

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER
AUGUST 18, 2016**

MINUTES

I. ROLL CALL

Ms. O'Connell, President of the Governing Board, called the meeting to order at 6:11 PM.

Roll Call:

District 87	Ms. O'Connell	Present
District 88	Ms. Clark Smith	Present
District 89	Ms. Rivers	Present
District 92	Ms. Dempsey	Absent
District 93	Ms. Johnson	Present
District 209	Mr. Wagner	Present

II. AUDIENCE PARTICIPATION

There was no audience present.

III. APPROVAL OF GOVERNING BOARD MINUTES

Ms. Johnson moved to approve the Governing Board Meeting Minutes of July 21, 2016 as presented. Mr. Wagner 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. Dempsey	Absent
District 93	Ms. Johnson	Aye
District 209	Mr. Wagner	Aye

5 Ayes
1 Absent
Motion Carried

IV. APPROVAL OF CONSENT AGENDA

- V. APPROVAL OF PAYROLL
- VI. APPROVAL OF BILLS
- XI. OLD BUSINESS
 - A. Second Reading – Revised/Updated PAEC Policies
- XII. NEW BUSINESS
 - A. First Reading – Revised/Updated PAEC Policies
 - B. Fundraising
 - C. FMLA Request
 - D. Employment/Resignations/Terminations

Ms. Johnson asked why the July 15th payroll was so much higher than the July 29th payroll. Ms. Tryon explained that the July 15th payroll had the last payroll for all ESY staff.

Ms. Rivers moved to approve the Consent Agenda, which encompasses Agenda items V (Payroll), VI (Bills), XI (Old Business) and XII (New Business) as presented. Ms. Johnson 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. Dempsey	Absent
District 93	Ms. Johnson	Aye
District 209	Mr. Wagner	Aye

5 Ayes
1 Absent
Motion Carried

VII. EXECUTIVE BOARD REPORT

The Superintendents did not have a meeting scheduled in August.

VIII. DuPage/WEST COOK REPORT

No reports

IX. COMMITTEE REPORTS

No reports

X. EXECUTIVE DIRECTOR'S REPORT

A. Informational

1. FY '17 PAEC Budget

Dr. Smith stated, we had received confirmation of our FY'17 Budget being approved by School Districts 87, 88 and 93. We will need to approve the PAEC Budget during our September 15th meeting.

Mr. Wagner stated that District 209 had also passed the PAEC Budget.

2. Enrollment and Classroom Staffing Patterns

Information was included with the agenda.

Dr. Smith explained we currently have 499 students, which is approximately the same number of students we had last year. Students are still being registered with their home districts and transportation routes cannot be completed until families have completed the registration process.

3. Student/Staff Monthly Report

Information was included with the agenda.

4. District Child Count

Information was included with the agenda.

5. PAEC Activity Fund Summary Report

Information was included with agenda.

6. Staff Development Sessions

Information was included with agenda.

Dr. Smith explained, that an Inservice was held for our Early Childhood staff this morning and on Friday, August 19th, we will be having a presentation on Senate Bill 100 from Ms. Courtney Stillman for our Administration, Principals, Assistant Principals, Leads, Supervisors, Social Workers and Psychologists.

7. Update of PAEC 2015-16 Goals

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

Dr. Smith provided a short overview of the 2015-16 Goal Updates and stated he would answer any questions the Board might have.

Objective A: Continue to use surveys from Safe and Civil Schools to identify potential safety concerns in order to make necessary adjustments in staffing, procedures, etc.

Each principal conducted surveys and made staffing adjustments to ensure the appropriate level of supervision during key times during the school day including: arrival, passing periods, lunch and dismissal.

Objective B: Continue to implement priority classroom and school-wide procedures in order to maintain consistency and continuity across programs.

Each PAEC Program has established common priority expectations and procedures across each school. Students have common procedures for seeking assistance in classrooms, requesting to leave their area to access materials, etc. Students are requested to follow procedures during passing periods or when in transition. These are specific procedures in place when utilizing the washrooms and other areas of the school.

Objective C: Expand training and resources to address programming needs for students that fall within the Autism Spectrum.

PAEC provided a training session on Understanding Autism from Autism Home Support Services. Observations were conducted by behavior analysts for specific students to provide feedback and information for developing Behavior Intervention Plans.

Objective D: The Behavior Intervention Team will provide a range of interventions to general education classes for students at-risk and to students receiving special education services.

PAEC Intervention Team Summary 2015-16

During the 2015-16 school year, the PAEC Intervention Team was involved in 32 interventions in 14 elementary schools and two middle schools. Broken down by district, there were 12 interventions in District 87, 7 in District 88, 9 in District 89, and one each in Districts 92 and 93 and two at PAEC 803. Additionally, a new program at District 209 involved one veteran Behavior Coach at Proviso East High School and one new Behavior Coach at West. Both worked with freshman determined to be at risk for social/behavior incidents by the Student Assistance Team at each school. At Proviso East, 44 students were seen individually or in a small group, and 24 students at Proviso West.

At the high schools, the primary interventions were mentor/goal setting, focusing on developing coping skills, improving anger management and time management, and teaching self-improvement strategies. Student surveys, at the end of the school year, asked participating students if they felt the interventions had helped their overall behavior 'Improve', 'Stay the Same', or become 'Worse.' At East, 74% reported that their behavior had improved, and at West the number was 72%. When asked the same question about improvement in grades, attendance, and respect towards adults or peers, the biggest improvement was in respect for adults, 74% at East and 61% at West. Least improved area was 'Respectful interactions with peers'; 43% at East and 39% at West. The break down by grade of the 32 interventions implemented at the elementary and middle schools, shows 4 PreK interventions; 6 Kindergarten interventions, 9 first grade interventions, 3 second grade interventions; 3 third grade interventions, 2 fourth grade, one at sixth grade, 2 seventh grade, and two 8th graders. There were 24 individual student interventions and 8 class-wide interventions.

Three of the class interventions were at the first grade level, and there was one each at kindergarten, second, fourth, sixth and seventh grades. Looking at the individual interventions, 62% were at PreK (4), K (5), and first grade (6). Examining the 6 class-wide interventions, two middle school interventions showed excellent results, as did the second grade classroom. Two, first grade class interventions showed satisfactory improvement in students' behavior, and one, first grade classroom showed little improvement. But, there were 4 or 5 different substitute teachers in that classroom after the original teacher left in October.

There were excellent results in two of the 8 PreK and Kindergarten individual interventions; 3 students showed satisfactory improvement, one student came in late in the school year and showed little improvement, and two students were transferred to PAEC mid-year. Of the 9 students in 1st and 2nd grades, two students were rated excellent in improvement, 6 showed satisfactory improvement and one was transferred to PAEC. There were 4 individual interventions at 3rd and 4th grade. Three had satisfactory improvement in behavior and one fourth grader did not show much improvement. Of the three middle schoolers with interventions, two had satisfactory ratings and one was transferred to PAEC mid-year.

The major trend of the past year was the sharp increase in the number of individual interventions at the PreK level. There were none last year and only three in previous years. This seems to be more evidence of a continuation of seeing more challenging behavior at younger ages in our schools. There was a slight decrease in mentoring interventions at the middle school level. Only three were implemented compared to 7 the previous year.

In the coming school year, all PAEC districts that house PreK programs have agreed to participate in a two year research study of Preschool First Step, which is a comprehensive early intervention involving a behavior coach, the teacher and parents. It addresses moderate to severe behavior problems of young children. Professional training of school staff will be provided at no cost, in addition to free intervention materials and ongoing support in implementing First Step to selected PreK students. In light of recent behavior trends this research opportunity seems to be coming at just the right time.

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

Objective A: Continue to assess the use of the problems-solving model and procedures in order to support efficiency and productive outcomes.

Each program utilizes the problem solving model for team meetings and individual student problem solving meetings. Outcomes are monitored by building level administrators.

Objective B: Continue to train and set clear expectations for data collection and analysis procedures.

The Data Management Coordinator provided training on Microsoft Excel to track IEP goals and Google Forms to track progress notes for therapy sessions. She also provided training on using Excel to chart student's progress, including trend lines for reports, and using AIMSWeb to track student progress for interventions and within IEP goals. A template was utilized to record classroom walk throughs.

Objective C: Continue to improve the alignment of IEP present levels of performance, measurable goals/benchmarks and tracking student progress.

Student IEP's are checked at random for alignment of present levels of performance, measurable goals and benchmarks, and tracking student's progress. The ISBE Focused Monitoring File Review form 2015-16 is utilized to review IEP's for compliance and IEP Parent Surveys are offered to parents following IEP conferences. 80% of IEP's reviewed provided at least one graph illustrating student progress towards IEP goals.

Dr. Smith explained that our Data Tracking Systems measures the student growth and improves our IEP's. PAEC is consistently improving, updating, and revising our Data Tracking System for all of our PAEC programs.

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

Identify students from the Therapeutic Day School with significant delays in reading and/or math based on benchmark assessments and other sources of assessment. Then provide regular research-based interventions over the course of the 2015-16 school year and track student academic progress.

Ten students were identified in the PAEC Therapeutic Day School with significant delays in reading and/or math. The students were provided interventions over the course of the 2015-16 school year. Please see summary reports on the student's progress as of March 23, 2016.

See Attachment # 1

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

Objective A: Continue to provide students with exposure to post-secondary career options, education and other vocational options.

- October 6, 2015 – Presentation by U.S. Marines
- October 23, 2015 – Field Trip to College of DuPage
- October 29, 2015 - Field Trip to Carpenters Apprenticeship Training Center
- November 12, 2015 – Field Trip to Triton College
- April 27, 2016 - Post-Secondary Options Fair and Career Day

The Post-Secondary Options Fair had 15 schools and organizations including: Lincoln Tech, Regency Beauty, Roosevelt University, Northeastern IL University, PCCTI Healthcare, Governors State University, Symbol Training, PLCCA, SIU, City Colleges of Chicago, US Marines, Triton College, Employee and Employer Services, and Coyne College.

The Career Day had 16 presenters representing careers in health care, cosmetology, education, hospitality, manufacturing, insurance, criminal justice, culinary arts, nursing, photography, military, and the trades. Additionally, all students meet with the vocational counselor individually to assess and discuss their transition goals. Each student is provided services relevant to their goals which may include developing a resume; completing a variety of assessments such as a Career Interest Inventory, Skills Assessment, etc; exploring post-secondary education programs online, completing applications, etc. Finally, modules on the transition domains of Employment, Post-Secondary Education, and Independent Living have been developed and distributed for administration in each class during the 20 minute PRIDE time.

Dr. Smith explained our Transition Program makes sure our graduates are well prepared, even after graduation we continue to track our students and are a consistent resource for them.

Ms. O'Connell expressed that it's great that our students check back with us and know that we are here for them. Dr. Smith said we have students from as far back as 2006 who continue to call staff for assistance and support.

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

- The Hilton Hotel Training Program for students in Ms. Lorek's room (two days a week), and CWT students (5 days per week). Students receive training in housekeeping, culinary, and engineering. During the school year 17 students participated.

-The PAEC Custodial Program runs four days a week after school until 4:15 pm. Students receive custodial training and work on job applications once per week. Students both complete an application and interview for a position in this program. During the school year 9 students participated.

-The PAEC Lunch Program, students assist in sorting lunches and cleaning up the lunchroom. Students both complete an application and interview for a position in this program. During the school year 4 students participated.

-The Accurate Auto Group in Maywood for CWT students ran four days a week and started second Semester.

Additionally, students receive individual assistance with job applications, and interviewing skills based their vocational goals.

PAEC Center Job Training Sites in place prior to 2015-2016:

- Hines: We operate in central supply and the Veteran's canteen
- St. Domitilla's Job Training (morning) and a paid job site (afternoon)
- Family Video
- New 2 you Resale Shop
- St. Eulalia Volunteer site
- Ray Graham Association Volunteer site (cleaning and maintenance)

PAEC Center Job Training Sites acquired during 2015-16:

- Clean Break: Transition cafeteria and classrooms
- Empowering Gardens: Job site (paid position) and in the fall volunteer partner
- Sarah's Inn: Volunteer site in Oak Park
- West Suburban Senior Services: Volunteer site in Bellwood
- Mike's Meat Market (paid position)
- Plymouth Nursing Home (paid position)
- Brookfield Zoo (paid position)

Objective C: Continue to monitor students-post-secondary outcomes through agencies, personal connections and the Department of Rehabilitation Services.

PAEC High School 2016 Graduates:

- 7 of 16 graduates are employed and 8 are seeking employment.
- 2 graduates will be attending the PAEC Transition Program.
- 6 graduates are pursuing Post-Secondary education in Fall 2016.

PAEC Center Graduate outcomes are included with the agenda, See Attachment # 2

Objective D: Continue to refine portfolios in order to collect priority information for Transition planning.

The following Transition Planning information is shared with parents/guardians during IEP meetings:

- Parent and Family transition guide
- Adult programming information
- Day services information
- Rehabilitation services information
- Residential services information
- Transportation services information
- Recreation programs information
- Financial assistance information
- Legal assistance information

Objective E: The 2015-16 school year portfolios will be updated. Portfolios were updated to include the most relevant information to assist families and students in planning Transition to Post-Secondary options.

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

Objective A: Continue to update and refine Resource Manual for Special Education Law, Procedures, etc.

Special Education state and federal timelines were added to the resource manual for IEP Meetings, Evaluation, Revocation of Consent, Student Records, Due Process, and Special Education Discipline Rules.

Objective B: Continue to expand technology resources to the Website.

PAEC has continued to add to the employee resource section and convert paper procedures to an electronic format.

PAEC continues efforts towards yearly technological progress. The 2015-16 school year, alongside establishing new prospects, PAEC has also expanded on several key elements implemented from the previous year. There have been several updates and additions to fill able forms, as it relates to the IT department and administration. The process of acquiring new inventory can be achieved entirely online and recorded/stored electronically. A trial version of print management software has been installed and tested. It is ready to be fully purchased and implanted for the start of the 2016-17 school year. The IT department has offered multiple training seminars and future training of Google applications, with the intent to help increase technological/organizational efficiency in the work place. An internal based website portal is under development to act as an internal portal for employee resources.

Objective C: Modify the Teacher Evaluation tool to align with the Danielson Framework while incorporating essential components to address the range of special programs.

The Licensed Educator Evaluation Process aligned with the Danielson Framework was completed during the 2015-16 school year and will be implemented during the 2016-17 school year.

Objective D: Continue to improve the alignment of IEP present levels of performance, measurable goals/objectives and interventions.

IEP's have been checked at random to review for compliance to ensure continuity between present level of performance and measurable goals and benchmarks. There continues to be improvements in measurable goals/benchmarks with graphing to demonstrate student growth.

The ISBE Focused Monitoring File Review form 2015-16 was utilized to check IEP's for completion of the required components.

During 2015-16 there was a concerted effort to monitor present levels of student performance for multiple sources of measurable data. The present level of student performance establishes baselines from which to write goals and benchmarks for students.

Objective E: Continue Parent IEP surveys following Annual Reviews and EDC meetings to receive feedback on the process. The parent feedback has been very positive about the IEP process, programming/services, etc. **See Attachments # 3**

Objective F: Continue Parent Transportation Surveys in order to receive feedback on the effectiveness of transportation services three times per school year. Three surveys were conducted over the course of the 2015-16 school year with the following results:

August 2015 – October 2015
Excellent: 405, Good: 273, Needs improvement: 26, No answers: 10

November 2015 – February 2016
Excellent: 451, Good: 205, Needs improvement: 40, No answers: 14

March 2016- May 2016
Excellent: 394, Good: 198, Needs improvement: 17, No answers: 9

The review of the full surveys are included with the agenda. **See attachment #4**

Dr. Smith explained, administrators and principals meet monthly with First Student Transportation Managers to address all and any issues with transportation. We understand there will always be issues but the surveys and monthly meetings give PAEC the opportunity to discuss and resolve any issues quickly.

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

Objective A: Fully implement the Calling Post Emergency Communication System.

The Emergency Communication System test was conducted with all PAEC Staff and one department separately.

Objective B: Conduct quarterly Multidisciplinary Safety Committee Meetings.

Multidisciplinary Safety Committee Meetings with the RETA Security safety consultant were conducted on the following dates: September 9, 2015; November 18, 2015; February 17, 2016; and May 18, 2016.

Objective C: Continue to offer Wellness Screenings to employees as long as EBC Medical Cooperative provides funding. The Wellness screening was provided on October 1, 2015.

Objective D: 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.

Employee Workers Compensations Safety Committee meetings were conducted on November 3, 2015; January 19, 2016; and April 20, 2016.

Objective E: Update student lists at the beginning of the 2015-16 school year, mid-year and at student IEP meetings for emergency notification.

Student information was updated at the beginning of 2015-16, mid-year and during student IEP meetings in order to keep information updated for emergency notification.

Objective F: Conduct evacuation drills to an off-site location.

Arrangements have been made with St. Eulalia's church. Drills have previously been conducted for pre-school students and students with physical disabilities. A full evacuation will be conducted in 2016-17.

Objective G: Conduct school bus evacuation drills with First Student Transportation Company.

A school bus evacuation was conducted on October 28, 2015.

Objective H: Continue emergency drills including: lock-down drills, evacuation drills, tornado drills, bomb threat drills, etc.

-Lock Down Drills were conducted on the following dates: 2015 – August 24th, September 2nd, September 7th, September 8th, November 30th, December 1st. 2016 - January 27th, and June 16th.

-Fire Drills were conducted on the following dates: In 2015 - August 24th, September 1st, September 2nd, September 30th, and October 30th.

-A tornado drill was conducted on November 18, 2015 and other drills were also conducted in March during the tornado season.

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

PAEC has continued to offer and have excellent participation in extracurricular programs/activities to address the full range of student needs during 2015-16. The HOTSTUFF after-school and Summer Programs provided academic support, social skills training, a range of recreational and health related activities. There was excellent participation in the Special Olympics Program in a variety of sports including: basketball, soccer and bowling. Students participated at both the regional and state levels. The Veteran's Park/PAEC Center collaboration has been very successful in providing these services five days per week after school in the PAEC facility with trained PAEC Staff. Students enrolled in the PAEC Therapeutic Day Elementary and High Schools that qualify are able to participate in the CAAEL Athletic League, where students compete with other schools. This serves as a great incentive for the students.

PAEC continues to collaborate with many community and adult agencies in order to offer students a wide range of services and supports.

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

Objective A: Utilize some of the funds accumulating in the student activity fund for PAEC Center programs throughout the year to purchase supplies and equipment for students during the school year, saving budget dollars in the PAEC Education Fund.

The PAEC Elementary program spent \$2,567.06 during the year out of the activity fund; The PAEC High School spent \$2,741.60; PAEC Center spent \$4,353.28 and PAEC Academy spent \$3,808.74 for student supplies and activities.

Objective B: Develop procedures for accessing and using general forms placed on the website.

Supply requisitions, time sheets, and other PAEC forms have been reviewed and placed on the PAEC website. The Department Leads have begun the process of utilizing electronic time sheets for contractual therapists.

Objective C: Increase the efficiency of reviewing and correcting bills at the building level before submitting them to the business manager for review and payment.

Principals review their program shuttle and field trip bills before they are presented for payment in the business office. The PAEC Office Manger is reviewing home to school bills and coordinating any adjustments to the bills with the transportation company.

Objective D: Provide a written procedure to insure that mileage requests are submitted quarterly. There will be follow-up communication with employees through staff meetings and email.

Map-quest documentation is being requested to be attached to all mileage reimbursement forms and checked for accuracy in reporting. The Accounts Payable Coordinator and Business Manager are checking to make sure that this documentation is being provided with mileage reports. Small mileage reimbursements under \$20 dollars were paid in cash to staff members.

Objective E: Begin Wellness Committee meetings and determine a mission/vision statement, establish goals that promote leading healthier lifestyles, and disseminate literature that supports health. There will be incentives provided to staff to encourage participation in the annual biometric screenings.

Several Wellness Committee Meetings were held during the school year. Information and materials were obtained from the EBC Cooperative to assist with and prepare for the organization of the committee and establishing goals, objectives and a Mission Statement. A Mission/Vision Statement was established, a wellness survey was conducted with PAEC staff, and Zumba classes were held for several months during the second half of the school year. Other wellness activities were discussed during the meetings.

Objective F: Ensure that the applicable PAEC staff receives required Civil Rights and Food Handler Training as noted during the administrative review of our lunch program last year. These requirements are a part of the resulting Corrective Action Plan submitted to ISBE. We will also evaluate PAEC's local school Wellness Policy and ascertain whether or not our programs are following the policy.

Annual Civil Rights training was 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.

Objective G: Continue to submit application for E-Rate. The application was submitted and approved.

PAEC Goals 2016-2017

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.

- *Continue to use surveys from Safe and Civil Schools to identify potential safety concerns in order to make necessary adjustments in staffing, procedures, etc.*
- *Expand training and resources to address programming needs for students that fall within the Autism Spectrum to include: classroom strategies, interventions, and materials.*
- *The Behavior Intervention Team will provide a range of interventions to general education classes for students at-risk and to students receiving special education services in district schools. These interventions will serve to remediate or reduce challenging student behaviors and facilitate positive social behaviors.*
- *PAEC, in collaboration with the Oregon Research Institute, will implement the First Step Comprehensive Early Intervention Research Project for young children with moderate to severe behavior challenges.*

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

- Increase training in Excel to increase usage for data collections.
- Expand on methods of data collection to track behavior data.
- Provide training on the new AIMSweb Plus System.
- Continue to assist building administrators in utilizing the walk-through template for classroom observations, to expand and enhance quality academic interventions.

GOAL #3: *To expand and enhance quality academic interventions.*

- 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 2016-17 school year and monitor progress.
- Track student growth of students through the implementation of the new teacher evaluation process.

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

- Continue to provide students with exposure to post-secondary career options, education and other vocational options.
- Continue to provide community job training sites, supported and competitive employment options.
- Continue to monitor student's post-secondary outcomes through agencies and personal connections.
- Continue to refine student portfolios to track and share vocational progress and transition planning.

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

- Continue to update and expand the PAEC Resources Manual to include relevant reference materials.
- Continue to enhance and expand on instructional strategies, interventions, and related services.
- Implement the Teacher Evaluation Instrument aligned with the Danielson Framework.
- Continue Parent IEP surveys.
- Continue Transportation Surveys.
- Continue to improve on quality of IEP's by having each IEP reviewed using the components of the ISBE Focused Monitoring File Review Form.
- Continue to update job descriptions to reflect current roles and responsibilities.

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

- Conduct quarterly multidisciplinary Safety Committee meetings with RETA Security Consultant.
- Implement walk-through monitoring devices at the PAEC High School Therapeutic Day School.
- Practice evaluation to off-site locations and practice bus evacuations.
- Continue emergency drills including: lock-down drills, evacuation drills, and other necessary drills.
- Conduct a lock down drill with students in attendance and the police department.
- Practice emergency communication procedures.
- Continue quarterly Employee Workers Compensation Safety Committee meetings to review employee accident reports, potential safety concerns, and recommend staff training to reduce or prevent inquiries.

GOAL #7: *Continue quality extracurricular programs/activities to positively engage students outside regular school session including: the HOTSTUFF After-School and Summer Programs, 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.*

- Communicate with Principals for procedure for accessing and using the Business Office forms placed on the site. Also begin the training process for using time sheets online with Substitutes and Program Assistants.
- Continue to monitor due dates given to Principals to submit the reviewed and corrected bills to the Business Manager so bills can be paid in a timely fashion. Business Manger and Office Manger will ensure that First Student submits monthly bills in a timely fashion to PAEC. We will review them in a timely fashion before forwarding on to districts for their payment to First Student.
- Increase frequency of Wellness Committee meetings and Wellness activities. Also provide incentives to staff to participate in annual biometric screenings.
- Continue to communicate with staff that mileage is to be turned in for payment on a quarterly basis and send reminders via email and during staff meetings regarding this procedure. Also small mileage reimbursement under \$20 dollars will be paid in cash to staff members.
- The School Wellness Policy will be placed on the PAEC website along with the related activities of our PAEC programs, as this information is required by our participation in the National School Lunch Program to be made available to the public. Our Lunch Program Coordinator will ensure that Civil Rights training will be done again with all applicable staff.
- Update our existing Administrative Assistant evaluation instrument and begin evaluating PAEC secretaries and administrative assistants.
- 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.

- Implement procedure for payment of student lunches and to communicate with parents using the letters created in TeacherEase. Our new Lunch Program Coordinator will meet regularly with the building secretaries as needed throughout the school year, to accomplish uniformity and consistency with the process and policy.

9. *Program Updates*

Dr. Smith stated, the Supervisors will begin submitting Updates each month regarding the programs they supervise.

PAEC High School

We are off to a great start at the High School, the following are items currently taking place:

- Installation of new metal detectors
- Incorporate a new check-in procedure as needed
- Implement new metal detector process
- Increase staff morale
- Acknowledge/reward student perfect attendance
- Acknowledge/reward student quarterly honor roll
- Additional psychologist as needed for IEP meetings
- Community college/college tours

PAEC Center

PAEC Center is very fortunate to have had some of the carpeting removed and replaced by tile. Since our students are always very busy in our classrooms, the tile makes it much easier to keep the rooms cleaned and sanitized. The floors look outstanding. PAEC Center is also having new cameras installed for the safety of our staff and students.

PAEC Center is busy preparing for registration. Registration dates are:

- August 9th, 9:00-2:30 pm
- August 10th, 9:00-8:00 pm
- August 11th, 9:00-2:30 pm

Some of the planned Professional Development for PAEC Center will include:

- Job Coach training through West 40
- Loren Michaels, a motivational speaker who has had experience being in the foster care system and also labeled as a "special needs" child early in his life
- Prompting Hierarchy training for teachers and assistants through West 40

PAEC Center Open House will be held on September 26th from 6:30-8:30.

We are looking forward to a great school year!

PAEC Early Childhood

The PAEC Early Childhood Program will be opening with five classrooms. We have four highly skilled teachers returning. We are welcoming Ms. Jennifer Bushman, who is replacing our retired teacher, Ms. Dorinda Hicks. We are eager to get another academic year started and ready to provide an enriching and challenging classroom environment for our preschool age students.

HOTSUFF

Summer Camp

We had 75 children enrolled in the HOTSTUFF program with 70 consistently attending.

The children attended 4 field trips: Brook field Zoo, Forest Park Aquatics Center, DuPage County Fair, and Navy Pier.

- Brookfield Zoo: We learned all about the different animals from around the world.
- Forest Park Aquatics Center: This was a donated trip from the Commissioner of the Park District.
- DuPage County Fair: This was the favorite trip, the children were able to experience the country life. They rode on ponies, saw pig races, saw sheep shearing, watched a country animal judging contest, were able to ride on all of the carnival rides and sample some wonderful carnival food.

- Navy Pier: This was a wonderful experience for the children. They went on a Shoreline Excursion tour on Lake Michigan, the children were fascinated with the cruise. They asked many questions about all of the scenery surrounding them. The younger girls were able to sample many delicious treats.

Referrals

We received many of the summer camp referrals from Westchester, Hephzibah, Forest Park Luther Family Services, School District 87, School District 88, and School District 92. We are grateful for all of our community partners.

Talent Show

Our annual talent show was a hit. We had over 50 family members attend. Mr. Glasper provided the sound system for this event. The judges were Mr. Mike Rudolph from Riveredge, Ms. Sandra Allen from Presence Health, and Ms. Kierra Sims from College of DuPage. Every child received an award for their efforts. The children's performances were very impressive.

HOTSTUFF Behavior Management

We did not have any physical management this summer and only 2 children had to go to the time-out area. Our positive reinforcements, HOTSTUFF store, and the children knowing they must earn their field trips, helped the children work on making better choices.

We also received compliments from the Forest Park Pool Staff, stating that our children were very well behaved. Also, having an awesome dedicated staff helped to make HOTSTUFF a success!

Healthy Me and Nutrition Program

Kid in the Kitchen was a huge hit this summer for our children. They learned every week how to make a tasty treat following recipes. They ended the program with each child receiving a recipe book with all of the snacks they prepared this summer.

Ms. Addie from Loyola came in for Healthy Me classes on Wednesday. She held interesting groups with the Junior High Boys and Junior High Girls.

Garden

Our garden is in full bloom. The squash, zucchini and cucumbers are huge. Group 4 planted the sensory garden in the paws during the summer camp. The paws were made by Mr. Maldonado. Group 1 watered the plants every week so that our herbs and vegetables would grow.

Summer camp was a great success because of the team work and dedication displayed from all of the staff members.

HOTSTUFF after school program will begin in October.

XIII. ADDITIONAL ITEMS TO BE BROUGHT BEFORE THE GOVERNING BOARD

Dr. Smith talked about our Institute Day that occurred on Wednesday, August 17th. In his welcome back speech, he talked about the importance of Ethics and always being Professional when dealing with the public. He talked about PAEC staff modeling appropriate social behaviors and how our students and the public are evaluating PAEC on what they observe. Our actions should always be conducted in a professional manner.

Ms. O'Connell asked if anything else needed to be discussed regarding personnel documentation, it had be brought up at last month's meeting. Ms. O'Connell stated that she felt it was not necessary for the Board to review hiring paperwork.

She added that she feels PAEC Administrators hire the best qualified individuals for each open position and that unless there is a specific case, there is not a reason why the Board should have to look at any paperwork or be involved in any of the hiring with the exception of the Executive Director.

Dr. Smith explained the hiring process, first everyone is interviewed by Administration, there are multiple interviews for key positions, all references are checked, and all documentation is collected (resume, recommendation letters, etc.)

Ms. O'Connell and Ms. Clark Smith felt comfortable with Administration doing the hiring.

Ms. Rivers agreed that she does not see a need to get that deep into the hiring process of personnel.

Mr. Wagner agreed with everyone's comments as well.

Ms. Clark Smith said "it is our job to hire an Executive Director, not everyone else."

Ms. O'Connell, Ms. Clark Smith and Ms. Rivers all agreed that they are good with the way things are right now.

Ms. O'Connell asked everyone if they wish to keep the personnel hiring process likes it currently is, and all Board members replied "Yes."

Ms. Clark Smith asked about Ms. Hampton leaving. Dr. Smith explained that she was offered the Principal position at the Therapeutic Day Elementary School; however, Ms. Hampton declined the position, stating that she has too many personal responsibilities to assume the position. Dr. Smith added that since our student enrollment in the elementary school is in the 40's, there was no need for an Assistant Principal, and that he had offered Ms. Martinez, the Early Childhood Coordinator position. Dr. Smith stated that he had hired Mr. Michael James as the Principal, of the Therapeutic Day Elementary Program.

Dr. Smith explained that Mr. James recently had shoulder surgery and would not be with PAEC until September; in the meantime, Ms. Lisa Pirrello is acting as Principal until Mr. James begins.

Ms. Clark Smith stated she knows Mr. Michael James and is very happy that he was offered and accepted the Principal's position. She feels he will do a wonderful job.

XIV. BOARD CORRESPONDENCE

There was no correspondence at this time.

XV. CLOSED SESSION

Mr. Wagner moved to convene into Closed Session at 6:31 PM under Section 2 (c) (1) of the Open Meetings Act to discuss appointment, employment, compensation, discipline, dismissal or performance of personnel as presented. Ms. Johnson 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. Dempsey	Absent
District 93	Ms. Johnson	Aye
District 209	Mr. Wagner	Aye

5 Ayes
1 Absent
Motion Carried

Ms. Clark Smith moved to return to Open Session at 7:09 PM. Ms. Johnson 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. Dempsey	Absent
District 93	Ms. Johnson	Aye
District 209	Mr. Wagner	Aye

5 Ayes
1 Absent
Motion Carried

XVI. ADJOURNMENT

Ms. Clark Smith moved to adjourn the meeting at 7:10 PM for lack of further items to discuss.

Mr. Wagner seconded the motion.

ROLL CALL VOTE:

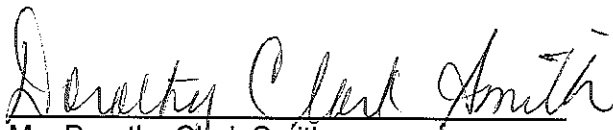
District 87	Ms. O'Connell	Aye
District 88	Ms. Clark Smith	Aye
District 89	Ms. Rivers	Aye
District 92	Ms. Dempsey	Absent
District 93	Ms. Johnson	Aye
District 209	Mr. Wagner	Aye

5 Ayes
1 Absent
Motion Carried

Respectfully submitted,



Ms. Peg O'Connell
President of the Governing Board



Ms. Dorothy Clark Smith
Secretary of the Governing Board