

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
AUGUST 16, 2018
MINUTES**

I. ROLL CALL

Ms. O'Connell, President of the Board, called the meeting to order at 6:01 PM.

Roll Call:

District 87	Ms. O'Connell	Present
District 88	Ms. Clark Smith	Absent
District 92	Ms. Dempsey	Present
District 93	Ms. Johnson	Present
District 209	Mr. Wagner	Absent (Arrived at 6:07 PM)

II. AUDIENCE PARTICIPATION

Celia Garcia, PAEC Center Secretary, was in attendance.

III. CLOSED SESSION

There was no reason to go into Closed Session.

IV. APPROVAL OF GOVERNING BOARD MINUTES

Ms. Dempsey moved to approve the Governing Board Minutes of July 19, 2018 as presented. Ms. Johnson seconded the motion.

Roll Call Vote:

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

3 Ayes
2 Absents
Motion Carried

V. APPROVAL OF CONSENT AGENDA

VI – Approval of Payroll

VII – Approval of Bills

XIII – Approval of New Business

A. Rock of Ages – Lease agreement

B. Employment/Resignations/Terminations

C. Out of District Student – Forest Park School District 91

Ms. Johnson asked why there was such a big difference between the two pay periods in the Education Fund in July and Ms. Tryon explained that it was due to the Summer School payroll.

Ms. Boeh mentioned that one of the new hires is a former PAEC graduate. The student went on to college, got her degree and was recently hired as a new employee at PAEC.

The Board asked questions about the lease agreement between Rock of Ages and PAEC, and all questions were answered. The lease agreement will be signed shortly and the Board will be able to view the lease agreement.

Ms. Dempsey moved to approve the Consent Agenda and the Addendum to the Agenda, which encompasses agenda items VI (Payroll), VII (Bills) and XIII (New Business) as presented. Ms. Johnson seconded the motion.

Roll Call Vote:

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

3 Ayes
2 Absents
Motion Carried

VIII. EXECUTIVE BOARD REPORT

The Executive Board meeting was held on August 8, 2018. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Dr. Janiece Jackson from District 92, Dr. Kevin Suchinski from District 93, and Dr. Jesse Rodriguez from District 209. They reviewed and recommended approval of all the items on the agenda.

IX. DuPAGE/WEST COOK REPORT

No reports at this time.

X. COMMITTEE REPORTS

No reports at this time.

XI. EXECUTIVE DIRECTOR'S REPORT

A. FY'19 PAEC Budget

We have received confirmation of our FY'19 Budget being approved by School District 88. The PAEC Governing Board will need to approve the PAEC Budget during our September 20th meeting.

B. Update on PAEC 2017-18 Goals

Ms. Boeh reviewed and explained in detail all the updates on the 2017-18 goals, answered all the Board's questions, and reviewed the 2018-19 goals with the Board.

C. PAEC Goals 2018-19

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.

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.

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

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.

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.

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.

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.

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

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

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.

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

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

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

Objective A: Continue to enhance instructional strategies, interventions and related services.

Objective B: Continue Parent IEP surveys in order to assess and improve upon the process.

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

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

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

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).

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

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

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

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.

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.

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.

Objective B: 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.

Objective C: 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.

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.

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).

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 also providing incentives to staff to participate in the screenings.

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.

Objective H: Our goal for the Lunch Program is to enforce the 3 days credit policy for payment of student lunches and to communicate with parents using the letters created in Teacher Ease. Our new Lunch Program Coordinator will meet regularly with the building secretaries as needed throughout the school year to accomplish this goal.

Objective I: 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.

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

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

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

D. PAEC Activity Fund Summary
Information was attached.

E. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

Our auditors have provided the business office with their “prepared by client list” that contains information needed by them when they return to PAEC to do final field work for the 2017-18 audit in September. The business office is working on gathering and computing the needed data. Our actuary has been provided the financial data necessary to prepare our actuarial report needed by our auditors.

Ms. Tryon is gathering and preparing data for computation of the 2018 summer school bills for Member Districts. The business office is also finalizing summer school student attendance and working on the draft of the summer school transportation bills for Member Districts.

Ms. Tryon is scheduling a meeting with Member District Business Officials and PAEC’s contact person with First Student to discuss better efficiencies in completing the review and payment of district home to school bills. This meeting will take place in August.

Ms. Tryon has begun preparing next year’s beginning of the year salary and insurance file for the first payday for instructional staff – September 14th.

The business office is hard at work processing paperwork and updating our employee database for new employees and also employees that will be in different programs for our upcoming new school year.

Ms. Tryon is meeting with PAEC's new Coordinator of Building and Grounds and beginning to discuss and planning projects, evaluating our current systems, and drafting a list of possible expenditures for next year's budget.

XII. OLD/UNFINISHED BUSINESS

None at this time.

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

Our next Governing Board Meeting is scheduled for September 20, 2018.

XV. BOARD CORRESPONDENCE

None at this time

XVI. ADJOURNMENT

Ms. Dempsey moved to adjourn the meeting at 6:35 PM for lack of further items to discuss. Ms. Johnson seconded the motion.

Roll Call Vote:

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

4 Ayes
1 Absent
Motion Carried

Respectfully submitted,



Peg O'Connell
President of the Governing Board



Princess Dempsey
Secretary of the Governing Board

MB/lc