

PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
AUGUST 15, 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)(21) to discuss minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes as presented

Members received a copy of the Closed Session Minutes of June 20, 2019, June 25, 2019, July 18, 2019 and July 23, 2019 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 June 20, 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 June 25, 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 July 18, 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 July 23, 2019 and to release for public review or withhold from public review as presented.

Recommended Motion:

I move to retain or dismiss Jernell Russ as presented.

IV. APPROVAL OF GOVERNING BOARD MINUTES

A. July 18, 2019 Meeting

Recommended Motion:

I move to approve the Governing Board Minutes of July 18, 2019 as presented.

B. July 23, 2019 Meeting

Recommended Motion:

I move to approve the Governing Board Minutes of July 23, 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)
Totals includes ESY and Attendance Recognition

	<u>7/15/2019</u>	<u>7/31/2019</u>	<u>TOTAL</u>
Education Fund	266,633.01	112,804.92	379,437.93
Building Fund	21,016.19	22,745.91	43,762.10
TOTALS	\$287,649.20	\$135,550.83	\$423,200.03

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 on August 8, 2019. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Ms. Charlotte Larson from District 88, Dr. Janiece Jackson from District 92, Dr. Kevin Suchinski from District 93, and Ms. Vanessa Schmitt and Mr. Paul Stark-King from District 209. They reviewed and recommended approval of all the items on the agenda.

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. PAEC Activity Fund Summary

Information is attached

B. PAEC Program Updates

A. PAEC 2018-19 Goal Results

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.

Restorative justice interventions were held several times during this school year at the high school therapeutic day program. Additional in-service was held to further expand staff knowledge of restorative justice practices and implementation.

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.

We expanded our intervention team by two interventionist at District #209 request. The interventionist worked with students who were at risk for serious academic and discipline issues. By all reports, the interventionist worked very successfully with students to provide early intervention to students in need. Again, by District #209's request we are increasing by one more interventionist at both Proviso East and Proviso West.

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

PAEC provided during the first three days of school in-service, certified CPI training to all staff at the therapeutic day schools and to needed staff at PAEC Center School and PAEC Academy. We provided training throughout the year as new staff joined the PAEC team.

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.

All departmental teams held meetings on a regularly monthly basis to discuss student's needs and how we can best provide a treatment plan. The social work department had in-service on trauma treatment, suicide prevention and anger management strategies. These were then incorporated and shared with all staff to assist in helping all students achieve positive self-management skills.

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.

PAEC continued the FastBridge testing with benchmarking three times a year for some programs. Benchmarking for the significantly challenged populations of PAEC Center and PAEC Academy is not reliable or valid assessment. However, progress monitoring at the student's instructional level is very valuable information to obtain to determine important formal and formative assessment.

PAEC provided teachers and parents three times a year with benchmarking from FastBridge. Progress monitoring was done on an every other week basis. This allowed teachers to assess where students were progressing and where they still needed additional help or a change in curriculum presentation. Benchmarks are 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 classroom and the school is progressing in the area of reading and mathematics.

The high school utilized MAPP, which provides information on the student's strengths and needs. 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.

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.

PAEC continues to have good success with the Embrace IEP program. We will continue to utilize this program next year.

PAEC continued with Embrace IEP comprehensive software program. Several in services were held for staff to continue to include state and core learning standards in the individual education programs. PAEC participated in an Illinois State Board of Education audit for transition IEP's for District #209. This activity provided excellent information in improving our transition documentation and goals. A series of in-services are planned for fall to address improving PAEC's Transition plans.

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.

The therapeutic day school worked with the I-Excel program to assist students' with significant academic concerns in English Language Arts and Mathematics. They also worked with the APEX credit recovery program to assist students to stay on track for graduation.

The school also instituted a mandatory after school program for students who were not passing their courses. This was to provide additional help to them to either catch up on assignments or improve their understanding and accuracy. They also allow students to stay after school on a voluntary basis if they would like more help and need a quiet place to complete their homework.

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

A committee of teachers from PAEC Center School researched to find both an alternative to the Unique Curriculum program that would provide a more differentiated instruction system and a more precise assessment. The committee recommends a pilot with a few classrooms of the STARS curriculum and the Sandi assessment. This curriculum has applied behavior analysis techniques and strategies incorporated in the program.

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

A Committee was created, it included Program Assistants from most of our PAEC Programs and Ms. Boeh.

Several sample of evaluations were gathered from other school districts and discussed. The committee had several meetings throughout the school year. The Program Assistants requested a meeting in September to finalize this new evaluation process.

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.

PAEC Center 18-22 year old program completed a successful year at the Rock of Ages T. H. Wade center. It was an excellent opportunity for our students to attend school inside a working business. The staff of Rock of Ages was very complimentary of our student's behavior and demeanor.

PAEC Therapeutic Day High School held two job fairs that and made several field trips to Triton College and Northwestern College.

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

PAEC Center School students had the following competitive jobs:

<i>Mike's Market</i>	<i>Bargains in a Box</i>
<i>Marshall's</i>	<i>Home Run Inn Pizza</i>
<i>Jewel (two students)</i>	<i>Temp Agency</i>
<i>Olive Garden</i>	<i>Ross Store</i>

PAEC Center School students were at the following supported/sheltered job sites:

<i>Hines Hospital</i>	<i>Ray Graham</i>
<i>New to You Resale Shop</i>	<i>St. Eulalia Church</i>
<i>PAEC Academy School</i>	<i>Westchester Library</i>
<i>Catholic Charities</i>	<i>St. Paul Lutheran Church</i>
<i>Sarah's Inn</i>	

PAEC Therapeutic High School students were at the following:

Ten (10) students achieved competitive jobs at Firehouse Subs.

Thirteen (13) students from Ms. Lorek's class had various sheltered jobs at Hilton Hotel where they participated in the areas of housekeeping, reception, culinary and engineering.

Four (4) students participated in the Therapeutic Day Custodial Training Program. As part of the program, students were required to complete an application and an interview. They are provided with coaching and support in this process.

Six (6) students participated in the PAEC Lunch Training Program where students sort the lunches and deliver them to classrooms.

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

PAEC continues to monitor students' post-secondary out comes through adult agencies such as Sequin and Ray Graham. We also on a regular basis check in with students who have completed the program.

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

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

Transportation surveys are sent out quarterly to parents to assess how well First Student is meeting the student's transportation needs. If parents provide contact information and there are concerns, the building principal follows up individual with that parent to make certain the problem is resolved For the most part the transportation surveys are positive. PAEC principals and administrative staff meet monthly with First Student to address any transportation concerns.

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

PAEC continues to review IEP's utilizing the ISBE Focused Monitoring File Review Form. In services are scheduled for September to give guidance and support to staff that are writing transition documentation and planning. The form is required for all students being when they turn 14 and a half.

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

PAEC reviewed Lead Therapist job descriptions to update their current roles and responsibilities. There were not many changes. Leads are still responsible for holding regular meetings with staff, ordering supplies, monitoring caseloads, providing in-service specific to their discipline and projecting caseloads, hiring therapist and resolving any personnel issues.

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).

These meetings were held on November 14, 2019, February 20, 2019, & May 15, 2019.

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

On September 21, 2018, we had a full day of drills that included Code Yellow, Soft Code Yellow and Code Red. Maywood Police and Reta Security were included in the drill. This year was important since the Illinois Task Safety Force is recommending that the Code Red/Active Shooter procedure by "run, hide, fight", instead of previous where hiding was the recommended safety precaution.

We had the three required evacuation drills. Inspection from the Maywood Fire Department was October 12, 2019.

Principals conducted tornado drills and bus evacuation drills with First Student.

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

Unfortunately, due to cancelation on Cook County's part, because they had emergencies, we did not accomplish this goal. We will work with them next year to complete this goal.

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

PAEC is struggling to maintain its camera system. The system is based on several pieced together systems. What is necessary is a more comprehensive system that uses IP system and not an analog system. PAEC's IT department is working to develop this, however, it is a very large project.

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.

These meetings were held on November 1, 2019, January 17, 2019, and April 18, 2019.

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 CAAEL Athletic League.

PAEC has continued to cooperate and collaborate with the Veteran's Park/PAEC Center afterschool program. We have arranged for this to continue next year.

Special Olympics programs of bowling, basketball and soccer continue. Athletes went down State to compete in the Basketball Play-offs in March and again in June for Summer Games. Most importantly, the athletes had fun and were provided with opportunities to show good sportsmanship and support their fellow athletes. Several medals were won at both events.

The same is true of the CAAEL league. Athletes participated in touch football, basketball, soccer and softball. This program run for our therapeutic day programs is a powerful motivator for students to stay on academic and behavior track. It also provides powerful lessons and experiences for students to work as a team, accept coaching and show good sportsmanship.

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.

The elementary program spent \$6,054.00 during the year out of the activity fund, the high school spent \$5,485.00, PAEC Center programs spent \$3,374.00, the MIE Program spent \$868.00 and early childhood spent \$2,247.00 for student supplies, equipment and activities.

Objective B and C:

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.

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.

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. 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 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.

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. We have a couple staff members that turned in a mileage report for the entire year, one of whom turned it in after the fiscal year was closed.

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).

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: 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 providing incentives to staff to participate in the screenings.

Four Wellness Committee Meetings were scheduled during the school year. 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. We also had a representative from Interactive Health Screening attend one of our meetings to address problems and concerns with our last heath screening that took place this year.

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.

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 were placed on our website.

Objective H: 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.

Many sessions of training were conducted during the year that business office staff participated in, along with massive data entry and checking and calculating of employee information.

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

This situation was discussed with our architect, will likely be included in our long-range facility plan, and does not need to be a specific goal for 2019-20.

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

Application was submitted and approved.

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

PAEC has had meetings with its architectural firm and the company Inspec to begin planning for roof replacement for the PAEC Center building and preparation of a long-range facility plan. A retired school business official was contracted on a temporary part-time basis to assist with securing bond financing and contract and bid spec review.

XII. OLD/UNFINISHED BUSINESS

None at this time.

XIII. NEW BUSINESS

A. FMLA Request

Ms. Patrice Binion, Program Assistant at Lindop Elementary School, has requested a leave under FMLA beginning August 14, 2019 through August 30, 2019, due to medical issues.

Ms. Binion will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve the leave request under FMLA for Ms. Patrice Binion, beginning August 14, 2019 through August 30, 2019, due to medical issues. Ms. Binion will be using her accrued sick days during this leave as presented.

B. Employment/Resignations/Terminations

Employment:

Ellen Braunshausen, Teacher, PAEC Center, \$42,429, effective 8/14/19

Ofelia Cardenas, Translator/Secretary, PAEC Administration, \$1,786 (added stipend), effective 7/1/19

Dahjanay Coleman, 1:1 aide, PAEC Center, \$20,057, effective 8/14/19

Marianne Fleming, Teacher, PAEC Center, \$53,351, effective 8/14/19

Pearlene Grinstead, 1:1 aide, District 87, \$20,057, effective 8/19/19

Georgina Guzman, 1:1 aide, PAEC EC, \$20,057, effective 8/14/19

Kristal Henry-Starling, Program Assistant, PAEC Center, \$29,318, effective 8/14/19

Trainette Latham, Secretary, PAEC High School, \$36,000, effective 8/1/19

Brenda Lopez, 1:1 aide, PAEC Programs/District 87, \$20,521, effective 8/14/19

Anne Nystrom, Teacher, PAEC Center, \$65,814, effective 8/14/19

Tara Pettis, Program Assistant, PAEC Center, \$20,521, effective 8/14/19

Cyd Porter, 1:1 aide, PAEC Center, \$20,521, effective 8/14/19

Jennifer Quigley, Vocational Coordinator, PAEC Transition, \$45,304, effective 8/14/19

Sammie Rogers Jr. Behavior Interventionist, District 209, \$22,085, effective 8/14/19

Amy Santino, Social Worker, District 209, \$50,792, effective 8/14/19

Jerome Stainback, Program Assistant, PAEC High School, \$21,979, effective 8/14/19

Melanie Swims, Perm Sub Teacher, PAEC Center, \$41,469, effective 8/14/19

Dayna Truger, Social Worker, District 209, \$45,304, effective 8/14/19

Natalie Turner, Program Assistant, PAEC High School, \$21,482, effective 8/14/19

Recommended Motion:

I move to approve the Employment of personnel as presented.

Resignations:

Emily Adelson, Psychologist, PAEC Programs/District 87, effective 6/3/19

Vonswell Lathan, Program Assistant, PAEC High School, effective 6/3/19

Hannah McCarthy, Social Worker, PAEC Programs/District 209, effective 5/31/19

Patricia Minakakis, Teacher, PAEC Center, effective 6/28/19

Antoinette Rice, 1:1 Aide, District 88, effective 6/3/19

Recommended Motion:

I move to approve the Resignation of personnel as presented.

Terminations:

Kristal Henry-Starling, 1:1 aide, PAEC Center, effective 6/3/19 (transferred to another position)

Trainette Latham, Program Assistant, PAEC High School, effective 6/3/19 (transferred to another position)

Tara Pettis, 1:1 aide, District 88, effective 6/3/19 (transferred to another position)

Sammie Rogers Jr, 1:1 aide, District 209, effective 6/3/19 (transferred to another position)

Melanie Swims, 1:1 Aide, PAEC EC, effective 8/1/19 (transferred to another position)

Natalie Turner, Perm Sub PA, PAEC Center, effective 6/3/19 (transferred to another position)

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 19, 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.