

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC HIGH SCHOOL – 6:00 PM
JULY 16, 2020
MINUTES**

I. ROLL CALL

Ms. O'Connell, President of the Board, called the meeting to order at 6:05 PM.

Roll Call:

District 87	Ms. O'Connell	Present
District 88	Ms. Clark Smith	Present
District 92	Mr. Dawson	Absent (arrived at 6:28 pm)
District 93	Mr. Munoz	Present
District 209	Mr. Wagner	Present

II. AUDIENCE PARTICIPATION

None

III. APPROVAL OF GOVERNING BOARD MINUTES

A. June 18, 2020 Meeting

Ms. Clark Smith moved to approve the Governing Board Minutes of June 18, 2020 as presented. Mr. Wagner seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark Smith	Aye
District 92	Mr. Dawson	Absent
District 93	Mr. Munoz	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent
Motion Carried

B. June 25, 2020 Meeting

Mr. Wagner moved to approve the Governing Board Minutes of June 25, 2020 as presented. Ms. Clark Smith seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark Smith	Aye
District 92	Mr. Dawson	Absent
District 93	Mr. Munoz	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent
Motion Carried

IV. APPROVAL OF CONSENT AGENDA

V - Approval of Payroll

VI - Approval of Bills

XII - New Business

A – First Student Transportation Contract

B – Selection of Auditor

C – Employment/Resignations/Terminations

Mr. Wagner asked about the 10.9 rate increase from First Student. Ms. Boeh explained that they were the only company that submitted a bid, they did work with PAEC during negotiations, this new contract is only for one (1) year and PAEC will be going out for bid again in early October of this school year. District 88 will bus their own students that are currently enrolled in PAEC programs and they use Lake View Transportation.

Ms. Clark Smith moved to approve the Consent Agenda, which encompasses agenda items V (Payroll), VI (Bills), and XII (New Business) as presented.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark Smith	Aye
District 92	Mr. Dawson	Absent
District 93	Mr. Munoz	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent
Motion Carried

VII. EXECUTIVE BOARD REPORT

The Executive Board did not meet in July 2020.

VIII. DuPAGE/WEST COOK REPORT

No report at this time.

IX. COMMITTEE REPORTS

No reports at this time.

X. EXECUTIVE DIRECTOR'S INFORMATIONAL REPORT

Ms. Boeh explained that currently PAEC is working on their return to school plan. PAEC will be following all ISBE and CDC guidelines. Everyone will have to wear a mask, keep social distance, have their temperature checked when they enter the buildings. The Principals will be working with the maintenance staff to make sure everything is cleaned several times a day. The Governor is scheduled to make an announcement regarding schools in early August. Safety is our number one priority and PAEC will follow all recommendations from ISBE and the EDC. PAEC is also communicating with our Member Districts to see how they plan on starting their school year.

The Palatine Rotary Club donated bicycles for some of our students. This generous donation has brought joy to the students and their families. It has given our students the opportunity to play with their peers, to exercise, and to have a bike of their very own.

The Board would like to thank Readers Ignite for their thoughtful donation of bookshelf's, manipulative board and other items to the students at PAEC.

Ms. Boeh explained that PAEC finalized the technology plan so that all students will have a device come this fall. Our IT department will be ordering most of the devices and will be working with all of your IT departments to ensure that all devices are set-up correctly. All districts will be receiving an invoice when everything is completed.

Summer School went well, it was remote, attendance was good, and teachers did a great job.

A. Initial Referrals

Information was attached.

B. Police Reports

1. PAEC Therapeutic Day Elementary School – No police reports for this month.
2. PAEC Therapeutic Day High School – No police reports for this month.

C. PAEC Activity Fund Summary

Information was attached.

D. PAEC 2020-21 Budget

Copies of the PAEC Budget are enclosed and have been sent to your District's Superintendent and Business Manager for review. Ms. Debbie Tryon, PAEC Business Manager, will provide a presentation regarding the 2020-21 PAEC Budget during our meeting. We will need to approve the budget during the September Board Meeting.

Ms. Tryon went over some of the highlights and explained the 2020-21 budget. Ms. Tryon explained that this year has been like no other year, there are many unknowns, and still are. This budget will be on the September agenda and will need to be approved by our Board.

Ms. Tryon explained that there is a 2.5% increase in the Education fund. Some of the increase is due to staff (salary and new staff), and an increase in most insurance rates (PPO, HMO, Dental, Workers Comp, and IMRF), while other is for supplies (OT/PT contingency items, PPE equipment, other safety items, and new technology items/devices.)

There was an increase of 1.92% in the O&M fund: increase of rent for Divine Infant, a new cargo van (mainly used for courier services and transporting meals to our students) a new key card access and panic button system, sidewalk repairs and a few maintenance items. These items were priority and needed to be addressed this school year. Budgeted salaries and benefits for custodians are also increasing.

There was an increase of 12.8% in the Transportation fund: 10.9% is for the 2020-21 Transportation contract with First Student, as well as for shuttle trips, field trips, vocational and Special Olympic trips. Cab expenses for districts are also budgeted and are projected to increase for some districts.

A big concern is unemployment, PAEC has received over 50 claims counted as of the July Governing Board meeting date, our PAEC HR Coordinator has been protesting many of them. Ms. Tryon explained that she did not know how many PAEC staff would file for unemployment at the time the budget was completed nor could she accurately know the financial cost of the claims. More budget money was placed in the budget for unemployment than in past budgets.

Ms. Tryon reminded everyone that she will do a mid-year review to review programs and services and perhaps adjust district payments. Unspent monies will be returned to the Member Districts at the end of the fiscal year after the audit is complete.

Ms. Tryon also asked that each Board review and approve the PAEC Budget in their July, August or September Board meetings and notify PAEC in writing of their Board's action.

E. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

With the 2020-21 budget complete, and the fiscal year finished the business office is working on end of year cost sheet reports and summer school payroll.

Ms. Tryon has completed the quarterly Medicaid reports and is completing final cost sheets and final out of district tuition billing for District 91.

The business office is gathering documents to send to our auditors for our remote preliminary audit taking place later this month.

Our Payroll and HR Coordinators are updating and inputting salary and benefit data in Infinite Visions for employees preparing for our first all staff payroll for the new fiscal year.

Roof replacement work is moving along on schedule with progress invoices being paid.

PAEC Early Childhood Program

The Early Childhood program provided remote learning for the extended school year program. We had a small class of 10 students but they were given daily lessons by our EC teacher, Christine Webb, and weekly lessons by all the related service personnel. The staff did a wonderful job of providing videos of the lessons, links to resources and activities, and constant communication with the parents as needed. At this time our program gained one additional student, therefore we will be starting the year with 49 students between the four classrooms housed in the PAEC Elementary building.

PAEC Therapeutic Day Elementary School

Summer school has been completed. The students participated in ELearning for summer school. The students participated in various learning opportunities including software learning, direct instruction with teachers virtually and Google assignments. The program was able to provide instruction using Google Meet and created some exciting lessons. The teachers also used Class Dojo and various other ways to connect and support students and their families. Classrooms participated in class celebrations and social skills meetings so they could connect with their peers virtually.

PAEC Academy at Divine Infant

Summer school went well, we had 23 students sign up. Most of the students signed into the zoom meetings held a few times a week with teachers or therapists. A few of them mainly worked on the packets we sent home either because they did not have a device or due to the work schedule of their parents. All of the students are anxious to return to school. They miss their friends and their teachers.

Bicycles were donated to PAEC and ten of our students received them. The students were very happy and their parents were very grateful.

The staff has been talking about how things will work when we return to school in the fall. We are working on the best ways to present curriculum in person and remotely. We are also discussing the best way to set up bus arrivals and departures, bathroom use, classroom set up, etc.

The staff does have concerns, but they are eager to have face to face contact with their students. We will be setting registration, which will be completed online or by appointment to limit the number of people in the building.

We are welcoming two new staff members this year. Cecy Mendoza is our new school secretary. Cecy comes to us with a lot of experience and is excited to join the PAEC Academy Team. We also hired our student teacher, Leilani Robelleto, to replace Ms. Sharon Montag who retired. Leilani is very excited to become part of our staff and begin her teaching career.

PAEC Center

June's Summer School program began as the year ended, with remote learning. Teachers prepared packets for the students to encompass the three weeks of learning. Additionally, teachers and their teams of occupational and physical therapists, social worker and speech language pathologists had in person lessons through Google Meets or Zoom. Classroom Dojo and Seesaw were also used.

The students became much more acclimated to this type of teaching. Teacher's report that those who can, told them that they miss school and talking with their friends. Zoom and Google Meets have given them the opportunity to speak with one another and converse. Additionally, teachers spoke with the students via telephone to provide lessons.

Weekly meetings with teachers via Google Meets were held. Discussions about instruction and what worked and what didn't were discussed. Final meetings with all teachers were held to discuss scenarios for opening the schools in the upcoming school year.

PAEC Therapeutic Day High School

As we conclude the final week of summer school, our final student count is representative of numbers from years past. E-Learning has been an adjustment for the entire PAEC organization. As a team, we have adopted alternative means to educate our students. Teachers have used goggle platforms to allow our students to have the necessary interaction and clarity to address academic inquiries.

To celebrate our graduating seniors, the Senior Committee put together a truck party. The event took place on June 26th in the PAEC High School parking lot. PAEC High School staff members organized vehicles in a circle, (following social distancing protocol) students were directed to stop by staff cars to receive a parting gift. We wish our graduating seniors the best of luck with their future endeavors.

PAEC Social Work Department

During ESY 2020 PAEC School Social Workers continue to work daily from home, due to Covid-19, and involved in completing the following duties:

- Responding to student/parent/PAEC staff emails.
- Student contacts via various virtual modes of communication (email, phone, ClassDojo, Google Hangout, Microsoft Teams, Zoom, etc.).
- Preparing, downloading, and sending social work resources/activities/visuals for students using google classroom, student PAEC emails, ClassDojo, etc.
- Provided crisis intervention, reaching out to guardians/parents regarding assistance with housing, food, medical and mental health needs.
- Assisted parents/guardians who had questions on registering their child for the 2020-21 school year.
- Virtual consultation with Probation Officers.
- Attended virtual staff and team meetings.
- Consultation with Joseph Vasilevski, LCPC, Safe Families, DCFS, Riveredge Hospital, Leyden Family Service, Proviso Mental Health Commission and other outside agencies on behalf of PAEC Students/Families.
- Consultation with PAEC Lead School Social Worker and other SW department members.
- Case Notes and entered data into Embrace DS and Medicaid.
- PAEC Social Workers turned in daily work schedules to Ms. Pirrello, LCSW-PAEC Lead School Social Worker.

PAEC School Social Work Assignments have been finalized for the 2020-21 school year. No new hires added.

XI. OLD/UNFINISHED BUSINESS

None at this time.

XIII. CLOSED SESSION

Mr. Munoz moved to convene into Closed Session at 7:20 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 as presented. Ms. Clark Smith seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Munoz	Aye
District 209	Mr. Wagner	Aye

5 Ayes
Motion Carried

Mr. Wagner left the meeting at 8:00 PM.

The Board returned to Open Session at 8:09 PM.

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

Our next Governing Board Meeting is scheduled for August 20, 2020.

Ms. Boeh explained that she received a notice from the Union to Bargain (MOU Request). The initial meeting will be July 23rd and Ms. Boeh asked if any of the Board Members would like to participate. Mr. Dawson from District 92 said he would participate in this meeting.

XV. BOARD CORRESPONDENCE

None at this time

XVI. ADJOURNMENT


Ms. Clark Smith moved to adjourn the meeting at 8:10 PM for lack of further items to discuss. Mr. Dawson seconded the motion.

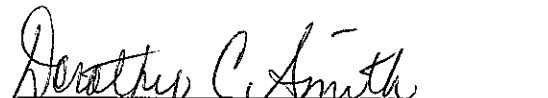
Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Munoz	Aye
District 209	Mr. Wagner	Absent (left meeting at 8:00 pm)

4 Ayes, 1 Absent
Motion Carried

Respectfully submitted,


Peg O'Connell
President of the Governing Board


Dorothy Clark Smith
Secretary of the Governing Board