

PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
MARCH 16, 2017

AGENDA

I. ROLL CALL

II. AUDIENCE PARTICIPATION

III. APPROVAL OF GOVERNING BOARD MINUTES

Recommended Motion:

I move to approve the Governing Board Minutes of February 9, 2017, as presented.

IV. 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.

V. APPROVAL OF PAYROLL

Confirmation of payroll (excluding employer deduction)

	<u>2/15/2017</u>	<u>2/28/2017</u>	<u>TOTAL</u>
Education Fund	556,738.05	556,209.35	1,112,947.40
Building Fund	<u>15,074.92</u>	<u>13,656.60</u>	<u>28,731.52</u>
TOTALS	571,812.97	569,865.95	1,141,678.92

Recommended Motion:

I move to approve Payroll as presented.

VI. APPROVAL OF BILLS

Information is attached.

Recommended Motion:

I move to approve the Bills as presented.

VII. EXECUTIVE BOARD REPORT

The Superintendents or their representative from District's 87, 89, 92, 93 and 209 were in attendance at the March 9, 2017 meeting; they reviewed and recommended approval of all items on the agenda.

VIII. DuPAGE/WEST COOK REPORT

Information is attached.

IX. COMMITTEE REPORTS

No reports at this time.

X. EXECUTIVE DIRECTOR'S REPORT

A. 2017-18 Projected Enrollment and Classroom Staffing Patterns
Information is attached.

B. 2017-18 Projected District Child Count
Information is attached.

C. Enrollment and Classroom Staffing Patterns
Information is attached.

- D. Student/Staff Monthly Report
Information is attached.
- E. Program District Child Count Report
Information is attached.
- F. Initial Referrals
Information is attached.
- G. Alternative Students Transitioning to Home Schools
 - 1. PAEC Therapeutic Day Elementary School – Information is attached.
 - 2. PAEC Therapeutic Day High School – Information is attached.
- H. Police Reports
 - 1. PAEC Therapeutic Day Elementary School – No police reports.
 - 2. PAEC Therapeutic Day High School – Yes
Local authorities were contacted due to the trespassing of a student, in an attempt to gain access to the building, in order to get a phone.
- I. PAEC Activity Fund Summary
Information is attached.
- J. Review of Updated Financial Contingency Plan
- K. PAEC Program Updates
PAEC Business Office – Ms. Debbie Tryon, Business Manager
Ms. Tryon is finalizing her work on mid-year review of all programs and service areas and is preparing mid-year cost sheets. The return of member district audit refunds to districts of Education and Building Fund amounts owed to PAEC for last fiscal year will be paid to member districts in four installments beginning in March with the final payment in June 2017. Audit refunds owed to districts for the Transportation Fund for the 15/16 fiscal year were sent to member districts in January.

Per Dr. Smith's call to the Comptroller, PAEC will likely receive our first quarter 2016-17 state reimbursements in April 2017. These are the reimbursements for personnel and transportation that were vouchered by ISBE at the end of September 2016. The reimbursement for personnel is \$493,627 and transportation is \$955,489.80. At this time, they are not guaranteeing that we will receive another quarter's reimbursement by the end of our current fiscal year. Ms. Tryon has communicated this update to member district business officials and superintendents and will continue to keep everyone updated.

We had our initial meeting with, First Student, to discuss the extension to next fiscal year of our existing transportation contract. We are awaiting more information from them and have asked them to reduce their proposed increase.

The RFP for our cab transportation will be sent out to vendors in March.

Ms. Tryon and Gloria Reichert (PAEC's Lunch Program Coordinator), have concluded their meetings with PAEC Principals in February, to discuss the required lunch program site visits that were performed and also to assist staff with the required food handler training that must be done before year end for certain PAEC staff who are involved with assisting students with lunches. We have also met with our Preferred Meals Lunch Program Representative to

plan next year's lunch program, and have received our contract extension paperwork for next year which will be reviewed by Ms. Tryon. The proposed renewal and student prices for fiscal year 2017-18, will be presented to the Governing Board in April.

The business office is currently strengthening our internal controls over Petty Cash funds in our PAEC programs by conducting periodic counts in programs that have these funds. We have also conducted a review of our vendor files and instituted a vendor approval form that Ms. Tryon must review and approve before new vendors are added to our vendor list. Ms. Theis, (Ms. Tryon's assistant) has been trained and authorized to input new employees into our payroll system. This procedure segregates duties in our payroll system and assists our payroll coordinator with her tasks. Ms. Tryon is also reviewing all accounts payable checks after they are cut and received back from the Township Treasurer and reviewing each payday payroll register. All of these procedures have been started to further strengthen business office internal controls, not because of any problems that are occurring.

Our Human Resource Coordinator is being trained in the area of accounts payable related to our medical benefit payments.

PAEC Early Childhood Program

The Early Childhood Program had a wonderful time celebrating Valentine's Day by having a Friendship dance. All the classrooms had a special snack of heart cookies and then gathered at the end of the day to enjoy music, a light show, and socializing to promote camaraderie throughout the program.

We were also busy learning about the President's we celebrate this month: Lincoln and Washington.

In addition to famous African-Americans that contributed to making this world a better place for everyone. Some notables were inventors, civil rights leaders and poets such as the following:

Charlie Parker- Jazz musician
Sammons - Invented the comb
Garrett Morgan - Invented the stoplight
Alfred Cralle - Invented the ice cream scoop
Dr. George Grant – Invented the golf tee
Rosa Parks
Dr. Martin Luther King
Maya Angelou - Famous poet

PAEC Therapeutic Day Elementary School

The month of February has been an interesting one as staff and students fight off allergies and colds due to the changing weather. The students continue to positively make progress as we prepare for the PARCC testing coming up in March. As a program, we continue to see our students' transition and return to their district school. This month we continue to have six students transitioning back to their home school.

The 6-7 grade class has been studying forces and motion in science. They had to make a roller coaster as part of their project. They had to explain about Newton's 3 laws of motion, potential energy, kinetic energy, speed, mass, acceleration etc.

Activity night continues to be a program that students who maintain at least 85% on level without any incidents look forward to participating in the program. The HOTSTUFF program

has continued this month and continues to go well. The HOTSTUFF after school program takes place on Wednesdays and Thursdays this school year.

PAEC Academy at St. Domitilla

PAEC Academy has been busy completing Access Testing for all of the districts. We are also preparing for PARCC and DLM testing. We had a training day on February 10th; all staff were trained in administering and proctoring PARCC and DLM.

On February 24th, all of PAEC Academy went on a bowling/lunch trip to Stardust Bowl in Addison. Attendance was great and all of the students had a great time. We also ran into a few of our students who have graduated from PAEC. They were there with Seguin and it was great to see them.

Parent /Teacher Conferences are being held on March 2nd. Teachers are busy getting report cards and data sheets prepared to share with parents. We are also planning our graduation, which will be on May 31st, at 6:30 PM. The eighth graders are busy planning their eighth grade trip. They are very excited about graduating and wearing caps and gowns.

PAEC Center

With all this great weather, the PAEC Center students were able to go out and enjoy it. The Cross Categorical Functional High School class did an outside of the school clean-up which was greatly needed after all the snow. The outside looks great now.

On February 8th, the Chicago Bears Mascot, Staley, came and presented an assembly to the PAEC Transition students from the 5th Ave. building, the three classes from Proviso East and 2 classes from PAEC Center. The presentation discussed, "making good choices, healthy eating, exercise, and staying focus with their lives". The students really enjoyed the presentation and received booklets to participate in a Chicago Bears challenge in which they would have the opportunity to win tickets to a Bears Game, have their faces on the jumbotron or be able to go down on the field with the Chicago Bears. The students are currently working on this challenge through their everyday curriculum in all classes and in P.E. and health.

On February 10th, the staff participated in an in-service presented by, Dr. Gayatri Chander and Mr. Paul Mikelson, in regard to, "Zones of Regulation". This is a program that is being implemented in the PAEC Center classrooms to assist students in identifying their feelings and emotions and training the students to be accountable for their actions while being provided support from classroom staff. The 2nd half of the in-service was presented by Mr. Walker, Mr. Newton and Mr. James. They did an overview of, "appropriate behavioral interventions". The staff really enjoyed the presentation and felt that it was very advantageous to have a review of the intervention process.

On February 8th and February 15th, the high school and elementary students had a dance to celebrate Valentine's Day. They had a great time.

On February 15th, the Chicago Bears Mascot came to PAEC Center again to speak to the students about "bullying and developing friendships". The Mascot left a large poster that all the students are signing to keep the fight against "bullying," going. Everyone had a great time.

On February 22nd, PAEC Center students presented their projects on "recent African American musicians". The fair was outstanding as the students put in so much hard work and time and learned a lot about the African American culture through music. All classroom curricula were based on the African American musicians that were chosen to study by their class. It was a wonderful week of history and everyone really enjoyed the opportunity to learn about popular musicians.

On February 23rd, The Proviso East classes presented their Black History presentations in the social room at Proviso East. Several Proviso East staff members attended the presentations and were very impressed about how well the students did in presenting their famous person to the audience.

PAEC Center Vocational Program/Transition Program

For the vocational programs at the Cross Categorical Transition Program and PAEC Center/East and Transition, there are 10 students employed in the community, this is including students who have recently graduated.

For the students employed at, "Bargains in a Box," the management is trying to maximize the student's hours, by providing them with more responsibilities.

Mr. Castillo will be meeting with the owner of, Bargains in a Box, within the next couple of weeks, in order to maximize our students productivity and possibly add more students to the roster. This would also include training and working at another, Bargains in a Box store. The student volunteer sites are running effectively.

The Catholic Charities sites have been great and the students are really appreciated. There is a possibility that an additional day could be added to the schedule for Catholic Charities.

Mr. Castillo will be meeting Chief Tally, from the Maywood Police Department. There may be an opportunity to start volunteering in different capacities at the Police Department, of which would continue throughout the summer months. This would not include any contact with persons who are in the lower level of the building. The training would be in the lobby, office area, and the upstairs areas of the building.

The classes at PAEC Center continue to stock the Food Pantry at St. Eulalia Church every Wednesday, while two other classes go out to the Iona Glos (Ray Graham) facility to clean different buildings that are in need of attention. Other students continue to maintain areas of PAEC Academy, as a training site. There are other students that are maintaining the custodial needs of the 5th Ave. Transition building.

PAEC Therapeutic Day High School

Mr. Walker met with Ricardo Segovia, Associate Dean of College Readiness, and members of the College of Liberal Arts at Triton College. The purpose of the meeting was to discuss aligning our math curriculum with that of the college. However, the course that we would be interested in aligning would not be for college credit, but would align to similar courses offered at Proviso Township High School District 209, Oak Park, River Forest High School, and Riverside Brookfield High School.

Our graduating seniors had a great time at the Brunswick Zone and Golden Corral. All students that attended the event are scheduled to graduate, and have demonstrated appropriate social skills with students and staff. The selected students have maintained an average of 85% of their weekly points over the month.

PAEC High School would like to thank the Black History Month Committee for concluding the month with a traditional Soul Food luncheon to celebrate Black History Month. Soul Food is a variety of cuisines that comes from traditional African dishes in the Southern United States. The term may have originated in the mid 1960's, when soul was a common word used to describe African American culture.

PAEC Alternative High School Vocational Program

The Hilton Hotel Training Program continues. Students continue to be placed in culinary, engineering, and housekeeping. Three shifts occur Monday through Thursday with students attending one, two, or four days a week dependent on their academic and vocational needs. We currently have 22 students participating.

The PAEC Custodial Program has also resumed for the second semester with 4 students participating Monday through Thursday.

The PAEC lunch program continues with 2 workers.

The clerical program continues with 2 workers.

The school store continues with 1 worker.

Mr. Loving provides students seeking employment with job leads.

Ms. Pietrowski continues to work with students to complete their transition planning questionnaire and interview. She also develops the IEP goals/transition plan with each student in preparation for their annual reviews.

Ms. Pietrowski meets regularly with seniors working on post-secondary education goals, as well as all other grade level students as needed.

Now that we have introduced Apex as a class, we are at full-capacity with 15 students enrolled in a course.

Previous Student/Graduate updates - Ms. Pietrowski continues to email job leads to former students.

Upcoming Events: 03/22/2017 – Lincoln Tech Demo Day Field Trip
03/23/2017 – Feed My Starving Children Service Field Trip
05/03/2017 – Post-Secondary Options and Career Day

**PAEC Intervention Team
District 87**

Jefferson Elementary School

A Behavior Coach is helping a long term substitute and program assistant in a classroom with a student with challenging behavior. A STOIC plan has been developed and is beginning to be implemented with daily data collection to monitor progress.

Sunnyside Elementary School

Behavior support by a PAEC Coach to a classroom was reduced because of overall improvements in students' behavior. Data is being collected to determine if student behavior remains on task when the coach is not in the classroom. A maintenance plan is being developed to help the teacher sustain the behavior gains realized.

Whittier Elementary School

Class-wide support and individual behavior support for two students has increased to daily support because of an increase in challenging behavior. Two coaches are sharing duties of implementing the STOIC behavior plan for two students. Additionally, it was decided to implement First Step Next. Those materials were given to the teacher and a training session is to be scheduled before fully implementing.

District 89

Roosevelt Elementary School

One Behavior Coach continues to provide daily class-wide behavior support, and individual monitoring of one student in a classroom. Two other coaches are assigned to the another classroom and they alternate coverage to provide class wide support, using CHAMPS and First Step components. There has been less than expected improvement in disruptive behaviors. Attempts are being made to increase parental involvement in order to strengthen the interventions.

District 93

Hillside Elementary School

One Behavior Coach is assigned to a classroom to assist in monitoring a student with challenging behaviors. Recently there was some improvement so the coach's time in the classroom was cut back. However, there has been an increase in challenging behaviors and need for physical intervention the last few weeks, so coach time has been increased to daily support. Another Behavior Coach is assigned half time to a classroom to assist the teacher with behavior support to one student who presents very challenging behaviors several times a week. The coach is helping implement a 504 plan, collect data to monitor progress, and provide assistance when there are melt downs.

District 209

Proviso East and Proviso West High Schools

Currently, the PAEC Behavior Coach at East has 19 students that have been identified as needing additional behavior support. This is down from 23 students identified last month. These students, on average, see the Behavior Coach once a week. At West, there are currently 17 students identified, down from 19 last month. Students have sessions with the Behavior Coach on average 5.2 times per month, sometimes in small groups and sometimes individually. The monthly summary report submitted by the Behavior Coach at EAST shows four students improving their GPAs in February. WEST also had four students improving their grades this month. Behavior referral data shows improvement with no referrals submitted for any of the EAST students and only one student at WEST received behavior referrals.

First Step - PreK Research Program

The two PreK FSN coaches are collecting the post data questionnaires from parents and staff from control group participants and implementation group participants. They also continue to support teachers implementing the 'Maintenance phase' of the intervention for the remainder of the school year. The first week of March, researchers from the Oregon Research Institute will be visiting some of the schools in the study to conduct video interviews with some school staff that have been involved in the interventions. They plan on using the video to train project staff and parents, and to demonstrate how the program works.

PAEC OT/PT Department – Dr. Julia Barnicle, Lead OT/PT Therapist

The OT, PT, S/L and nursing departments hosted Mr. Gary Watkins on Friday, February 10th, at the PAEC Transition Center, from 8 AM - 3:30 PM, to provide Basic Life Saving:

CPR and First Aid training. The OT's that didn't attend the CPR training presented an inservice on Zones of Regulation, to the PAEC Center staff.

The Lead OT/PT/AT attended the quarterly Infnitec West Coalition meeting on Wednesday, February 22nd, at the Marquardt Administration Building, in Glendale Heights.

The AT department purchased 10 new iPads to be used by the team, for AT apps and student trials.

The Lead OT/PT/AT has established a projected budget for staffing needs for the 2017-18 school year.

The Lead OT/PT is pursuing more information on the School Outcomes Measure project. Dr. Smith was provided with the power point outline, regarding the project and the need for OT's and PT's to participate from the Chicago land area.

The AT staff is beginning SETT process meetings at PAEC Center, to address the needs of the AT needs of the students.

The Lead OT/PT/AT is working with PAEC Center staff on upcoming SMART board trials and assisting with acquiring software.

PAEC Speech/Language Department - Ms. Ann Coenen, Lead S/L Therapist

The S/L, OT, PT, and nursing departments hosted, Mr. Gary Watkins, on Friday, February 10th, at the PAEC Transition Center, from 8 AM - 3:30 PM, to provide Basic Life Saving: CPR and First Aid training.

Several SLPs from the S/L Department attended the Illinois Speech Language Hearing Association (ISHA) conference on February 9-11th, at the Rosemont Convention Center, in Rosemont, IL. They will be sharing information and highlights with the S/L Department at an upcoming meeting.

The Lead SLP and Lead OT/PT attended the quarterly Infnitec West Coalition meeting on Wednesday, February 22nd, at the Marquardt Administration Building, in Glendale Heights.

Several SLPs from the S/L Department attended a free inservice through the Prenke Romich Company (PRC), on AAC and access methods, on Tuesday, February 28th, 12:30-3:30 PM, in Tinley Park.

The S/L department purchased 8 new iPads to use for therapy, AAC apps, and assessment throughout the PAEC programs.

On March 15, 2017, the Speech/Language Department will hosting, Dr. Lonnie Harris, Ph.D., CCC-SLP, Regional Director, at EBS Healthcare, who will be presenting a professional development program on "Fluency," from 9 AM - 3 PM. ASHA CEU's will be earned by participants.

The Lead SLP is working to determine the needs of the Speech/Language department for the 2017-18 school year. Budgeting includes S/L staffing needs, general supplies, testing, therapy materials, equipment, and technology needs.

The Lead SLP will attend the Speech/Language Coordinators meeting on Friday, March 3rd, at NTDSE, in Morton Grove, from 9 – 11 AM.

The Lead SLP will be visiting each of the SLPs in their placements throughout the district and PAEC Programs, to do observations and check-ins, throughout the months of March and April.

PAEC Psychologist Department – Ms. Mary Therese Geary, Lead Psychologist

Jennifer Orrico and Estefania Rosas attended the, “Transdisciplinary Play Based Assessment”, workshop in Elk Grove Village, February 7th and 8th, presented by developer Toni Linder. They will share information from the workshop at the March psychologists’ meeting.

Several psychologists assisted at Northlake and MacArthur Middle School’s, SOS days, which addressed suicide prevention. Northlake’s SOS program was implemented on, January 31st and February 7th; MacArthur’s SOS days were, February 21st and 23rd. The psychologists involved will share information at the March psychologists’ meeting.

Michael Cermak, Mallory Miller, Angelo Rivera, Jennifer Orrico, Anisa Hussain, Treavon Burton, Jenny Kusy and psychologist intern Paola Gonzalez attended the Illinois School Psychologists’ Association (ISPA) annual conference in Springfield, from February 1st through February 3rd. Topics included: Mental Health Services in MTSS Framework, School Based Threat Assessment, Classroom Coaching, Preventing Cyberbullying, CBT with Anxious Students, and Building Bridges: Alternatives to Suspension. Psychologists will share information from the conference at the March psychologists meeting.

Michael Cermak attended the National Association of School Psychologists’ (NASP) annual conference in San Antonio, the week of February 20th. He gave a presentation at the conference on, “Homeless Students and Improving Attendance”. He will share the presentation at the March psychologists’ meeting.

Mary Therese Geary is in the process of interviewing potential school psychologist interns for the 2017-18 school year. PAEC is looking to employ 2 interns for next school year.

PAEC Social Work Department – Ms. Ms. Lisa Pirrello, Lead Social Worker

Hannah Maurer (PAEC School Social Worker – Proviso West/East): Ms. Maurer, during the entire month of February 2017, facilitated the Teen Dating Violence Program. Ms. Maurer has been providing information about Teen Dating Violence to the Proviso West student/staff population during brief morning announcements each day during February. Ms. Maurer has put up informational posters in all of the bathrooms, drinking fountain areas, and in the Dean’s and Counselor’s office areas. Additionally, Ms. Maurer has been tending a Teen Dating Violence informational/interactive table, outside of the Proviso West lunchroom, providing the students with resources and opportunities to get involved and win prizes for their participation.

Ms. Maurer has been covering the topic of, Healthy Teen Dating & Relationships, during her weekly student individual and group sessions.

Ms. Ashley Walters-Burger (PAEC School Social Worker – MacArthur Middle School): During the month of February, Ms. Walters-Burger facilitated a Penny Drive with the Student Ambassadors Group. All proceeds were given to the Leukemia and Lymphoma Society. Ms. Walters-Burger also assisted the, Student Ambassadors, in the planning and preparation for a Friday School Dance the group was hosting. During the weekend of

February 18th and 19th, Ms. Walters-Burger accompanied the school's cheerleading team to Cheer Camp, which took place in Arlington Heights, IL. Ms. Walters-Burger will be collaborating with the school counselor, in hosting a Girls Group for students who are in need of repairing relationships; this group will last 6 weeks. For the "Road Less Traveled Program," Ms. Walters-Burger, is attempting to submit applications for students to possibly travel for free during the summer months as a way to experience amazing adventures. Ms. Walters-Burger participated in the, Elyssa's Mission Project, which was coordinated and implemented by Ms. Lisa Allen (PAEC School Social Worker – Northlake) and Ms. Kathy Haritos (PAEC School Social Worker-Sunnyside). Ms. Walters-Burger assisted Ms. Allen and Ms. Haritos by screening students at Northlake and MacArthur Schools, using the Elyssa's Mission Suicide & Depression Prevention screening program.

Ms. Lisa Allen (PAEC School Social Worker – Northlake Middle School) and Ms. Kathy Haritos (PAEC School Social Worker – MacArthur Middle School & Sunnyside Elementary) have been working diligently on bringing, Elyssa's Mission, to Northlake and MacArthur Middle Schools. Ms. Allen and Ms. Haritos were both instrumental in establishing a proposal, gaining building administrative support, planning, coordinating, developing, and implementing the, Elyssa's Mission Suicide & Depression Prevention Screening Program to all 6th, 7th, & 8th grade students. Agencies, such as Leyden Family Services, PLCCA, and Proviso Township Mental Health, were on hand to assist with those students who were in need of a more thorough mental health screening, and possibly outside counseling services.

Ms. Lisa Pirrello (Lead School Social Worker - PAEC SW Dept.) will be presiding over the Illinois School Social Work Supervisors & Coordinators Council Spring 2017 Meeting and Workshop, which is to occur on Friday, March 3, 2017. Mr. Matthew Selekman, MSW, LCSW will be presenting on, "Solution Oriented Supervision for School Social Workers in Supervisory or Leadership Roles". Additionally, Ms. Pirrello will be completing the second set of PAEC School Social Work Observations during the month of March 2017 and first week in April 2017. Final Summative Evaluations for those PAEC School Social Workers that were evaluated during the 2016-17 school year, will be completed by Ms. Pirrello, no later than May 1, 2017. Additionally, Ms. Pirrello and the PAEC School Social Work Department In-Service Committee hosted a training on February 17, 2017, whereby Dr. Daniel Martinez, did a presentation on, "Conduct Disorders vs. Mental Health Disorders and Conditions." 3 CEU hours were given to all who attended this training.

PAEC Special Olympics

Tigers 1 continue to practice and prepare of the State Basketball Tournament which will take place March 17-18th, at Illinois State University. Three individual skills athletes are preparing and will also participate at the State Tournament.

The Bulldogs continue to prepare for the State Tournament as well. We have a total of 24 student athletes who will be participating. We look forward to a great weekend of basketball.

Soccer season has officially started! Practice began on Thursday, February 23, 2017. Teams and Individual Skills Athletes practiced at the Sports Zone in Melrose Park. We are in the process of evaluating our teams to determine which teams our athletes will be on. We have 52 athletes at this time.

PAEC HOTSTUFF

At this time we have 48 children enrolled in the HOTSTUFF program.

We have begun to plan for our summer camp. The theme will be HOTSTUFF celebrates the Holidays. Yes, we will have Christmas in July.

Dr. Lena Hatchett from Loyola will help us fund our garden program. Mr. Christopher Eddy from the Given Garden Program came out to evaluate our garden. He was very impressed with our raised gardens and the paw garden. He and I compiled a list of supplies we will need to continue our garden.

Mrs. Brogan and I will be attending a class, Dig-Into School Gardens, sponsored by the University of Illinois Extension programs, from 4:30 till 6:30, on March 2nd. It is a required class to become eligible for their Garden program.

The Snap Ed program is going strong with the children working on a gym activity for the first ½ hour and then creating a healthy but tasty snack. They learn how to follow a recipe and measure the ingredients. This month they made healthy Italian vegetables and stir fry.

PLCCA continues with their classes with our Junior High Groups. The classes meet every Thursdays for the Junior High Students. The classes focus on team building exercises and topics and issues such as mental health, team building, and bullying.

XI. UNFINISHED BUSINESS/OLD BUSINESS

PAEC Policies – Second Reading/Adoption

Mr. Sraga, PAEC attorney, has reviewed the attached updated PAEC policies. The PAEC Governing Board approved the first reading during their February 16, 2017 meeting. Therefore, I am recommending that the Board conduct a second reading and adopt the following PAEC polices.

School Board:

2:125 – Board Member Compensation; Expenses
2:200 - Types of School Board Meetings
2:220 - School Board Meeting Procedure

Operational Services:

4:60 – Purchase and Contracts
4:175 - Convicted Child Sex Offender; Screening; Notifications

Personnel

5:10 - Equal Employment Opportunity and Minority Recruitment
5:100 – Staff Development Program
5:125 – Personal Technology and Social Media; Usage and Conduct
5:185 – Family and Medical Leave
5:190 - Teacher Qualifications
5:250 – Leaves of Absence
5:260 – Student Teachers
5:280 – Duties and Qualifications
5:330 - Sick Days, Vacation, Holidays, and Leaves

Instruction

6:50 – School Wellness
6:340 – Student Testing and Assessment Program

Students

7:60 – Residence
7:70 – Attendance and Truancy
7:250 – Student Support Services
7:260 – Exemption from Physical Education

- 7:305 – Student Athlete Concussions and Head Injuries
- 7:310 – Restrictions on Publications; Elementary Schools
- 7:315 – Restrictions on Publications; High Schools

Community Relations

- 8:30 – Visitors to and Conduct on School Property
- 8:70 – Accommodating Individuals with Disabilities

Recommended Motion:

I move to conduct a second reading and adoption of the updated/revised PAEC Policies #'s 2:125 – Board Member Compensation; Expenses, 2:200 – Types of School Board Meetings, 2:220 – School Board Meeting Procedure, 4:60 – Purchase and Contracts, 4:175 - Convicted Child Sex offender; Screening; Notifications, 5:10 – Equal Employment Opportunity and Minority Recruitment, 5:100 – Staff Development Program, 5:125 - Personal Technology and Social Media; Usage and Conduct, 5:185 – Family and Medical Leave, 5:190 -Teacher Qualifications, 5:250 - Leaves of Absence, 5:260 - Student Teachers, 5:280 - Duties and Qualifications, 5:330 - Sick Days, Vacation, Holidays, and Leaves, 6:50 - School Wellness, 6:340 - Student Testing and Assessment Program, 7:60- Residence, 7:70 – Attendance and Truancy, 7:250 – Student Support Services, 7:260 – Exemption From Physical Education, 7:305 – Student Athlete Concussions and Head Injuries, 7:310 – Restrictions on Publications; Elementary Schools, 7:315 – Restrictions on Publications; High Schools, 8:30 – Visitors to and Conduct on School Property, 8:70 – Accommodating Individuals with Disabilities, as presented.

XII. NEW BUSINESS

A. FMLA Requests

1. Ms. LaShonda McDaniel

Ms. McDaniel, Program Assistant, has requested a leave under FMLA, due to medical reasons. She is requesting her FMLA leave begin on, February 27, 2017 through March 7, 2017. She will be using her accrued sick days.

Recommended Motion:

I move to approve the FMLA request of Ms. McDaniel, beginning February 27, 2017 through March 7, 2017, due to medical reasons. She will be using her accrued sick days, as presented.

2. Ms. Melinda Kelly

Ms. Kelly, Program Assistant, has requested a leave under FMLA, due to medical reasons. She is requesting her FMLA leave begin on, February 22, 2017 through April 6, 2017. She will be using her accrued sick days.

Recommended Motion:

I move to approve the FMLA request of Ms. Kelly, beginning February 22, 2017 through April 6, 2017, due to medical reasons. She will be using her accrued sick days, as presented.

3. Mr. Jernell Russ

Mr. Russ, Program Assistant, has requested an Intermittent Leave under FMLA due to medical reasons. He is requesting his Intermittent Leave under FMLA, begin on March 1, 2017 through May 30, 2017. He will be using his accrued sick days during his leave.

Recommended Motion:

I move to approve the Intermittent FMLA request of Mr. Russ, beginning March 1, 2017 through May 30, 2017, due to medical reasons. He will be using his accrued sick days, as presented.

4. Ms. Catrina Towers

Ms. Towers, Program Assistant, has requested a leave under FMLA, due to family medical reasons. She is requesting her FMLA leave begin on, February 22, 2017 through March 24, 2017. She will not be using any sick days.

Recommended Motion:

I move to approve the FMLA request of Ms. Towers, beginning February 22, 2017 through March 24, 2017, due to family medical reasons. She will not be using her sick days, as presented.

B. Staff Salary Increase

Over the last several school years, PAEC has conducted a survey of administrative and clerical/custodial (support staff) percentage increases in salary in the PAEC member districts in order to determine an average percentage. PAEC has utilized the average percentage increases in salary for recommending salary increases for PAEC staff in comparable positions. Please see the attached Member District Salary Survey Summary Results for 2016-17.

It is recommended that the Administrative Staff percentage salary increase for the 2017-18 school year be 2.43%, and that the Support Staff percentage salary increase be 2.34%, to reflect the total average percent increase per the survey.

Recommended Motion:

I move to approve the 2017-18 salary schedule as follows: Administrators 2.43% and Support Staff 2.34%, as presented.

C. Executive Director Contract

Recommended Motion:

I move to approve the Executive Director contract for 2017 through 2019, as presented.

D. 2016-17 Extended School Year

I am recommending approval of the 2016-17 Extended School Year Summer Sessions as follows:

Location: **PAEC Elementary School**

Dates: Monday, June 12, 2017 through Friday, June 30, 2017

<u>Program</u>	<u>Student Hours</u>	<u>Staff Hours</u>
Therapeutic Day Elem.	8:15 AM - 12:15 PM	8:00 AM - 12:30 PM
Early Childhood	(2 sessions) 8:15 AM - 10:30 AM 10:45 AM - 1:00 PM	8:00 AM - 1:15 PM
Cross Categorical * (*students that will be kindergarten in the fall)	8:15 AM - 12:15 PM	8:00 AM - 12:30 PM

Location: **PAEC High School**

Dates: Monday, June 12, 2017 through Friday, June 30, 2017

<u>Program</u>	<u>Student Hours</u>	<u>Staff Hours</u>
Therapeutic Day High Sch.	8:15 AM - 12:15 PM	8:00 AM - 12:30 PM

Location: **PAEC Center**

Dates: Monday, June 12, 2017 through Friday, June 30, 2017

<u>Program</u>	<u>Student Hours</u>	<u>Staff Hours</u>
CC Functional (MIT)	8:15 AM - 12:15 PM	8:00 AM - 12:30 PM
CC Adaptive (Multi)		
Autism Spectrum		

Location: **PAEC Elementary/High School**

Dates: Monday, June 12, 2017 through Friday, June 30, 2017

<u>Program</u>	<u>Student Hours</u>	<u>Staff Hours</u>
CC Instructional (MIE)	8:15 AM - 12:15 PM	8:00 AM - 12:30 PM
Cross Categorical**	8:15 AM - 12:15 PM	8:00 AM - 12:30 PM

(**students that attend district programs during the regular school year)

Recommended Motion:

I move to approve the 2016-17 Extended School Year Programs, as presented.

XIII. ADDITIONAL ITEMS TO BE BROUGHT BEFORE THE GOVERNING BOARD

Resolutions for Dismissal of PAEC Personnel

1. Resolution Honorably Dismissing Educational Support Personnel from Proviso Area for Exceptional Children.

Recommended Motion:

I move to adopt the Resolution Honorably Dismissing Educational Support Personnel from Proviso Area for Exceptional Children, as presented.

2. Resolution Dismissing Probationary Certificated / Licensed Personnel from Proviso Area for Exceptional Children.

Recommended Motion:

I move to adopt the Resolution Dismissing Probationary Certificated / Licensed Personnel from Proviso Area for Exceptional Children, as presented.

XIV. BOARD CORRESPONDENCE

XV. CLOSED SESSION

Recommended Motion:

I move to convene into Closed Session under section 2 (C)(1) of the Open Meetings Act at _____ PM to discuss the employment, compensation, discipline, performance, or dismissal of specific employee(s) of the public body as presented, with any action resulting from such discussion to be taken in Open Session, as presented.

XVI. ADJOURNMENT

Recommended Motion:

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