

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
JANUARY 17, 2024
MINUTES**

I. ROLL CALL

Ms. Dorothy Clark-Smith, President of the Governing Board called the meeting to order at 6:09 PM.

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present (arrived 6:28)
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

Also present: Ms. Abby Rogers (PAEC Attorney), Mr. Michael James (PAEC Executive Director), Mrs. Vanessa Schmitt (PAEC Assistant Executive Director), Dr. Paul Starck King (PAEC Interim CSBO/CFO), Ms. LaShonda McDaniel (PAEC Staff Accountant), and Mrs. Trainette Latham (PAEC Recording Secretary).

II. AUDIENCE PARTICIPATION

No audience participation

III. CLOSED SESSION

Recommended Motion:

Ms. Hixson moved to convene into Closed Session at 6:11 PM, 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. Ms. Chavez seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Absent
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

3 Ayes, 2 Absent- Motion Carried

Recommended Motion:

Mr. Dawson moved to reconvene into Open Session at 7:04 PM. Ms. Chavez seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

IV. APPROVAL OF GOVERNING BOARD MINUTES

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the minutes of December 12, 2023 as presented. Ms. Chavez seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

V. APPROVAL OF CONSENT AGENDA

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the Consent Agenda, which encompasses agenda items regarding (VI) Payroll, (VII) Bills, and (VIII) New Business except VIII-D as presented. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

VI. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

PAYROLL AGENDA
DECEMBER 2023

	GROSS	FICA	RETIREMENT	BENEFITS	TOTAL
	12/15/2023	12/15/2023	12/15/2023	12/15/2023	12/15/2023
Education Fund	\$ 492,832.76	\$ 20,531.19	\$ 13,511.56	\$92,717.00	\$ 619,592.51
Building Fund	\$ 16,150.44	\$ 1,229.30	\$ 689.62	\$2,798.29	\$ 20,867.65
TOTALS	\$ 508,983.20	\$ 21,760.49	\$ 14,201.18	\$ 95,515.29	\$ 640,460.16

	GROSS	FICA	RETIREMENT	BENEFITS	TOTAL
	12/22/2023	12/22/2023	12/22/2023	12/22/2023	12/22/2023
Education Fund	\$ 477,410.85	\$ 20,112.82	\$ 13,359.99	\$98,846.54	\$ 609,730.20
Building Fund	\$ 15,241.00	\$ 1,159.74	\$ 650.79	\$3,031.02	\$ 20,082.55
TOTALS	\$ 492,651.85	\$ 21,272.56	\$ 14,010.78	\$ 101,877.56	\$ 629,812.75

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the payroll as presented. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

VII. APPROVAL OF BILLS

1. Payable Listing- Water Bill -Information is attached. (Voucher #1130)
2. Payable P-Card Listing- Information is attached. (Voucher #1131)
3. Payable Listing-Information is attached. (Voucher #1132)

4. Payable Listing-Information is attached. (Voucher #1138)

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the bills as presented. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

VIII. NEW BUSINESS

A. Approval of Employment/Resignation/Terminations

Employment (Salaries are pro-rated after the start of the school year)

Iyanna Buford Brooms, Program Asst/Job Coach, PAEC Center, \$21,704, effective 1/8/24

Resignations

Courtney Hull, 1:1 Program Assistant, PAEC Early Childhood, effective 11/3/23

Jacqueline Rivera, Part-Time 1:1 Program Assistant, PAEC Early Childhood, effective 12/4/23

Transfers

Joel Henderson, Program Assistant, transfer from PAEC Center CCA to Center Autism, effective 1/11/24

Udochi Nwoko, Perm Sub Teacher, PAEC Academy transfer to PAEC High School, effective 1/8/24

Terminations

No terminations at this time

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the Employment, Resignations, Transfers, and Terminations as presented. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

B. FMLA Requests

Mr. Thomas Mallard, Program Assistant at Lindop has requested FMLA due to personal reasons. Mr.

Mallard is requesting this leave to begin November 30, 2023 through December 22, 2023.

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the FMLA request for Mr. Thomas Mallard beginning November 30, 2023, through December 22, 2023, and he will be utilizing available sick time during this leave as presented. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

C. Contractual Agreements

1. Maxim Healthcare-Latricia Chiestder (1:1 Program Assistant)- \$40 per hour
-Iesha Watkins (1:1 Program Assistant)- \$40 per hour
-Alexa Ball (1:1 Program Assistant)- \$\$50 per hour
2. Ahs Staffing- Tawana Brown (1:1 Program Assistant)- \$40 per hour
-Dasiah James (1:1 Program Assistant)- \$38 per hour
3. BlazorWorks- Dasha Crosby (1:1 Program Assistant)- \$38.88 per hour & \$58.32 per hour overtime
4. EDU Healthcare- Oyinlola Idowu (1:1 Program Assistant)- \$35 per hour

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the contractual agreements between Maxim Healthcare, Ahs Staffing, BlazorWorks, and EDU Healthcare for the following contractors: Latricia Chiestder, Iesha Watkins, Tawana Brown, Dasiah James, Dasha Crosby, Oyinlola Idowu as presented. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

E. Press Plus Issue 113

The PAEC Policy Committee along with Ms. Rogers (Attorney) have reviewed the attached policies provided by IASB. PAEC is recommending that the Board conduct the second and final reading on the following policies: The detailed policy draft updates were sent electronically at the December 2023 Board Meeting. Policy 4:10 Fiscal and Business Management Press Plus Updates have been removed since the last meeting due to the updates not applying to PAEC.

Section 2 Governing Board

- 2:20 Powers and Duties of the Boards
- 2:200 Types of Board Meetings
- 2:220 Board Meeting Procedure

Section 4 Operational Services

- 4:30 Revenue and Investments
- 4:60 Purchases and Contracts
- 4:130 Free and Reduced-Price Food Services
- 4:160 Environmental Quality of Buildings and Grounds
- 4:130- Free and Reduced-Price Food Services; Meal Charge Notification
- E Exhibit

Section 5 Personnel

- 5:30 Hiring Process and Criteria
- 5:190 Teacher Qualifications
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:210 Resignations
- 5:220 Substitute Teachers
- 5:250 Leaves of Absence
- 5:330 Sick Days, Vacation, Holidays, and Leaves

Section 6 Instruction

- 6:30 Organization of Instruction
- 6:50 School Wellness
- 6:230 Library Media Program

Section 7 Students

- 7:60 Residence
- 7:70 Attendance and Truancy
- 7:160 Student Appearance
- 7:165 School Uniforms
- 7:190 Student Behavior
- 7:270 Administering Medicines to Students
- 7:285 Anaphylaxis Prevention, Response and Management Program
- 7:290 Suicide and Depression Awareness and Prevention

Section 8 Community Relations

- 8:30 Visitors to and Conduct on School Property

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to conduct a second and final reading of the Press Plus Issue 113 and to approve the updated/revised PAEC policies: (#2:20), (#2:200), (#2:220), (#4:30), (#4:60), (#4:130), (#4:160), (#4:130 Exhibit), (#5:30), (#5:190), (#5:200), (#5:210), (#5:220), (#5:250), (#5:330), (#6:30), (#6:50), (#6:230), (#7:60), (#7:70), (#7:160), (#7:165), (#7:190), (#7:270), (#7:285), (#7:290), (#8:30) as presented. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

F. PAEC Center Donations

PAEC Center has received donations with an estimate of \$2,796.81 from Byline Bank’s Neurodiversity & Latinx ERGs Division Groups. A listing of donated items is included in the Board packet.

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the estimated donation of \$2,796.81 from Byline Bank’s Neurodiversity & Latinx ERGs Division Group as presented. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

D. Retirement Resolution

- Regina Smith (PAEC Center Transition Program & Vocational Coordinator) will be retiring June 2028 after 13 years of service.
- Derrick Loving (PAEC High School Program Assistant & Vocational Coordinator) will be retiring in June 2028 after 25 years of service.
- Patricia Carter (Payroll Coordinator) will be retiring on August 31, 2026, after 20 years of service.
- Aubrey Glasper (PAEC High School Program Assistant/Job Coach) will be retiring on November 15, 2025, after 21 years of service.

- Lisa Allen (PAEC High School Social Worker) will be retiring in June 2028 after 28 years of service.

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the retirement resolution of Ms. Regina Smith, Mr. Derrick Loving, Mrs. Patricia Carter, Mr. Aubrey Gasper, and Mrs. Lisa Allen as presented. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

IX. EXECUTIVE BOARD REPORT

The Executive Board meeting was held on Thursday, January 11, 2024. Those present included: Dr. Dan Sullivan and Dr. Nicole Spatafore from District #87, Ms. Rosalind Banks from District #88, Ms. Nicole Keefer from District #92, Dr. Kevin Suchinski from District #93, and Ms. Ramonda Fleming from District #209.

Also present included: Mr. Michael James, Mrs. Vanessa Schmitt, Dr. Paul Starck-King, and Mrs. Trainette Latham from PAEC Administration.

The Executive Board reviewed and recommended approval of all the items on the agenda.

X. DuPage/WEST COOK REPORT

There was no report for January.

XI. COMMITTEE REPORTS

There were no committee reports.

XII. EXECUTIVE DIRECTOR'S INFORMATIONAL REPORT

- PAEC would like to recognize the passing of Ms. Mary Beth Boeh. Ms. Boeh's obituary and a letter from Mr. Michael James are attached to the agenda or can be viewed on the Brust Funeral Home website using this link:<https://www.brustfuneralhome.com/obituaries/Mary-Beth-Boeh?obid=30213162>

→ Mr. James mentioned that Ms. Boeh worked for PAEC for forty-one years.

- All PAEC Programs entered into E-Learning due to inclement weather on Friday, January 12, 2024.

→ Due to inclement weather also on Tuesday, January 16, 2024, all PAEC Programs entered into E-Learning. All parents and Board members were notified.

A. Current District Child Count 2023-2024

Information is attached.

B. Current Enrollment and Classroom Staffing Patterns 2023-2024

Information is attached.

C. Transition Reports

1. PAEC Therapeutic Day Elementary- (Total of 9 students mainstreaming): Information is attached.
2. PAEC Therapeutic Day High School-(Beginning January, 6 students mainstreaming): Information is attached.

D. Initial Referrals

Information is attached.

E. Police Reports

There were no police reports in December 2023

F. PAEC Activity Fund
Information is attached.

G. PAEC Events

1. January Upcoming Events

- Mr. James mentioned that the staff and students have been excited to see Board members at the various events that have occurred. He mentioned that Mr. Dawson and Ms. Clark-Smith have come out and have gotten the opportunity to meet the kids.
- Mr. James also mentioned that Ms. Evelyn Carreto and Mrs. Latham have been doing a great job at keeping the website up and running with current events as well as trying to update information.

2. Christmas in Proviso with PAEC Academy students

- Mr. James mentioned that five students from PAEC Academy received gifts and prizes. He also mentioned that one of the families received a 55' TV. Next year, we will be looking at trying to incorporate all PAEC programs.
- Mr. James also mentioned that we have the new Byline Bank partnership thanks to Mrs. Ezerins and Mrs. Weingardt. Byline Bank is currently working with PAEC Center, but again we will be looking to expand the partnership to all programs. The organization donated several items for the students and is committed to working with the students to help with banking and finances. Ms. Clark-Smith and Mr. Dawson reiterated that we need programs like these for all of our programs.

3. PAEC Academy's Crazy Holiday Outfit Day & Guess the M&M's

4. PAEC High School Holiday Activities

5. PAEC New 2023 Teacher Graduates from Grand Canyon University

- Ms. Diane Dranko-PAEC Academy
- Ms. Angela Taylor-PAEC Academy
- Ms. Markeshia Jones- PAEC High School
- Ms. LaToya Thomas- PAEC High School

- Mr. James mentioned that we started the partnership with Grand Canyon University a few years ago, and many of our staff have taken advantage of the opportunity. Each recent graduate we recognized was a Permanent Substitute Teacher and is now a Certified Teacher. These positions are now four fewer vacant positions needing to be filled for the new year.

H. Old Chromebook plan

Give back to community for a small fee?

- Mr. James asked for consensus on whether it would be good to give away old Chromebooks to families needing devices for a nominal fee of \$25. Whether the devices were purchased from grant monies or came from the member districts was questioned. The obsolete devices that are in question are those devices that were given from the member districts during the pandemic. Mr. James mentioned that if the Board agrees with the idea, then we can add it as a vote for next month's meeting. Ms. Chavez mentioned that Hillside District #93 had a great turnout when they gave away devices to families.

I. PAEC Administrative Department Updates

PAEC Technology Department

Comcast Phones:

Comcast VOIP is mostly complete, there are a few phone devices that have old user names that are no longer here or incorrect phone extension numbers. This was due to a list of names and phone extensions from two years ago. We are working with Comcast to resolve any small issues.

It was a slow month overall within the technology department, we continuously address help tickets promptly.

- Mr. James mentioned that PAEC has had to escalate continued issues with Comcast above the project manager. He explained that a letter was sent to the Cable Commission. Comcast was scheduled to be here at 8:00 AM on December 26, 2023, and did not arrive until after 1:00 PM. Mr. James further explained that the IT Department scheduled a Network Consultant to be available as well during the visit. The phones have been installed but still having issues with them not working properly. Mr. James mentioned that the PAEC IT Department has been scrambling for about three weeks to get phones to work properly. Comcast changed the phone number of PAEC Academy and PAEC Elementary which was not agreed upon prior, so we are still in the process of trying to resolve this issue where we will be able to keep the same number for PAEC Academy.
- Ms. Clark-Smith stated that we need to make sure that we are holding the company accountable for any issues that we continue to have and that our IT Department should not be doing Comcast's job. Mr. James also mentioned there was an issue with trying to contact a parent for a student who was undeliverable and couldn't due to the phones not working on the first day back at the end of the day. He stated that we were able to utilize one of the PAEC cell phones to make the contact instead.
- Mr. James mentioned that The Answer Inc. has begun bringing in equipment and supplies for programming that will start next week. Mr. James has confirmed for Ms. Clark-Smith that all the insurance information has been received and documented.

PAEC Business Department- Dr. Paul Starck King-Interim CSBO/CFO

The Business Office is currently working on the following projects:

- Audit- delayed until 1/15/2024
- ESSER III Grant

- Dr. Paul Starck King mentioned that regarding ESSER III, we are getting close to being done with any technical issues. He mentioned that we are hoping to be approved for approximately \$340k for playground resurfacing for three programs, technology upgrades to fiber optics, and downstream to the server closet which is approximately \$360k. He also mentioned that we are hoping to receive 1x expenditures dating back to March 2020 that were not claimed under ESSER applications prior which can be claimed now and that total is approximately \$180k that we will get back.
- Dr. Paul Starck King mentioned that we have started looking at bids for playground equipment and are expected to meet tomorrow. We have a deadline to spend funds by September 30, 2024. We are looking to receive approximately \$1 million in ESSER III.

PAEC Human Resources (HR) Department

- completely onboarded 1 new permanent hire (including new hire paperwork, benefits presentation, contract production)
- managed background checks (5 permanent, 3 agency)
- processed 1 termination
- submitted audit info for yearly ACA report
- participated in Business Office Meeting
- participated in Onboarding Info meeting
- processed 2 new FMLA cases
- managed 2 new Workers Comp cases
- continue managing process for IDES/unemployment claims & bill

PAEC Buildings & Grounds Department

The following is work scheduled to occur during winter break. ITR is scheduled to install an audio/visual system in the PAEC Center gym. Monarch renovations are scheduled to electrostatic paint a bank of lockers at Early Childhood. General Contractor Solutions is scheduled to repair the ceiling and install carpet tiles in a social worker's office at PAEC Academy. KCW is scheduled to replace all air filters.

J. PAEC Program Updates

PAEC Academy at Divine Infants

PAEC Academy has had a busy month. This month we have welcomed three new students. One of our eighth-grade students will be returning to Lindop full-time in January. We also have a 1st grader who will probably return to District 87.

Our Holiday photos fundraiser took place on December 5, 2023. The pictures turned out great and the parents were very pleased. We raised \$290.00 for our student activity fund and made many parents happy.

Before break, we had a Crazy Christmas Day. Students and staff wore all different Christmas attire. We took pictures of the students dressed up and sent them to Ms. Latham.

Teachers are starting to benchmark with Fastbridge. Some are starting now and some will start when we return in January. The new Reading program is going well. Students like the books and stories and we are seeing steady progress.

We had a candy contest for the students. This week they were to guess how many M&M's were in the holiday jar. There were 989 M&M's in the jar. We had two students tied with a guess of one thousand. We filled a second jar and both went home with a Holiday candy jar. The last week before break they will be guessing how many Hershey's Kisses are in the holiday container.

PAEC Early Childhood

The Early Childhood program grew by four students this month. The program has grown to 38 students. Therefore, it was a short but busy three weeks. In the last week, we had fun celebrating the upcoming holidays by wearing holiday-themed clothes and accessories. However, the month is ending on a bittersweet note as we lose our long-time EC staff member, Patrina Williamson, for the upcoming semester. She will be starting her student teaching at PAEC Academy in order to complete the requirements of the Master's degree she is currently enrolled in at Grand Canyon University. She has been a program assistant here for more than 15 years. She was able to step in as a Permanent Sub Teacher in one of the EC classrooms this year as that teacher position is still open. She has proven to be an excellent teacher and the students have shown significant growth. We will miss her but are very grateful that our retired but active EC teacher, Carol Michels, will be able to step into her position in January.

This month the students studied Holiday themes and Winter Vocabulary (i.e. Snow, Snowmen, Gingerbread characters, Cold Weather words)

The first and second weeks of December they focused on:

COLORS: Red and Blue

SHAPES: Square and Triangle

LETTERS: G and Z

NUMBERS: #10 and studied #1 again.

Developmentally preschool-age children only need to study the numbers 1-10. Therefore, they will begin learning the numbers 1-10 in the upcoming weeks. They are exposed to counting up from 1-31 every month when they study the calendar during circle time.

In the third week, all the concepts were reviewed.

PAEC Therapeutic Day Elementary School

The students participated in a lot of art and writing activities about holidays and winter. The staff created Whoville in the hall and several classrooms participated in Grinch activities. The staff was treated to a hot chocolate day at Max's Bistro. The Holiday Spirit week included students and staff wearing Holiday colors, hats, socks, Whoville, and holiday sweaters.

Winter benchmarking was started and will be completed in January. The students continued to participate in academic and social/emotional groups to address individual and developmental goals.

There are students currently starting, and continuing transitions to their home school. A couple of students will be returning to their homeschool full-time effective in January. PAEC Elementary currently has students transitioning to all of the cooperative districts. The home school teams work with PAEC Elementary staff to support students' behavior and academic progress. The partnerships with the home schools provide the students with the necessary support to ensure the transitions are successful.

There were no time-outs, 5 physical restraints, and no police incidents for December.

PAEC Therapeutic Day High School Academics

Out with the old and in with the new. We ended the First Semester on December 22 and we are ready to begin the Second Semester on January 8. Four students will receive special recognition when they return as most improved for the First Semester. We will have our Winter Map Assessment when we come back in mid-January.

Activities

Ms. Jones took her TST Class on a positive incentive trip to the Fox Valley Mall to use skills they learned in the class for discounts, deals, and purchasing while the students holiday-shopped. Ms. Jones kindly treated all the students to Golden Corral after their shopping trip. Ms. Lorek treated all the students to Slice Factory for the holiday as a special treat before starting finals. Finally, all the students would like to say thank you to the anonymous donor who graciously donated a \$20 gift card to Target for every student in the high school.

Transitioning Students

We have two students scheduled to start a half-day schedule at East beginning January 29, 2024.

Physical Management	0
Police Calls	0
Restorative Meeting	4

23-24 Current Enrollment

63 Students

2 Students registered to start in Jan.

PAEC Therapeutic Day High School Vocational Program

Updates

Mr. Loving reports that the work program is going well. We currently have six students training in the Housekeeping Department at Garden Inn one day per week for two hours. Three students are participating in training at Firehouse Subs. Each student receives two days of training for two hours per day. We have four students participate in the Custodial Work Training Program. This program runs Monday through Thursday after school until approximately 4:15. Students from Ms. Jones's class rotate, with six students participating to manage the Lunch and Breakfast Programs. Mr. Loving reports that fourteen students are participating in the weekly Financial Literacy Program with a morning and afternoon session.

Dr. Bujalka has transitioned to a full-time social worker, with Ms. Maloley taking over the Vocational Counseling Position. Ms. Maloley has begun working with students on their transition goals and credit recovery. Dr. Bujalka has met with Ms. Maloley to assist in her transition to the Vocational Counselor Position and remains available for assistance when needed. Ms. Maloley has already begun planning for upcoming events. There are currently twenty-one students enrolled in credit recovery through APEX.

PAEC Center

December 2023 was holiday-themed.

Walking throughout the hallways and in the classrooms, the ensuing holiday season was evident. Students were in high spirits as the holiday season approached.

The Music Program continues to be a big hit with the students. Mr. Craig has the students make choices regarding songs and the instruments they want to play. Students are engaged and excited during the music period!

On December 13, the gym turned into a Winter Wonderland with classrooms decorating the tables with holiday decorations. Santa Claus was also in attendance and took pictures with all of the students who participated.

On December 14, The Oak Leyden Choir came to the PAEC Center and performed Christmas carols for our students. This was well received by students and staff who were singing along with the choir!

Students are finishing up classwork before the winter break! The SANDI testing window for the Spring is now open. Teachers will be testing students after the break.

Staff and students are eager for a well-deserved break!

PAEC Center Vocational Program/Transition Program
December, 2023 Vocational Department Update

We currently have 5 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:

	Employment	Hours	Job
1	The Pearl of Hillside	14 hours per week	Activity Aid
2	Jewel	20 hours	Bagger/Stocker
3	White Castle	16-20 hrs per week	Stocker/Maintenance
4	Food4Less	15-20 hrs per week	Courtesy Clerk
5	Goodwill	15-20 hours per week	Store Clerk

Students have continued to volunteer this month for the 2023-24 school year at New2You, Meals on Wheels, Catholic Charities, and Westchester Food Pantry. Due to unfortunate circumstances, we had to downsize our sites. We are looking forward to increasing them as our staff increases.

We are training our enrolled students to complete job tasks, answer mock interview questions, complete mock job applications, and more. I have continued to set up individual meetings with these students. We are practicing mock interviews and completing mock applications. Ensuring IDs have not expired, or get renewed in a timely fashion. Some students are completing live applications. They have applied at places like Burlington, Walgreens, TJ Maxx, DD's Discount, etc.

PAEC Behavior Intervention Team

The PAEC Behavior Intervention Team continues to provide behavioral support and interventions to reduce undesired behaviors within the Proviso Township school districts.

Total number of PAEC Behavior Intervention Coaches: 15
Active: 14

Proviso East: 3
Proviso West: 4
District 87: 2
District 92: 0
Floating Coaches (PAEC Academy, District 88, District 93, District 87): 5

One Behavior Coach is currently on FMLA leave, with a return date of (TBD) that is contingent upon the physician's approval.

The vacant position at Proviso East has been filled and one position is still vacant for a floating Coach.

There were a total of 3 individual student referrals in December There were a total of 0 classroom referrals submitted in October.

District 803 - PAEC Academy

Two Coaches will be supporting and providing interventions at the Academy beginning in January.

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

Jefferson:

Kindergarten classroom intervention has successfully completed. The teacher expresses feeling comfortable implementing interventions and has seen progress within the classroom dynamic.

The Coach working within the Special Education classroom continues to provide support as needed, but will slowly fade out of the classroom. Interventions implemented have become generalized in several settings within the student who was referred in September.

Two Coaches were assigned to work with a second-grade teacher to implement interventions for a student who displays excessive attention-seeking behaviors. The intervention plan was established and Coaches continue to work with the teacher to maintain the plan.

The kindergarten student who was SASS'd has transitioned back into the classroom as of December. The assigned Coach and Teacher are working together to adjust the initial plan based on the student's needs.

Whittier Primary:

A Kindergarten student who was referred has been assigned to a Coach. The Teacher and Coach have begun conducting observations for a period of two weeks, noting that the student is easily agitated and has difficulty following directions. They will be implementing a plan at the beginning of January based on observations and assessments.

A first-grade student referral has always been assigned. Coach has begun working with the Teacher to implement an entire classroom intervention due to the disruptive behaviors among all students.

The Kindergarten student that was referred in September has transitioned to PAEC Elementary due to persistent disruptive behaviors exhibited in all settings within the school.

District 92 - Lindop School

No referral was made.

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

Lincoln Elem:

Two Coaches continue working with three third-grade students who were referred. Coaches are working in tandem with Teachers to eliminate extreme behaviors of attention seeking and feeding into negative behaviors.

McKinley Elem:

There were a total of 3 referrals made. The coordinator is waiting to assign a Coach based on the needs of the classroom. (Coordinator will be assigning a Coach the first week of January).

Thurgood Marshall Elem:

Two Coaches continue to work within a SPED classroom that was referred to us in September. The Teacher and administrators are pleased with the reduction of disruptive behaviors based on interventions implemented (positive verbal praise, positive reinforcement, token economy system, minor punishment reinforcement methods, reciting class expectations, smoother transitions, and implementing dance breaks). The Coaches will gradually transition out of the classroom in January.

District 93 - Hillside Elementary

A Coach continues to work with a student exhibiting physically aggressive and non-compliant behaviors. The coach works directly with the teacher to implement reinforcement techniques to enforce desired behaviors among the student and the entire classroom.

The two Coaches that were assigned to work in the EC classroom with one student as well as implementing a classroom management approach, will be successfully transitioning out in January due to ongoing support of other paraprofessionals within the classroom.

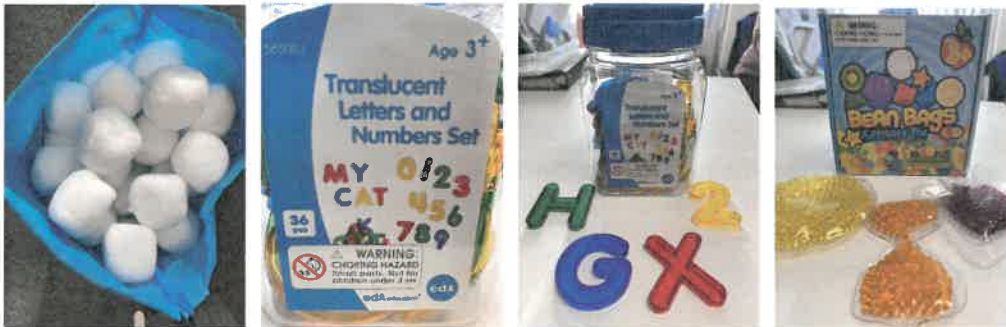
District 209 - Proviso East High School | Proviso West High School | Proviso Mathematics and Science Academy

There are a total of 7 Coaches assigned to 209; 3 are assigned to East and 4 assigned to West. Coaches all are assigned to grade-level Principals based on the needs of the school. The Behavior team at Proviso West also works alongside the DREAM Team and Social Workers and maintains a collaborative approach to reducing behaviors.

PAEC OT/PT Department

1. The AT Team continues to conduct SETT meetings to come up with appropriate assistive technology to address the educational needs of their struggling students.
2. The OT/PT/AT Lead attended the Special Events meeting for PAEC Center via Google Meet on 12-01-23 from 8:00 - 8:30 AM.
3. The AT Team attended a staff meeting on 12-06-23 from 8:30 AM - 9:00 AM at PAEC Center.
4. Our AT Team & OT/PT Team helped run the Wheelchair Clinic on 12-13-23, with Chris Tomlinson the AT Rep from Numotion.
5. The OT/PT Department attended a staff meeting in person and remotely on 12-14-23 at PAEC Center from 11:30 am - 3:00 pm.
6. Our OT/PT therapists have been meeting on Fridays to discuss curriculum, and equipment and brainstorm for treatment ideas in the OT/PT Gym from 11:30 AM to 12:30 PM

7. Our OTs and PTs helped the PAEC Center classrooms decorate a table and the Santa scene for students to sit with Santa and take their pictures as part of the December festivities.
8. Some equipment that came in during December that was ordered were fake snowballs, translucent letters & numbers & shapes for the light table. See the pictures below.



PAEC Psychology Department

No report for the December

PAEC Social Work Department

1. The PAEC Social Work Department Hires/Changes in Assignments:

Ms. Anaid Banuet has accepted the School Social Work Position for PAEC Center School (Covering FMLA Need/PAEC Center H.S Students).

Ms. Debby Bujalka has accepted the School Social Work Position at PAEC High School Therapeutic Day School and rescinded her position as Vocational Coordinator.

2. Ms. Lisa Allen, L.C.S.W., Ms. Debby Bujalka, L.C.S.W., Ph.D. and Ms. Lisa Pirrello, L.C.S.W. (PAEC School Social Workers & PAEC Lead School Social Worker-PAEC High School Therapeutic Day School) and Mr. Dominic Thomas (social work intern) continue to provide support to students in crisis to minimize escalations and to provide individual/small group social work sessions covering the following topics: Substance Abuse; Decision Making Skills; Communication Skills; Anger Management and Coping with Feelings/Emotions during the Holiday Season. Additionally, Ms. Allen, Ms. Pirrello, and Ms. Bujalka participated in the Family Adoption/Gift Program for the PAEC High School Therapeutic Day School Program.
3. Ms. Nyanne Serrano, M.S.W., and Ms. Lindsey Holsten, L.C.S.W. (PAEC School Social Workers-PAEC Elementary School) and Mr. Dominic Thomas (Social Work Intern) have been planning, coordinating and disseminating various gift from the family adoption/gift program across the Early Childhood, PAEC Elementary, as well as for PAEC Center, PAEC Academy and PAEC High School Therapeutic Day School. Additionally, the PAEC Elementary School Social Workers continue to provide social work services to students and families they serve, assisting students to emotionally regulate during the Holiday Season.
4. Ms. Monette Carlos, L.C.S.W., R.P.T. (PAEC School Social Worker – PAEC Early Childhood Program), continues to provide social work groups for the autism classrooms covering the topic of listening skills (i.e., stop/go games and impulse control), as well as learning to play next to peers and learning to identify/matching emotions. Additionally, Ms. Carlos participated in the Family Adoption/Gift Program for the PAEC Early Childhood Program, whereby 5 families were able to benefit from receiving gifts. Ms. Carlos, as the co-chair, has been working alongside Ms. Pirrello and the In-Service committee in coordinating social work trainings for the 2024-25 school year.
5. Ms. Nicole Pena, M.S.W. (PAEC School Social Worker-PAEC Academy) continues to provide individual/small group social work sessions to the students at PAEC Academy, covering topics such as Self-esteem, positive friendship qualities, and kindness. Ms. Pena and Ms. Cecy Mendoza coordinated

the PAEC Academy families with Christmas at Proviso. Ms. Nicole Pena participated in the Family Adoption/Gift Program for students/families who attend PAEC Academy.

6. Ms. Jill Collins, M.S.W., (PAEC School Social Worker-PAEC Center School) continues to meet with the students on her caseload individually and/or in classroom groups. Additionally, she has been assisting with creating classroom management plans, providing support to the PAEC Center Staff in and out of the classroom settings, providing crisis intervention, participating in PAEC Center Building teams and committee meetings, collaborating with the PAEC School Social Work Department's Sunshine Committee, assisting with Holiday Themed programs, the Oak Leyden Singers, as well as participated in the Family Adoption/Gift Program for students/families that attend PAEC Center School.
7. Ms. Mandy Ross, L.C.S.W. and Ms. Diana Stephens, M.S.W., A.C.S.W., P.P.S.C. C.W.A. (PAEC School Social Workers –Proviso East High School) continue to provide individual/small group social work sessions to students on their caseload at Proviso East High School, as well as attending annual review and re-evaluation meetings. This month, Ms. Ross and Ms. Stephens have had more frequent class push-ins to support student needs in the academic setting. Ms. Ross advocated for an MDR for a student suspended for fighting. Also, Ms. Ross advocated for an appropriate PE placement for a student mistakenly placed in a restrictive environment, as well as for the re-enrollment of a student who was dropped 1st semester due to non-attendance. Ms. Ross and Ms. Stephens continue to collaborate with the Proviso East High School Social Work Team. Ms. Stephens began this month's meeting with the freshman GLP, Counselors, and Behavior Interventionist, with the main concern being student truancy and freshman students failing their Semester I courses. Ms. Stephens has provided resources to parents and connected them with tutoring, should these students need it. Ms. Stephens created an attendance tracking sheet with a goal and incentive attached; giving the GLP ideas on how to obtain donations from the community to use as incentives. Additionally, during this meeting, Ms. Stephens proposed building a "school store" and implementing "attendance bucks", whereby students can go in and buy snacks, school supplies, swag, etc. Ms. Ross continues to assist case managers with phone calls home to parents to confirm parental receipt of parental notices of Conference and to solicit consent for re-evaluations. Ms. Ross has attended weekend and evening school performances for band & choir to support students on her caseload. Ms. Stephens and Ms. Ross met with Loyola Therapists, reviewing workflows for submitting referrals and dealing with emergencies or when SASS should be considered.
8. Ms. Donna Kuchera, M.S.W. (PAEC School Social Worker – Proviso West High School) has been to providing individual & small group school social work services to the freshmen students with special education needs and to students in the TST Program. Topics covered in social work sessions include: Decreasing Absenteeism, Organizational Skills, How to manage your ADHD; Emotional Regulation and Coping strategies. Ms. Kuchera continues to meet with her Freshmen Girls Lunch Group, whereby they are learning about making and maintaining friendships, as well as increasing self-esteem. Additionally, Ms. Kuchera is completing and attending annual review and re-evaluation meetings.
9. Ms. Kenya Dockens, L.C.S.W. (PAEC School Social Worker – Hillside School) is currently facilitating the 8th Grade ASAP Leadership group. The members of this group are currently working on designing a welcome booklet for new students who transfer to Hillside School in Middle School. Ms. Dockens is, also, facilitating a Self-Esteem Group that focuses on understanding the concept of self-esteem, recognizing strengths, as well as identifying self-builders and blockers. Ms. Dockens organized the implementation of Elyssa's Mission Suicide Prevention Program for grades 6th-8th grade; as well as met with at-risk students based on screener responses and facilitated referral of school/community services as appropriate. Additionally, Ms. Dockens participated in the organization of holiday donations for families in need.
10. Ms. Lisa Pirrello, L.C.S.W., (PAEC Lead School Social Worker) completed the PAEC School Social Worker Observations, occurring during Semester I, as well as the Written Post-Observation Review Forms for those PAEC School Social Workers who were identified to be evaluated during the 2023-24 School Year. Additionally, Ms. Pirrello has been working with the PAEC Social Work Department In-Service committee in choosing topics and securing speakers for next year's (2024-25) department trainings and has arranged for another Comfort Dog visit to occur at PAEC High School Therapeutic Day School, PAEC Elementary and PAEC Early Childhood programs on Friday, January 19, 2024.

11. The next PAEC School Social Work Department Meeting and In-Service Training is:

Date: Friday, January 19, 2024
Time: 10am-1pm
Topic: Understanding Polyvagal Theory & Social Engagement System for More Effective Therapies with Students (Virtual)

Speaker: Dr. Ginny Witte, Ph.D.
Time: 2pm-3pm
Topic: PAEC SW Department Meeting

PAEC Speech/Language Department

- Jennifer Metz, PAEC direct hire SLP will be joining the team in the new year to cover the maternity leave of SLP, Mavic Dunne, at Whittier. Ms. Metz will be working 3 days/week with the support of D87 SLP, Samantha Glickman.
- The SLP department has been actively engaging in our PLCs (Professional Learning Communities) within our smaller district groups to learn together through book studies or podcasts focusing on SLP interest areas.

PAEC Special Olympics

No report for December

XIII. OLD/UNFINISHED BUSINESS

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

****The next Governing Board Meeting is scheduled for Wednesday, February 21, 2024.**

XV. BOARD CORRESPONDENCE

There was no board correspondence this month.

XVI. ADJOURNMENT

Recommended Motion:

Mr. Dawson moved to adjourn the meeting at 7:30 PM, for lack of further items to discuss. Ms. Chavez seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Absent
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- Motion Carried

****Opportunity for the Governing Board to view the PAEC Center sensory room as requested by the Governing Board in December 2023.**

→ The Board decided to reschedule the tour of the PAEC Center sensory room until a later date.

Respectfully submitted,


Dorothy Clark-Smith
Governing Board President


Sinai Chavez
Governing Board Secretary

2-21-24
Date

MJ/TL

