

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER
AUGUST 21, 2014**

MINUTES

I. ROLL CALL

Ms. O'Connell called the meeting to order at 6:33 P.M.

Roll Call:

District 87	Ms. O'Connell	Present
District 88	Ms. Clark Smith	Present
District 89	Ms. Rivers	Present
District 92	Ms. Williams Wolford	Absent (arrived at 6:34)
District 93	Ms. Childress	Absent
District 209	Ms. McKelvy	Absent

II. AUDIENCE PARTICIPATION

No audience was present during this meeting.

III. APPROVAL OF GOVERNING BOARD MINUTES

Ms. Rivers moved to approve the Governing Board Meeting Minutes of July 17, 2014 as presented. Ms. Clark Smith seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark Smith	Aye
District 89	Ms. Rivers	Aye
District 92	Ms. Williams Wolford	Aye
District 93	Ms. Childress	Absent
District 209	Ms. McKelvy	Absent

4 Ayes
2 Absent
Motion Carried

IV. APPROVAL OF CONSENT AGENDA

V. APPROVAL OF PAYROLL

VI. APPROVAL OF BILLS

XII. NEW BUSINESS

- A. Interagency Agreement -Broadview Park District-Beverly Center
- B. PAEC Board Policies
- C. Resolution #15-001 - 403B Retirement Plan Document
- D. Employment/Resignations/Terminations

The question was raised as to the June dates listed for staff resignations. Dr. Smith stated that we had just recently received the letters of resignation, therefore, the employee's last day of work listed was the last day of the 2013-14 school year.

Ms. Williams Wolford moved to approve the Consent Agenda, which encompasses Agenda items V (Payroll), VI (Bills), and XII (New Business) including the Addendum as presented. Ms. Rivers seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark Smith	Aye
District 89	Ms. Rivers	Aye
District 92	Ms. Williams Wolford	Aye
District 93	Ms. Childress	Absent
District 209	Ms. McKelvy	Absent

4 Ayes
2 Absent
Motion Carried

VII. EXECUTIVE BOARD REPORT

There was no Executive Board Meeting scheduled during August.

VIII. DUPAGE WEST/COOK REPORT

No current reports.

IX. COMMITTEE REPORTS

No current reports.

X. EXECUTIVE DIRECTOR'S REPORT

A. Informational

1. *FY '15 PAEC Budget*

Dr. Smith reminded the members that their District School Boards needed to review and present the PAEC Budget during their School Board Meetings. He added that the FY'15 Budget will need to be approved during the September 18th Governing Board Meeting.

2. *FOIA Request*

On July 29, 2014, Local 73 SEIU requested the current contract between PAEC and First Student Transportation Company. The information was sent to them on July 30, 2014 via email as they had requested.

3. *Enrollment and Classroom Staffing Patterns*

Information was included with the Agenda

4. *Student/Staff Monthly Report*

Information was included with the Agenda

5. *District Child Count*

Information was included with the Agenda

6. *PAEC Activity Fund Summary Report*

Information was included with the Agenda

7. *Professional Development*

8/15 – SRA Direct Instruction – Presented by Ms. Nancy McGill

8/19 – CRT Training for OT, PT and Speech Departments

8/19 – Portfolio Training for PAEC Center Staff

8/19 – CPI Training for PAEC Center, PAEC Alternative Elementary and High School Staff

8/25 – CPI Training for PAEC Academy Staff

9/19 – Self-Destructive Students: Social Work Strategies & Interventions – Social Workers

9/19 – Autism Presentation – Presented by Ms. Laura McKee, Board Certified Behavior

Analyst - *Autism Home Support Services*

8. *Update of PAEC Goals 2013-14*

Information was included with the Agenda

9. *PAEC Goals 2014-2015*

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.

GOAL #1: To expand and enhance quality social-emotional and behavior interventions within the PAEC Cooperative.

- Use screeners/surveys to identify priority behavioral building needs in order to develop procedures to ensure safety and effective operations (all programs).
- Compile all social-emotional and behavioral intervention resources for common use in the intervention resource room and on the website.
- Implement social work session rating forms (all programs).
- Provide training and implement three priority classroom-wide procedures (PAEC programs).
- Provide additional training in behavioral data collection and implementation of evidence-based behavior interventions at the classroom and building-wide levels (all programs).
- Expand resources and strategies for Autism programs.
- Research and implement sex education curriculum for PAEC students (PAEC Elementary).

GOAL #2: To expand and enhance data management systems in order to support evidence-based practices.

- Develop uniform problem-solving model and procedures across cooperative programs (all programs).
- Train and communicate data collection and analysis procedures to PAEC Programs and District Teams. (all programs)
- Develop program-wide, school-wide, and individual data from academic and behavior information. (PAEC schools)
- Monitor, track, and utilize data to analyze trends and program effectiveness for PAEC Schools. (PAEC schools)
- Continue goal for each service provider to include at least one graph of student progress towards a goal in IEPs/Annual Reviews (75% by the end of 2014-15) (all programs).
- Continue to improve use of measurable data for present levels and goals (all programs).

GOAL #3: To expand and enhance quality academic interventions within the PAEC Cooperative.

- Provide training for interventions for ELL/bilingual students
- Identify and track small group of alternative school students in terms of benchmarking and progress monitoring over the 2014-15 school year to evaluate student academic growth (Alternative schools).

GOAL #4: To expand and enhance effective transition planning and post-secondary outcomes.

- Continue to provide student exposure to post-secondary career options, education, trade schools, etc. (PAEC Center)
- Continue to provide community job training sites, supported and competitive employment options. (PAEC Center)
- Continue to follow students' post-secondary outcomes through agencies, personal connections, and Department of Rehabilitation services (PAEC Center)
- Develop a more in-depth student portfolios as a measure of vocational progress (PAEC Center)
- Continue and improve college and career readiness objectives for each grade level at the Alternative High School (Alternative High School).
- Research additional job sites (Alternative High School, PAEC Center).
- Continue collaboration and partnerships with a range of community agencies in order to enhance programming and facilitate successful transition.

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

- Update Resource Manual for special education procedures, law, etc. (Management team)
- Connect Assistive Technology resources to the website. (Assistive Technology Team)
- Modify the Teacher Evaluation tool to align with the Danielson Model
- Continue Parent IEP Survey (all programs)
- Continue Transportation Survey (PAEC programs)
- Continuing improvement on aligning IEP present levels to needs, measurable goals, and interventions (all programs)
- Create procedures and test implementation of Calling Post (Management team)
- Continue to update staff job descriptions

GOAL #6: To improve the health, life safety, and security for all within the designated PAEC facilities.

- Conduct quarterly multidisciplinary safety committee meetings.
- Include students in quarterly safety meetings
- Continue to offer Wellness Screenings to employees as long as EBC Medical Cooperative provides funding.
- Continue quarterly Employee Workers Compensation Safety Committee meetings to review employee accident reports, potential safety concerns, and recommend staff training to reduce or prevent injuries.
- Update kits (Safety Committee).
- Implement web-based TeacherEase source to keep real-time student lists for emergencies (Safety Committee).
- Review agreements with off-site locations and have planning meeting to set details including off-site location for parents (Safety Committee).
- Practice evacuation to an off-site location and practice bus evacuations (Administrators).
- Identify first responders (Safety Committee).
- Continue emergency drills including, lock down drills, evacuation drills, tornado drills, bomb threats, etc.

GOAL #7: Continue quality extracurricular programs/activities to positively engage students outside regular school session including HOTSTUFF After-School and Summer Programs, Special Olympics, Special Recreation, Veteran's Park, CAAEL Athletic League.

GOAL #8: Enhance business operations to facilitate cost savings and support programs and services.

- Utilize the balances in the student activity fund for PAEC Elementary and PAEC Center school programs as funds are available to purchase supplies and materials for student programming to save budgeted dollars in the education fund.
- Continue the process of reviewing the PAEC business office forms to convert them for transmission via the PAEC website for greater efficiency.
- Continue to review home-to-school, shuttle and field trip monthly transportation bills to ensure accuracy and efficiency.
- Closely scrutinize mileage reports for accuracy to contain costs.
- Establish a PAEC Wellness Committee to set goals and further wellness awareness with PAEC staff and provide employees with incentives to participate in the annual wellness screening.
- Implement the Free Employee Assistance Program (EAP) sponsored by the Reliance Life Insurance Company and provide information about and assistance with the details of the program to PAEC staff.
- Update forms, files, and data base regarding FMLA and other employee laws. Ensure that PAEC employees are given updated lawful correspondence and information regularly on the laws, eligibility for and status of their leaves.

- Transfer the following information/data to the Common Goal Data Management System
 - Lesson Plans
 - Medical Records
 - Lunch data
 - School Registration
 - Transcript information/data
 - Other procedural documents

GOAL #9: *Continue quality extracurricular programs/activities to positively engage students outside regular school session:*

- HOTSTUFF After-School and Summer Programs
- Special Olympics
- Special Recreation
- CAAEL Athletic League

Dr. Smith provided a short review of the 2013-14 updates and 2014-15 Goals as follows:

- The names of the programs that PAEC provides has been changed and both names will be listed on all forms in next month's reports.
- The Goals relate to our Mission Statement and all departments are involved in carrying them out throughout the year.
- A progress monitoring report for PAEC graduates was provided which included the current living and working situations for each of them. The results indicate that most of the students are doing well and have had an excellent transition from the PAEC programs due to the preparation and skills provided to them.
- Throughout the year, parents are asked to complete a survey after their child's IEP meeting. The results showed that parents are very pleased with the information shared at their meetings. When issues or questions are raised, they are addressed immediately by the principal and/or supervisor.

Members discussed a statement on the survey (Percentage of responses of "Agree" or "Strongly Agree" [does not include blank responses]) which will be revised due to it not being self-explanatory.

Ms. Williams Wolford stated that there are some parents who have questioned her as to why their child receives a "Certificate of Completion" rather than a diploma upon their graduation. She stated that she suggests to them to discuss this with the staff at their school.

Dr. Smith added that District 209 has certain requirements that need to be met in order to receive a diploma and many of our students are unable to complete them. Therefore, they are provided the "Certificate of Completion" as recognition for their accomplishments.

Dr. Smith added that he will discuss this with the principals.

Ms. Williams Wolford suggested that we contact IASB to update our PAEC Policy Manual on our website.

XI. UNFINISHED BUSINESS

None

XIII. ADDITIONAL ITEMS TO BE BROUGHT BEFORE THE GOVERNING BOARD

No additional items to be discussed at this time.

XIV. BOARD CORRESPONDENCE

No Board correspondence at this time.

XV. CLOSED SESSION

There was no reason to convene into Closed Session.

XVI. ADJOURNMENT

Ms. Williams Wolford **moved to adjourn the meeting at 7:06 PM for lack of further items to discuss.** Ms. Clark Smith seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark Smith	Aye
District 89	Ms. Rivers	Aye
District 92	Ms. Williams Wolford	Aye
District 93	Ms. Childress	Absent
District 209	Ms. McKelvy	Absent

4 Ayes
2 Absent
Motion Carried

Respectfully submitted,

Peg O'Connell
President of the Governing Board

Penny Williams Wolford
Secretary of the Governing Board