

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

**I. ROLL CALL**

Ms. Dorothy Clark-Smith, 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	Present
District 92	Mr. Brian Dawson	Absent
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

Also present: Ms. Charise Walker (District 87 Alternate), 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).

→ Ms. Sinai Chavez (PAEC Governing Board Secretary) swore in Ms. Charise Walker as the new District 87 Alternate Representative for the PAEC Governing Board.

**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 October 18, 2023, as presented. Ms. Hixson seconded the motion.**

***Roll Call Vote:***

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

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 as presented. Ms. Chavez seconded the motion.**

***Roll Call Vote:***

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

4 Ayes, 1 Absent- motion carried

**V. APPROVAL OF PAYROLL**

Confirmation of payroll (excluding required employer deduction)

	GROSS	FICA	RETIREMENT	BENEFITS	TOTAL
	<u>10/15/2023</u>	<u>10/15/2023</u>	<u>10/15/2023</u>	<u>10/15/2023</u>	<u>10/15/2023</u>
Education Fund	\$478,033.21	\$19,826.04	\$13,242.44	\$91,684.51	\$602,786.20

Building Fund	<u>\$15,523.21</u>	<u>\$1,181.32</u>	<u>\$662.84</u>	<u>\$2,798.29</u>	<u>\$20,165.66</u>
TOTALS	\$493,556.42	\$21,007.36	\$13,905.28	\$94,482.80	\$622,951.86
	<u>GROSS</u>	<u>FICA</u>	<u>RETIREMENT</u>	<u>BENEFITS</u>	<u>TOTAL</u>
	<u>10/31/2023</u>	<u>10/31/2023</u>	<u>10/31/2023</u>	<u>10/31/2023</u>	<u>10/31/2023</u>
Education Fund	\$479,537.92	\$20,256.06	\$13,399.16	\$98,195.16	\$611,388.30
Building Fund	<u>\$15,611.56</u>	<u>\$1,188.09</u>	<u>\$666.61</u>	<u>\$3,031.02</u>	<u>\$20,497.28</u>
TOTALS	\$495,149.48	\$21,444.15	\$14,065.77	\$101,226.18	\$631,885.58

**Recommended Motion:**

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

**Roll Call Vote:**

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

4 Ayes, 1 Absent- motion carried

**VI. APPROVAL OF BILLS**

1. Payable P-Card Listing- Information is attached. (Voucher #1085)
2. Payable Listing-Information is attached. (Voucher # 1086)
3. Payable Listing-Information is attached. (Voucher #1087)

**Recommended Motion:**

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

4 Ayes, 1 Absent- motion carried

**VII. NEW BUSINESS**

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

**Employment**

- Shareece Keefer, 1:1 Program Asst, PAEC Center, \$21,704, effective 10/30/23
- Seaquitta McClinton, Program Asst, PAEC Center, \$23,784, effective 10/16/23
- Zuri Batemon, 1:1 Program Asst, PAEC Early Childhood, \$21,704, effective 10/23/23
- Brianna Westmoreland, 1:1 Program Asst, PAEC Center, \$22,206, effective 10/24/23
- Monee Langworthy, Program Asst, PAEC Elementary, \$21,704, effective 10/16/23
- Jennifer Acevedo, Day-to-Day Sub Program Asst, PAEC Center, \$110 per day, effective 10/13/23
- Lynette Blakley, 1:1 Program Asst, PAEC Center, \$21,704, effective 10/24/23
- Queenie Costas, Teacher, PAEC Center, \$71,218, effective 10/10/23
- Crystal Green, 1:1 Program Asst, PAEC Elementary, \$21,704, effective 10/30/23
- Jacqueline Rivera, Program Asst, PAEC Early Childhood, \$22,206, effective 11/6/23
- Alexis Lomax, 1:1 Program Asst, PAEC Early Childhood, \$22,206, effective 11/6/23

**Resignations**

- Christina Depasquale-Stehn, Teacher, PAEC Elementary, effective 10/20/23
- Gianna Griffin, Perm Sub-Teacher, PAEC Center, effective
- Mazola Williams, 1:1 Program Asst, PAEC Academy, effective (Retired)

**Transfers**

- Peter LeGrand, Perm Sub Teacher, PAEC Center to Teacher \$57,719, effective 9/13/23

Gwen Washington, 1:1 Program Asst, PAEC Center CCA, to PAEC Center Autism, effective 10/26/23  
 Melissa Manzo, Program Asst, PAEC Center to 1:1 Program Asst, PAEC Center, effective 10/3/23  
 Jalen Marx, 1:1 PA PAEC Center CCA to PAEC Center Autism, effective 10/23/23  
 Shon Cole, 1:1 PA, PAEC Center Autism to PAEC Center CCA, effective 10/23/23  
 Sonya Prater, Perm Sub-Teacher, PAEC Center Autism to PAEC Center CCA, effective 10/10/23  
 Brianna Westmoreland, 1:1 PA, PAEC Center CCA to PAEC Center Autism, effective 10/26/23  
 Kiheria Martin, 1:1 PA, PAEC Center to PAEC Center D.88 student, effective 10/27/23  
 Lynette Blakley, 1:1 PA PAEC Center Aut to PAEC Center CCA, effective 10/23/23  
 Bianca Allen, Behavior Interventionist from D92 to D87, effective 10/24/23  
 Jalen Marx, 1:1 PA PAEC Center to PAEC Elementary, effective 11/13/23

**Terminations**

Surena Haywood-Collins, 1:1 Program Assistant, PAEC Center, effective 10/23/23  
 Felicia Gray, 1:1 Program Assistant, PAEC Elementary, effective 10/18/23

**Recommended Motion:**

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

4 Ayes, 1 Absent- motion carried

**B. FMLA Requests**

- Ms. Kiheria Martin, 1:1 Program Assistant at PAEC Center has requested Intermittent FMLA due to medical reasons. Ms. Martin is requesting this leave to begin October 2, 2023 and will be utilizing available sick time during this leave.

**Recommended Motion:**

**Ms. Hixon moved to recommend to the Governing Board to approve the Intermittent FMLA for Ms. Kiheria Martin to begin October 2, 2023 due to medical reasons. Ms. Martin will be utilizing available sick time during this leave as presented. Ms. Chavez seconded the motion.**

**Roll Call Vote:**

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

4 Ayes, 1 Absent- motion carried

- Ms. Tina Murphy, Program Assistant at PAEC Center has requested Intermittent FMLA due to medical reasons. Ms. Murphy is requesting this leave to begin October 24, 2023 through January 8, 2024. During this leave, Ms. Murphy will be utilizing available sick time.

**Recommended Motion:**

**Ms. Hixon moved to recommend to the Governing Board to approve the Intermittent FMLA for Ms. Tina Murphy to begin October 24, 2023 through January 8, 2024 due to medical reasons. Ms. Murphy will be utilizing available sick time during this leave as presented. Ms. Chavez seconded the motion.**

**Roll Call Vote:**

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

4 Ayes, 1 Absent- motion carried

C. Contractual Agreements

1. Clarifi Staffing Solutions-Arielle Feltus (Social Worker)

**Recommended Motion:**

**Ms. Hixon moved to recommend to the Governing Board to approve the contractual agreement between Clarifi Staffing Solutions and Proviso Area for Exceptional Children for Ms. Arielle Feltus (Social Worker) at the billing rate of \$84.50 per hour as presented. Ms. Chavez seconded the motion.**

**Roll Call Vote:**

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

4 Ayes, 1 Absent- motion carried

2. Blazor Works- Velma Arrietta (SLP) substitute until March 22, 2024 for SLP on leave

**Recommended Motion:**

**Ms. Hixon moved to recommend to the Governing Board to approve the contractual agreement between Blazor Works and Proviso Area for Exceptional Children for Ms. Velma Arrietta (Substitute Speech/ Language Pathologist) until March 22, 2024 at the billing rate of \$65 per hour as presented. Ms. Chavez seconded the motion.**

**Roll Call Vote:**

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

4 Ayes, 1 Absent- motion carried

3. Ahs Staffing (PediaStaff Affiliate)

- Marques Griffin (1:1 Program Assistant)-\$38 per hour

**Recommended Motion:**

**Ms. Hixon moved to recommend to the Governing Board to approve the contractual agreement between Ahs Staffing which is an affiliate of Pedia Staff-Foxhire and Proviso Area for Exceptional Children for Mr. Marques Griffin who is a 1:1 Program Assistants at the billing rate of \$38 per hour as presented. Ms. Chavez seconded the motion.**

**Roll Call Vote:**

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

4 Ayes, 1 Absent- motion carried

4. ZSN Systems & Solutions - Belen Hernandez (1:1 Program Assistant)

**Recommended Motion:**

**Ms. Hixon moved to recommend to the Governing Board to approve the contractual agreement between ZSN Systems & Solutions and Proviso Area for Exceptional Children for Ms. Belen Hernandez 9 (1:1 Program Assistant) at the billing rate of \$38 per hour as presented. Ms. Chavez seconded the motion.**

**Roll Call Vote:**

District 87	Ms. Rose Mason	Present
District 88	Ms. Dorothy Clark-Smith	Present

District 92	Mr. Brian Dawson	Absent
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

4 Ayes, 1 Absent- motion carried

**D. Retirement Resolutions**

- Sharon Zarembka (Office Manager) will be retiring after 45 years of service on June 30, 2028.
- Deborah Haza (Administrative Secretary) will be retiring after 20 years of service on July 10, 2028.
- Maria Ofelia Cardenas (Administrative Secretary) will be retiring after 20 years of service on September 22, 2028.
- Cecilia Ryan (Teacher) at PAEC Academy will be retiring after 23 years of service on June 30, 2028
- Debbiereneca Eyasu (Teacher) at PAEC Center will be retiring after 22 years of service in June 2028.

**Recommended Motion:**

**Ms. Hixon moved to recommend to the Governing Board to approve the retirement resolutions of Ms. Sharon Zarembka, Ms. Deborah Haza, Mrs. Maria Ofelia Cardenas, Ms. Cecilia Ryan and Ms. Debbiereneca Eyasu as presented. Ms. Chavez seconded the motion.**

**Roll Call Vote:**

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

4 Ayes, 1 Absent- motion carried

**E. Bakertilly-Change Order**

An amendment to the April 18, 2023 engagement letter for auditing services between Bakertilly and Proviso Area for Exceptional Children has been requested. The additional fee is \$7,500.

**Recommended Motion:**

**Ms. Hixon moved to recommend to the Governing Board to approve the change order amendment for the Bakertilly agreement with Proviso Area for Exceptional Children that was made on April 18, 2023. The additional fee will be \$7,500 as presented. Ms. Chavez seconded the motion.**

**Roll Call Vote:**

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

4 Ayes, 1 Absent- motion carried

**VIII. EXECUTIVE BOARD REPORT**

The Executive Board meeting was held on Thursday, November 9, 2023. Those present included: Dr. Dan Sullivan and Dr. Nicole Spatafore from District #87, Dr. Victoria Hansen and Ms. Rosalind Banks from District #88, Dr. Kevin Suchinski from District #93, and Mr. Leonard Moody from District #209.

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

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

**IX. DuPage/WEST COOK REPORT**

The agenda for the November 9, 2023 meeting is attached.

**X. COMMITTEE REPORTS**

There are no committee reports for October 2023

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

- Mr. James reiterated that there was some discussion as to the Medicaid Coordinator position being budgeted or if these were additional monies. He mentioned that it was confirmed that the position was added to this

years budget and that there would be no extra cost for Mrs. Latham taking on the duties of that position. He stated that she has been able to help the district receive reimbursements for Medicaid.

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.
3. PAEC Academy- Information is attached.

D. Initial Referrals

Information is attached.

E. Police Reports

There were no police reports in October 2023

F. PAEC Activity Fund

Information is attached

G. PAEC Events

1. November Upcoming Events
2. PAEC Academy Football Day
3. PAEC Academy Staff Breakfast
4. PAEC Academy Parent Teacher Conferences
5. PAEC Early Childhood/PAEC Elementary Therapy Dog
6. PAEC Programs Halloween Events
7. PAEC High School Hispanic Heritage
8. PAEC High School Incentive Trip to the Chicago Wolves Game

→ Mr. James mentioned that he was excited to have Mr. Dawson at the Thanksgiving luncheon at PAEC Academy. He stated that the event was well-planned and thought out. He further explained that Mr. Dawson assisted in serving the students and sitting with them during lunch.

H. Dementia Friendly America Network

Former Governing Board Member, Mr. Ned Wagner would like for PAEC to partner with the Dementia Friendly Network which is a company that helps to assess dementia needs and help develop an action plan to help make Proviso a better place for people living with dementia and their caregivers. Mr. Wagner would like for PAEC to become a potential committee member.

→ Mr. James mentioned that they are requesting for PAEC to be part of their Board. This program could be beneficial for our PAEC community as it would provide vocational programs and learning opportunities for students living with parents who may have dementia. Mr. James also mentioned that this is one of his goals which is to broaden PAEC exposure within the community.

→ Ms. Clark-Smith agreed to assist with the program for Dementia needs.

I. Comed Energy Efficiency Update

→ Mr. James explained that we have received a savings report from Comed. Our Buildings & Grounds Coordinator has been able to help us save significant amounts which in the end is a savings for our districts.

J. PAEC Rental Agreement

Ms. Debra Vines is requesting to utilize the PAEC High School Gym and four classrooms on Saturdays beginning January 2024.

- Mr. James mentioned an agreement between PAEC and the Answer Inc. would be made. He explained that originally they were looking to have the program house in District 89, however, their first preference was PAEC. Mr. James stated that he would schedule a tour with the organization if the Board is in agreement to move forward.
- Mr. James explained that Answer Inc. is an organization that helps students and families with Autism. This program also assists with our PAEC Academy program with the Anti-Bullying programming.
- Dr. Starck King asked for clarification as to whether the organization is able to provide the certificate of insurance and the facility usage agreement. Mr. James confirmed that the documents have been provided. Dr. Starck King also asked for clarification regarding the clean-up of the kitchen for when PAEC students return on Monday for breakfast and lunch. Mr. James mentioned that there was discussion around a rental agreement of possibly \$10k.
- Ms. Clark-Smith stated that District 88 doesn't charge to rent the property, however, there is a fee to cover the portion for custodians. Mr. James mentioned that there is a service fee but at this time he is not sure of that amount. He reiterated that there was a discussion about a charge but at this time there is no charge other than compensation for a custodian.

**K. Registered Behavior Technician Updates**

- Mr. James mentioned that we have reached a hard standstill regarding Registered Behavior Technicians. These would be individuals trained to deal with our most difficult students in the district. We are looking into training for the position in order to have certified RBTs. In order for us to move forward, we would need to have supervision from at least one BCBA for every 10 staff. At this time we would need to already have 2-3 CBAs to proceed further. Mr. James also explained that the going rate for a BCBA is between \$90-\$95 an hour. Currently, we have 1 contracted BCBA who is here approximately 10 hours a month

**L. PAEC Administrative Department Updates**

**PAEC Technology Department**

All Comcast phones have been delivered to their address/location, "pre-schedule completion date is 11/09". We are waiting to hear back from Comcast on their next steps.

**Technology revamp:**

Over the past few days/week, we've contacted numerous vendors and consultants, approximately 9-10 in total, through Zoom, Google Meet, phone calls, and email. However, only two of these vendors have shown proactive interest in our requirements and have taken the initiative to create a proposal and quote. Both proposals/quotes have been sent over to administration for review and approval.

Elementary requested to have PSAT working on our Chromebooks, and we have successfully installed BlueBooks-PSAT. Elementary students took their 1st PSAT this past Monday with no issues.

The technology department continues to address help tickets promptly.

- Mr. James mentioned that we continue to experience glitches with Comcast. He explained that we received approximately seventy phones and when the company came, they were only looking to change four. Comcast wanted to change the current phone number at PAEC Academy and had to reschedule to come back the day before Thanksgiving. Just as a reminder, we have been dealing with this for over a year and a half now.
- Mr. James thanked Ms. Evelyn Carreto and Mrs. Trainett Latham for diligently working on the PAEC website. He mentioned that the new PAEC website layout has been launched. A preliminary showing of the layout was presented at last month's meeting. Mr. James expressed that it looks more like a school website that is user-friendly. We are still updating and working on additions to the website.

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

The Business Office is currently working on the following projects:

- Working on Audit
- Working on ESSER III
- Working on Orphanage Claim
- Working on the Hiring Process

- Dr. Starck King stated that we are pretty close to having everything that is needed for the audit. He further explained that we are still working on Esser III and there is a little over a million dollars. Dr. Starck King also mentioned that the grant is potentially retroactive from March 2020. There were things that we could've claimed during those times and will be looking to claim in order to receive reimbursement.
- Dr. Starck King explained that PAEC is looking at 1x expenditures. The team has been submitting ideas and wish lists to Mr. James.
- Dr. Starck King mentioned that we are looking at our hiring process and have developed a team.

#### **Human Resources (HR)**

- onboarded 11 new hires (including background checks, new hire paperwork, benefits presentation, contract production)
- processed 2 terminations
- processed 12 transfers
- continue audit on yearly ACA report
- participated in Business Office Meeting
- processed 2 new FMLA cases
- managed 6 new Workers Comp cases
- continue managing process for IDES/unemployment claims & bill

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

- AAA Appliance & Repair replaced the motor on the dryer at PAEC Center.
- All American Exterior Solutions repaired roof leaks over at Early Childhood.
- Red passenger van was serviced at Currie Motors Chevrolet for an oil change.

#### **M. PAEC Program Updates**

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

PAEC Academy has been very busy this month. We have welcomed a few new students and possibly have up to eight new students coming into the program.

On October 2<sup>nd</sup>, raffle tickets went up for sale. On October 20, 2023, names were pulled. The profit on the raffle fundraiser was over \$700. Twenty-three students went home with raffle baskets.

Picture day was on October 5<sup>th</sup>. All went well and most of the pictures turned out really cute. For those students who were absent or did not care for the pictures, picture retakes will be on November 30, 2023.

Round one of teacher and program assistants' evaluations is underway. So far, 4 out of 6 teachers are completed, and three Program assistants. The other teachers and program assistants will be completed in the next two weeks.

Parent-teacher conferences are scheduled for November 2<sup>nd</sup>. So far we have over half of the parents scheduled to come in. Report cards will be going out, or sent home with parents on November 2<sup>nd</sup>.

The staff is working on completing all of the state training. We are making good progress and will be completed before the deadline of December 22<sup>nd</sup>.

On Halloween, students and staff can dress in costume (no Masks or weapons are allowed). Classes will take turns trick or treating from class to class.

Students have started the new Scholastic Guided Reading Program. Students are enjoying the books and we are seeing more motivation on the part of the students. Progress monitoring is also being done on a bi-weekly basis.

We are currently planning a Thanksgiving Feast for all of our students. The food will be catered and paid for with the activity funds raised in previous fundraisers.



### **PAEC Early Childhood**

The Early Childhood program welcomed three new students this month. We also want to welcome a new program assistant, Zuri Batemon. She will be assisting one of our students who is not able to walk at this time. During the month of October we had a Fireman Matt visit on 10/18, Therapy Dog visit on 10/20, celebrated Red Ribbon Week from 10/25-10/31, and ended the month with Halloween Trick or Treating throughout the Elementary building. We ended the day with a pizza party for the students.

This month the students learned the following academic concepts: First half of the month was a continuation of Hispanic Heritage Month. They also learned about Apples/Pumpkins, Harvest/Fall, and a little Halloween fun at the end of the month

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

COLORS: Green, Orange, and Purple

SHAPES: Rectangle, Star, Heart

LETTERS: P, L, F NUMBERS: 4,5,6

In the fourth week, all the concepts were reviewed.

### **PAEC Therapeutic Elementary School**

The month of October included various fall theme activities to engage the students. Some classes attended the Pumpkin Patch as an extension activity for fall. The classes learned a lot about planting corn, pumpkins, and other vegetables. The students really enjoyed all of the activities at the farm including the hay ride.

The 8th grade class participated in taking the PSAT this month. Proviso District 209 uses the information to obtain where students are academically prior to starting their Freshman year. THE PSAT is an assessment given to 8th graders that consists of questions in evidence-based reading, writing, and math.

All of the students participated in Red Ribbon Week this month and several activities were done to highlight how students should live a drug-free life.

The Flag Football team completed their successful season and continues to learn about sportsmanship, following directions, and working together as a team.

Students continue to participate in part-time transitions to their home school. The PAEC Elementary and home school teams work together to monitor students' daily behavior and academic progress. The partnerships with the home schools provide the students with the necessary support to ensure the transitions are successful.

There were no time-outs, 3 physical restraints, and no police incidents for October.

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

#### **Happenings**

Fall Map Testing was completed and we had nine students raise their scores from their spring testing. During the daily intervention, the teachers will continue to monitor the student's progress based on the MAP recommendations using the Xtra Math Program and once approved the Lexicore Power Up.

On October 13, we celebrated Hispanic Heritage Month. All the classes had amazing projects that reflected the country along with influential people from that country. The students were able to utilize teamwork throughout the day while learning from one another. All students who participated and filled out the guided worksheet were able to have tacos as a snack to celebrate their success.

We ended the first quarter with an educational positive incentive trip to see the Chicago Wolves. During the breaks, there were questions and facts on the jumbo tron along with a book for the students to use and write facts. The topics that were discussed related to science, math, physical and mental health. Twenty students earned this trip. One person earned perfect attendance, nine students improved MAP Scores, and ten students made the honor roll. Parent Teacher Conference is November 2 and the teachers have contacted the parents to see if they would like to come in and meet to discuss progress and report card grades.

### **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 two students who met the criteria to transition into the semester.

Physical Management	0
Police Calls	0
Restorative Meeting	6

### **23-24 Current Enrollment**

62 Students

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

#### **Updates**

Mr. Loving reports that the work programs are going well. We currently have 6 students training in the Housekeeping Department at Garden Inn one day per week for 2 hours. 3 students are participating in training at Firehouse Subs. They each receive 2 days of training for 2 hours per day. During October 7 students participate in the Custodial Work Training Program. This program runs Monday through Thursday after school until approximately 4:15. Students from Ms. Jones' class rotate to manage the Lunch and Breakfast Programs. Mr. Loving reports a total of 14 students are participating in the weekly Financial Literacy Program; they are split between a morning and afternoon session. Proviso Township for Mental Health put the after-school mentoring program on hold for a while until they reevaluate their ability to host the program next semester.

Dr. Bujalka continues to meet with each student to complete their Transition Planning Questionnaire and Interview. Student interests will guide planning for activities (presentations, field trips, special days, etc.) Planning for activities has been temporarily put on hold while Dr. Bujalka has a caseload for social work. Currently, Dr. Bujalka is assisting 20 students who are enrolled in credit recovery through APEX.

### **PAEC Center**

This month was packed with events!

Fireman Matt came to the school and talked about Fire Safety with our students. He gave presentations in the gym and classrooms. The students learned about how to respond and leave a building that is on fire. He also showed the students how he transforms from a "regular" person into his fire fighting gear and to not be afraid if someone approaches them with the gear on in case of a fire.

We had two storytellers Kucha and Baba Tony come to school and tell African American stories to the school. They held two different sessions, one for the elementary students and one for the high school students. The students were entertained and responded well to listening to these stories with drums and other percussion instruments.

On October 25, we held our Indigenous Peoples Fair. Each classroom prepared a presentation on an Indigenous Inventor. The classrooms were then allotted time to visit the gym and read about the inventors.

We celebrated Red Ribbon Week. The classrooms discussed bullying and ways to stop and avoid it. There were different artworks prepared by students aligning the hallway to reflect their understanding of and pledge to refuse to bully.

On Halloween, the high school students had a dance in the morning to celebrate the holiday. In the afternoon the elementary students were able to Trick or Treat in the school hallways as well as Administration. A fun time was had by all.

SANDI closed on October 25th. All the student's scores were input to be compared with Spring growth.

Room B7 Ms. Ellen

The month of September brought more experiences in the garden. We were able to harvest Swiss chard, which is like kale, cucumbers, tomatoes, and green peppers. We brought them into our classroom and made delicious salads.

Our celebration of Hispanic American heritage focused on musicians. B7 classroom chose Lin Manuel Miranda who is famously known for the musical Hamilton. He is better known to our students for the music he wrote for Moana and Encanto. He also starred in Mary Poppins Returns and has a Pulitzer Prize for a book of affirmations. He is very talented. The students were excited to learn more about the musician and were able to sing along to the soundtracks of the music for the movies.

Our UNIQUE curriculum for September focused on rules. We created rules for our classroom and discussed rules in our community. We learned that community rules such as stopping at red lights, speed limits, and our rule of looking both ways before we cross the street, keep us safe.

We have enjoyed making music with Mr. Craig. In addition to learning about musical instruments, we are learning to share and rotate the instruments among the class.

**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:**

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

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

We are training our enrolled students to complete job tasks, answer mock interview questions, complete mock job applications, and more. I have continued to set up individual meetings with these students. We are practicing mock interviews and completing mock applications. Ensuring IDs have not expired, or get renewed in a timely fashion. Some students are completing live applications and are going through the interview process. They have applied at places like Dollar Tree, Marshalls, Ross, Torres, Jewel, etc.

**PAEC Behavior Intervention Team**

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

**Total number of PAEC Behavior Intervention Coaches: 14**

**Active: 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 (TBD) that is contingent upon the physician's approval.*

*The coordinator continues to interview for one position at Proviso East and one position for a floating Coach.*

**There were a total of 3 individual student referrals in October.**

**There were a total of 0 classroom referrals submitted in October.**

**District 803** - PAEC Academy

There was a total of 1 referral made for a third-grade student. The Coordinator has not observed the student at this time; will do so in November.

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

**Jefferson:**

Two Coaches have paired up to assist in a kindergarten classroom. Several students exhibit disruptive behaviors of yelling aloud, not following classroom instructions, and verbal aggression towards the teacher and peers. Within the month, the teacher has improved in reciting expectations and implementing reinforcement and punishment techniques to reduce undesired behaviors and maintain appropriate behaviors.

One Coach was assigned to a special education classroom to assist teachers with implementing the Premack principle method as well as reinforcement techniques to generalize appropriate behaviors. The Coach and Teacher are currently working on establishing a token economy system that aligns with D87 regulations.

Two Coaches were assigned to work with a second-grade teacher to implement interventions for a student who displays excessive attention-seeking behaviors. The intervention plan is in the process of becoming established.

SASS was contacted for a Kindergarten student who was referred in September due to her exhibiting signs of mental illness. It is reported that the student was a threat to teachers and peers. Upon her return to Jefferson, the assigned Coach will continue to work with the student and teacher.

One referral in a Kindergarten classroom transitioned to PAEC Academy in October. Within the same classroom, a Coach continues to work with the Teacher to implement expectations that have been established as well as incorporating a reward system.

Three students have been placed on hold at this time at Jefferson due to an influx of referrals. As Coaches phase out of other assignments, they will be assigned to new referrals.

**Whittier Primary:**

One referral was made in October. The Coordinator will schedule observations as soon as possible.

The Coach assigned to the kindergarten classroom continues to work with the Teacher to implement the interventions that were established in September. Interventions include reciting expectations throughout the day and at transitional periods, reinforcement through verbal behavior, assigned seats on rug and while standing in line, and a token economy system.

**District 92** - Lindop School

No referral was made.

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

**Lincoln Elem:**

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

**McKinley Elem:** There were a total of 2 referrals made. The coordinator is waiting to assign a Coach based on the needs of the classroom. (The Coordinator will be assigned a Coach the first week of November).

**Marshall Elem:**

There were two referrals made in October. The coordinator will conduct observations and assign Coaches as soon as possible.

Two Coaches have been working together to reduce the extreme and excessive behaviors of several students in a special education classroom. During October there have been several meetings to discuss interventions that have been implemented and environmental factors within the classroom that can be removed to decrease undesired behaviors.

**District 93** - Hillside Elementary

A Coach has been assigned to the kindergarten classroom for one student exhibiting physically aggressive and non-compliant behaviors. The Coach is working directly with the teacher to implement reinforcement techniques to enforce desired behaviors.

Two Coaches have been assigned to work in the EC classroom with one student as well as implementing a classroom management approach. More information will be provided.

**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 all are assigned to grade-level Principals based on the needs of the school. The Behavior team at Proviso West also works alongside the DREAM Team and Social Workers and maintains a collaborative approach to reducing behaviors.

**PAEC OT/PT Department**

Staff adjustments: Jamie Kramer has returned from a leave of absence. Thank you to Fani Lee, Kristin Lockwood, and Iris Cabrera who covered Jamie's caseload while she was out. No further adjustments at this time.

1. The AT team is continuing to conduct SETT meetings to address the educational needs of struggling students.
2. The OT/PT/AT Lead attended the Special Events meeting for PAEC Center via Google Meet on 10-27-23 from 8:00 - 8:30 AM.
3. The AT Team attended a staff meeting on 10-04-23 at PAEC Center from 8:30 AM - 9:30 AM.

4. The OT/PT Department attended their monthly staff meeting on 10-12-23 in person and via remote on Google Meet from 11:30 am - 3:00 pm.
5. The OT/PT department has been working to complete their mandatory training through the Infinitec Engage platform.
6. The OT/PT/AT Lead met with representatives from Select Savvy on 10-18-23 to educate them about PAEC and the OT/PT staff while they were in town.
7. The OT/PT/AT Lead met with a small group of OT/PT Coordinators throughout October to work on a presentation titled: School OT & PT Services: Unpacking Resources for Collaborative Leadership. They presented on 10-19-23 at the IAASE Conference in Tinley Park.
8. The OT/PT/AT Lead has been collaborating throughout October with the Maywood Park District on the Halloween Haunted House. [Maywood Haunted House 2023](#)
9. October is PT month. PTs put together a Google Slides presentation to educate people about PT. Please view our Google Slides presentation below:

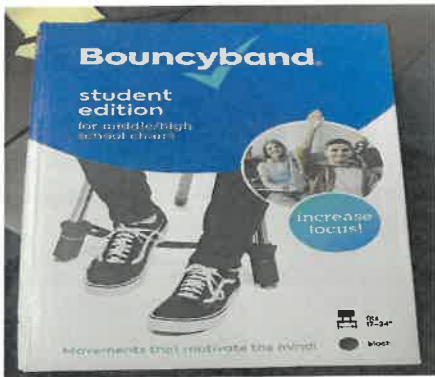
This month is **Physical Therapy Month!** The PTs have put together a Google Slide Presentation for everyone to view. We hope you learn something new from our presentation even if it's just putting names to faces. Please view our presentation. There might even be something in it for you if you follow our directions! Even if you don't view our Google Slide presentation, please wish the PT who works with you a Happy PT Month!

### PT Month 2023

10. Some equipment that came in during October that was ordered were:

Vibration items for hugging and oral motor such as the Bumble Bee, Ladybug, Sloth, Unicorn, and Strawberry. Fidget Vests, Pencil Grips, Bouncy Bands, Dinosaur Cars, Balloon Racers, Elefun Game, and Wind Up Toys. See the pictures below.





**Maywood Haunted House Pictures:**



Paula Parat (Werewolf) and Julia Barnicle (Spider)



**PAEC Psychology Department**

Ms. Dayle Ashley Harding, PAEC EC Psychologist, along with Ms. Alison Zdarsky, psych intern, and Ms. Emily Grausam have been providing behavioral intervention support to several students in the PAEC EC program. Ms. Zdarsky has also been working with students in the PAEC Elementary program to provide individual and group social-emotional support.

Ms. Emily Adelson has been providing academic and behavioral support at Hillside for several students. She works with students in the Hillside EC program as well as in the intermediate and middle school age ranges.

Dr. Michael Cermak, lead school psychologist, has been providing consultative support at St. John Vianney School. He has also been providing individual social-emotional support to several students at MacArthur Middle School working on goal setting for high school and emotional regulation. He also provides check-in support for several students at Sunnyside Intermediate School.

Mr. Angelo Rivera and Ms. Estefania Rosas, contractual psychologists, attended the ISPA Fall Conference on October 12 and 13. They will report on the conference at the next department meeting.

### **PAEC Social Work Department**

1. The PAEC Social Work Department New Hire:  
Ms. Arielle Feltus-PAEC Center School (Covering FMLA Need/PAEC Center H.S Students).
2. The PAEC Social Work Department Resignation:  
Ms. Erynn McCray-PAEC High School Therapeutic Day School/Proviso West High School
3. 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 exposure to different emotions through music, games, mirrors, and playdough. Ms. Carlos, also, created a social story for a child to teach him about how to interact appropriately with others without resorting to hitting. Ms. Carlos's individual sessions are focused on learning how to play with others. Additionally, Ms. Carlos has been working on coordinating parent nights for the end of November or the beginning of December, working with a few agencies who will be talking to the E.C. parents about Sensory and Behavior. Also, the early childhood program celebrated Red Ribbon Week, and the parents have been sending in photos that have been posted on the Early Childhood hallway wall.
4. Ms. Kenya Dockens, L.C.S.W. (PAEC School Social Worker-Hillside School) has coordinated with surrounding high schools to participate in the High School Information Night for Middle School students. Ms. Dockens has, also, facilitated a partnership with Coats for Cool Kids to provide winter coats for families in need of such garments. In the 3<sup>rd</sup> grade MTSS Groups, Ms. Dockens has focused on following classroom rules, coping skills, and tantrum behavior. Additionally, Ms. Dockens co-facilitated a presentation to the Hillside Staff on Building Relationships through an Equity Lens and attended the West40 McKinney Vento Training.
5. Mr. Saumil Patel, M.S.W. and Jill Collins, M.S.W. (PAEC School Social Workers-PAEC Center School) continue to meet 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, providing crisis intervention, and participating in PAEC Center Building team and committee meetings.
6. 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. Ms. Pena has collaborated with the Speech Therapists in some of her student groups. Topics covered include Day of The Dead Celebrations, Halloween, Responsibility, and Using Calming Strategies. Ms. Pena facilitated a student social skills project whereby the students wrote mini-stories while explaining their emotions. Additionally, Ms. Pena has gathered further resource information for the PAEC Academy parents, providing some referrals to them, as needed.
7. Ms. Donna Kuchera, M.S.W. (PAEC School Social Worker-Proviso West High School) continues to provide individual & small group school social work services to the freshmen students with special education needs and to students in the TST Program, working on building self-esteem, appropriate conversational exchanges, and using coping strategies to handle anxiety. Additionally, Ms. Kuchera has been meeting individually with various students covering such topics as Self-Advocacy, Self-Motivation to attend classes consistently, Problem Solving and Anger Management.
8. 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 been invited to participate in Freshman



meetings with the GLP Counselors, Behavior Interventionists and Grade Level Social Worker. Ms. Ross and Ms. Stephens started to host an informal "Lunch Bunch" group, whereby they gave students a safe space to come talk and eat during their lunch period. Additionally, they have been working with the school librarian to get students a quiet place to go for lunch, work on assignments, and get help from the librarian. Ms. Ross and Ms. Stephens met with the Director of Interventions and Prevention Services via PLCCA to arrange the formulation of a Male Mentorship Program at Proviso East High School.

9. Ms. Lindsey Holsten, L.C.S.W., and Nyanne Serrano, M.S.W. (PAEC School Social Workers-PAEC Elementary School) continue to provide individual & classroom group social work services to students on their caseload, utilizing the 2<sup>nd</sup> Step Program. Ms. Holsten and Ms. Seranno continue to manage ongoing crisis management and intervention strategies throughout the school day. Additionally, Ms. Holsten and Ms. Seranno assisted with the Hispanic Heritage Festivities Lunch, as well as facilitated the Morning Mindful Minute which are breathing exercises for students and staff. They, also, assisted with the Therapy Dog visit student visits.
10. Ms. Lisa Allen, 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: Anger Management, Conflict Resolution; Managing Stressful Situations; Appropriate Communication Skills; and Coping Strategies. Ms. Allen has been working with West 40 to get school supplies for the high school students, with Ms. Bradley, West 40's McKinney Vento Education Liaison donating backpacks and Hygiene. Ms. Pirrello arranged and facilitated the Comfort Dogs to visit the PAEC High School Program on Friday, October 20, 2023; making certain the students who were interested in visiting with the dogs, had an opportunity to do so. The next arranged Comfort Dog visit to the PAEC High School Therapeutic Day School program is on Friday, November 17, 2023. Additionally, Ms. Pirrello has been working with Early Childhood School Social Worker, Monette Carlos in the planning and coordinating of the Erin's Law presenters of Imagination Theatre. Tentatively, Imagination Theatre is scheduled to come to the PAEC High School and PAEC Elementary/EC Programs/PAEC Center Programs on Friday, March 15, 2024, to do their presentation for the students and on Friday, March 1, 2024, to the PAEC Academy School. Ms. Pirrello continues to actively interview qualified school social work candidates to fill the vacant PAEC School Social Work positions at Proviso West High School and PAEC Alternative High School Therapeutic Day School. Social Work Intern, Mr. Dominic Thomas, has now begun to see students
11. 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 Speech/Language Department**

- The Lead SLP attended the first Northern IL Speech/Language Coordinators meeting for this school year on Friday, September 29th. Topics discussed include Neurodiversity Affirming practices and supports in the school setting, Medicaid updates, MTSS processes, IDFPR renewal requirements, and more.
- The Speech/Language department is establishing PLCs (Professional Learning Communities) within our smaller district groups to learn together through book studies or podcasts focusing on SLP interest areas. Sessions start in November and we have a range of materials we will be learning through including the book, Uniquely Human: A Different Way of Seeing Autism by Barry Prizant and podcast episodes including SLP Nerdcast and Neurotwist.
- SLP, Mavic Dunne, is on maternity leave. The Lead SLP hired an SLPA, Velma Arrieta, who will begin working at Whittier Primary in D87 on November 1st, 2023. Current D87 B/L SLP at Jefferson Primary, Samantha Glickman, will cover evaluations and IEPs and provide supervision, with the assistance of Lead SLP, Ann Coenen.

### **PAEC Special Olympics**

- The process of registration for the 2023-2024 Special Olympics season has been completed. We have a little lower numbers than in past years with a total of 29 student-athletes making up 3 teams and 3 individual skills participants.
- Most paperwork has been completed except for a couple of student-athletes for various reasons.
- We will have 3 teams this year, the Bulldogs, the Pacers (Center), and the Tigers (Academy) along with individual skills.
- 3 more games have been added this month to bring the total to 11 games.
- The coaching staff has been finalized and the final preparation for the start of practice has finished. Practice begins the week of November 6th, 2023.
- Ms. Carreto has done a fantastic job taking over registration, busing, and medical applications this year, we appreciate her hard work. Ms. Carreto's communication with 209, First Student, and Special Olympics Illinois has been great!
- We look forward to a great year!

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

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

**\*\*The next Governing Board Meeting is scheduled for Wednesday, December 20, 2023.**

- Mr. James mentioned that it has been requested by the Governing Board President to send flowers or cards to staff members who have lost immediate family as well as past employees.
- Mrs. Schmitt is planning to honor the PAEC Governing Board Members with a Holiday Celebration/Festival at the next Meeting.

### **XIV. BOARD CORRESPONDENCE**

There was no Board correspondence at this time.

### **XV. CLOSED SESSION**

There was no need for Closed Session.

### **XVI. ADJOURNMENT**

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

**Ms. Chavez moved to adjourn the meeting at 6:29 PM for lack of further items to discuss.** Ms. Hixson seconded the motion.

#### ***Roll Call Vote:***

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

4 Ayes, 1 Absent- motion carried

Respectfully submitted,

  
\_\_\_\_\_  
Dorothy Clark-Smith  
Governing Board President

  
\_\_\_\_\_  
Sinai Chavez  
Governing Board Secretary

12/20/23  
\_\_\_\_\_  
Date

MJ/TL

