

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
JANUARY 18, 2023
MINUTES**

I. ROLL CALL

Mr. Richardson, President of the Governing Board, called the meeting to order at 6:08 PM.

District 87	Ms. O'Connell	Present
District 88	Ms. Clark-Smith	Present
District 92	Mr. Dawson	Present
District 93	Mr. Richardson	Present
District 209	_____	Absent

Also present; Mr. James (PAEC Executive Director), Ms. Schmitt (PAEC Assistant Executive Director), Dr. Whitaker (PAEC Business Manager, CSBO), and Ms. Latham (PAEC Recording Secretary).

II. AUDIENCE PARTICIPATION

None

III. APPROVAL OF GOVERNING BOARD MINUTES

Recommended Motion:

Ms. O'Connell moved to recommend to the Governing Board to approve the minutes of December 21, 2022, as presented. Ms. Clark-Smith seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

IV. APPROVAL OF CONSENT AGENDA

Recommended Motion:

Mr. Dawson moved 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. Ms. O'Connell seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

V. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

	GROSS 12/15/22	FICA 12/15/2022	RETIREMENT 12/15/2022	BENEFITS 12/15/2022	TOTAL 12/15/2022
Education Fund	\$488,459.89	\$20,516.92	\$18,939.81	\$102,429.33	\$630,345.95
Building Fund	<u>\$14,915.55</u>	<u>\$1,135.20</u>	<u>\$950.12</u>	<u>\$2,927.07</u>	<u>\$19,927.94</u>
TOTALS	\$ 503,375.44	\$21,652.12	\$19,889.93	\$105,356.40	\$650,273.89

	GROSS 12/23/22	FICA 12/23/2022	RETIREMENT 12/23/2022	BENEFITS 12/23/2022	TOTAL 12/23/2022
Education Fund	\$482,303.56	\$20,311.71	\$18,778.72	\$108,056.31	\$629,450.30
Building Fund	<u>\$14,591.40</u>	<u>\$1,110.39</u>	<u>\$929.46</u>	<u>\$3,154.13</u>	<u>\$19,785.38</u>
TOTALS	\$496,894.96	\$21,422.10	\$19,708.18	\$111,210.44	\$649,235.68

Recommended Motion:

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

Roll Call Vote:

District 87	Ms. O’Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

VI. APPROVAL OF BILLS

1. Payable Listing- Information is attached. (Voucher #1137)
2. Payable Listing- Information is attached. (Voucher #1142)
3. Payable P-CARD Listing- Information is attached. (Voucher #1143)

Recommended Motion:

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

Roll Call Vote:

District 87	Ms. O’Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

VII. NEW BUSINESS

A. Approval of Employment/Resignation/Terminations

Employment:

Tenera Smith, 1:1 Program Assistant, PAEC Center, \$21,278, effective 12/19/22
Alexandra Antu, 1:1 Program Assistant, PAEC Center, \$21,278, effective 12/19/22

Resignations:

Arlinda Wallace, 1:1 Program Assistant, PAEC Center, effective 12/22/22
Cheryl Brown, Behavior Interventionist, PEHS, effective 12/16/22

Recommended Motion:

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

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

B. FMLA Requests

1. Ms. Paula Parat, a Teacher at PAEC Center is requesting a block FMLA due to medical reasons. Ms. Parat is requesting this leave to begin on December 1, 2022 through December 23, 2022. Ms. Parat will be utilizing available sick days during this leave.

Recommended Motion:

Mr. Dawson moved to recommend to the Governing Board to approve the block FMLA Request of Ms. Paula Parat beginning on December 1, 2022 through December 23, 2022. Ms. Parat will be utilizing available sick days during this leave as presented. Ms. Clark-Smith seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

C. Press Plus Policy Issue 110

Mr. James, Mrs. Schmitt, Mrs. Latham, and our attorney (Ms. Rogers) have reviewed the attached policies provided by IASB. PAEC is recommending that the Board conduct a first reading on the following policies: The detailed policy draft updates needing review will be sent electronically.

2:100 Board Member Conflict of Interest
2:105 Ethics and Gift Ban
2:150 Board Committees
2:210 Organizational Board Meeting
2:250 Access to Cooperative Public Records

2:265	Title IX Sexual Harassment Grievance Procedure
4:10	Fiscal and Business Management
4:55	Use of Credit and Procurement Cards
4:140	Waiver of Student Fees
4:165	Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
5:120	Employee Ethics; Code of Professional Conduct; and Conflict of Interest
5:20	Workplace Harassment Prohibited
5:170	Copyright
5:190	Teacher Qualifications
5:22	Substitute Teachers
5:250	Leaves of Absence
5:260	Student Teachers
5:280	Duties and Qualifications
5:320	Evaluation
5:330	Sick Days, Vacation, Holidays, and Leaves
6:20	School Year Calendar and Day
6:50	School Wellness
6:65	Student Social and Emotional Development
6:250	Community Resource Persons and Volunteers
6:255	Assemblies and Ceremonies
6:260	Complaints About Curriculum, Instructional Materials, and Programs
6:340	Student Testing and Assessment Program
7:50	School Admissions/Eligibility for Services
7:70	Attendance and Truancy
7:100	Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:250	Student Support Services
7:285	Anaphylaxis Prevention, Response, and Management Program
7:290	Suicide and Depression Awareness and Prevention
7:340	Student Records
7:10	E-Exhibit- Equal Educational Opportunities Within the School Community

Recommended Motion:

Mr. Dawson moved to conduct a first reading on the updated/revised PAEC Policies #2:100 Board Member Conflict of Interest, #2:105 Ethics and Gift Ban, #2:150 Board Committees, #2:210 Organizational Board Meeting, #2:250 Access to Cooperative Public Records, #2:265 Title IX Sexual Harassment Grievance Procedure, #4:10 Fiscal and Business Management, #4:55 Use of Credit and Procurement Cards, #4:140 Waiver of Student Fees, #4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, 5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest, #5:20 Workplace Harassment Prohibited, #5:170 Copyright, #5:190 Teacher Qualifications, #5:22 Substitute Teachers, #5:250 Leaves of Absence, #5:260 Student Teachers, #5:280 Duties and Qualifications, #5:320 Evaluation, #5:330 Sick Days, Vacation, Holidays, and Leaves, #6:20 School Year Calendar Day, #6:50 School Wellness, #6:65 Student Social and Emotional Development, #6:250 Community Resource Persons and Volunteers, #6:255 Assemblies and Ceremonies, #6:260 Complaints About Curriculum, Instructional

Materials, and Programs, #6:340 Student Testing and Assessment Program, #7:50 School Admissions/Eligibility for Services, #7:70 Attendance and Truancy, #7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion Students, #7:180 Prevention of and Response to Bullying, Intimidation, and Harassment, #7:250 Student Support Services, #7:285 Anaphylaxis Prevention, Response, and Management Program, #7:290 Suicide and Depression Awareness and Prevention, #7:340 Student Records, #7:10 E-Exhibit- Equal Educational Opportunities Within the School Community as presented. Ms. Clark-Smith seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

Ms. Latham asked Mr. Dawson, who participates on the policy committee for District 92. Mr. Dawson stated that the committee is comprised of the Superintendent, Principal, Vice-Principal, Technology, Teacher's Union Representative, and two(2) Board Members. He mentioned that the committee meets monthly.

Mr. Richardson questioned whether the PAEC website could change how the Board Policy is displayed. As of right now, the policy is listed as a PDF. It has been suggested to add policies with hyperlinks.

Mr. James also mentioned that Ms. Latham has been looking into utilizing Board Docs and different formats to assist with changes to how information is presented on the website.

D. Noncompetitive Procurement Contract for School Year 23-24

PAEC has been approved for the Noncompetitive Procurement Contract for the 2023-2024 School Year for Vended Meals Nonprofit Food Service Program. This contract is good for one year. PAEC will continue to utilize Open Kitchens Inc. as a vendor.

Recommended Motion:

Mr. Dawson moved to recommend to the Governing Board to approve the Noncompetitive Procurement for School Year 2023-2024 for Vended Meals Nonprofit Food Service Program (Open Kitchens) as presented. Ms. Clark-Smith seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

VIII. EXECUTIVE BOARD REPORT

The Executive Board meeting was held on Thursday, January 12, 2023. Those present included: Dr. Dan Sullivan from District #87, Ms. Rosalind Banks from District #88, Dr.

Janiece Jackson 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. Sherry Whitaker, and Mrs. Trainette Latham from PAEC Administration.

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

IX. DuPage/WEST COOK REPORT

No Information to report.

X. COMMITTEE REPORTS

None to report at this time.

XI. EXECUTIVE DIRECTOR'S INFORMATIONAL REPORT

A. Current District Child Count

Information is attached.

B. Current Enrollment and Classroom Staffing Patterns

Information is attached.

C. Transition Reports

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

D. Initial Referrals

Information is attached.

E. Police Reports

There was no police call this month.

F. PAEC Activity Fund Summary

Information is attached.

G. Technology Updates

Over the course of December, the technology department has been planning and implementing winter break projects. We have also been preparing for any remote learning days by ensuring all students have devices and internet connectivity at home. We have replaced all hotspots with a newer model from our vendor at T-Mobile at no cost to PAEC.

This winter break we are looking to install grant-funded interactive projectors in all the High School classrooms. We have been in coordination with the Building and Grounds for this project. . This project may extend into the first week back from break.

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

Mr. James mentioned that the IT department worked over the holiday to make sure that smart boards were installed and working at the High School. He also explained that the old hotspots that were used during the pandemic have become obsolete and new ones were received free of charge.

H. PAEC Monthly Events

1. January Upcoming Events (See flyer)

2. PAEC High School

- TST Classroom Trip to Aurora Outlet Mall to compare prices and calculate savings.
- Ugly Sweater Contest
- Incentive Trip to Maggie Daily Park for perfect attendance, honor roll, and for students who have made level for the semester.

3. PAEC Academy

- Dentist Visit on December 1, 2022
- Ms. D'Hooges class craft-ornaments, cards, and "Guess How Many Kisses Jar".

Mr. James invited all Board Members to come out to visit each program. He stated when the students and staff see visitors, it helps to boost the morale in the classrooms for the students.

Ms. Schmitt stated that PAEC received great reviews from the WGN news interview that took place at PAEC Center. She mentioned that several people said that this news interview was good press for not just PAEC, but for Maywood.

Mr. James mentioned that PAEC has been looking at ways to save money and ways to be prudent with our resources. He asked the Board how much time should be spent on comparing prices of other facilities for a potential location change for the Academy.

Ms. Schmitt stated that we have been keeping current on space and renting. The cost at PAEC Academy for Divine Infants is high. Mr. James mentioned that he has looked at a facility as a potential location for PAEC Academy. Should PAEC pursue the interest? We are soon coming to the end of the contract for Divine Infants.

Mr. Richardson asked whether PAEC had looked into renting space at West 40. Mr. James stated that PAEC has looked into it and it hasn't been forthcoming. He mentioned that the new Lexington location was full. Mr. Richardson then asked about the building that West 40 in Hillside.

Ms. Schmitt mentioned that the Hillside building does not have the space for six(6) classrooms. Partitions would be needed to section off needed space for classrooms, therapy rooms, and nursing. Mr. Richardson stated that whatever is decided, it should not compromise the learning environment.

Ms. Clark-Smith stated that the Transitional Program also needs a place to train the students. She suggested that PAEC look into an apartment building where it can be used to train students on how to make a bed, cook, and establish life skills.

Ms. Schmitt mentioned that we could look into possible storefronts that are out of business. She explained that in Joliet at her old high school, they utilize an old Hollywood Video store location for their transitional program.

It was stated that PAEC could look into warehouses for the transitional program and then build different stations/areas for training. Ms. Schmitt mentioned that some areas that could be built are:

- Vet Tech Station
- Printing station
- Horticulture station
- Kitchen station

- Classrooms

Mr. James mentioned that we could look into partnering with other schools/programs like Oak Park. Ms. Schmitt also suggested looking into Triton College or the River Forest Center to assist with transition services.

I. PAEC Program Updates

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

The **Business Office** has started the FY24 budget process now that the calendar has been approved. The Business Manager/CSBO will review historical data and set up the necessary templates. The program and service budget worksheets are being completed for use in constructing the upcoming 2023-24 PAEC budget. The fiscal year 23/24 budget calendar for PAEC was shared with the member districts in December 2022.

The Business Manager/CSBO has requested electronic copies of 21/22 Annual Financial Report (AFR) from all member districts to start the annual cost sheet information process. Some have already submitted, Thank You! Others will submit them as they become available.

Dr. Whitaker stated that the audit has been delayed a few months now.

Audit refunds and billings for the fiscal year 2021-22 will be sent to member districts in March. Districts that have a balance due for 2021-22 will receive a bill the same month.

Dr. Whitaker mentioned that there is a need for conversation regarding the overage and being able to withhold a percentage. Do we need to continue to refund at 100%.

Human Resources (HR)

HR performed its regular duties such as benefits, unemployment related follow-up, etc. The below items are highlighted for the month as well:

- Terminated 6 people from Businessolver System (Employee Benefits Administration Technology)
- Onboarded 5 new permanent employees (4 permanent, 1 contract), includes: background checks, new hire paperwork & benefits setup sessions
- Processed 3 new FMLA cases
- Ongoing yearly Affordable Care Act (ACA) audit.

Buildings & Grounds

The Buildings & Grounds department received a notice of Approval for a School Maintenance Project Grant which will be used to replace the 3 Rooftop units over the High School gym, approximately \$39,000.

Fox Valley Fire & Safety is scheduled to replace all the Horn and Strobe devices in PAEC Center shortly after winter break.

Outlets and projector mounts were installed in 10 classrooms in our High School.

Mr. Richardson questioned the rooftops. Dr. Whitaker mentioned that PAEC had a few units going out and had been looking for things relating to ESSER. She also mentioned that she submitted some things to try to get funding for HVAC and due to the type of funding through ESSER, PAEC was not able to do HVAC work. She stated that

ESSER I and ESSER II rejected it. Dr. Whitaker stated that the School Maintenance Grant could help with paying 50%.

Mr. Richardson asked whether the units have been secured for work to be done in the summer. Dr. Whitaker mentioned that two(2) units are expected to come in by May.

Ms. Clark-Smith asked for clarification as to whether the Governing Board has full responsibility for the final decision as it pertains to funds being kept for PAEC. Dr. Whitaker explained that it is the Governing Board's responsibility to approve or not to approve withholding some finances back. She mentioned that this information would need to be presented to the member districts and a resolution would need to be created. She also stated that it would be their responsibility to decide the type of account this would be (i.e. Contingency Fund, Building & Ground Initiative or whether to add more to the Buildings & Grounds Fund).

Ms. Clark-Smith confirmed that the attorneys would need to write the resolution and then the Governing Board would have to approve it. Dr. Whitaker confirmed this to be true.

PAEC Early Childhood Program

The Early Childhood program ended our last short week celebrating our upcoming holiday season by wearing winter apparel, fun light up headgear and necklaces. We had an impromptu visit from Santa to pass out gifts on Tuesday and Wednesday. We would like to thank our very own PAEC Elementary social worker, Mike Irgang, for being our Santa and passing out all the toys that were purchased with the money that was raised by PAEC Employees. The hardworking team was spearheaded by Barbara Kimber who also works in PAEC Elementary and was supported by other staff members from both the PAEC Elementary and Early Childhood programs. Bethany Kural who is the Resource Teacher for PAEC Elementary and High School also organized a group of volunteer friends and families that adopted a few families from the EC program and purchased gifts for all the children in the homes. Our EC Social Worker helped to organize this wonderful project for the EC families. We are so grateful for all these selfless and hardworking secret Santas that have made sure our little ones will have a great Christmas.

We are also celebrating that another one of our EC students made enough progress in all areas of development that he met the criteria to transition to the blended preschool classroom at Jefferson. He will start there after the break in January. It is always our goal to provide intensive and individualized programming so that our students have the opportunity to return to their home schools with the foundation to be successful in a general education building. I continue to be thankful for all the hardworking and wonderful teachers, program assistants, and therapists in the EC program. Happy Holidays!!!

PAEC Therapeutic Day Elementary School

The month of December was extremely exciting for both the students and the staff. The student's participated in various activities to celebrate the winter season. They also read books that introduced them to winter activities as well as winter sports. The students participated in picture day this month and were extremely excited to show off their really big smiles. The students are participating in various academic interventions to address their individual needs. They continue to participate in a social/emotional curriculum during weekly social skills lessons. The middle school students have completed their volleyball season with a successful record and a Sportsmanship

reward at the end of the season. 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 17 student time-outs and no police report for the month of December.

PAEC Academy at Divine Infant

PAEC Academy continues to grow, we will be up to 65 students after the winter break. One of our students is returning to the district, we will miss him, but we are very happy for him.

On December 1 st, the smiles dentist came and saw 24 of our students. On December 6th we took holiday photos of the students, with or without Santa. We raised \$160.00 on the photos.

We had two spirit days this month. The first one was crazy Christmas hat day. The second was wearing red and green for Christmas.

We also did a raffle basket fundraiser which raised \$302.00.

Teacher evaluations for the first round are complete.

Winter benchmarks will be coming up after the winter break. We will also be getting ready for the ACCESS Test.

PAEC Center

The month of December flew by!

Teacher observations were completed and discussed with the teachers.

Teachers were finishing up end of the year projects with their students. Santa came to visit on December 14, 2022 and each student received a picture of them meeting Santa. Each classroom created a project to be displayed in the gym and while the students were getting their pictures taken the rest of the class were able to admire the projects.

On December 9, 2022, Oak Leyden Choir came to perform for the students a myriad of Christmas carols The students were excited and encouraged to participate in the sing-alongs!

Team Meetings continued throughout the month. Students' academic achievements were discussed and a few of the students were able to move to PAEC Academy starting in the New Year!

ACCESS testing will be starting in January. We look forward to ringing in the New Year!

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 in direct contact with employers. These students are monitored by the 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, and students complete with me and/or staff.

Students that are currently employed are on the chart below:

	Employment	Hours	Job
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.

A student was hired at Goodwill, on December 16, 2022 as a store clerk.

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.

PAEC Therapeutic Day High School Happenings

December is an exciting month at the high school with the first semester coming to an end, however, we did add a little holiday fun for the staff and students. Ms. Jone's TST Class took a trip to the Aurora Outlet Mall to compare prices and calculate the savings. The students were excited to go look at the holiday decorations and shop while on the trip. Ms. Parianos and Mr. Starr took the students on the end-of-the-semester incentive trip to Maggie Daily Park and some pizza. Students that had perfect attendance, honor roll, and made level for the semester were invited to attend. The students got the opportunity to lace up some ice skates and try to make their way around the ice rink. Finally, before finals, we had an ugly sweater contest. Each Intervention Class was given a donated sweater at the beginning of the month to

decorate and one student from each class that participated needed to model it for the judges. The ugly sweaters were festive and fabulous. All the staff and students were winners and had the opportunity to get a snack of pizza, juice, and a special candy cane. However, Ms. Jones Class Room 129 received the medals and cookies for receiving the highest score.

Transitioning Students

There are four students on track to return to Proviso East next semester on 1/29/23. One student earned mainstreaming back to Proviso West, but rather stay at PAEC and just take his Drivers Ed Class. We had two new students from Proviso West and one from Proviso East that started at PAEC in December.

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 immediately clean and sanitize the area. We had no positive covid tests in December.

Physical Management	0
Police Calls	0
Restorative Meeting	2
Ambulance	1

22-23 Enrollment

42 Students

PAEC Therapeutic Day High School Vocational Program Updates

Mr. Loving reports that all the worksites are going well - Zagone Studios (2 students), Firehouse Subs (2 students), Hilton Suites (2 students), Garden Inn (7 students), and the Custodial Program (5 students). Mr. Loving states that he plans to increase the Firehouse Sub worksite to a shift in the afternoons when we return from break. We continue to have two students participating in the lunch program and three students earning community service hours through the breakfast program. The student trainee was offered a job at Firehouse and officially started as an employee on 12/20/2022.

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. Dr. Bujalka will work on scheduling additional field trips and presentations for the second semester after winter break; field trips are based on our students' transition goals.

Nine students attended a tour and presentation at the Illinois Institute of Technology on 12/02/2022. The trip ended with lunch at Ricobene's in Chicago for lunch.

Graduate Updates - L.M. (2014) stopped to pick up some documentation. He states he is doing well and continuing with his music career. R.B. (2022) - still living

independently, looking for a new job, starts EMT training in February. M.W. (2022) - continues employment with McDonald's, continuing to save for nail school.

Creativity Club
Ms. Allen and Dr. Bujalka

Currently, 8 students participate each Tuesday after school 2:40-4:15. This month we worked on Holiday crafts. Ms. Jill Collins was a guest presenter on 12/13/2022 and helped the students paint ornaments. We continue to serve snacks, and we implement a positive and safe space where students can create and socialize.

Explorers Program through My Block. My Hood. My City.
From Ms. Allen

Ms. Allen has obtained the student consent forms for the program. We will begin working on those when we return from break so that we are up and running next semester. The goal is for 8-10 students to participate in this incredible opportunity!

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

- One Coach has been on medical leave starting on October 14th, 2022 and has not returned as of current.
- Another Coach has begun medical leave as of November 28th, 2022 and has not returned as of current.
- A Behavior Coach at Proviso East resigned on December 16th, 2022.

There were a total of 1 individual student referrals submitted in the month of December.

There were a total of 0 classroom referrals submitted in the month of December.

District 803 - PAEC Academy

The 2nd-grade student referral submitted in October has made tremendous progress with regulation of his outburst. He continues to excel academically, and the Teacher has established an individualized academic plan to maintain positive behavior and engagement. The visual aids/stickers also continue to be a positive reinforcement strategy that he responds well to.

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

Jefferson Primary - The team continues to assist with 1:1 student who previously struggled with elopement. The Behavior Intervention Coordinator began working within

the classroom of kindergarten referral, assisting the therapeutic team to implement mild and effective consequential strategies to decrease undesirable behaviors. She also works with the Teacher and TA to develop positive reinforcements.

Whittier Primary - Assigned Coach in 1st-grade classroom has completed her work within the classroom, reporting that the Teacher has successfully begun to apply the methods that have been taught to increase a positive learning environment. The Special Ed Coordinator of Whittier reports that the team continues to work towards providing the best academic environment for the Kindergarten student in need of academic support.

District 92 - Lindop School

No referrals were made in the month of December.

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

Lincoln Elementary - The Coaches assigned to the four second-grade student referrals continue to work together with teachers to establish and organize lunch reset rooms as a form of discipline. For three students, the reset room is an effective tool that has significantly decreased disruptive behaviors. There have been on-going meetings with Coaches, parents, teachers and other school personnel to create a solid support plan regarding one second-grade student. It is reported that he has improved impulses, however, the goal is to eliminate attention-seeking behaviors which pose an extreme disruption for peers while learning.

Grant Elementary - The assigned Coach in the first-grade classroom will be completing her assignment, as it is reported that the Teacher has successfully learned and implemented strategies to assist her classroom with managing their impulses. Students are now raising their hands before speaking aloud, using kind words with peers, and asking permission before leaving their seats. The Teacher has acquired strong classroom management skills.

District 93 - Hillside Elementary

The assigned Coach has begun working directly with the referred student in Early Childhood. It is reported that the student is slowly reducing his aggressive and impulsive behaviors which has had a positive impact on his peers and teachers. Visual aids have been an effective tool to utilize, as he responds well to the directives. The Coach will continue to provide support within the classroom and implement strategies to cultivate a positive classroom environment.

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. Due to the recent resignation of a Coach, the Principals are requesting that PAEC begins the interview process with a preference on bilingual (Spanish/English) candidates.

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

Staff adjustments: FTE updates have been completed and turned in to the Finance Department. The report continues to indicate the need for another full-time OT in addition to the OTs that have been replaced. These FTEs were already budgeted and current OTs were covering needs until an OT would be hired. Working currently with an agency to hire an OT which will complete the staffing needs for OT for the rest of the year. Most increases were seen in District 88 and in the PAEC Center Cross-Categorical Function and Cross-Categorical Adaptive Programs.

Activities of the department:

1. The AT Team continues to conduct SETT meetings to come up with appropriate assistive technology to address the educational needs for their struggling students.
2. The AT Team attended a staff meeting on 12-7-22 from 8:30 AM - 9:00 AM at PAEC Center.
3. Our AT Team & OT/PT Team has helped run the Orthotic Clinic on 12-14-22 with Gwen Blunk, an orthotist from Hanger Clinic at PAEC Center.
4. The OT/PT Department attended a staff meeting in-person and remotely on 12-15-22 at PAEC Center from 11:30 am - 3:00 pm.
5. Our AT Team & OT/PT Team has helped run the Wheelchair Clinic on 12-21-22, with Chris Tomlinson the AT Rep from Numotion.
6. 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.
7. OTs and PTs attended the following in-services in December: PNF Refreshed! 40 Years of Mary Massery Tweaks sponsored by EasterSeals DuPage & Fox Valley on 12-02 to 04-22 from 8:00 to 5:30 PM each day in-person.
8. On 12-09 & 12-22, the Lead OT/PT/AT provided orientation for Faith Harper, OT, our new OT taking over for Gayatri Chander.

PAEC Psychologist Department

Ms. Leslie Davey is providing some consultative services to PAEC High School as a trained member of the ADOS team.

Dr. Michael Cermak will be attending the Illinois School Psychologist Annual Convention in Springfield from January 26-28th. He will attend sessions on crisis response, mental health supports, and behavior plans, as well as the Job Placement/Intern Fair.

Dr. Michael Cermak will be attending the National Association of School Psychologist's Annual Conference in Denver, CO from February 6-10. He will attend a variety of sessions related to assessment, legal issues, mental health, and crisis

response/prevention. Dr. Cermak will share his experiences and resources from both conferences at the March Psych Department meeting.

Have a great holiday break, Merry Christmas and Happy New Year!!

PAEC Social Work Department

1. 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: Substance Abuse; Decision Making Skills; Communication Skills; Anger Management and Coping with Feelings/Emotions during the Holiday Season. Additionally, Ms. Allen and Ms. Gutmann participated in the Family Adoption/Gift Program for the PAEC High School Therapeutic Day School Program.
2. Mr. Michael Irgang, M.S.W., and Ms. Lindsey Holsten, L.C.S.W. (PAEC School Social Workers-PAEC Elementary School) and Niane Serrano (School Social Work Intern) have been planning and coordinating the family adoption/gift program across the Early Childhood and PAEC Elementary. Additionally, the PAEC Elementary social workers have been facilitating discharge planning services for students returning from hospitalization back to the school environment, assisting staff with understanding and completing the new state form for student escalations, and continue to provide social work services to students and families they serve.
3. 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 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.
4. Ms. Nicole Pena, M.S.W. (PAEC School Social Worker-PAEC Academy/PAEC Center) continues to provide individual/small group social work sessions to the students at PAEC Academy & PAEC Center, covering topics such as Zones of Regulation, Good Sportsmanship and Calming Self by learning to use Yoga and Meditation.
5. Ms. Mandy Ross, L.C.S.W. (PAEC School Social Worker –Proviso East High School) continues to provide individual/small group social work sessions to students on her caseload at Proviso East High School, as well as attending annual review and re-evaluation meetings. Ms. Ross assisted case managers with phone calls home to parents to confirm parental receipt of parental notices of Conference and to solicit consent for re-evaluations. Additionally, Ms. Ross provided translation services during 1 annual review meeting and assisted a Dist. 209 social worker on medical leave with providing direct social service minutes for four students, as well as sat in on 1 annual review on her behalf.
6. 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; and Coping strategies. Ms. Kuchera started a Freshmen Girls Lunch Group, whereby they are

learning about making and maintaining friendships, as well as increasing self-esteem. Additionally, Ms. Kuchera is completing the evaluations for students who participated in the Signs of Suicide Program and will be facilitating a Holiday Popcorn Party for the freshmen students during lunch on 12/21/2022.

7. Ms. Diana Maybank, M.S.W. (PAEC School Social Worker – Proviso West High School) has been introducing herself and providing social work services to sophomore, junior and senior students on her caseload. Topics covered include: coping skills, dealing appropriately with grief, and managing stressful events. Additionally, Ms. Maybank has been assisting with the Signs of Suicide Program by working with bilingual students and contacting their parents, as needed.
8. 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.
9. Ms. Lisa Pirrello, L.C.S.W., (Lead School Social Worker), Mr. Michael Irgang, M.S.W., (PAEC School Social Worker-PAEC Elementary), Ms. Kuchera, M.S.W., (PAEC School Social Worker-Proviso West High School) and Mr. Joseph Vasilevski, L.C.P.C. (Transitional Therapist-PTMHC) responded and provided grief counseling to the staff of District 88 on December 8, 2022.
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 2022-23 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 (2023-24) department trainings.
11. The next virtual LAN 60 Meeting has been rescheduled for the following date/time: January 18, 2023 from 12:30 pm-2:30pm

PAEC Speech/Language Department

- The PAEC S/L Department had a meeting on December 13, 2022 from 11:30 am -1 pm.
- The Lead SLP attended a Northern IL Speech Language Coordinators meeting on December 2nd from 9-11 am. Topics of discussion were SLP shortages, pros and cons for considering using SLPAs, required trainings for ISBE and ASHA, etc.
- The Speech/Language department continues to have a full time opening for an SLP at Proviso West/D209. The Lead SLP is working to fill this position, but there haven’t been any qualified applicants at this point. Kamila Bonnert, telepractice SLP, is assisting with evaluations and reevaluations as much as possible.

PAEC Special Olympics

December was a great month for PAEC Special Olympics.

Tigers:

- Dec 5th game vs Cove School in Northbrook was a success. The team played extremely hard in a rematch. Last month the Tigers lost to Cove by almost 25. This time around we stuck with them for most of the game. Losing a close game 45-52. We were extremely happy with their performance and showing how much practice they have done! Great job Tigers!

Pacers:

- Dec. 5th vs. S.T.E.P.S. in Naperville was a great game for the Pacers. Taking the win with a score of 35-20.
- Pacers next game is Dec. 20th vs. a great opponent Hinsdale South, at Hinsdale South. We look forward to a great match-up.
- Pacers have locked up division 6 for the upcoming tournament in Cicero in January.

Bulldogs:

- Next game is December 20th vs. Hinsdale South in preparation for the Regional tournament.
- Bulldogs are in the top division, division 10 for the tournament. Going to be a great challenge for them!

Individual Skills:

- Regional tournament was Sunday, December 4th at Grayslake High School. We had two student-athletes participate. Both students placing 4th and 2nd respectfully. Everyone had a great time at the tournament.

XII. OLD/UNFINISHED BUSINESS

A. Swearing in of New Board Member

The replacement for Mr. Wagner will be_____.

Mr. James and Ms. Schmitt mentioned that Ms. Medina would be the replacement for District 209. However, Ms. Medina was not present at tonight's meeting. This action item will be tabled until March.

Recommended Motion:

I move to recommend to the Governing Board to swear in the new District 209 Representative for the PAEC Governing Board as discussed/presented.

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

[The next Governing Board Meeting is scheduled for Wednesday, February 15, 2023.](#)

XIV. BOARD CORRESPONDENCE

XV. CLOSED SESSION

Mr. James mentioned before going into Closed Session, that he was able to get in touch with the Director at St. Eulalia Church and it has been confirmed the PAEC can continue to utilize the location as an Emergency Evacuation Site.

Recommended Motion:

Ms. O'Connell moved to convene into Closed Session at 6:39 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. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

Recommended Motion:

Ms. O'Connell moved to return to Open Session at 6:53 PM. Mr. Richardson seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

XVI. ADJOURNMENT

Recommended Motion:

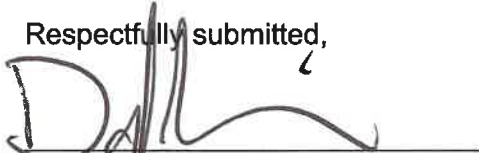
Ms. O'Connell moved to adjourn the meeting at 6:54 PM for lack of further items to discuss. Mr. Dawson seconded the motion.

Roll Call Vote:

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	_____	Absent

4 Ayes, 1 Absent
Motion carried

Respectfully submitted,


Daryl Richardson
President of the Governing Board


Dorothy Clark-Smith
Secretary of the Governing Board

2/15/23
Date

MJ/TL