

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

I. ROLL CALL

Mr. Brian Dawson, Vice-President of the Governing Board called the meeting to order at 6:04 PM.

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

Also Present: Mr. Michael James (PAEC Executive Director), Mrs. Vanessa Schmitt (PAEC Assistant Executive Director), Dr. Paul Starck-King (PAEC Interim CSBO/CFO), and Mrs. Trainette Latham (PAEC Recording Secretary).

II. AUDIENCE PARTICIPATION

None

III. APPROVAL OF GOVERNING BOARD MINUTES

Recommended Motion:

Ms. Chavez moved to recommend to the Governing Board to approve the minutes from September 20, 2023, as presented. Ms. Hixson seconded the motion.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

IV. 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 (V) Payroll, (VI) Bills, and (VII) New Business except for item F (Registered Behavior Technician) as presented. Ms. Chavez seconded the motion.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

V. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

	GROSS	FICA	RETIREMENT	BENEFITS	TOTAL
	<u>9/15/2023</u>	<u>9/15/2023</u>	<u>9/15/2023</u>	<u>9/15/2023</u>	<u>9/15/2023</u>
Education Fund	\$459,203.60	\$19,286.81	\$12,990.11	\$90,377.75	\$581,858.27
Building Fund	<u>\$17,324.17</u>	<u>\$1,319.09</u>	<u>\$739.74</u>	<u>\$2,798.29</u>	<u>\$22,181.29</u>
TOTALS	\$476,527.77	\$20,605.90	\$13,729.85	\$93,176.04	\$604,039.56

	<u>GROSS</u> <u>9/29/2023</u>	<u>FICA</u> <u>9/29/2023</u>	<u>RETIREMENT</u> <u>9/29/2023</u>	<u>BENEFITS</u> <u>9/29/2023</u>	<u>TOTAL</u> <u>9/29/2023</u>
Education Fund	\$477,864.16	\$19,789.28	\$13,883.60	\$98,660.34	\$610,197.38
Building Fund	\$15,109.74	\$1,149.70	\$645.18	\$3,031.02	\$19,935.64
TOTALS	\$492,973.90	\$20,938.98	\$14,528.78	\$101,691.36	\$630,133.02

Recommended Motion:

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

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

VI. APPROVAL OF BILLS

1. Payable P-Card Listing- Information is attached. (Voucher #1073)
2. Payable Listing-Information is attached. (Voucher # 1074)
3. Payable Listing-Information is attached. (Voucher #1075)
4. Payable Listing (Water Bill) - Information is attached. (Voucher #1063)

Recommended Motion:

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

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

VII. NEW BUSINESS

A. Approval of Employment/Resignation/Terminations

Employment

Dayle Ashley-Harding, School Psychologist, PAEC EC, \$93.54 per hour, effective 8/14/23

Annie Lott-Jackson, Program Coordinator, District 87, \$427.76 per day, effective 9/6/23

Gianna Griffin, Perm Sub-Teacher, PAEC Center, \$44,875, effective 9/19/23

Jalen Marx, 1:1 Program Assistant, PAEC Center, \$21,704, effective 9/18/23

Resignations

Miki Son, Teacher, PAEC Center, effective 10/6/23

Transfers

Jalen Marx, 1:1 Program Asst, PAEC Center Autism to PAEC Center CCA Program effective 9/19/23

Keyuna Wilson, 1:1 Program Asst, PAEC Center CCA to PAEC Autism, effective 9/19/23

Kamilah Mobley, 1:1 Program Asst, PAEC Autism to PAEC CCA Program, effective 9/19/23

Joel Henderson, Program Assistant, PAEC Autism to PAEC CCA Program, effective 9/19/23

Leah Strickland, Program Asst, PAEC Academy to 1:1 Program Asst, Jefferson, effective 8/28/23

Terminations

Vasty Pulla, 1:1 Program Assistant, PAEC Center, effective 8/17/23

Recommended Motion:

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

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

B. FMLA Requests

1. Ms. Ivy Weingardt, Home Living Teacher at PAEC Center, has requested FMLA due to medical reasons.

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the FMLA of Ms. Ivy Weingardt, beginning October 2, 2023, through November 9, 2023, in which she will be utilizing available sick days during this leave as presented. Ms. Chavez seconded the motion.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

2. Ms. Jamie Kramer, Occupational Therapist, has requested FMLA due to medical reasons. Ms. Kramer is requesting this leave to begin September 11, 2023, through October 6, 2023. She will be utilizing available sick days during this leave.

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the FMLA of Ms. Jamie Kramer, beginning September 11, 2023, through October 6, 2023, in which she will be utilizing available sick days during this leave as presented. Ms. Chavez seconded the motion.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

C. Contractual Agreements

1. Salinas Educational Services- (School Psychologist)
 - Rodolfo Renteria
 - Dr. Tawan Jackson

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the contractual agreement between Salinas Educational Services for Mr. Rodolfo Renteria and Dr. Tawan Jackson (School Psychologists) and Proviso Area for Exceptional Children. The cost for completion of Spanish cognitive/academic assessment is \$1275 per case and \$1175 per case for completion of English cognitive/academic assessments as presented. Ms. Chavez seconded the motion.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

2. Jelani Educational Services LLC,-Psychologist

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the contractual agreement between Jelani Educational Services and Proviso Area for Exceptional Children for Ms. Alexis Crawford (Psychologist) for the 2023-2024 year. The bill rate will be \$1,000 per case for cognitive and academic assessments, \$175 per case for evaluation of social-emotional functioning and behavior rating scale, and \$200 per Eligibility and Domain meetings as presented. Ms. Chavez seconded the motion.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

3. RCM Health Care Services

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to amend the contractual agreement between RCM Health Care Services for Ms. Shevawn Brekan (SLP) and Proviso Area for Exceptional Children. Ms. Brekan will be given an extra day of work for the week that will be a remote day at \$76.50 per hour which totals four days a week as presented. Ms. Chavez seconded the motion.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

D. Salary Stipends

Special Olympics Coach-\$2,100-Josh Ling

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the Special Olympics Coaching stipend for Mr. Josh Ling at \$2,100 for the 2023-2024 year as presented. Ms. Chavez seconded the motion.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

E. Out-of-District Placement -District #89

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the Out-of-District Placement for a District #89 student for the 2023-2024 year as well as ESY as presented. Ms. Chavez seconded the motion.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

F. Registered Behavior Technician Training

PAEC is looking to provide specialized training to 1:1 Program Assistants which results in a \$800 stipend and a change in title to Registered Behavior Technician.

- Mr. James mentioned that there was not a quorum last week for the Superintendent's meeting that was scheduled on Thursday, October.... Therefore, we rescheduled the meeting and it was held earlier today. He mentioned that there were questions on this topic. The Superintendents amended the motion to say, "recommend to approve the 1:1 Program Assistants which will result in \$800 increase and change in title to Registered Behavior Technician for those who obtain the status and certification.

Recommended Motion:

I move to recommend to the Governing Board to approve the training for 1:1 Program Assistants to become Registered Behavior Technicians (RBT) which will result in an increase of an \$800 stipend as presented.

Amended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the stipend for specialized training for individuals obtaining the Registered Behavior Technician status in the amount of \$800 as presented. Ms. Chavez seconded the motion.

- Mr. Dawson asked for clarification as to whether this stipend would apply to only new 1:1 Program Assistants. Mr. James clarified that this will not apply to medical and physically disabled students. This only applies to those Program Assistants dealing with behaviors. Mr. James also mentioned that there was some concern about supervision for those individuals who obtain the status of RBT, we will look further into this. Currently, the Behavior Intervention Coordinator is in school and is scheduled to complete her program next year to become a Certified BCBA. At that time we will have the opportunity to change her title and to create new positions and move those potential RBTs into those positions.
- Mr. Dawson asked whether the training for the new RBT position would be done at PAEC. Mr. James mentioned that the coursework is online. We were informed this morning that there is a cost for the coursework so we will look into it. Mr. Dawson asked whether this was a small amount of people to consider. Mr. James explained that it would affect around 20-30 people. He further explained that this would include 1:1's in the district as well as those in the PAEC programs.
- Dr. Paul Starck-King explained that the expenses related to this would be covered this year would come from the allocation of the current budget for those positions that have not been filled up to this point. Next year we will budget assuming all positions need to be filled. Mr. James stated that hopefully, this will encourage more staff to come on board and also allow staff to be better prepared and trained to deal with our most difficult population of students.
- Mr. Dawson requested that at the next meeting if there be a cost breakdown for the coursework. Mrs. Schmitt mentioned that some training is free but it deals more with adults. Mr. James explained that originally we were under the impression that the training was free until this morning. Although there is some free training, however, it doesn't apply to our programs. Dr. Paul Starck-King mentioned that we will look into having some more information regarding the cost of the training program for the next meeting.

→ Mr. James mentioned that a discussion also took place this morning with the Superintendents regarding an MOU. He explained that we would have a MOU, but at this time we wanted to make sure the Board agreed to move forward before drafting. Mr. Dawson asked whether we have a BCBA on staff. Mr. James mentioned that we currently have a part-time consultant who is a BCBA once a month and works primarily in the PAEC Center Program. Mr. Dawson wondered if this individual had the credentials to do the training instead of looking at outside training.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

VIII. EXECUTIVE BOARD REPORT

The Executive Board meeting was held on Thursday, October 12, 2023. Those present included: Dr. Dan Sullivan and Dr. Nicole Spatafore from District #87, 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 was not able to meet the quorum, so the meeting has been rescheduled for Wednesday, October 18, 2023, at 9:00 AM.

IX. DuPage/WEST COOK REPORT

Mr. James spoke with SASED in regards to covering Regular Education Teachers at IEP meetings. SASED will be putting an invite for a regular education teacher on the invite for the district where the student is coming from.

→ Mr. James mentioned that he was unable to make it to the meeting in enough time. One pressing issue that the Superintendents wanted me to address was the participation of a regular Ed teacher in the IEP meetings. For some students that attend SASED, the regular ed teacher attends those meetings, especially during discussions of transition. In the past, he explained that instead of a teacher from the member districts being in attendance, they would send a teacher from their local High School for the meeting. There was concern as to whether they were out of compliance due to this issue. They made a declaration to the member districts to send someone during these meetings. Mr. James further explained that he informed SASED that they would need to send an invite to request a regular ed teacher for the meetings. If there is no one available, then they could submit an excusal form to the parent to keep the meeting.

→ Mr. Dawson asked for clarification as to whether they (our member districts) provide their special education teacher to participate in those meetings. Mr. James confirmed that to be true. Mr. Dawson asked what the real purpose was for having the general ed teacher there. Mr. James mentioned that is mainly for perspective purposes and compliance.

X. COMMITTEE REPORTS

There are no committee reports for October 2023

XI. EXECUTIVE DIRECTOR'S INFORMATIONAL REPORT

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

D. Initial Referrals

Information is attached.

E. Police Reports

There were no police reports in September 2023

F. PAEC Activity Fund

Information is attached.

G. PAEC Events

1. October Upcoming Events

2. PAEC Academy Events

- September 2023 Events
- Hispanic Heritage Celebration
- Dental Visits
- Staff Appreciation

3. PAEC Elementary Events/Projects

- Hispanic Heritage Celebration
- Art Projects

H. Medicaid Coordinator position

→ *Mr. James mentioned that Mrs. Latham has been working very hard to make sure that Medicaid reimbursements are up to date. She has been making sure that staff has been documenting services that are provided to students and has provided training to staff and the districts.*

→ *He also mentioned that Mrs. Latham has been wearing multiple hats and has assisted with the updating of our PAEC website. Mrs. Latham presented the new layout to the Governing Board and is expected to be launched on November 1st. The goal was to make the website more family-friendly. She explained that she and Ms. Evelyn Carreto had been working on the website. She mentioned that training will be provided for the upkeep of the website. There are new tabs that will allow viewers to switch to the different PAEC Schools for information, social media pages will be displayed, a weekly and monthly calendar of events, a staff directory, and the ability to select multiple languages.*

I. PAEC Administrative Department Updates

PAEC Technology Department

Helped Building & Ground and DW-Spectrum with a few more cameras installed within PAEC High School and ELEM.

We have completed our office move in our new area/office, this will greatly improve our work. Thank you to everyone who helped.

Comcast Fiber cable is installed however, fiber is not activated yet. Completion Date is set for Oct 4th, 2023.

The technology department continues to address help tickets promptly.

→ *Mr. James mentioned that we have had some struggles with Comcast regarding items and updates that have been promised since last July. However, we are still working to upgrade our phone system. We were supposed to receive the shipment of phones and it has recently been delayed again. Although we are experiencing some difficulties with the company, they have been able to recently upgrade our fiber optics from the road to the building.*

→ *Mr. James mentioned that we are looking to use some of the ESSER III funds to upgrade hardware and access points within the buildings. Also, we are trying to purchase infrastructure that lasts more than 2-3 years. Dr. Paul Starck-King mentioned that we have been waiting for the rollover of the funds and just received confirmation of the rollover last week. He mentioned that we have approximately 750k that we*

have to keep allocated for learning loss, over 200k that goes toward after-school enrichment, and approximately 90k for summer school.

- Mr. Dawson asked whether we were part of the E-Rate. Dr. Paul Starck-King mentioned that PAEC is part of the E-Rate, however, some of the institutional knowledge about it was lost when the prior IT Coordinator left. Mr. James mentioned that although that is true, we have the knowledge and expertise of Mr. Mayorga who worked closely with Mr. Duffy and if there is something that he is unsure of, he does have the ear of Mr. Duffy for assistance and guidance.
- Mrs. Schmitt mentioned that with the new phone system upgrade, teachers will have a number in which parents will be able to contact them through voicemail. They will not have actual phones in the classrooms, but there will be a notification sent to their devices to inform them there is a message.

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

- Dr. Starck-King mentioned that we are heavily involved with the audit. Ms. McDaniel is in her internship for the CSBO and he is her field supervisor. He mentioned that he has been providing her with a lot of learning opportunities about the position. She is working on the transportation claims and schedules for the audit and is doing a great job. The target date for presenting the audit is mid-December.

HR Activities - September 2023

- Onboarded 7 new hires (including background checks, new hire paperwork, benefits presentation, and contract production)
- processed 3 terminations
- processed 1 transfer
- continue audit on yearly ACA report
- completed 4 verifications of employees
- gave GCN access to 5 employees to perform yearly compliance training
- managed Annual Wellness Screening & Flu Shot Event 9/22/23
- continue managing process for IDES/unemployment claims & bill

J. PAEC Program Updates

PAEC Early Childhood

September has been a great month in the Early Childhood program. We were able to hire a 1:1 program assistant for our two half-day students who need that support. We are very happy to welcome Courtney Hull to the program.

The students and staff have settled into a good routine as only 3 new students start this month. The theme for the first two weeks of September was learning to identify and label body parts and learn "All About Me". Then the study of Hispanic Heritage Month commenced on September 15 and will continue into the first half of next month.

This month the students learned the following academic concepts:

The first through the third week of September they focused on:

COLORS: Yellow, Red, Blue

SHAPES: Circle, Square, Triangle

LETTERS: B, A, & M

NUMBERS: 1, 2, 3

The fourth week all the concepts were reviewed.

PAEC Therapeutic Day Elementary

The month of September started with new groups and interventions for both reading and math. All small groups and interventions have started progress monitoring to track student's growth.

Students have started their part-time transitions to their home school. Students who were participating in transitions in the spring have continued their transitions. The partnerships with the home schools provide

the students with the necessary support to ensure the transitions are successful.

The students have participated in various activities to celebrate Hispanic Heritage Month. The students have researched numerous Hispanics and completed reports, presentations, and art projects to extend their understanding and include both Art and Computer classes.

PAEC Elementary's upcoming events include the following:

Dental Visit – October 3, 2023

Activity Night – Reward on Tuesdays or Wednesdays as a Behavior Incentive

Fall Celebration at the end of the month

Flag Football ends this month

There were no time-outs, 1 physical restraint, and no police incidents for September.

PAEC Academy at Divine Infants

PAEC Academy is off to a strong start. Fastbridge testing has been completed. Teachers have split students into groups for various subjects. Students are happy to be back in school.

This month we had Smiles Dentists come. They saw 31 of our students. The students were very cooperative and took pride in the fact that their teeth were clean.

We currently have three student teachers doing clinical hours. Two are from Concordia University and one is from the University of Chicago. Some have expressed an interest in doing their student teaching at PAEC and eventually working as a teacher for PAEC.

Open House was on September 7th. We had 19 parents attend. Many of the parents stated they could not make it to Open House, but they would be attending Parent Teacher Conferences when the time came.

The PAEC East class is working at PAEC Academy on Thursday afternoons. Ms. Pierson accompanies them along with her Assistant. Many of the students were PAEC Academy students. This is their first vocational job, so if mistakes are made we will not lose a community work site. The students are learning the routine and are doing a good job. Social Worker, Ms. Nicole Peña is networking with community agencies intending to be able to build bridges and refer parents when needed.

The teachers have started our new Reading program. We are now using the Scholastic Guided Reading program and the students are loving the books. Teachers are seeing a positive difference in attending during reading as opposed to the SRA Reading program we were using in the past.

PAEC Center

This month began with our Open House. We had about a 25% attendance rate. Parents were happy to speak with teachers and administration. Outside agencies were also in attendance, These include Community Support Services, Sequin, and Maywood Park District.

Professional Development Day - Teachers were learning how to put grades and assignments in Teacherease based on ISBE requirements. Other staff completed mandatory professional development.

Hispanic History was held on September 27. Board member Dorothy Smith and the District 88 Board president came to view the displays. They also toured the PAEC Center Garden and Home Living.

The SANDI testing window has opened and testing has begun. The high school classes are using the Education Associates vocational curriculum which suits the majority of our students' needs and levels. Some teachers have had to modify but currently see this as a positive curriculum.

Music therapy is well received. Staff and students alike are enjoying the music. Mr. Craig has a good understanding of our population and uses visuals. These supports are much needed. It has been a very positive experience.

We hosted a Walking Taco Fundraising Luncheon for the staff. We look forward to the fall activities in the upcoming months.

PAEC Center Vocational Program/Transition Program

We currently have 5 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 meetings, 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 who 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 hours per week	Stocker/Maintenance
4	Food4Less	15-20 hrs per week	Courtesy Clerk
5	Goodwill	15-20 hours per week	Store Clerk

Students have started volunteering this month for the 2023-24 school year at New2You, Meals on Wheels, Catholic Charities, and (newly added) Westchester Food Pantry. Due to the staff shortage, we unfortunately had to downsize our sites. We are looking forward to increasing them this school year.

We had four graduating students this year, who are all working, and one student who withdrew from the program recently, so our employed student numbers have dropped down to 5. We are getting our new students prepared and ready to interview.

We have additional students enrolled who 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
Month in Review**

On September 6, we had a few of our new students show up with their families to visit the school and meet the staff. We completed the Fall Map Testing Window which went from 9/18/23-9/29/23. The students who earn ten or more points higher on any of the tests will be able to get A & M Ice Slushies. We are at the halfway mark for the quarter and Teachers are going over academic progress in their class with students and their families. All students will meet with their teacher about the current grade in the class and what class work and interventions are needed to raise their grade.

Happenings

Our students are learning during their Intervention Class about their assigned Hispanic Heritage Research. This year's theme for Hispanic Heritage Month is influential people from Latin countries. Projects will be completed by the end of 1st period on October 2, 2023, for viewing. The judging and tour for the students will happen on October 13th along with the celebration to follow.

Transitioning Students

We will conduct Placement Change Meetings when students earn mainstreaming to their home school. Proviso would like us only to transition to them at the start of each Semester. Currently, we have one freshman student who transitioned back from Proviso West to PAEC full-time.

Physical Management	3
Police Calls	0
Restorative Meeting	5

23-24 Current Enrollment

62 Students

PAEC Therapeutic Day High School Vocational Program

Mr. Loving is taking students to Firehouse Subs next week for orientation. There will be morning and afternoon training each day with eight students participating in their given time slot. Currently, Zagone Studios is temporarily on hold and final details are being worked out with the Hilton. Mr. Loving continues to explore working with additional worksites. The after-school custodial program began the week of 09/18/2023. The mentor program details are still being worked out and should start shortly. The financial literacy presenter will offer a 6-week session meeting one time per week starting the week of 10/02/2023; it was delayed due to MAP testing.

Dr. Bujalka is meeting with each student to complete their Transition Planning Questionnaire and interview. Student interests will guide planning for activities (presentations, field trips, special days, etc.). Currently, there are 26 students enrolled in credit recovery through APEX.

PAEC Behavior Intervention Team

The PAEC Behavior Intervention Team is starting the 2023/2024 academic year with four new staff with a total of 14. They all have and will be certified in Crisis Prevention Intervention (CPI) Training, and the team continues to complete modules and partake in training that will equip them with the knowledge necessary to reduce undesired behaviors within the Proviso Township school districts.

Total number of PAEC Behavior Intervention Coaches: 13 Proviso East: 2

Proviso West: 4

District 87: 2

District 92: 0

Floating Coaches (PAEC Academy, District 88, District 93, District 87): 5

Behavior Coach S. Rogers is currently on FMLA leave, with a return date of November 2023 which is contingent upon the physician's approval.

Donisha Coleman resigned on August 29, 2023

The coordinator continues to interview for one position at Proviso East, one position in D87, and a

potential position in D92.

There were a total of 17 individual student referrals in September. There were a total of 2 classroom referrals submitted in September.

District 803 - PAEC Academy

There was 1 referral made for a third-grade student. The coordinator will be meeting with the Principal week of 10/2 - 10/6 to begin conducting observations.

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

There were a total of 8 individual student referrals made from grades Kindergarten through second. Coaches have been assigned to each student referred.

There was one classroom referral made. A coach has been assigned to the classroom.

Whittier Primary - One referral was made and a Coach was assigned.

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: There were a total of 4 referrals made for 3rd-grade students. A Coach has been assigned to each student.

McKinley Elem: There were a total of 2 referrals made. The coordinator is waiting to assign a Coach based on the needs of the classroom.

Marshall Elem: There was 1 kindergarten classroom referral made. Two Coaches have been assigned.

District 93 - Hillside Elementary

A total of 2 referrals were made. The coordinator will begin conducting observations week of 10/2 -10/6.

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

There are a total of 6 Coaches assigned to 209; 2 are assigned to East and 4 assigned to West. Coaches are all assigned to grade-level Principals based on the school's needs. The Behavior team at Proviso West also works alongside the DREAM Team and Social Workers and maintains a collaborative approach to reducing behaviors.

PAEC Social Work Department

1. Mr. Saumil Patel, M.S.W. and Jill Collins, M.S.W. (PAEC School Social Workers-PAEC Center School) have been meeting with the students on their caseload individually and/or in groups. Additionally, they have been providing support to the PAEC Center Staff in and out of the classroom

settings; as well as helping create classroom management plans, providing crisis intervention, and participating in PAEC Center Building team and committee meetings.

2. Ms. Kenya Dockens, L.C.S.W. (PAEC School Social Worker-Hillside School) has been assisting families with school registration, ordering supplies/uniforms, as well as coordinating services and community resources, such as Zebra Health to provide telehealth services to students during the school year. Ms. Dockens is a participant in the Hillside School's Equity Think Tank Committee and School Leadership Committee. Additionally, Ms. Dockens has been facilitating the 6th grade MTSS groups, focusing on middle school transition, stress management, and coping strategies.
3. Ms. Nicole Pena, M.S.W. (PAEC School Social Worker-PAEC Academy School) has been facilitating whole classroom groups, small groups, individual sessions, and push-in social work services to the students attending PAEC Academy. Topics covered include: Understanding Emotions, Grounding Techniques, and Managing Your Emotions, using visuals and hands-on activities paired with group discussions.
4. Ms. Donna Kuchera, M.S.W. (PAEC School Social Worker-Proviso West High School) is currently providing individual & small group school social work services to freshmen students with special education needs and students in the TST Program. Ms. Kuchera is an active member of Proviso West High School's "Wellness Warriors" Team, which investigates new community information to assist parents, staff, and students. Last school year, this team created a starter brochure. Additionally, Ms. Kuchera is working with Dr. Thomas on the MTSS Committee, whereby the MTSS program will assist in tracking students in various ways.
5. Ms. Mandy Ross, L.C.S.W. and Ms. Dianna Stephens, M.S.W., A.C.S.W., P.P.S.C, C.W.A (PAEC School Social Workers-Proviso East High School) have established their caseload schedule for the first semester, and have begun providing individual & small group social work services. Topics covered include: Building Rapport, Starting a Conversation, Mindfulness, Establishing Group Rules, Managing Stress, Coping Strategies, and Having Difficult Conversations with Others (Peers and Authority Figures). Additionally, Ms. Ross and Ms. Stephens provided Behavior Intervention Plans to the teachers who work with students on their caseload, made contact with partners from West 40 about providing services to students attending Remote Schools and Young Parents, and created an Executive Functioning Questionnaire for teachers to measure student performance for the Functional Behavioral Assessment.
6. Ms. Monette Carlos, L.C.S.W. (PAEC School Social Worker-PAEC E.C. Program) is currently providing social work groups in the E.C. classrooms covering such social skills topics as working on facial/body parts and the five senses. Ms. Carlos is currently being trained on a new curriculum called "The Pyramid Model" which was recommended by Starnet and will begin implementation after her training is complete. Ms. Carlos also did parent training at the PAEC Early Childhood Orientation during the September 6th Open House. This presentation gave general program information on what the team focuses on in Early Childhood, as well as, giving parents tips on how to practice with their child at home dressing, eating, and providing simple chores. Additionally, Ms. Carlos is facilitating the Early Childhood Program's Sunshine Committee by hosting staff birthday celebrations each month.
7. Ms. Lindsey Holsten, L.C.S.W., and Nyanne Serrano, M.S.W. (PAEC School Social Workers-PAEC Elementary School) are currently providing individual & classroom group social work services to students on their caseload. Ms. Holsten and Ms. Serrano are implementing the 2nd Step Program, during the classroom groups, this school year. Additionally, Ms. Holsten is hosting one of the Psychology Interns on Wednesdays, who is facilitating a Boys and Girls Therapeutic Group. Ms. Holsten and Ms. Serrano continue to manage ongoing crisis management and intervention strategies throughout the school day.
8. Ms. Lisa Allen, L.C.S.W., Ms. Erynn McCray, M.S.W., and Ms. Lisa Pirrello, L.C.S.W. (PAEC School Social Workers & PAEC Lead School Social Worker-PAEC Alternative High School Therapeutic Day School) are currently providing individual/small group social work sessions and have been covering the following topics Conflict Resolution; Appropriate Communication Skills; Impulse Control; Grief Counseling; Coping Strategies; and Anger Management Skills. Additionally, Ms. Pirrello is the assigned Field Instructor for the School Social Work Intern, Mr. Dominic Thomas of UIC Jane Addams

College of Social Work. Mr. Thomas will be splitting his time between PAEC High School Therapeutic Day School and PAEC Elementary, as of October 18, 2023. However, currently, Ms. Pirrello and the school social work intern, Mr. Dominic Thomas have been reporting to PAEC Elementary School, to provide school social work services and social skills groups to students assigned to Ms. Nyanne Serrano's caseload, in her absence. The Second Step Program is being implemented in social skills classroom groups. Ms. Pirrello arranged for the Comfort Dogs to visit the PAEC High School Therapeutic Day School Program, PAEC Elementary School, and PAEC Early Childhood Program on Friday, October 20, 2023.

9. Ms. Lisa Pirrello, L.C.S.W. (PAEC School Social Work Lead), as acting President of the Illinois School Social Work Supervisors & Coordinators Council (ISSW-SCC), will be chairing the ISSW-SCC's October 13, 2023 meeting. On October 18, 2023, Ms. Pirrello and Mr. Mike Rudolph of Riveredge Hospital will facilitate the LAN 60 meeting from 1 p.m.-2:30 p.m. Additionally, Ms. Pirrello has been actively interviewing qualified school social work candidates to fill the available PAEC School Social Work positions and FMLA Requests.
10. The next PAEC School Social Work Department's 2022-23 Professional Development will be

Date: Friday, November 17, 2023
Time: 10 am-1 pm
Speaker: Mr. Brian Bethel, Ph.D., LPCC-S, LCDC III, RPT-S
Topic: The First Cut is the Deepest

PAEC Psychologist Department

Mrs. Dayle Ashley-Harding has been working to conduct preschool screenings at Early Childhood. She has helped train our intern, Ms. Alison Zdarsky, and practicum students, Ms. Emily Grausam and Ms. Kara Rochowicz on conducting play-based assessments.

Ms. Alison Zdarsky, Ms. Kara Rochowicz, and Ms. Emily Grausam assisted the District 87 Early Childhood program with their screening on September 22.

Ms. Emily Adelson has been helping provide behavioral and social-emotional support and consultation with Hillside's Early Childhood program. She also has been providing some consultation with the middle school students at Hillside.

Dr. Michael Cermak attended the Intern Supervision Conference at Illinois State University on September 15. He attended sessions on ethics, pseudoscience in education, and effective supervision practices. He assisted MacArthur Middle School with their Elyssa's Mission depression and suicide screening on September 18 and 20. Dr. Cermak also presented on MTSS and best practices in special education to Jefferson Primary School on September 22.

PAEC OT/PT Department

Staff adjustments: New OT, Lowela Alcedo, started at Whittier this month. Jamie Kramer, OT, is out on leave. Fani Lee, Kristin Lockwood, and Iris Cabrera are covering Jamie's caseload.

Activities of the department:

1. During the first week of school and the beginning of September, the AT Department provided in servicing to the PAEC Center Program teachers and program assistants on Communication within their classroom as needed.
2. The week of Aug.28th, orientation was provided by OT/PT Lead to new hire OT.
3. The OT/PT and AT Departments are getting equipment out to students who require adaptive equipment to allow them to participate in daily school activities.
4. The AT Team attended their monthly staff meeting on 9-06-23 in person from 8:30 AM - 9:30 AM.

5. The OT/PT Department participated in PAEC Open Houses by making therapists available on 9-06 & 07-23.
6. The OT/PT Department Lead began a conversation with a representative from Fun and Function about coming up with ideas to utilize the B Pod space at PAEC Center more effectively with our student population on 9-06-23. Further conversations have occurred this month about ideas on this space with OTs, PTs, the Coordinator of Buildings and Grounds, teachers, and the Principal of PAEC Center. Further discussion and plans to come.
7. Four PTs attended the Chicago Momentum Academy Education & Technology Expo on 9-07-23.
8. The OT/PT/AT Lead attended the Special Events meeting for PAEC Center via Google Meet on 9-08-23 from 8:00 - 8:30 AM.
9. One PT attended the 2023 NuMotion NuFairs Conference on 9-11-23.
10. The OT/PT Department participated in Spirit Week the week of 9-11-23.
11. The OT/PT Department attended their monthly staff meeting on 9-14-23 in person and via remote on Google Meets from 11:30 am - 1:00 pm.
12. Our OTs and PTs participated in the PAEC Center Pep Rally for PAEC Center on 9-14-23.
13. The Lead OT/PT/AT met on 9-15-23 with a group of the OT/PT Coordinator's Consortium group to work on the presentation they are giving at the IAASE Conference on 10-19-23. The title of the presentation is School OT & PT Services: Unpacking Resources for Collaborative Leadership.
14. The Lead OT/PT/AT and the OT at Jefferson worked on setting up the Sensory Room at Jefferson School in D87. There are still items that need to be mounted to the wall to finish the room. See the pictures below.
15. Our Lead OT/PT/AT attended the OT/PT Coordinator's Consortium on 9-26-23 from 10:00 am - 12:00 pm via Zoom
16. The Lead OT/PT/AT, teachers, social worker, and PAEC Center Principal began meetings with the Maywood Park District and New Star Recreation Services about collaborating on events in the community for our students. We had meetings on 9-19-23 & 9-28-23 to move forward with this collaboration. The Director of New Star Recreation Services put together a PowerPoint as a document of the beginnings of our collaboration. [PAEC - Maywood Park District Partnership](#)
17. The OT/PT/AT Lead attended a Management Meeting on 9-29-23 at PAEC Center from 1:00 p.m. - 3:00 p.m.
18. The OT/PT/AT Departments have begun to order budgeted equipment that's needed for students and programs.
19. Some equipment that came in during September that was ordered were noise canceling headphones, Container Store - Elfa system, and jewelry. See the pictures below.
20. Working with the Executive Director on renewing the PT Sponsor license for PAEC.

Jefferson Sensory Room:



PAEC Speech/Language Department

- The SLPs attended a department meeting on Friday, September 15th. Topics discussed included beginning-of-the-year updates, paperwork requirements, Embrace requirements, updates, and more.
- The Lead SLP will be setting up meetings with the teams of SLPs in each district, to establish PLCs (professional learning communities) to learn together through book studies or podcasts focusing on SLP interest areas.
- The Lead SLP will attend the first Northern IL Speech/Language Coordinators meeting for this school year on Friday, September 29th.

PAEC Special Olympics

- We continue the process of registration for the 2023-2024 Special Olympics season.
- We as of now have lower and normal numbers, we plan to extend the sign-up date by a couple of weeks to allow time for families to get the necessary paperwork completed. We are still hoping for 50-60 student-athletes.
- Mr. Ling attended the Special Olympics regional conference in Lombard on September 21st, 2023. Discussed were rule changes, adding new sports, and scheduling of games for the upcoming basketball season. We scheduled 6 games as of now and are still working with other schools to get a few more games. Gym space as of now has been the holdup.
- We are still anticipating 3 teams, the Bulldogs, Pacers, and the Tigers along with individual skills.

- We will be finalizing the coaching staff as well by mid-October.
- We look forward to a great year!

XII. OLD/UNFINISHED BUSINESS
Board Policy 4:60

Recommended Motion:

I move to recommend to the Governing Board to amend the PAEC Policy 4:60 (Purchases and Contracts) under Operational Services as presented.

- *Dr. Starck-King mentioned that there is currently no limit on contracts that have to be brought to the Board for approval. We are putting a \$25k limit into the policy. Anything over that amount will be subject to approval. He stated that he did a survey of the member districts and there are a few that have the \$25k threshold written in the policy. He wanted to streamline the contracts being brought to the board and to decrease the clutter of the agenda.*
- *Mr. Dawson asked for clarification as to what would be seen regarding contracts. Mr. James provided an example: the paving of the sidewalks in the front entrance of PAEC Center cost roughly \$10k. With the change in the language, we would be able to have projects like that done which are under \$25k without board approval on the front end. Also, Mr. James informed the board that they would still be informed and vote on the contract amounts through the bills list. He stated that this would allow us to move forward with getting things done instead of waiting. Mr. James stated that we will continue to keep the board informed on what is happening.*

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

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

****The next Governing Board Meeting is scheduled for Wednesday, November 15, 2023.**

XIV. BOARD CORRESPONDENCE

There is no correspondence at this time.

XV. CLOSED SESSION

There was no Closed Session

XVI. ADJOURNMENT

Recommended Motion:

I move to adjourn the meeting at 6:58 PM for lack of further items to discuss.

Roll Call Vote:

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

4 Ayes, 1 Absent, motion carried

Respectfully submitted,


Dorothy Clark-Smith
Governing Board President


Sinai Chavez
Governing Board Secretary


Date

MJ/TL