15/2024</u>	TOTAL <u>7/15/2024</u>
Education Fund	\$ 201,032.41	\$ 8,940.01	\$ 5,157.72	\$0.00	\$ 215,130.14
Building Fund	\$ -	\$ -	\$ -	\$0.00	\$ -
TOTALS	\$ 201,032.41	\$ 8,940.01	\$ 5,157.72	\$ -	\$ 215,130.14

SUMMER SCHOOL

B. Approval of Bills

1. Payable Listing-Information is attached. (Voucher #1028)
2. Payable Listing-Information is attached. (Voucher #1027)
3. Payable Listing-PCARD- Information is attached. (Voucher #1025)
4. Payable Listing-Water Bill- Information is attached. (Voucher #1026)

C. Personnel Report-Information is attached

Recommended Motion:

I move to recommend to the Executive Board to approve the consent agenda which encompasses agenda items regarding Payroll, Bills, and Personnel Report as presented.

V. OLD/UNFINISHED BUSINESS

A. Approval of Closed Session Minutes from June

Recommended Motion:

I move to recommend to the Executive Board to approve all Closed Session Minutes and to withhold them from public view as presented.

VI. NEW BUSINESS

A. Contractual Agreement Report-Information is attached

Recommended Motion:

I move to recommend to the Executive Board to approve the Contractual Agreement Report as presented.

B. Tentative FY 25 Budget Approval

Recommended Motion:

I move to recommend to the Executive Board to approve the Tentative PAEC FY 25 Budget as presented.

C. TV Equipment Disposal-Asset tag list attached

PAEC Mount TVs for decommissioning. All of these devices are no longer needed or damaged beyond repair.

Smart projectors have replaced these devices in every classroom. Asset tag #'s listed below.

1. 5676
2. 5671
3. 5672
4. 5628
5. 5623
6. 5678
7. 5624
8. 5744
9. 5622
10. 5625
11. 5727
12. 5726
13. 5728
14. 5672
15. 5679
16. 5678
17. 5624
18. 5745

Recommended Motion:

I move to recommend to the Executive Board to approve the TV Equipment Disposal list as presented.

D. Press Plus- 115 (Second/Final Read)

Section 2 Governing Board

- | | |
|-------|---|
| 2:70 | Vacancies on the Governing Board - Filing Vacancies |
| 2:125 | Board Member Compensation; Expenses |
| 2:160 | Board Attorney |

2:125-E1 Exhibit	Board Member Expense Reimbursement Form
2:125-E2 Exhibit	Board Member Estimated Expense Approval Form
2:160-E Exhibit	Checklist for Selecting a Board Attorney

Section 4 Operational Services

4:15	Identity Protection
4:70	Resource Conservation
4:80	Accounting and Audits

Section 5 Personnel

5:130	Responsibilities Concerning Internal Information
5:180	Temporary Illness or Temporary Incapacity
5:200	Terms and Conditions of Employment and Dismissal
5:290	Employment Termination and Suspensions
5:310	Compensatory Time-Off

Section 6 Instruction

6:150	Home and Hospital Instruction
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Section 7 Students

7:170	Vandalism
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Recommended Motion:

I move to recommend to the Executive Board to conduct the second and final reading of the Press Plus Issue 115 and to approve the updated PAEC Policies: (2:70), (2:125), (2:160), (2:125-E1 Exhibit), (2:125-E2 Exhibit), (2:160-E Exhibit), (4:15), (4:70), (4:80), (5:130), (5:180), (5:200), (5:290), (5:310), (6:150), and (7:170) as presented.

VII. EXECUTIVE DIRECTOR'S INFORMATIONAL REPORT

- A. Sad News- PAEC Center Student
- B. Projected District Child Count 2024-2025- Information is attached.
- C. Projected Enrollment and Classroom Staffing Patterns 2024-2025- Information is attached.
- D. Transition Reports
There were no reports in July.
- E. Initial Referrals
There were no initial referrals for July.
- F. Police Reports
There were no reports in July
- G. PAEC Activity Fund - Information is attached.
- H. DuPage/West Cook Report
There were no reports in July
- I. Playground/Esser Update
- J. Boardbook Update
Mrs. Latham is in the process of setting up the PAEC account. The initial training for setup took place on Thursday, August 1, 2024. There is a possibility that we will be able to push out the Boardbook for the August Governing Board meeting.
- K. PAEC Administrative Department Updates
PAEC Technology Department
Summer Break

The IT Department is starting to stage all staff Laptops/iPads and student Chromebooks within their respective rooms. We are also waiting on school principals/program leads to send the latest updated list of who will be in which room/location.

Updates on ESSER Fund Projects

1. **Ongoing.** PAEC Network Upgrade/Cabling

IT will be in the building on Saturday, August 3, 2024 to oversee the last few steps in completing this project. Both network consultants and cabling teams will also be here to complete any loose ends.

2. **Ongoing.** EPSON Projectors and SmartBoards.

Only a few projectors are left to be set up within the PAEC Center.

5 of the 6 Stand and SmartBoards are completed at PAEC Academy.

CDW will be sending a replacement stand for our damaged one from last month:

Small issue with the delivery on the smartboards. While in transit the boxes and smartboard were damaged. CDW is aware and awaiting their response. Pictures if needed.

PAEC Business Department-Dr. Paul Starck King- Interim CSBO/CFO

- Treasurer's Report
- 5-Year Facility Cost Update
- FY2025 Proposed Budget Adoption
- FY2025 Estimated Tuition Billing Update

PAEC Human Resources (HR) Department

HR Activities - July 2024

- Managed/scheduled 14 background checks
- Facilitated 11 New Hire sessions (completing of paperwork)
- Participated in IDES Telephone Hearing 7/17
- Participated in Business Office Meeting 7/18
- 5 transfers
- 2 terminations
- Managed 1 new workers comp case

PAEC Buildings & Grounds Department

Fox Valley Fire & Safety completed the following; sprinkler dry valve 3-year inspection at PEC & the following at PAEC Center; ansul system inspection and fire extinguisher inspection. Imperial surveillance installed a camera looking over the new Elementary playground. Environmental Solutions took air quality tests of EC classrooms to ease the concerns of staff regarding air quality. No issues were found from the test results. The new server closet partition in the upper level of H.S. erecting begins 07/25 with an estimated completion date of 08/01.

L. **PAEC Program Updates**

PAEC Academy at Divine Infant

There was no report for PAEC Academy for August 2024.

PAEC Early Childhood

The Early childhood program is projected to start with 31 students. We will be testing and/or staffing 3 students from the Early Intervention program and are expected to be starting by the end of August or the second week of September. We have more than half of the students already registering online and will be reaching out to all the families over the next 3 days to complete their registration. We had one teacher resign and we will be covering that position with a permanent substitute teacher while we continue to look for a certified teacher to cover that position. We are confident our permanent sub will do a great job. She worked during the extended school year program as an individual aide and did a wonderful job with her student. She will be the teacher covering the class with the students she worked with over the summer. She started as a program assistant in the PAEC EC program and has worked for PAEC for a number of years. The rest of the staff are returning and we are in the process of onboarding two additional program assistant positions that were left vacant at the end of the school year.

PAEC Therapeutic Day Elementary School

- PAEC Elementary is excited to welcome several “new” staff. We have a new Certified Teacher joining us and teaching the 2nd/3rd grade classroom. We have a new Permanent Sub-Teacher who was the Elementary Behavior Interventionist for some time now that will be in the Kindergarten/1st grade classroom. Our current student enrollment is 48.
- The development of the playground is to begin within the next week. We are working on developing the institute day schedules. Staff will have CPI training, as well as time to work on planning for the beginning of the year. We will also be meeting to review curricula and create committees to work on fundraising and other event planning for the year

PAEC Therapeutic Day High School

Academics

A new school year means new beginnings, new adventures, new friendships, and new challenges. The slate is clean, and anything can happen.” by Denise Witmer. We would like to welcome Keith Wideman, our new Assistant Principal. The instructor's and student's schedules are complete. We are ready to welcome staff back so that they can continue to encourage and inspire our students to reach their goals.

Activities

We are currently helping families with registration. There will be a late registration for working families on Tuesday, August 6, 2024, until 7 pm.

Transitioning Students

We will begin the school year with three students attending a half-day mainstream. Two students attend Proviso East, and one student attends Proviso West. Students who meet the criteria can mainstream at the end of the quarter rather than the semester starting this school year. We anticipate four more students to earn mainstream by October.

Physical Management	0
Police/Ambulance Calls	0
Restorative Meeting	0

Current Projected Enrollment 72

HS Projection 75

PAEC Center School

PAEC Center is looking forward to opening days for our students! Orders are being placed for supplies and curriculum!

Our student garden has been tended by one of our teachers so harvesting vegetables will be on the agenda for our opening days. Teachers will also prepare the beds for fall/winter and decide which plants/flowers to plant.

Our music therapy program will continue in the fall for all of our students! This program has been very successful and well received by both staff and students!

The Home Living program which was overhauled last year continues this year with high school classrooms.

We look forward to welcoming back our staff and students for the upcoming 2024-25 school year and anticipate a great start to the new year.

IX. OTHER/ADDITIONAL ITEMS TO BE BROUGHT BEFORE THE EXECUTIVE BOARD

X. BOARD CORRESPONDENCE

XI. NEXT MEETING

The next PAEC Executive Board meeting will be in September 12, 2024. District #209 will be facilitating the meeting

XII. ADJOURNMENT

Recommended Motion:

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

MJ/TL

**EXECUTIVE BOARD
ACTION ITEM – PERSONNEL REPORT
8/8/2024**

A. Employment

- | | |
|------------------------|---------------------------------|
| 1. Ali Pierce | Summer Helper |
| Effective Date: | July 1, 2024 |
| Compensation | \$15 per hour |
| 2. Dereon Adams | Summer Helper |
| Effective Date: | July 1, 2024 |
| Compensation | \$15.48 per hour |
| 3. Ashley Strand | Occupational Therapist |
| Effective Date: | August 14, 2024 |
| Compensation | \$55,527 |
| 4. Faith Johnson | Occupational Therapist |
| Effective Date: | August 14, 2024 |
| Compensation | \$58,127 |
| 5. Ja'Lecia Black | Program Assistant (PAEC Center) |
| Effective Date: | August 14, 2024 |
| Compensation | \$22,138 |
| 6. Annamaria Larrapino | Psychologist Intern |
| Effective Date: | August 19, 2024 |
| Compensation | \$14,958 |
| 7. Shannon Fields | Program Assistant |
| Effective Date: | August 14, 2024 |
| Compensation | \$24,260 |
| 8. Vincent Rociola | Teacher |
| Effective Date: | August 14, 2024 |
| Compensation | \$74,820 |
| 9. Seoyoung Kim | Occupational Therapist |
| Effective Date: | August 14, 2024 |
| Compensation | \$56,812 |

B. Resignations

- | | |
|--------------------|----------------------------|
| 1. Robin Zimmerman | Psychologist (contractual) |
| Resignation Date: | July 24, 2024 |
| 2. Josh Ling | Teacher (PE) |
| Resignation Date: | March 22, 2024 |
| 3. Wayne Peterson | Teacher |
| Resignation Date: | March 22, 2024 |
| 4. Saumil Patel | Social Worker |

Resignation Date:	July 31, 2024
5. Tonya Washington Resignation Date:	Behavior Interventionist July 31, 2024
6. Pearlene Grinstead Resignation Date:	Behavior Interventionist August 2, 2024
7. Roshune Pechacek Resignation Date:	Principal June 28, 2024

C. Transfers

1. Jacquese Robinson Effective Date: Transfer from:	Permanent Substitute Teacher (PAEC Elementary) August 14, 2024 PAEC Elementary Interventionist
2. Thomas Mallard Effective Date: Transfer from:	Permanent Substitute Teacher (PE)-PAEC Center August 14, 2024 1:1 Program Assistant (Lindop)
3. Kirk Whitfield Effective Date: Transfer from:	Permanent Substitute Teacher (PAEC Center) August 14, 2024 1:1 Program Assist (West) to
4. Ruby Beltran Effective Date: Transfer from:	Occupational Therapist August 14, 2024 0.4 FTE to 0.6 FTE
5. Fontella Livsey Effective Date: Transfer from:	Permanent Substitute Teacher (PAEC EC) August 14, 2024 1:1 Program Assistant at PAEC EC
6. Luis Tafoya Effective Date: Transfer from:	1:1 Program Assistant (PAEC HS) August 14, 2024 Program Assistant at PAEC HS
7. Matthew Graber Effective Date: Transfer from:	Permanent Substitute Teacher August 14, 2024 PAEC HS to PAEC Center
8. Ronia Bosley Effective Date: Transfer from:	Permanent Substitute Teacher (Classroom) August 14, 2024 Permanent Substitute Teacher
9. William Hesslau Effective Date: Transfer from:	Program Assistant (Behavior Intervention) Elementary August 14, 2024 1:1 Program Assistant at PAEC Elementary

D. Terminations (there are no terminations at this time)

**EXECUTIVE BOARD
ACTION ITEM – CONTRACTUAL AGREEMENTS
8/8/2024**

A. Creative Exchange (Amended Contract)

- Craig Christiansen Music Therapist
Bill Rate: \$75.00 per direct service hour (2024-2025)
Location: TBD

B. Agreeable Educational Services

- Angelo Rivera Psychologist (2024-2025)
Bill Rate: \$1,350.00 per case for evaluations
\$150 per meeting for attendance at additional meetings
Location: TBD

C. Fresh Psychological Beginnings

- Dr. Tom Naratadam Psychologist (2024-2025)
Bill Rate: \$1,350.00 per case for evaluations
\$150 per meeting for attendance at additional meetings
Location: TBD

D. Ahs Staffing

- Eliana Uriza Speech/Language Pathologist
Effective Date: August 19, 2024- May 30, 2025
Bill Rate: \$90.00 per hour & \$135 per hour for overtime
Location: TBD
- Romano Lopez 1:1 Paraprofessional
Effective Date: August 19, 2024- May 30, 2025
Bill Rate: \$40.50 per hour & \$60.75 per hour for overtime
Location: Proviso West

A. RCM Healthcare

- Registered Certified Nurse Assistant - \$40 per hour
- Paraprofessional -\$40 per hour
- Speech Language Pathologist - \$78 per hour
- Occupational Therapist - \$78 per hour
- Physical Therapist - \$78 per hour
- Occupational/Physical Therapy Assistant - \$64 per hour
- LBS1 - \$70 per hour
- School Psychologist -\$90 per hour
- Social Worker -\$70 per hour
- BCBA - \$110 per hour
- RBT -\$60 per hour