

**PROVISO AREA FOR EXCEPTIONAL CHILDREN  
GOVERNING BOARD MEETING  
PAEC CENTER – 6:00 PM  
OCTOBER 19, 2022  
MINUTES**

**I. ROLL CALL**

Mr. Richardson, President of the Governing Board called the meeting to order at 6:10 PM.

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

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

**II. AUDIENCE PARTICIPATION**

None

**III. APPROVAL OF GOVERNING BOARD MINUTES**

***Recommended Motion:***

1. **Mr. Wagner moved to recommend to the Governing Board to approve the FY'23 Budget Hearing minutes of September 21, 2022, as presented.** Ms. O'Connell seconded the motion.

***Roll Call Vote:***

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

3 Ayes, 2 Absent  
Motion carried

***Recommended Motion:***

2. **Mr. Wagner moved to recommend to the Governing Board to approve the minutes of September 21, 2022 as presented.** Ms. O'Connell seconded the motion.

***Roll Call Vote:***

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

3 Ayes, 2 Absent  
Motion carried

**IV. APPROVAL OF CONSENT AGENDA**

***Recommended Motion:***

**Ms. O’Connell 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.** Mr. Wagner seconded the motion.

***Roll Call Vote:***

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

3 Ayes, 2 Absent  
Motion carried

**V. APPROVAL OF PAYROLL**

Confirmation of payroll (excluding required employer deduction)

	<u>GROSS</u> <u>9/15/2022</u>	<u>FICA</u> <u>9/15/2022</u>	<u>RETIREMENT</u> <u>9/15/2022</u>	<u>BENEFITS</u> <u>9/15/2022</u>	<u>TOTAL</u> <u>9/15/2022</u>
Education Fund	\$ 476,834.40	\$ 19,904.14	\$ 18,333.52	\$,99,065.56	\$561,096.80
Building Fund	<u>\$15,125.08</u>	<u>\$ 1,151.24</u>	<u>\$ 963.46</u>	<u>\$ 2,927.07</u>	<u>\$ 20,166.85</u>
TOTALS	\$ 491,959.48	\$ 21,055.38	\$ 19,296.98	\$101,992.63	\$ 634,304.47

	<u>GROSS</u> <u>9/30/2022</u>	<u>FICA</u> <u>9/30/2022</u>	<u>RETIREMENT</u> <u>9/30/2022</u>	<u>BENEFITS</u> <u>9/30/2022</u>	<u>TOTAL</u> <u>9/30/2022</u>
Education Fund	\$ 472,364.56	\$ 19,493.77	\$ 18,018.75	\$ 106,225.71	\$ 616,102.79
Building Fund	<u>\$ 14,561.30</u>	<u>\$ 1,108.10</u>	<u>\$ 927.55</u>	<u>\$3,147.13</u>	<u>\$ 19,744.08</u>
TOTALS	\$486,925.86	\$ 20,601.87	\$18,946.30	\$109,372.84	\$ 635,846.87

**VI. APPROVAL OF BILLS**

1. Payable P-CARD Listing information is attached. (Voucher #1074)
2. Payable Listing- Information is attached. (Voucher #1077)
3. Payable Listing- Information is attached. (Voucher #1078)

**VII. NEW BUSINESS**

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

***Employment:***

- Maria Contreras, 1:1 Program Asst., D87(Jefferson), \$23,318, effective 10/11/22
- Myesha Bailey, 1:1 Program Asst., PAEC Center, \$21,278, effective 9/26/22
- Paulina Ramirez, 1:1 Program Asst., D87 (Riley), \$21,771, effective 10/11/22
- Peter LeGrand, Teacher, PAEC Center, \$56,586, effective 9/15/22
- Alesia Wade, 1:1 Program Asst., D92 (Lindop), \$23,318, effective 9/19/22
- Felicia Gray, 1:1 Program Asst., PAEC Elementary, \$17,613.46, effective 10/3/22
- Geneva Oatman, School Psychologist, PEHS, \$70 p/hour, effective 10/3/22

Lorraine High, Lunch/Breakfast Asst., PAEC Center, \$14.50 p/hour, effective 10/4/22  
 Natalya Powell, 1:1 Program Asst, D92(Lindop), \$21,278, effective 10/5/22  
 Charlotte Perry, 1:1 Program Asst, D92( Lindop), \$22,275, effective 10/11/22  
 Maria Antu, School Secretary, PAEC Center, \$33,785, effective 10/17/22  
 Veronica Diaz, 1:1 Program Asst., D87 (Sunnyside), \$21,278, effective 10/17/22

**Resignations:**

Shemar Casteel-Payne, 1:1 Program Asst., PAEC Elementary, effective 9/13/22  
 Ziomari Rivera, Social Worker, PAEC High School/Academy, effective 8/17/22  
 Nedra Duffie, Program Assistant, PAEC High School, effective 8/16/22  
 Gloria Mata Montufar, 1:1 Program Asst., D87 (Whitter), effective 8/17/22  
 Lisa True, School Nurse, PAEC Elem/HS, effective 6/30/22  
 Mary Hamilton, Teacher, PAEC Academy, effective 6/30/22  
 Sandra Bryant, Program Assistant, PAEC Center, effective 8/16/22 (deceased)  
 Leah Strickland, 1:1 Program Assist., PAEC Academy, effective 6/30/22  
 Raven Jones, 1:1 Program Assist. D92 (Lindop), effective 7/26/22

**Terminations:**

Kimyada Young, Food Service Cook, PAEC Center, effective 8/30/22

**.Recommended Motion:**

**Ms. O’Connell moved to recommend to the Governing Board to approve the Employment, Resignations, and Terminations, as presented.** Mr. Wagner seconded the motion.

**Roll Call Vote:**

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

3 Ayes, 2 Absent  
 Motion carried

**B. School Maintenance Project Grant**

The School Maintenance Project Grant is for servicing (3) 12.5 ton Rooftop Units for PAEC High School’s gym, hallways, and offices. These are all HVAC units. This is considered a 50/50 Grant. The total cost estimated Project cost is \$78,185. PAEC is requesting approval for an estimated total grant amount of \$39,092.50.

**Recommended Motion:**

**Ms. O’Connell moved to recommend to the Governing Board to approve the School Maintenance Grant Project in the amount of \$39,092.50 to service (3) 12.5 Rooftop HVAC units at PAEC High School for the gym, hallways, and offices as presented.** Mr. Wagner seconded the motion.

**Roll Call Vote:**

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

3 Ayes, 2 Absent  
Motion carried

C. Donation-Melrose Park Sports & Family Benefit Fund

A donation was received from the Melrose Park Sports & Family Benefit Fund for the Proviso Area for Exceptional Children on September 13, 2022 in the amount of \$500.00.

**Recommended Motion:**

**Ms. O'Connell moved to recommend to the Governing Board to approve the donation from the Melrose Park Sports & Family Benefit Fund in the amount of \$500.00 as presented.** Mr. Wagner seconded the motion.

**Roll Call Vote:**

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

3 Ayes, 2 Absent  
Motion carried

D. AnthroMed contractual agreement (Nicole Pena -School Social Worker)

Contractual Agreement between AnthroMed Education and Proviso Area for Exceptional Children for Ms. Nicole Pena- School Social Worker beginning September 29, 2022 through June 1, 2023. The bill rate for Ms. Pena will be \$84.25 per hour (Monday-Friday) with a total of 35 hours per week for PAEC Center/PAEC Academy.

**Recommended Motion:**

**Ms. O'Connell moved to recommend to the Governing Board to approve the contractual agreement between AnthroMed Education (Ms. Nicole Pena-School Social Worker) and Proviso Area for Exceptional Children for the 2022-2023 School Year beginning on September 29, 2022 through June 1, 2023. The bill rate will be \$84.25 per hour for a total of 35 hours per week for PAEC Center/PAEC Academy as presented.** Mr. Wagner seconded the motion.

**Roll Call Vote:**

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

3 Ayes, 2 Absent  
Motion carried

E. FMLA Request

Ms. Patricia Carter, Payroll/Benefits Coordinator has requested a Block FMLA due to medical reasons. Ms. Carter is requesting this leave to begin September 23, 2022 through approximately October 24, 2022. Ms. Carter will be utilizing available sick days during this leave.

**Recommended Motion:**

**Ms. O’Connell moved to recommend to the Governing Board to approve the FMLA request of Ms. Patricial Carter beginning September 23, 2022 through approximately October 24, 2022. Ms. Carter will be utilizing available sick days during this leave as presented.** Mr. Wagner seconded the motion.

**Roll Call Vote:**

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

3 Ayes, 2 Absent  
Motion carried

**VIII. EXECUTIVE BOARD REPORT**

The Executive Board meeting was held on Thursday, October 14, 2022. Those present included: Ms. Nicole Spatafore from District #87, Dr. Victoria Hansen and Ms. Rosalind Banks from District #88, and Mr. Cedric Lewis 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**

Information is attached.

**X. COMMITTEE REPORTS**

**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 one police call this month from PAEC High School.

**F. PAEC Activity Fund Summary**

Information is attached

**G. Technology Updates**

The IT department has powered through the month of September. In comparison to prior years, we have experienced a higher volume of help support tickets. This is not at all surprising, considering the increased volume of devices that have been distributed compared to years past. We have been monitoring the network this month as we are starting to experience some network congestion. We are looking into some quality of service improvements which we will implement next month.

Electronic recycling took place this month. We were able to dispose of over 4 pallets of electronic waste and freed the storage area in the shed/garage.

We are still waiting on our vendors for the print management installation. We are hoping the copiers are delivered sometime before winter break.

The administrative offices have started to see their older devices being replaced and we hope to finish that project before the end of October. The IT department is doing its best to address help tickets in a timely manner.

Mr. James stated that PAEC continues to improve in the IT Department. We have been able to complete some electronic recycling. He mentioned that with the increase in devices for staff students, there have been more help tickets. However, the IT Department has been managing and resolving issues in a timely manner.

H. Update from District 209 Special Meeting

Proviso Township held a meeting Special Board Meeting on Tuesday, September 27, 2022 to discuss budgeting which includes the PAEC Budget. Mrs. Schmitt attended the meeting on behalf of PAEC.

Mr. James mentioned that Ms. Schmitt attended the meeting and the Board didn't think that she needed to speak or that it was necessary. Therefore, Mr. Lewis spoke on behalf of PAEC and the budget was approved.

I. Request to Attend a Conference or Professional Meeting

1. Ms. Roshune Pechacek (PAEC Elementary Principal) is requesting to attend the Crisis Prevention Intervention conference at the Hilton Garden in Oak Brook, IL on October 6, 2022 for Recertification for CPI. The cost of this conference will be \$1549.00.
2. Ms. Inga Ezerins is (PAEC Center Assistant Principal) is requesting to attend the West 40 Administrators Academy on the topic: "Leading Positive School Culture". This conference will take place on November 10, 2022 for a total of \$219.11.
3. Ms. Kimberly Baratta (PAEC Center Principal) is requesting to attend the West 40 Administrator's Academy on the topic: "Adaptive leadership for School Administrators". This conference will take place on March 15, 2023 for a total of \$219.11.
4. Ms. Vanessa Schmitt (Assistant Executive Director) is requesting to attend the Joint Annual Conference (Triple I) on November 18-20, 2022 in Chicago, IL. The cost for this training will be \$499.

5. Dr. Sherry Whitaker (Business Manager, CSBO) is requesting to attend the Joint Annual Conference (Triple I) on November 18-20, 2022 in Chicago, IL. The cost for this training will be \$499.
6. Mr. Michael James (Executive Director) is requesting to attend the Joint Annual Conference (Triple I) on November 18-20, 2022 in Chicago, IL. The cost for this training will be \$499.

J. PAEC Events

1. PAEC October Important Dates Flyer
2. PAEC Academy Open House 9/22/22
3. PAEC Academy's Bus Buddy System was developed by Mr. Acevedo. 6th-8th graders assist kindergarten students during dismissal time. The older students meet up with the kindergarteners in their classroom and walk with them to the bus.
4. PAEC programs will be celebrating Hispanic Heritage Month. PAEC High School will host a Hispanic Heritage Door Contest on Friday, October 14th at 10:00 AM.
5. The Answer Inc- (with Debra Vines) at PAEC Academy (Anti-Bullying Campaign)
6. Wellness Screening & Flu Shot Event will take place on Monday, October 31, 2022 from 7 AM to 11 AM in the PAEC High School Gym.
7. Red Ribbon Week (Sponsored by PAEC Center) from October 31st through November 4th. Daily topics that will be discussed are;
  - Say Boo to Drugs
  - "Hair's" to a Drug Free Life
  - Real Heroes Don't Do Drugs
  - Team Up Against Bullying and Drugs
  - "Red"-y To Live A Drug Free- Life
8. Finalizing of Ground Work for Gardening Program
9. PAEC Center Home Living Program
10. PAEC Center Welcome Back Pep Rally
11. Village Free Press Article on Garden Grand Opening

Mr. James mentioned that Ms. Latham has started compiling a flyer of PAEC Events for the month.

He also explained that the Village Free Press released an article on the Grand Opening of the PAEC Center Garden which has been spearheaded by Ms. Inga Ezerins the Assistant Principal at PAEC Center. He explained that both the Principal and Assistant Principal along with staff and students worked hard in preparing for this big event. Mr. James mentioned that a representative from Home Depot was also present at the Grand Opening.

Mr. James reiterated that he encourages Board Members to come and tour the buildings during the day when they have a chance.

A student at PAEC Academy was honored and given an award by the organization Answer Inc. This organization is providing an Anti-Bullying Program for our PAEC Academy and PAEC Center students once a week.

PAEC High School also had a Hispanic Heritage Celebration where students presented information about selected countries that they were assigned. Mr. James mentioned that the program featured Door Projects and the students did very well on researching the countries. He stated that the classroom that won 1st place mentioned that during their research, it was discovered that Antigua was the 1st country to issue and distribute FREE laptops to every student.

Mr. James also mentioned that PAEC High School is looking into a program called My Block\* My Hood\* My City. The organization is out of Chicago and will be expanding to the Maywood area. There will be a paid mentor and a vocational piece.

Ms. Schmitt mentioned Ms. Lorek (PAEC High School Principal) attended a zoom meeting with the organization. It is a referral program to assist youth with life after high school. It will involve trips with approximately fifteen students and training for the adults who would receive a stipend.

#### K. PAEC Program Updates

##### **PAEC Business Office-Dr. Sherry Reynolds-Whitaker, Business Manager**

The **Business Office** is finalizing fieldwork for the FY22 audit. The Business Manager/CSBO completed the back schedules of the audit and submitted to the auditors for review. She started updating the Consolidated Year-End Financial Report (CYEFR) for Grant Accountability and Transparency Act (GATA). The audit seems to be on track for on-time completion. Thus far, all of the FY22 audit work has been done remotely with possible future in-person dates the first week in October, if necessary. The Business Office also started working on contracts exceeding \$25,000 reports and any other audit requests. The necessary reports will be posted to the website upon completion.

The Staff Accountant gathers applicable documents from PAEC staff that are eligible for tuition reimbursement to be paid out in December to those that qualify.

The Department will start setting up the mid-year review file for the cost sheets.

The Business Department successfully filled the Lunch/Breakfast Program Assistant role. The new person will start on October 4, 2022.

Dr. Whitaker mentioned that the Auditors are still here working due to one of their workers on Leave. She mentioned that they are still sampling invoices.

**Human Resources (HR)** has started the discussions and provided the information on the annual Wellness Screening & Flu Shot event. PAEC 803 continues making efforts to promote healthy living with our partner Empower Health Services. We have identified Monday, October 31, 2022 from 7:00 am to 11:00 am as the date and time for the screening. Besides the day-to-day activities, the HR department handled the following:



- On-boarded 6 permanent hires ( including background checks, new hire forms completion, & input info into Businessolver & Infinite Visions)
- 2 IL Dept of Employment Services (IDES) telephone appeals hearings completed
- Processed 1 new FMLA case

**Buildings & Grounds** department continues its regular maintenance and upkeep of the facilities across the district. The department conducted a Fire Drill on Sep 22, 2022. Also, a second Fire Drill is scheduled for 10/06/2022.

Fox Valley Fire & Safety was called to service a drop in pressure at 1636 S. 10th St. Sprinkler system riser.

Dr. Whitaker mentioned that we had the intention to go out for Bid for our lunch program. However, information was received from ISBE that stated that we do not need to do so as of now. The emergency food vendor will be extended for another year. She also mentioned that the staff and students seem to like this vendor.

Dr. Whitaker mentioned that she will be starting to work on budgets in November.

#### **PAEC Early Childhood Program**

September has been a very busy and challenging month in the EC program. Our student numbers are growing and we have more students coming in with higher needs than in the past. It is very apparent that the COVID pandemic was very detrimental to the overall growth of our preschoolers. Our students are coming in with limited communication, play, and self-regulation skills. We have found that the biggest culprit is the rise in the use of devices and screen time. Through our parent interviews, we have found that our students are playing less at home with actual toys and using more tablets and smartphones. We are trying very hard to provide a safe and structured learning environment that includes all the wonderful preschool experiences they should have like indoor and outdoor playtime with limited use of devices. Our staff has prioritized meeting our students' social-emotional and self-regulatory needs so that they can be ready to learn. I along with our therapists are working together to design a parent training session to educate our parents about the dangers of extensive use of screen time and to teach them how to implement more play time at home. We are still hoping to hire another early childhood teacher so that our second full-day classroom can open. We are also in need of additional program assistants to help keep our students safe and provide redirection during structured activities as well as when they need to participate in sensory breaks to reduce behavior outbursts.

I want to give all the EC staff special recognition for all their hard work and dedication. They have been very diligent about coming to work so that our students can be safe and have the staff support they need to learn. We have also started decorating our classrooms and hallways in honor of Hispanic Heritage Month. Our students are creating wonderful art projects to reflect the rich background and traditions of the many Latin American countries that are being celebrated.

#### **PAEC Therapeutic Elementary School**

All of the students have completed the FastBridge benchmark testing. Students were assessed in reading comprehension, math, and reading fluency. The Kindergarten and 1st Grade students were benchmarked in early reading and math skills. The

data from the benchmarking has been used to guide instruction. The students have been grouped within the classroom and new interventions have been implemented to support the students.

The student's participated in various activities for Hispanic Heritage Month.

There were 2 physical restraints and no police incidents for the month of September. There were 12 time outs and interventions were adjusted to assist the students with expectations.

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

#### **Happenings:**

The students have officially completed the Fall MAP Assessments. The staff will be analyzing the data from the test to individualize interventions for the students during all their classes and the extra support in their Intervention Class. We will continue to encourage the students to strive to improve their scores for our Winter MAP Challenge. Our annual Hispanic Heritage Month Celebration has been a work in progress. Our theme is "Flying through Latin America". The staff and students have been diligently researching information on their country while enjoying collaboration to work on the assigned project as a team.

#### **Transitioning Students**

There are two students on track to go back to Proviso East next semester, if not sooner based on the student's required classes. We received one student that transferred into Proviso East and has successfully begun attending PAEC.

#### **Maintenance of the building**

The school continues to be cleaned and sanitized daily to prevent potential COVID Exposure thoroughly. If a student tests positive for Covid, we immediately have the area cleaned and sanitized. We had no positive covid tests in September.

Physical Management	1
Police Calls	1
Restorative Meeting	1

#### **22-23 Enrollment**

41 Students

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

#### **Updates**

Mr. Loving has prepared for the work training programs to start in October. The worksites include Firehouse Subs am and pm; Hilton Suites am and after-school; Garden Inn am and pm; Zagone Studies am and pm. The red van will be used for Firehouse and Zagone. A bus was ordered for the Hilton Programs. It is anticipated that we will start with 20 students divided among the programs. The Custodial Program will also start in October with 6 students. Mr. Loving meets with the students to inform them of what is available and provides job leads as requested.

Mr. Loving is working with Proviso Township for Mental Health for job readiness and mentorship.

Dr. Bujalka continues to meet with each student to complete their Transition Planning Questionnaire and interviews. Dr. Bujalka gives extra time to the seniors to work on getting their post-secondary goals established. Several field trips have been scheduled (see below); field trips are based on our students' transition goals.

Graduate Updates - M.W. (2022) - continues employment with McDonald's, has been accepted to Roosevelt University, and is hoping to start in January. L.J. (2021) - working in food services at Hines Hospital.

### **Upcoming Events**

09/29/2022 - Field Trip to Bulldog Truck Driving School 10:30 am

10/07/2022 - Field Trip to Triton College 10 am

10/14/2022 - Field Trip to Northeastern IL University 10:30 am

10/18/2022 - Field Trip to United Center for ComEd Career Day 9:40 am

### **Creativity Club- Ms. Allen and Dr. Bujalka**

Currently 7 students participate each Tuesday afterschool 2:40-4:15. Ms. Allen and Dr. Bujalka will offer a new creative project to work on each week, or students can work on their own individual creative project. There are snacks served, and we implement a positive and safe space where students create and socialize.

### **Upcoming Event**

10/25/2022 - National Museum of Mexican Art and lunch at La Esperanza 11:45

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

PAEC Academy is off to a great start. We continue to receive new students from all of the districts. We are currently at 58 with two more students starting some tie this month. Our new staff members have settled in and have become part of the team.

We had our first fundraiser, raffling off baskets and it was a success. Our first Spirit day was Sports Day, staff and students wore shirts from their favorite teams. We are also introducing

We have had our first fire drill and code yellow. Code red is scheduled for next week as we are waiting for DI to fix one of the classroom doors. They are supposed to be coming over the weekend to fix it. DI continues to be fabulous in addressing our concerns in a short time frame.

We are now getting ready for October, planning for spirit days, Halloween and fundraising. We also have a fire drill, picture day, and the Parent Tea coming up in October.

Teachers have completed FastBridge benchmarks. We will be meeting the first week of October to discuss progress monitoring. Students are now assigned to groups according to ability.

### **PAEC Center**

The month of September solidified routines and schedules. Students are more aware of daily routines and have been following them on a more consistent basis.

Home Living Classes have been revamped and this has proven to be successful. High school classes spend the day in Home Living. They start the day off by planning a menu, discussing ingredients for a dish they would like to make, and looking up prices for a budget.

This month's menu items were omelets and the ingredients students wanted to add. After they completed the above, they head to Tony's to purchase the ingredients. When they return they eat lunch and return to the Home Living room to prepare their item.

This has proven to be successful. Not only are students learning about budgeting, and planning meals, menus, and ingredients, but they are also learning how to navigate a grocery store, share aisle space with fellow shoppers and how to find items in the grocery store. They are learning about how to cut vegetables, use measurements and cook their creations! The students are very proud of their accomplishments! We look forward to this year's menus!

On September 14, we had a pep rally as a welcome back event for the students. Students paraded around the grassy area in front of the school and cheered and sang! The elementary students went at 9:45 am with the high school students at 10:30 am. It was a great start to the school year!

September was Hispanic Heritage Month! PAEC Center hosted a Hispanic Heritage Fair on September 21. The theme for the fair was Hispanic authors. Each classroom highlighted an author and presented in the gym on that date. It was a very successful fair.

Spirit Week was well participated. Each day staff and students were asked to wear something different, such as their favorite sports team jersey, etc. Classes were given prizes based on the number of students and staff participating.

A new vocational curriculum was purchased with ESSER funds. Our half-day inservice consisted of the teachers learning how to use the curriculum and the components. They are all excited about this new vocational program!

Beginning of the year SANDI testing was completed. We look forward to October and fall events.

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

We currently have 9 students employed competitively. Unemployed students are directed to apply for competitive employment via online, in person, or 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:**

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

Students are not working at other community job sites right now, we are preparing to start up new in the 2022-23 school year. Due to staff shortage, we cannot fulfill this task right now.

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 Intervention Team**

The Behavior Intervention Team continues to work diligently to improve the behavior intervention curriculum for the current school year. The curriculum will be implemented for all Coaches to utilize across the Primary, Elementary and Middle School levels and will include material that will best support and improve disruptive and challenging behaviors within all Districts. Utilizing and maintaining one system will also allow Coaches to be informed on every student's intervention plan and encourage uniformity with a team-based approach.

There were a total of 11 individual student referrals made.

There were a total of 1 classroom referral made.

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

Jefferson Primary - Three student referrals were made in the month of September. Coaches have been assigned to each student, conducting observations and have

begun implementing interventions with teachers and students this week. The red/green card has been an effective tool to use while minimizing negative behaviors as they develop individual interventions. Teachers and students have been thoroughly elated to receive the Coach's support and Teachers express noticing positive shifts. Coaches also assist schoolwide, when a crisis arises in other classrooms and support is needed.

Whittier Primary - One Kindergarten student referral was made. After conducting observations, the Team Lead and assigned Coach concluded that it was best to implement a classroom intervention due to more than four students displaying risky and disruptive behaviors. The assigned Coach has established effective expectations and continues to coach the Teacher on best practices. The principal of Whittier has expressed witnessing great progress within the classroom.

#### **District 92** - Lindop School

It was determined that the student referred on 8/31 would transition to PAEC Elementary. No other referrals have been made in September.

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

The Director of Special Education has collaborated with PAEC in unofficially assigning a Behavior Intervention Coach to District 88. Additional Coaches will assist as needed.

Lincoln Elementary - There were five referrals made at the second grade level within the last week. One classroom has a few students that have been referred and are displaying disruptive behaviors. The Team Lead has begun conducting observations and will continue into the following week to determine if there will be individual or classroom interventions. One referral is a fifth grade student, in which the assigned Coach began interventions. After conducting observations, the Coach observed academic barriers which have caused disrupted behaviors. Both Team Lead and assigned Coach work with the Teacher and student to improve behavior based on additional assistance in the mathematical area.

Grant Elementary - One kindergarten referral. The student has been displaying extreme and persistent destructive behaviors. The behaviors pose a threat within the school as he is a danger to himself and his peers. The Teacher and TA have been working diligently with security guards within the school to assist as needed. The Team Lead and assigned Coach is currently working to implement a safe and unique behavioral plan. The Lead Coach has met the mother during an early dismissal, in which she is receptive to support and coaching techniques.

McKinley Elementary - A classroom referral was made on 9/28. The Assistant Principal expressed that there are several behavioral needs. The Team Lead will conduct initial observations on 9/30.

### **District 93** - Hillside Elementary

The current Pre-K student enrolled is in the process of transitioning out with the assigned Coach as of September 30th due to significant improvements. The Coach has worked with the student for a duration of 6 weeks in which the teacher has expressed that her behaviors in the classroom within the past few weeks have been excellent. The Coach will provide the Teacher with the intervention plan to continue implementing with the student.

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

Proviso East- There is currently one Behavior Intervention Coach working at East (start date: 9/20/2022). She has been acclimating herself to the system and structure of the school. She works with grade level Principals to become familiarized with students and develop regularity. The Team Lead continues to provide support, guidance, and supervision as she becomes more comfortable in the Behavior Coach role. The second Coach is currently on sick-leave and will return upon the receipt of medical documentation clearing him to return to work. The manager and Lead are in the process of hiring an additional Behavior Coach. Currently accepting applications and interviews are being conducted by the Manager.

Proviso West - Currently three Coaches assigned.

Coaches are in the process of receiving a designated office to conduct a "reset room" while running groups based on individual grade levels. Each Coach works directly with their assigned grade-level Principals. They maintain a collaborative effort with ensuring which students are misbehaving and share information with one another via email to establish who will be sent to their office for consequential coaching. Every Wednesday (grade level principal, social worker, counselor, psychologist, and behavior coaches) conduct a meeting to discuss assisting students with productivity and success. Teachers have recently been requesting class observations and Coaches are always observed in the hallways redirecting negative behavior.

### **Speech/Language Department**

- The SLPs attended a department meeting on Tuesday, September 13th. Topics discussed included; beginning of the year updates, workload/caseload analysis, paperwork requirements, and more.
- The Lead SLP has set up meetings with the teams of SLPs in each district, to discuss district-specific procedures and to support the multitude of new SLPs this year.
- The Lead SLP shared a schedule for department meetings for this school year.
- The Lead SLP attended a Northern IL Speech/Language Coordinators meeting on Friday, September 30th. Topics discussed include Medicaid billing, Diversity/Equity/Inclusion professional development requirements from ISBE, professional development requirements from ASHA, strategies for coping with SLP shortage, and more.

### **OT/PT/AT Departments**

1. The OT/PT/AT Lead attended the Special Events meeting for PAEC Center via Google Meet on 9-12-22 from 8:00 - 8:30 AM.
2. The OT/PT Department, on 9-16-22 from 1:00 - 2:00 PM, had an in-service on Seizures by the Epilepsy Foundation presented by Ayesha Akhtor, MPH, Director of Education Epilepsy Foundation of Greater Chicago.
3. The OT/PT and AT Departments are getting equipment out to students who are in need of adaptive equipment to allow them to participate in daily school activities.
4. The AT Team attended their monthly staff meeting on 9-07-22 in-person from 8:30 AM - 9:30 AM.
5. The AT team has begun to conduct SETT meetings to come up with appropriate assistive technology to address the educational needs of struggling students.
6. The OT/PT Department attended their monthly staff meeting on 9-08-22 in-person and via remote on Google Meets from 11:30 am - 1:00 pm.
7. The OT/PT Department participated in Spirit Week the week of 9-12-22.
8. Our new OT's attended the SANDI Training on 9-14-22 from 8:30 am - 9:30 am and 9-15-22 from 10:00 am - 12:00 pm via Google Meet.
9. Our OTs and PTs participated in the PAEC Center Pep Rally for Elementary Students from 9:45 - 10:30 AM and High School students from 10:30 - 11:15 am.
10. Our Lead OT/PT/AT attended the OT/PT Coordinator's Consortium on 9-20-22 from 10:00 am - 12:00 pm via Zoom
11. The AT Team attended an Infinitec meeting on 9-14-22 in-person from 12:00 - 3:00 pm at Marquart Administrative Building, 1860 Glen Ellyn Rd, Glendale Heights, IL 60139
12. The AT Department provided an in-person inservice to the PAEC Center Program Assistants on Communication On 9-14-22 from 1:00 - 2:00 PM.
13. The AT Department provided teacher and student training on the Google Read & Write program at Hillside on 9-07-22 from 9:30 - 10:00 am and 12:30 - 1:00 pm and 9-15-22 for the resource teacher and students from 8:30 - 9:30 am for 7th graders, 10:09 - 10:54 am for 6th graders, and 1:49 - 2:34 pm with 8th graders.
14. The OT/PT Department has participated in the Gardening Project at PAEC Center this month.
15. The OT/PT/AT Lead attended a Management Meeting on 9-30-22 at PAEC Center from 1:00 pm - 3:00 pm.
16. The OT/PT/AT Departments have begun to order budgeted equipment that's needed for students and programs.
17. PTs renewed their Illinois PT licenses this month. Working with the Executive Director on renewing the PT Sponsor license for PAEC.



### **Psychology Department**

Ms. Dayle Ashley-Harding has two second-year practicum students working with her this year. Griffin Ross is a 2nd-year graduate student from Loyola University Chicago and Daisy Bautista is a 2nd-year graduate student from National Louis University. They will be working with Ms. Ashley-Harding throughout the 2022-2023 school year at Hillside and PAEC Early Childhood. They are starting up a talking letters group in Kindergarten. They are also getting ready to do whole school DESSA benchmarking for SEL.

Ms. Dayle Ashley-Harding and Dr. Michael Cermak attended the Illinois School Psychology Intern/Supervision workshop Friday, September 23 at Illinois State University in Bloomington. They will report about the workshop at the next psych department meeting.

Dr. Michael Cermak has a second-year practicum student working with him this year. Emily McDowell is a 2nd-year graduate student from Loyola University Chicago. She will be working with Dr. Cermak throughout the 2022-2023 school year at MacArthur and throughout the cooperative.

Dr. Michael Cermak will be helping facilitate and coordinate Elyssa's Mission/Signs of Suicide suicide and depression screening program at MacArthur Middle School on September 19, 20, and 21 and at Northlake Middle School on October 3, 4, and 5.

### **Social Work Department**

1. The following PAEC Social Work Staff rescinded her acceptance of a position with PAEC:

Emily Valentine in the PAEC Academy/PAEC Center Programs.

2. 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 coordinating and facilitating the following initiatives: Red Ribbon Week Activities; Spirit week activities, and special school events planning.
3. Ms. Kenya Dockens, L.C.S.W. (PAEC School Social Worker-Hillside School) in addition to providing school social work services to the students at Hillside school, Ms. Dockens is currently a member of the Hillside School PBIS Team and participates, monthly, to review school data related to student behavior, brainstorm ideas to address areas of need, discuss ways to implement positive whole school, grade level, and classroom initiatives. Ms. Dockens is a Blue Jay Way rotation presenter, assisting students while they travel around Hillside School to learn about/discuss expectations for each location (i.e., hallways, cafeteria, bathroom, etc.). Ms. Dockens, also, is currently a member of the School Leadership Team, which meets bi-weekly to discuss building operations, concerns, goals (i.e., Academic, SEL, etc.), and successes. Additionally, Ms. Dockens is a Check-in/Check-out (CICO) Coordinator/Coach, as she has facilitated the Hillside School's Check-in/Check-out program by providing information and support to teacher mentors/coaches, scheduling coach meetings, matching students with CICO coaches or teacher and monitoring data

for 5<sup>th</sup>-8<sup>th</sup> grade students, serving as a teacher mentor and coach to select students.

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 the freshmen students with special education needs and to students in the TST Program. Ms. Kuchera is an active member of the Proviso West PBIS Team and the Proviso West MTSS/Cares Team.
5. Ms. Mandy Ross, L.C.S.W. (PAEC School Social Workers-Proviso East High School) forwarded the information to the 209 Proviso West Program Coordinator by providing a list of students on her caseload who do not have information in Power School and/or Embrace, have discrepancies in SEL minutes/goals on Embrace, and/or have been inappropriately placed in or removed from TST. Ms. Ross met with the 209 Proviso West senior social worker to confirm caseloads so as to best service students in the TST program and, currently, is facilitating TST groups for learning life skills, and coordinated/facilitated a field trip with the TST Transition students to Triton College on 9/22/2022. Ms. Ross collaborated with the TST teacher (11<sup>th</sup>-12<sup>th</sup> grades) to obtain background information and learn how to best serve the program. Ms. Ross again met with the Proviso West senior social worker to demonstrate DS on Embrace and provide support for writing, tracking, and updating goals. Additionally, Ms. Ross met with the 209 Freshmen Proviso West Social Worker to help support his caseload, proposing groups for students with autism and working with students with emotional disabilities. In addition to providing social work services to the students on her caseload, she has, also, provided support to other students, not on her caseload, when the other 209 Proviso West social workers were unavailable. Ms. Ross created a goal bank of specific, measurable SEL Goals, along with charts for data tracking and surveys for teacher feedback, and provided it to all the 209 Proviso West Social Workers.
6. Ms. Monette Carlos, L.C.S.W. (PAEC School Social Worker-PAEC E.C. Program) is currently providing social work groups for the autism classrooms covering such topics as imitating play skills and building on playing functionally. Topics covered in the social work groups for the cross-categorical classrooms include initiating greetings, following group rules, taking turns, and listening skills (i.e., playing games with students to be aware of how we listen, etc.). Currently, Ms. Carlos has facilitated 4 play-based assessments and facilitated the early childhood team-building activities to bring the Early Childhood staff collaboratively together. Ms. Carlos is creating an Early Childhood demographics form that will be sent out to families, so as to identify those in need. Additionally, Ms. Carlos participated in the PAEC Early Childhood Open House and is currently part of the Hillside Indicator 6 committee.
7. Mr. Michael Irgang, M.S.W., Ms. Lindsey Holsten, L.C.S.W. (PAEC School Social Workers-PAEC Elementary School), and Niane Serrano (School Social Work Intern) are implementing the 2<sup>nd</sup> Step Program this year. Topics covered with the PAEC Elementary Students include: Introducing Yourself; Being a Good Friend, Individual Road Maps, and Character Traits. Additionally, Mr. Irgang and Ms. Holsten have continued to engage in the following school initiatives: changing the school banner monthly; posting student birthdays in the hallway; coordinating

meetings with outside therapists; PAW Winner; ongoing crisis management and intervention; and scheduling the Candor Health Organization to come into the school and present on the Science Behind Drugs Program and Co-Ed Puberty/Teen Sexual Health Program.

8. 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 Alternative High School Therapeutic Day School) are currently providing individual/small group social work sessions and have been covering the following topics: Conflict Resolution; Communication Skills; Impulse Control; Interpersonal Skills; Coping Skills; and Anger Management Skills. Additionally, Ms. Allen (Proviso East) and Ms. Gutmann (Proviso West) have been asked to report, one day a week, to a District 209 high school building to provide additional assistance with school social work services to students with IEP minutes. Ms. Pirrello has been reporting to PAEC Academy, once a week, to provide school social work services to students with IEP minutes in this program. Social Work classroom group topics/activities include: Feeling Good About Oneself; Being a Good Listener; and Following Directions.
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 7, 2022 meeting. Additionally, Ms. Pirrello has been actively interviewing qualified school social work candidates to fill the available PAEC School Social Work positions.
10. The next PAEC School Social Work Department's 2022-23 Professional Development will be:

Date: Friday, October 28, 2022  
Time: 10 am-12 pm – Virtual Live Presentation  
Speaker: Malik Turley  
Topic: Yoga, Relaxation & Meditation Therapy

### **Special Olympics**

PAEC has been accepting applications for Special Olympics at PAEC for the 2022-2023 school year. We expect normal numbers of student-athletes to sign up this year based on the interest from parents/guardians which last year was between 55-65 student-athletes throughout PAEC. We have started to schedule some basketball games with various area schools, with 2 scheduled so far in Northbrook. The annual Coaches' meeting is later this year on November 16th, so games will have to be scheduled earlier than in previous years. The number of teams still depends on the number of student-athletes we have signed up for. Many applications are still coming in. We are giving the student-athletes a little extra time to sign up/get physicals/funds together. We're excited to get back together for some basketball training and competition.

## **XII. OLD/UNFINISHED BUSINESS**

## **XIII. CLOSED SESSION**

**Recommended Motion:**

**Mr. Wagner moved to convene into Closed Session at 6:29 PM, under Section 2(c)(1) of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee(s), specific individual(s) who serve as an independent contractor(s), specific volunteer(s) of the Board, or legal counsel for the Board as presented.** Ms. O'Connell seconded the motion.

**Roll Call Vote:**

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

3 Ayes, 2 Absent  
Motion carried

**Recommended Motion:**

**I move to return to Open Session at 7:12 PM.**

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

**A. Employee Termination**

**Amended Motion:**

**Mr. Wagner recommended amending the motion from termination to resignation of an employee as presented.** Ms. O'Connell seconded the motion.

**Roll Call Vote:**

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

3 Ayes, 2 Absent  
Motion carried

**Recommended Motion:**

**Ms. O'Connell moved to recommend to the Governing Board to approve the resignation of Mr. Derrick Phillips as presented.** Mr. Wagner seconded the motion.

**Roll Call Vote:**

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

3 Ayes, 2 Absent  
Motion carried

**B. 2022-2023 Food Service Bid Specification**

2022-2023 Food Service Bid Specification will be posted in the Suburban Life Newspaper on October 24, 2022 for review as well as posted on the PAEC Website.

C. The next Governing Board Meeting is scheduled for Wednesday, November 16, 2022.

**XV. BOARD CORRESPONDENCE**

**XVI. ADJOURNMENT**

***Recommended Motion:***

**Mr. Wagner moved to adjourn the meeting at 7:14 PM for lack of further items to discuss.** Ms. O'Connell seconded the motion.

***Roll Call Vote:***

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

3 Ayes, 2 Absent  
Motion carried

Respectfully submitted,



Daryl Richardson  
President of the Governing Board



Dorothy Clark-Smith  
Secretary of the Governing Board

11-16-22

Date

MJ/TL

