

**PROVISO AREA FOR EXCEPTIONAL CHILDREN  
GOVERNING BOARD MEETING  
PAEC CENTER – 6:00 PM  
MARCH 15, 2023  
AGENDA**

**I. ROLL CALL**

**II. AUDIENCE PARTICIPATION**

**III. 2021-2022 AUDIT REPORT PRESENTATION**

Ms. Anna Wiszowaty, Auditor from Baker Tilly, will provide an overview of the audit report. Also, each member district will receive booklet information on the Financial Statements of the audit.

**IV. APPROVAL OF GOVERNING BOARD MINUTES**

***Recommended Motion:***

**I move to recommend to the Governing Board to approve the minutes of February 15, 2023 as presented.**

**V. APPROVAL OF CONSENT AGENDA**

***Recommended Motion:***

**I move to recommend to the Governing Board to approve the Consent Agenda, which encompasses agenda items regarding (V) Payroll, (VI) Bills, and (VII) New Business as presented.**

**VI. APPROVAL OF PAYROLL**

Confirmation of payroll (excluding required employer deduction)

|                | <b>GROSS</b><br><u>2/15/2023</u> | <b>FICA</b><br><u>2/15/2023</u> | <b>RETIREMENT</b><br><u>2/15/2023</u> | <b>BENEFITS</b><br><u>2/15/2023</u> | <b>TOTAL</b><br><u>2/15/2023</u> |
|----------------|----------------------------------|---------------------------------|---------------------------------------|-------------------------------------|----------------------------------|
| Education Fund | \$487,011.53                     | \$20,557.16                     | \$14,302.68                           | \$100,743.83                        | \$622,615.20                     |
| Building Fund  | <u>\$14,451.91</u>               | <u>1,099.74</u>                 | <u>\$617.10</u>                       | <u>\$2,927.07</u>                   | <u>\$19,095.82</u>               |
| TOTALS         | \$501,463.44                     | \$21,656.90                     | \$14,919.78                           | \$103,670.90                        | \$641,711.02                     |

|                | <b>GROSS</b><br><u>2/28/2023</u> | <b>FICA</b><br><u>2/28/2023</u> | <b>RETIREMENT</b><br><u>2/28/2023</u> | <b>BENEFITS</b><br><u>2/28/2023</u> | <b>TOTAL</b><br><u>2/28/2023</u> |
|----------------|----------------------------------|---------------------------------|---------------------------------------|-------------------------------------|----------------------------------|
| Education Fund | \$488,761.57                     | \$21,089.47                     | \$14,631.43                           | \$107,373.74                        | \$631,856.21                     |
| Building Fund  | <u>\$15,263.15</u>               | <u>\$1,161.78</u>               | <u>\$651.75</u>                       | <u>\$3,157.59</u>                   | <u>\$20,234.27</u>               |
| TOTALS         | \$504,024.72                     | \$22,251.25                     | \$15,283.18                           | \$110,531.33                        | \$652,090.48                     |

***Recommended Motion:***

**I move to recommend to the Governing Board to approve Payroll as presented.**

**VII. APPROVAL OF BILLS**

1. Payable Listing- Information is attached. (Voucher #1181)
2. Payable Listing- Information is attached. (Voucher #1182)
3. P-Card Payable Listing- Information is attached. (Voucher #1183)

***Recommended Motion:***

**I move to recommend to the Governing Board to approve the Bills as presented.**

**VIII. NEW BUSINESS**

**A. Approval of Employment/Resignation/Terminations**

***Employment:***

#PU47438, 1:1 Program Assist, PAEC Center, \$8,392.99, effective 2/13/23  
#SA43506, Program Assist, PAEC Elementary, \$7,329.09, effective 2/27/23  
#WI28874, Program Assist, PAEC Center, \$6,738.03, effective 3/6/23

***Resignations:***

#BA86795, 1:1 Program Assist, PAEC Center, effective 2/22/23  
#ST43309, 1:1 Program Assist, PAEC Elementary, effective 2/23/23  
#HA84594, 1:1 Program Assist, PAEC EC, effective 2/24/23

***Terminations:***

#SE67616, Secretary, PAEC High School, effective 3/10/23 (change to part-time)

***Recommended Motion:***

**I moved to recommend to the Executive Board to approve the Consent Agenda, which encompasses agenda items regarding Payroll, Bills, and Employment/Resignations/Terminations as presented.**

**B. FMLA Requests**

Staff Member #LA09342, a 1:1 Program Assistant in District 87, is requesting FMLA due to medical reasons. Staff: LA09342 has requested this leave to begin March 21, 2023 through May 5, 2023 and will be utilizing available sick days during this leave.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the FMLA Request of Staff Member #LA09342 beginning March 21, 2023 through May 5, 2023. Staff; #LA09342 will be utilizing available sick time during this leave as presented.**

**C. Leave of Absence**

Staff Member #DE60877, a Teacher at PAEC Elementary, is requesting a Leave of Absence to begin August 2023 through August 2024 due to family concerns.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Leave of Absence Request of Staff Member #DE60877 beginning August 2023 through August 2024 as presented.**

**D. Salary Survey-Member Districts**

The Average increase for Administrative Positions is 4.28% and the average increase for Clerical/Custodial Support Staff is 4.80% as proposed via the Salary Survey conducted by Member Districts.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the average increase for Administrative Positions at 4.28% and the average increase for Clerical/Custodial Support Staff at 4.80% as presented.**

E. Contractual Agreements

1. 2023-2024 Memorandum of Agreement for Psychiatric Consultations/Evaluations from Dr. Osama El-Shafie. This will consist of consultations with staff to discuss two or three cases and/or psychiatric evaluations of students in the amount of \$1,000.00 per session.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Memorandum of Agreement between Dr. El-Shafie and PAEC at the cost of \$1,000.00 per session for consultations with staff to discuss cases and/or psychiatric evaluations of students at the cost of \$1,000.00 per session as presented.**

2. Agreement between RCM HealthCare Services and Proviso Area for Exceptional Children for Ms. Shevawn Brekan (Speech Language Pathologist) to provide two (2) additional days to the current schedule which will be Remote Work Days.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the agreement between RCM Healthcare Services and Proviso Area for Exceptional Children for Ms. Shevawn Brekan (Speech Language Pathologist) to provide two (2) additional days to her current schedule which will be done remotely as presented.**

3. Agreement between SLR Interventions LLC and Proviso Area for Exceptional Children for Ms. Nina Jaimes (Speech Language Pathologist) beginning February 27, 2023 through June 1, 2023 at a cost of \$73.50 per hour.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the agreement between SLR Interventions LLC and Proviso Area for Exceptional Children for Ms. Nina Jaimes in the amount of \$73.50 per hour beginning February 27, 2023 through June 1, 2023 for Speech Language Pathology services as presented.**

F. PAEC Administration -APOD Secretarial/Custodial Staff Summer Hours

The summer hours for PAEC Administration, APOD Secretaries, Custodial Staff, and School Secretaries are attached.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the summer hours for PAEC Administration, APOD Secretarial, and Custodial staff from June 5, 2023 through August 14, 2023 as presented.**

G. Renaissance (FastBridge) Quote

The FastBridge Subscription for the 2023-2024 school year has been quoted at \$1,047.75 beginning on July 1, 2023 through June 30, 2024.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Renaissance (FastBridge) Subscription Quote in the amount of \$1,047.75 for the 2023-2024 school year as presented.**

H. PAEC Center Donation

PAEC Center received a gas grill donation in the amount of \$199.00 from a current PAEC Teacher to help expand student cooking skills in the Home Living Classes as well as for class picnics and school events.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Gas Grill Donation in the amount of \$199.00 from a current PAEC Teacher at PAEC Center to help expand student cooking skills in the Home Living Classes as well as for class picnics and school events as presented.**

I. Filament Essential Services (Website)

This Contract agreement is between Filament Essential Services and Proviso Area for Exceptional Children for PAEC Website beginning July 1, 2023 through June 30 2026. The annual cost of the contract is \$2,350.00.

***Recommended Motion:***

**I move to recommend to the Governing Board to approve the contractual agreement between Filament Essential Services (PAEC Website) and Proviso Area for Exceptional Children beginning July 1, 2023 through June 30, 2026 at an annual cost of \$2,350.00 as presented.**

**IX. EXECUTIVE BOARD REPORT**

The Executive Board meeting was held on Thursday, March 9, 2023. Those present included: Dr. Dan Sullivan and Ms. Nicole Spatafore from District #87, Dr. Victoria Hansen and Ms. Rosalind Banks from District #88, and Dr. Kevin Suchinski from District #93.

Also present included: Mr. Michael James, Mrs. Vanessa Schmitt, Dr. Sherry Whitaker, Mr. Nick Cavaliere (PAEC Auditor- Bakertilly), and Mrs. Trainette Latham from PAEC Administration.

The Executive Board reviewed and recommended approval of all the items on the agenda. Mr. Cavaliere presented the financial statements for PAEC.

**X. DuPage/WEST COOK REPORT**

The information is attached. The next Board Meeting is on May 11, 2023, at the SASSED Administrative Office.

**XI. COMMITTEE REPORTS**

**XII. EXECUTIVE DIRECTOR'S INFORMATIONAL REPORT**

A. Current District Child Count

Information is attached.

B. Current Enrollment and Classroom Staffing Patterns

Information is attached.

C. Projected District Child Count 2023-2024

Information is attached.

D. Projected Enrollment and Classroom Staffing Patterns 2023-2024

Information is attached.

E. Transition Reports

1. PAEC Therapeutic Day Elementary School-Information is attached.
2. PAEC Therapeutic Day High School- Information is attached

F. Initial Referrals

Information is attached.

G. Police Reports

There were no police calls this month.

H. PAEC Activity Fund Summary

Information is attached.

I. Technology Updates

The Classroom management software trial at the HS has been completed this month. We have received positive feedback and are looking to move forward with the vendor for the next fiscal year.

The IT department has finalized our Erate 470 application for the PAEC Academy ISP this month. We hope to have a Funding Commitment Decision Letter by the end of April to confirm our funding allotment for the next fiscal year.

We have participated in various budget meetings for different departments. We are excited to continue these meetings and finalize the process into the month of March. We have developed and shared a 5 year IT project list with the executive team and hope to continue addressing IT planning in the future.

The IT department continues to address help tickets in a timely manner.

J. PAEC Monthly Events

1. March Upcoming Events Flyer
2. PAEC Early Childhood BLK Projects
3. PAEC High School HBCU Bands
4. PAEC High School Trip to Loyola's Men Basketball Game on March 1, 2023.
5. PAEC Academy BLK History Projects
6. Mr. Hull (PEHS Principal), gave PAEC students t-shirts and in return, he was given a painting of the PEHS logo done by one of our PAEC High School students.

K. Request to attend a conference or professional meeting

1. Ms. Laura Mayer (Principal at PAEC Academy) is requesting to attend a training for an Admin Academy, on "Recognizing & Helping Homeless Students-What Administration Needs to Know" at the West 40 Hillside location on March 21, 2023. The registration for this training is \$219.11.
2. Ms. Kelley Rowlen (Special Education Coordinator-Hillside) attended the AIMS Network's Exploratory Summit at Hadley Junior High School in Glen Ellyn on March 3, 2023. The registration for this summit is \$45.
3. Mrs. Latham (Executive Administrative Assistant) will be attending the Northwest Suburban Special Education Organization's Webinar for Medicaid. The topic of this training is "Important Changes to School-Based Medicaid Reporting".

L. Oregon Research Behavioral Intervention Strategies, Inc.

There is a pending application to the National Institute of Health to conduct a study of online training to implementing the First Step program with paraprofessional staff called “Developing a Technology-Based Staff Training Tool for an Empirically-Supported Positive Preventative Intervention for Supporting Children At-Risk for the Development of Disruptive Behavior Disorders”.

M. PAEC Program Updates

**PAEC Business Office – Dr. Sherry Whitaker- Business Manager, CSBO**

The **Business Office** finalized the annual Salary Survey Member District FY23. 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 for salary increases for the upcoming fiscal year. This will be brought to the Governing Board for approval in March.

The **Business Office** is finalizing the Mid-year review for FY23. Revised invoices will go out on March 15<sup>th</sup> to reflect the changes for April – June 2023 bills. Business Managers and Superintendents of the member districts should expect to receive electronic copies of the cost sheets soon.

The Business Manager/CSBO is working on the FY24 budget. Templates, files, and related information are being gathered and organized for the next school year as well as planned meetings with the budget managers.

The district is up-to-date and has filed October – December 2022 Illinois School-Based Health Services (SBHS) claim through the PCG claiming system for the quarter. The Staff Accountant will begin the process of filing the annual report which is due in March 2023. There have been several changes to the annual report. Meetings are scheduled in March to get a better understanding of how these changes will impact PAEC.

The business office is starting to prepare for the FY23 annual audit by working with the Actuary and compiling the necessary documents and or datasets needed to complete it in a timely manner.

Audit refund checks for the 2022 fiscal year are scheduled for three monthly installments (April, May, and June). The first payment will be sent to member districts in April. The second and third payments will be sent in May and June respectively.

Insurance premium rates for the 23/24 fiscal year for the cooperative are scheduled to be reported at the EBC final renewal meeting on March 16, 2023.

**Human Resources (HR)** department continues to perform its regular duties of managing benefits, organizing background checks, and new hire paperwork. HR continues to research the erroneous charges from the unemployment office due to global fraud. Below are some details:

- onboarded 2 new hires
- processed 4 terminations (3 perm employees, 1 contract)
- processed 1 new FMLA case
- processed 3 new workers comp case

## **Buildings & Grounds (B&G)**

While completing the regularly scheduled duties such as cleaning and maintenance, the Department continues to address daily custodial needs while focusing on health and safety. Some of the work done and locations are as follows:

- KCW replaced a  $\frac{3}{4}$  shut-off water valve at ECC.
- Davey Tree pruned trees around the perimeter of the 1636 S. 10th St. KCW replaced filters to Roof Top Units at PAEC Center & 1636 location

The red passenger van and courier vehicles were serviced. Due to the age and wear & tear on the passenger van, the passenger van will need to be replaced in the next couple of years.

## **PAEC Early Childhood Program**

The month of February flew by and the students in EC had fun celebrating Valentine's Day and learning about famous African American achievers. A few of the activities they completed were as follows:

- They made potato chip paper and ate real potato chips during snack time to honor Mr. George Crum who invented the potato chip.
- They painted a rainbow and colored picture of Maya Angelou to remember all the great poetry and books she wrote.
- They colored paper clothes and a clothing dryer to learn about Mr. George Sampson, who invented the clothes dryer. The children enjoyed playing with the toy washer and dryer, putting real toddler clothes and empty detergent into their machines.
- They also learned about Mae Jemison, the first Black woman to go into space and made wonderful spaceships.
- They learned about Garret Morgan who invented the stop light.
- Listened to the story "One Love" by Cedella Marley (Bob Marley's daughter) and listened to Bob Marley's music.

They ate ice cream and learned about Alfred Cralle, the inventor of the ice cream scoop. This month the students learned the following academic concepts:

The first week they reviewed:

COLORS: Green, Orange, Purple, and Black. SHAPES- Star, Heart, Oval, Rectangle.

NUMBERS:2-5

The second through the fourth week of February they focused on:

COLORS: Brown, Yellow, and Red. SHAPES: Diamond, Circle, Square. NUMBERS:6,7,8

## **PAEC Therapeutic Day Elementary School**

The month of February allowed our students to learn some very important historical facts. The student's classrooms covered African-American History topics including Scientists, Women, Athletes, the Renaissance, Poetry, and Famous Connections to the students. The students took great pride in sharing what they learned by displaying their work on the classroom doors and walls. The culmination of the month was a Jazz Performance and presentation by Saxophonist Sal Flores. The students enjoyed the music and the history that he shared with them.

The students continue to participate in various reading and math interventions to improve their academic skills. Some of the interventions are with software that has grown that can be tracked and other interventions are teacher directed instruction. They continue to participate in a social/emotional curriculum during weekly social skills lessons.

The middle school students have started their basketball season and are having practice twice a week. The practices are focusing on learning the fundamentals and how to play a team sport.

The staff will continue to participate in weekly team meetings to review the progress of social/emotional and academic interventions. The teams have continued to work with district teachers to assist the students that are currently during a part-time transition at their home school.

There were 3 student timeouts and 3 isolations. There were no police reports for the month of February.

### **PAEC Academy at Divine Infant**

Our second quarter of school ended in January. Teachers have been busy doing Fast Bridge testing and Access testing. All students are up to date and showing progress in reading and math skills.

All of the classes celebrated Black History Month. They all learned about many famous black Americans. The older students did reports on famous black persons of their choice and then presented them to the class. Posters and pictures were hung up all over the building.

Staff evaluations are still in progress and going well. Round three will take place in March. Our in-service on Sass and de-escalation techniques was a huge hit. It was very informative and clarified how different situations should be handled. We have also been meeting to talk about our needs for the 2023/2024 school year.

We are already planning our eighth-grade trip and the graduation ceremony. This year our graduates would like to go to the Medieval Fair. We are checking into it. Graduation is planned for May 25<sup>th</sup>.

Access testing was completed and we are now preparing for the IAR test. We are also meeting to plan a field day for May and a bowling trip in April.

### **PAEC Center**

It was a busy month!

Black History Month was evident throughout the building as our students learned about different African American people in history! Our theme for Black History Month Celebration was Freedom Fighters and Inventors. The students learned in the classroom about the different Freedom Fighters. The teachers taught about the different Freedom Fighters and the students voted on who they wanted to do their report on. As always, the gym was set up with different classroom reports and presentations. The students also learned about Inventors. Garrett Morgan and George Washington Carver to name a couple.

Our high school students, on different days, visited the DuSable Museum to learn about African American history.

There was a Black History Special Events Committee that put together a luncheon in which staff could participate.



ACCESS testing continued this month. The students from Dominican University also observed the ACCESS testing procedures to earn their observation hours.

Our high school curriculum “Project Discovery” has been put to good use. The students appear to be interested in what it has to offer as well as learning new skills!

The Home Living program continues to do well. The students look forward to the day when they get to plan the menu, go to the store to purchase the items, return to school to cook the food, and then enjoy the fruits of their labor!

Teacher observations for the third quarter as well as program assistants continue..

Listed below is one of the programs' unique curriculum. We will be highlighting different programs in the upcoming months.

### ***Cross Categorical Functional Elementary***

Our class in room B7 has enjoyed learning about winter animals for the Winterfest display. We crafted cardboard animals that we studied. The animals included the walrus, penguin, and polar bears. Our students enjoyed learning that the polar bear is taller than our classroom ceiling and that mother penguins feed their young by regurgitating chewed food into the mouth of the babies. They all agreed that they are happy to not be baby penguins.

As is our room B7 tradition, we made fleece scarves in our “ONE TO WEAR, ONE TO SHARE” project. They were able to choose one to take home. The others were donated to MEALS ON WHEELS. They were practicing their fine motor cutting skills as well as learning to share with others who are less fortunate.

Our UNIQUE curriculum focused on how times have changed throughout the years. Our students learned how to dial a rotary phone. We discussed that children long ago walked or rode horses to school. There was no internet, smartphone, or television. People read books or played games outside or indoors.

### **PAEC Center Vocational Program/Transition Program**

We currently have 9 students employed competitively. Unemployed students are directed to apply for competitive employment online, in person, or direct contact with employers. These students are monitored by Vocational Coordinator or Transition Staff via in-person, one-on-one meets, emails, and/or text messaging. When students apply for competitive employment on their own, they are instructed to send me screenshots of completed applications. We also keep records of applications, students complete with me and/or staff.

**Students that are currently employed are on the chart below:**

|   | <b>Employment</b>     | <b>Hours</b>       | <b>Job</b>          |
|---|-----------------------|--------------------|---------------------|
| 1 | Dollar Tree           | 20-25 hrs per week | Sales Associate     |
| 2 | The Pearl of Hillside | 14 hours per week  | Activity Aid        |
| 3 | Jewel                 | 20 hours           | Bagger/Stocker      |
| 4 | White Castle          | 16-20 hrs per week | Stocker/Maintenance |

|   |  |                      |                          |
|---|--|----------------------|--------------------------|
| 5 | PF Chang/Graphic Design Classes (Coursera) | 20-25 hrs per week   | Dishwasher               |
| 6 | Food4Less                                  | 15-20 hrs per week   | Courtesy Clerk           |
| 7 | Marshalls                                  | 15-20 hrs per week   | Store Cleaning Associate |
| 8 | Portillos                                  | 20-25 hrs per week   | Dishwasher               |
| 9 | Goodwill                                   | 15-20 hours per week | Store Clerk              |

Students are continuing to volunteer at New2You, Meals on Wheels, Catholic Charities, Sarah's Inn and PAEC Academy. On February 24, 2023, we added a student to one of our sites as a greeter. This is unique because the student uses a keyboard to communicate with. The first day went well.

We have additional students enrolled that are currently being trained to complete job tasks, answer mock interview questions, complete mock job applications, and more. Some students are completing live applications and are going through the interview process. I have continued to set up individual meetings with these students. We are practicing mock interviews and completing mock applications.

We also have students who are looking to enroll in Triton College in the fall of 2023. They have completed applications. We are excited to see how it goes.

### **PAEC Therapeutic Day High School Happenings**

We had our annual Black History Month Celebration. The students researched and learned about the top ten HBCU Bands. All of the classrooms had a student represent their class with a specific assigned college. The students gave their presentations to our guest Ms. Clark-Smith (PAEC Board Member), judges, students, and staff. It was exciting to have Mr. Jones our guest speaker who played in the HBCU Marching Band at the University of Pine Bluff.

We ended the month by completing the NWEA Map Assessment for Reading, Language Arts, and Math. The staff will review the scores of the students in their class and access the interventions needed to help the students grow academically and increase their RIT Score by the Spring assessment.

### **Transitioning Students**

Students are working on the mainstream criteria and staff are keeping the data to inform the IEP Team once a student has met the eligibility. Proviso would like students to transition only at the start of a new Semester.

### **Maintenance of the building**

The school continues to be cleaned and sanitized daily to prevent potential COVID exposure. If a student tests positive for Covid, we clean and sanitize the area immediately. We had 3 positive covid tests in February.

|                                |   |
|--------------------------------|---|
| Physical Management & Time Out | 2 |
|--------------------------------|---|

|                     |   |
|---------------------|---|
| Police Calls        | 0 |
| Restorative Meeting | 2 |
| Ambulance           | 2 |

## **22-23 Enrollment**

47 Students

### **PAEC Therapeutic Day High School Vocational Program**

#### **Updates**

Mr. Loving reports that all the worksites are going well - Zagone Studios (0 students), Firehouse Subs (3 students), Hilton Suites (1 student), Garden Inn (5 students), and the Custodial Program (4 students). We continue to have two students participating in the lunch program and two students earning community service hours through the breakfast program. Firehouse Subs reported to Mr. Loving that the student they employed is doing an excellent job and has great customer service skills. They further stated that they wish all their employees were as good.

Mr. Loving states that the mentor program with Proviso Township Youth Program begins on 02/27/2023. Twelve have been selected to participate; 6 on Mondays and 6 on Wednesdays. The red van will take the students to the Bellwood site and return them to PAEC for the late-night bus.

Mr. Loving states that the Financial Literacy Workshops with Proviso Community Bank will begin on 03/01/2023. There will be 2 hour-long sessions each week, each serving different students. The students who sign up will continue the weekly session until the end of the school year.

Ms. Maloley started working with Mr. Loving two days per week to provide assistance with resume writing, job applications, interviewing skills, etc. after school.

Dr. Bujalka continues to meet with students to complete their Transition Planning Questionnaire and interviews, interest inventories, the Casey Life Skills Assessment, and resumes. Dr. Bujalka gives extra time to the seniors to work on getting their post-secondary goals established. Planning events based on our students' transition goals for this semester is underway. All PSAT/SAT accommodations requests have been submitted.

Former Student Updates - M.S. (2013) is doing well, taking care of legal issues and his two children.

#### **Creativity Club**

##### **Ms. Allen and Dr. Bujalka**

Currently, up to 8 students participate every Tuesday. We have been on pause for the month though will be resuming on 03/14/2023.

#### **Explorers Program through My Block. My Hood. My City.**

##### **Ms. Allen**

We have collected 10 consent forms for students that will initially be participating. A representative from the program will be meeting with the involved students and us on 02/28/2023. We are hoping to get started with the March event.

## **Upcoming Events**

03/01/2023 - Loyola Men's Basketball Game (up to 25 students)

04/12/2023 - PSAT/SAT (Accommodated Window 04/13-04/25)

04/28/2023 - Post-Secondary Options Fair

05/05/2023 - Career Day

## **PAEC Intervention Team**

The current focus that remains within the Behavior Intervention Team is establishing a consistent system to keep track of all student records. The Coaches will compile, organize and maintain all of their assigned student/classroom files. Once Coaches have completed their interventions with their assigned students/classrooms, all files will be stored at PAEC Center. The Behavior Intervention Coordinator will keep records of student files in the office which will allow educators to easily access previous observations, data, and intervention plans if and when necessary.

**Total number of PAEC Behavior Intervention Coaches: 11**

**There were a total of 5 individual student referrals submitted.**

**There were a total of 1 classroom referral submitted.**

## **District 803** - PAEC Academy

The 2nd-grade student referral submitted in October is currently still assigned to a Behavior Coach. The assigned Coach continues to work with him to maintain focus and engagement during classroom lessons as well as eliminate his desire to draw inappropriate designs on his homework. The Coach's goal within the last month has been to help him adopt positive coping strategies when he is frustrated, as she will soon phase out of the classroom.

A Behavior Coach was assigned to a classroom referral submitted in October of 2022. The Coach has been diligently working with the Teacher and TA's to enforce a strict intervention, as there are more than 4 students who exhibit behavioral concerns.

## **District 87** - Jefferson Primary | Sunnyside Intermediate | Whittier Primary | Riley Intermediate | Northlake Middle School | MacArthur Middle School

Jefferson Primary - The Behavior Intervention Coordinator assigned Coach to the classroom with pre-k student referral to continue implementing interventions of reducing wandering and defiant behaviors.

The first-grade student referral that was received on January 26th has been assigned to a Coach as of last week. The student displays minimal disruptive behavior, however, the Teacher believes she can benefit from the services to help increase academic achievement. There was a Coach also assigned to a Kindergarten student who was referred due to displaying inappropriate behaviors (touching other students). The Coach works closely with the parents also to establish a plan to reduce the behaviors.

Whittier Primary - No referrals were made.

## **District 92** - Lindop School

The second-grade referral that was submitted in January has been assigned a Coach.

The Coach is working with the student on regulating bodily movements and moving towards becoming more independent with her work.

The Behavior Coordinator also observed a first-grade student who was referred in February. The Coordinator continues to conduct observations and will assign a Coach to fit her needs asap.

**District 88** - Lincoln Primary | Grant Primary | Grant Elementary | Lincoln Elementary | McKinley Elementary | Marshall Elementary | Roosevelt Middle School

Lincoln Elementary - There was one new referral submitted for a Kindergarten student in the month of February. The Behavior Coordinator will be conducting observations on March 1st, 2023.

Grant Primary - Assigned Coach continues to work with the Kindergarten student and reports that he has significantly improved his destructive and impulsive behaviors. The Coach will continue to help the student strengthen positive strategies.

Grant Elementary - The Coach has consistently met with the parents and admin team of the second-grade referral, as his parents were initially not in agreement with having a Coach. Within the last two weeks, Coach reports that her and the dad have developed a positive rapport and with her now in the classroom, the student is adjusting much better to the expectations of Grant.

**District 93** - Hillside Elementary

The student in Early Childhood continues to show improvement in his disruptive behaviors. The assigned Coach recently participated in a meeting regarding the student and it was documented that the parents prefer to have the Coach work with their child for an extended period.

**District 209** - Proviso East High School | Proviso West High School | Proviso Mathematics and Science Academy

Proviso East- There is currently one Coach assigned to Proviso East who continues to work closely with the junior and senior grade level Principals. Proviso East is requesting a bilingual candidate to support the needs of its students.

Proviso West - Currently four Coaches are assigned. They work well as a team and continue to work closely with grade level Principals. The team works together to operate the in-school suspension room, taking two periods at a time to cover until a specific personnel is hired full-time to operate the room.

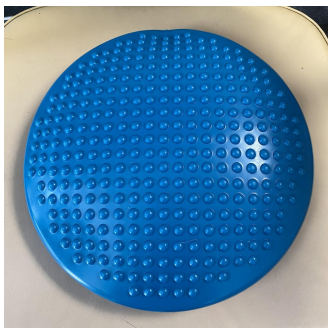
### **PAEC OT/PT Department**

#### **Activities of the department:**

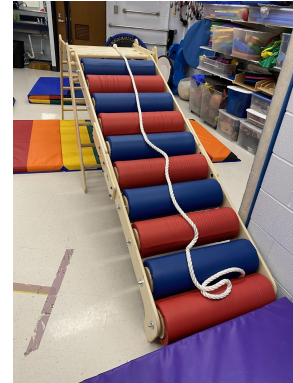
1. The AT Team continues to conduct SETT meetings to come up with appropriate assistive technology to address educational needs for their struggling students.
2. Orthotic clinic was canceled for the month of February.
3. The AT Team attended a staff meeting on 2-1-23 in-person with virtual link available

from 8:30 AM - 9:30 AM.

4. Members of the AT Team attended the Assistive Technology Industry Association (ATIA) Conference virtually from 2-02-23 to 2-03-23 to learn about new technologies by showcasing the latest AT developments for attendees from around the globe.
5. The OT/PT Department attended a staff meeting on 2-09-23 in-person with a virtual link available from 11:30 am - 1:00 pm.
6. Several PAEC OTs and PTs attended the CPR and First Aid training with the Speech/Nursing departments on Friday, February 10th at PAEC Academy in the gym from 8:00 am - 4:00 pm.
7. Our AT Team has helped run the Wheelchair Clinic at PAEC Center on 2-15-23 with Christopher Tomlinson the AT Rep from Numotion.
8. OT/PT/AT Lead and 1 OT attended the Sensory Room Webinar: Take your Sensory Room to the Next Level by Rivkie Berger sponsored by Fun and Function on 2-15-23 from 1:30 pm - 2:30 pm.
9. The Lead OT/PT/AT attended the Prom Committee Meeting via Google Meet on 2-17-23 & 2-24-23 from 8:00 AM - 8:30 AM.
10. Some equipment that came the last couple of months that were ordered were inflatable cushions, Squishy Bumpy Gel Cushions, Squishy Gel Cushions - Fishy, Wedge Cushions, various goniometers, Soft Rocker, and the Southpaw Steamroller Ramp and Platform Complete Set. See pictures below.







### **PAEC Psychologist Department**

Ms. Dayle Ashley-Harding along with Ms. Daisy Bautisa, practicum student; Mr. Griffin Ross, practicum student; and Ms. Briana Washington, 20-day intern, are doing Erin's Law presentations to various classrooms at Hillside. They are also running a reading intervention (Rewards) for 4 fifth-grade students.

Dr. Michael Cermak attended the NASP Annual Conference in Denver, CO from February 6-10. Dr. Cermak attended sessions relating to culturally fair assessment practices, progress monitoring of academic and behavioral interventions, executive functioning, mental health services in schools, legislative updates regarding FBA/BIPs, and autism assessment.

Dr. Michael Cermak has been interviewing school psychologist internship candidates for the 2023-2024 school year. The school psychology intern will be working directly with Dr. Cermak full-time for the entire 2023-2024 school year.

Dr. Michael Cermak along with Ms. Emily McDowell, a practicum student, and Ms. Elizabeth Elingsworth, a practicum student are running a reading intervention for 1 3rd-grade student at Sunnyside and an anger management group for 7 8th-grade students at MacArthur.

### **PAEC Social Work Department**

1. Ms. Monette Carlos-Barnes, LCSW (PAEC School Social Worker – Early Childhood Program) is working with E.C. parents to send in pictures of spending time with their children to create a wall collage for the program. Ms. Carlos-Barnes continues to facilitate E.C. groups incorporating winter themes into various play activities with the students (i.e., making snow, playing with different winter animals, practicing putting on winter clothes, playing winter I-Spy Games, etc.

2. Ms. Nicole Pena, MSW (PAEC School Social Worker – PAEC Academy) continues to provide social work services to the students attending the PAEC Academy and PAEC Center programs. The topics covered in Ms. Pena’s social work groups include: bullying, kindness bingo, yoga and self-regulation, and the use of historical figures to inspire students.
3. Mr. Saumil Patel, MSW, Ms. Nicole Pena, MSW and Ms. Jill Collins, MSW (PAEC School Social Workers – PAEC Center School) have been working with The Answer, Inc., to cover the topic of Bullying with the PAEC Center students. Additionally, they have coordinated and facilitated schoolwide Black History Month Celebrations/Activities. The social workers have been active members of the PAEC Center Schools Special Events committee and have begun planning for PAEC Center’s 2023 Prom.
4. Ms. Mandy Ross, LCSW (PAEC School Social Worker – Proviso East High School) has been collaborating with the SD 209 School Social Work Team for the upcoming Signs of Suicide presentations, including communicating with teachers, parents, and counselors, as well as securing support from Leyden Family Services on the day of the program. Ms. Ross has consulted with various general education teachers pertaining to possible accommodations for students with severe learning disabilities, autism and/or intellectual disabilities. Additionally, Ms. Ross has introduced Chair Yoga to the students in Life Skills classes. Ms. Ross has started two certification programs: ADHD, Certified Clinical Services Provider, and Culturally Informed Responses to Grief and Loss.
5. Ms. Donna Kuchera and Ms. Diana Maybank (PAEC School Social Workers –Proviso West High School) continue to provide individual/small group social work sessions to the students on their caseloads at Proviso West High School, as well as attend EDC and Annual Review meetings. Topics covered during social work sessions include: Implementing appropriate Problem-Solving Skills, Effective Methods for Managing Anxiety; Increasing Self-Esteem, and Making/Maintaining Friendships. Ms. Diane Maybank continues to provide social work services to 5 students at Walther Christian Academy.
6. Ms. Lisa Allen, L.C.S.W., Ms. Dana Gutmann, L.C.S.W., and Ms. Lisa Pirrello, L.C.S.W. (PAEC School Social Workers & PAEC Lead School Social Worker-PAEC High School Therapeutic Day School) continue to provide support to students in crisis to minimize escalations and to provide individual/small group social work sessions covering the following topics: Effective Ways of Regulating Feelings/Emotions; Anger Management Skills; Coping with family concerns; Coping with personal trauma; Effective Methods for Managing Stress; Appropriate Decision-Making Skills; and Appropriate Communication Skills
7. Mr. Michael Irgang, MSW, and Ms. Lindsey Holsten, LCSW (PAEC School Social Workers-PAEC Elementary) continue to provide individual/small group social work sessions to the PAEC Elementary Students, incorporating Black History activities during social skills groups. Both social workers continually contact parents to address care coordination and to provide additional resource information for parents to consider. Additionally, Ms. Holsten and Mr. Irgang assisted with the facilitation of a donation program alongside Ms. Brekan.



8. Ms. Lisa Pirrello, LCSW (PAEC School Social Work Lead), as acting President of the Illinois School Social Work Supervisors & Coordinators Council (ISSW-SCC), will be chairing the ISSW-SCC's Spring 2023 meeting virtually via Google Meet on Friday, March 10, 2023. Additionally, Ms. Lisa Pirrello co-hosted the Virtual LAN 60 Meeting with Mr. Mike Rudolph of Riveredge Hospital on February 15, 2023. The next Virtual LAN 60 Meeting is tentatively planned for March 15, 2023. Ms. Pirrello has been actively interviewing school social work candidates for the vacant PAEC School Social Work Position at Proviso East High School.
9. The PAEC SW Dept. In-Service Committee (PAEC School Social Workers-Lisa Pirrello, LCSW; Monette Carlos-Barnes, LCSW; Donna Kuchera, MSW; Mandy Ross, LCSW; Dana Gutmann, LCSW; Kenya Dockens, LCSW; Lindsey Holsten, LCSW and Jill Collins, MSW) has tentatively scheduled the following training/in-services for the 2023-24 school year:
  - Mandated Reporting & Implicit Bias - (Friday, August 25, 2023)
  - Let's Build Together! Using LEGOS IN Play Therapy- (Friday, Sep. 29, 2023)
  - Past Crisis Conversations & How Children Learn From Them- (Friday, November 17, 2023)
  - Understanding Polyvagal Theory & Social Engagement System for Effective Therapies with Students (PreK-High School)-(Friday, January 19, 2024)
  - Calming the Storm: Helping Students with Mood Disorders Succeed and Thrive-(Friday, February 23, 2024)
  - Developing a Self-Care Plan - (Friday, April 19, 2024)

#### **PAEC Speech/Language Department**

- The PAEC S/L Department had a meeting on Thursday, February 2, 2023 from 11:30 am -1 pm. Topics discussed included procedural reminders for the Medicaid billing process in Embrace, brainstorming process for using Q Global for digital evaluations for next school year, topics for developing PLCs (professional learning communities) for next year, and more.
- Bilingual SLP, Ciara McGlynn, contracted through Spotter, has resigned from her position in D88 at Lincoln Primary and Grant Primary. The Lead SLP has posted the position and is looking for candidates for interview. Ms. McGlynn's last day will be March 10th.
- Current SLP, Shevawn Brekan, will be increasing her position by .4 (2 days per week) to assist the students at Proviso West via telepractice services through Teams.
- Nina Jaimes, SLP, who was a previous employee will be coming back to assist with 2-3 days/week at Proviso West.
- Several PAEC SLPs attended the CPR and First Aid training with the OT/PT/Nursing departments on Friday, February 10th at PAEC Academy in the gym.
- The next S/L Department meeting will be held in April, due to spring break in March being staggered across multiple weeks. Lead SLP will be meeting with smaller groups of SLPs in March to provide support.
- The SLP will be attending the Northern IL SLP Coordinators meeting on Friday, March 10th from 9 - 11 am.

### **PAEC Special Olympics**

Special Olympics soccer starts 2/28. We currently have 2 high school teams, one junior team, and quite a few individual skills. Practice will take place at PAEC Center and PAEC Academy this year. We are in the process of scheduling games for the teams. Currently, we have a game scheduled for 3/21 at the PAEC High School gym for the 2 high school teams against Hinsdale South High School. We are excited about a new season of soccer.

### **XIII. OLD/UNFINISHED BUSINESS**

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

#### **A. Food Nutrition Audit Report**

The next Governing Board Meeting is scheduled for Wednesday, April 19, 2023.

### **XV. BOARD CORRESPONDENCE**

### **XVI. CLOSED SESSION**

#### ***Recommended Motion:***

**I moved to convene into Closed Session at \_\_\_\_ AM, under Section 2(c)(1) of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee(s), specific individual(s) who serve as an independent contractor(s), specific volunteer(s) of the Board, or legal counsel for the Board as presented.**

#### ***Recommended Motion:***

***I move to return to Open Session at \_\_\_\_\_ PM.***

### **XVII. ADJOURNMENT**

#### ***Recommended Motion:***

**I moved to adjourn the meeting at \_\_\_\_ AM for lack of further items to discuss.**

MJ/TL