

**PROVISO AREA FOR EXCEPTIONAL CHILDREN  
GOVERNING BOARD MEETING  
PAEC CENTER – 6:00 PM  
DECEMBER 21, 2022  
MINUTES**

**I. ROLL CALL**

Mr. Richardson, President of the Governing Board, called the meeting to order at 6:05 PM.

District 87	Ms. O'Connell	Present
District 88	Ms. Clark-Smith	Present (arrived at 6:20 PM)
District 92	Mr. Dawson	Present
District 93	Mr. Richardson	Present
District 209	Mr. Wagner	Present

Also present: Mr. Michael James (PAEC Executive Director), Ms. Vaness Schmitt (PAEC Assistant Executive Director), Dr. Sherry Whitaker (PAEC Business Manager, CSBO), and Ms. Trainette Latham (PAEC Recording Secretary).

**II. AUDIENCE PARTICIPATION**

None

**III. APPROVAL OF GOVERNING BOARD MINUTES**

***Recommended Motion:***

**Ms. O'Connell moved to recommend to the Governing Board to approve the minutes of November 16, 2022, 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	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

**IV. APPROVAL OF CONSENT AGENDA**

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the Consent Agenda, which encompasses agenda items regarding (V) Payroll, (VI) Bills, and (VII) New Business except for item (VII-A) as presented.** Ms. O'Connell seconded the motion.

Mr. Richardson requested to pull out item VII-A under New Business.

***Roll Call Vote:***

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

4 Ayes, 1 Absent  
Motion Carried

**V. APPROVAL OF PAYROLL**

Confirmation of payroll (excluding required employer deduction)

	<u>GROSS</u> <u>11/15/22</u>	<u>FICA</u> <u>11/15/2022</u>	<u>RETIREMENT</u> <u>11/15/2022</u>	<u>BENEFITS</u> <u>11/15/2022</u>	<u>TOTAL</u> <u>11/15/2022</u>
Education Fund	\$ 486,264.86	\$20,195.46	\$ 18,632.33	\$,101,473.33	\$561,096.80
Building Fund	<u>\$14,758.31</u>	<u>\$ 1,123.18</u>	<u>\$ 940.11</u>	<u>\$ 2,927.07</u>	<u>\$ 19,748.67</u>
TOTALS	\$ 501,023.17	\$ 21,318.64	\$ 19,572.44	\$104,400.40	\$ 646,314.65

	<u>GROSS</u> <u>11/30/22</u>	<u>FICA</u> <u>11/30/2022</u>	<u>RETIREMENT</u> <u>11/30/2022</u>	<u>BENEFITS</u> <u>11/30/2022</u>	<u>TOTAL</u> <u>11/30/2022</u>
Education Fund	\$ 499,755.66	\$ 20,708.87	\$ 19,010.03	\$ 108,976.09	\$ 648,450.65
Building Fund	<u>\$ 15,142.99</u>	<u>\$ 1,152.59</u>	<u>\$ 964.60</u>	<u>\$3,159.13</u>	<u>\$ 20,419.31</u>
TOTALS	\$514,898.65	\$ 21,861.46	\$19,974.63	\$112,135.22	\$ 668,869.96

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve payroll 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	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

**VI. APPROVAL OF BILLS**

1. Payable P-CARD Listing information is attached. (Voucher #1115)
2. Payable Listing- Information is attached. (Voucher #1116)
3. Payable Listing- Information is attached. (Voucher #1117)
4. Payable Listing- Information is attached. (Voucher #1130)

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the bills 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	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

**VII. NEW BUSINESS**

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

***Employment:***

Jennifer Williams, Program Assistant, PAEC Center, \$21,278, effective 11/28/22  
Araceli Reyes, 1:1 Program Assistant, McKinley District #88, \$21,278, effective 11/14/22  
Belinda Perryman, Program Assistant, PAEC Center, \$21,278, effective 11/14/22  
Amari Chatman, Perm Sub-Teacher, PAEC Elementary, \$43,995, effective 11/14/22  
Bianca Allen, Program Assistant, PAEC Center, \$21,278, effective 12/5/22  
Veleda Wallace, 1:1 Program Assistant, PAEC Center, \$21,278, effective 11/21/22  
Trena Ellis, Program Assistant, PAEC Center, \$21,278, effective 12/5/22

***Resignations:***

April Marin, 1:1 Program Assistant, PAEC Elementary, effective 11/11/22  
Lillian Phillips, Permanent Sub-Teacher, PAEC Elementary, effective 11/11/22  
Veronica Diaz, 1:1 Program Assistant, Sunnyside D#87, effective 11/7/22  
Sarah Zych, Program Assistant, PAEC Center, effective 12/16/22  
William Jones, 1:1 Program Assistant, PAEC Elementary, effective 12/13/22  
Brenda Macon, Classroom Aide, Lindop D92, effective 12/8/22  
Paulina Ramirez, 1:1 Program Assistant, Riley D87, effective 12/16/22

***Terminations:***

Corie Rivera, Teacher, PAEC High School/Elementary, effective 11/16/22

***\*\*Re-assignments\*\****

Anissa Gray, Program Assistant, PAEC Center, effective 11/14/22  
Amari Chatman, Program Assistant, PAEC Elementary, effective 11/14/22

***Recommended Motion:*** ( Item was pulled from the Consent Agenda by request of Mr. Richardson ).

**Mr. Wagner moved to recommend to the Governing Board to approve item VII-A regarding the Approval of Employment, Resignations, and Terminations 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	Aye
District 93	Mr. Richardson	Abstain
District 209	Mr. Wagner	Aye

3 Ayes, 1 Abstain, 1 Absent  
Motion Carried

**B. FYE 2023-2024 Budget Calendar**

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the FYE 2023-2024 Budget Calendar 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	Aye

District 93 Mr. Richardson Aye  
District 209 Mr. Wagner Aye

4 Ayes, 1 Absent  
Motion Carried

**C. FMLA Requests**

1. Ms. Denise D’Hooge, Teacher at PAEC Academy is requesting an Intermittent FMLA due to medical reasons. Ms. D’Hooge is requesting this leave to begin on November 17, 2022 for a period of ten (10) weeks as half-day absences. Ms. D’Hooge will be utilizing available sick days during this leave.

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the Intermittent FMLA request of Ms. Denise D’Hooge beginning on November 17, 2022 for a period of ten (10) weeks. Ms. D’Hooge will be utilizing available sick days during this leave 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 Aye  
District 93 Mr. Richardson Aye  
District 209 Mr. Wagner Aye

4 Ayes, 1 Absent  
Motion Carried

2. Mr. Sammie Rogers, Behavior Interventionist, is requesting FMLA due to medical reasons. Mr. Rogers has requested this leave to begin on December 2, 2022 until his release from the doctor. Mr. Rogers will be utilizing available sick time during this leave

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the FMLA of Mr. Sammie Rogers beginning on December 2, 2022 until further notice pending a doctor’s release. Mr. Rogers will be utilizing available sick days during this leave 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 Aye  
District 93 Mr. Richardson Aye  
District 209 Mr. Wagner Aye

4 Ayes, 1 Absent  
Motion Carried

3. Ms. Patrina Williamson, Program Assistant at PAEC Early Childhood, is requesting FMLA due to medical reasons. Ms. Williamson has requested this leave to begin December 12, 2022 through January 9, 2023 unless specified otherwise from her doctor. Ms. Williamson will be utilizing available sick time during this leave.

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the FMLA of Ms. Patrina Williamson beginning on December 12, 2022 through January 9, 2023 unless specified otherwise from her doctor. Ms. Williamson will be utilizing available sick days during this leave 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	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

**D. Contractual Agreements**

1. Contractual Agreement between Spotter Staffing (Ms. Diana Hernandez-Mayband-Social Worker) and Proviso Area for Exceptional Children for the 2022-2023 School Year. The bill rate is \$82 per hour for 37.5 hours per week.

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the contractual agreement between Spotter Staffing (Ms. Diana Hernandez-Maybank-Social Worker) and Proviso Area for Exceptional Children for the 2022-2023 school year. The bill rate is \$82 per hour for a total of 37.5 hours a week 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	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

2. Contractual Agreement between Raymil Security Consulting Services (Floyd Battle-SRA) and Proviso Area for Exceptional Children for the 2022-2023 school year. The bill rate is \$29.00 per hour for a minimum of six (6) hours per shift.

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the contractual agreement between Raymil Security Consulting Services (Floyd Battle-SRA) and Proviso Area for Exceptional Children for the 2022-2023 school year. The bill rate is \$29.00 per hour for a minimum of six (6) hours per shift.** 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	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

E. PAEC Administration Office Winter Break Schedule

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the 2022-2023 PAEC Administration Office Winter Break Schedule 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	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

F. RTO Procedural Update (7:190-AP4)

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Governing Board to approve the RTO Procedural Updates (7:190-AP4) 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	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

G. MOU - PAEC Program Assistants becoming Bus Drivers

The Memorandum of Understanding is between the PAEC Governing Board and the PAEC Council Local 571 IFT-AFT to allow Program Assistants to become drivers for the bus company and or other entities that transport PAEC students to and from PAEC.

***Recommended Motion:***

**Mr. Wagner moved to recommend to the Executive Board to approve the Memorandum of Understanding for PAEC Program Assistants to become Bus Drivers for the bus company and other entities that transports PAEC students to and from PAEC.** 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	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent

**VIII. EXECUTIVE BOARD REPORT**

The Executive Board meeting was held on Thursday, November 8, 2022. Those present included: Dr. Dan Sullivan from District #87, Dr. Kevin Suchinski from District #93, and Mr. Cedric Lewis and Ms. Ramonda Fleming from District #209.

Also present included: Mr. Michael James, Mrs. Vanessa Schmitt, Dr. Sherry Whitaker, and Mrs. Trainette Latham from PAEC Administration.

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

**IX. DuPage/WEST COOK REPORT**

Information is attached.

**X. COMMITTEE REPORTS**

None to report at this time.

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

Mr. James mentioned that with the anticipated winter storm that is expected to occur on Thursday and Friday of this week, PAEC will be using a half day on Thursday, December 22nd, and a snow day on Friday, December 23rd. He mentioned that each district is doing things differently. As for PAEC, Mr. James stated that there was a concern with staff coverage if it was decided to use an E-Learning day before the winter break. The snow day will be made up at the end of the school year in June.

A. Current District Child Count

Information is attached.

B. Current Enrollment and Classroom Staffing Patterns

Information is attached.

C. Transition Reports

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

D. Initial Referrals

Information is attached.

E. Police Reports

There was no police call this month.

Mr. James stated that we have received positive feedback regarding our new Security Resource Agent (SRA). He mentioned that he has been very visible and accessible in all our buildings on the main campus.

Mr. James mentioned that before our SRA started, there was a staff member whose car was stolen and another staff member's catalytic converter stolen in the parking lot.

F. PAEC Activity Fund Summary

Information is attached.

G. Technology Updates

The technology department was notified by our print management vendor that our copiers have finally been delivered from the manufacturer. We have begun the process of installing and configuring the devices over the Thanksgiving break. Our vendor has, unfortunately, run into a technical issue with the card readers on the devices. We are anticipating a week or so of downtime on the printing features of the copiers. That being said, users can still scan to email and print copies. Most programs have alternative printing devices to use in the interim, reducing the printing impact of this delay across the district.

Most reports have been finalized for our technology meetings with program leaders. We will discuss overall technology goals, budgetary projections, future needs, etc. in mid-December. Having these meetings earlier in the school year should give us more time in planning for April budget meetings.

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

H. Request to attend a Conference or Professional Meeting

1. Dr. Julia Barnicle and Mrs. Fani Lee (Occupational Therapists) are requesting to attend the Assistive Technology Industry Association (ATIA) which will be held virtually from January 31, 2023-February 4, 2023. The cost of this conference will be \$850 for both Therapists.
2. Dr. Michael Cermak is requesting to attend the National School of Psychologists Association in Denver, Colorado for the Annual Convention which will be held February 6, 2023- February 10, 2023. Registration for this conference is \$289.

I. PAEC Monthly Events

1. December Upcoming Events
2. PAEC Academy Talent Show
3. PAEC Elementary Veteran's Day Cards
4. PAEC Center Veteran's Fair
5. PAEC High School Vocational Trip Mid-America Carpenters Regional Council Apprenticeship & Training Program
6. PAEC Early Childhood Holiday Spirit Week

Ms. Schmitt mentioned that there is a story that will be airing tonight on WGN news about a Teacher at PAEC Center (Mr. Peter LeGrand). Mr. LeGrand was a Shop Teacher that was hired this year that has over the years been recognized for toys made and donated during the holiday season. The students in his class made wooden toys and engaged in active conversations during the interview. She mentioned that the link will be sent out as soon as it is received.

J. Donations to other organizations

The Maywood Chamber of Commerce is sponsoring a holiday mixer and Mr. James has been invited on behalf of PAEC.

Mr. James mentioned that after discussions with the Superintendents, it is believed that this is not in the best interest of PAEC to donate. It was stated that this can become very tricky when trying to establish who to donate to.

Mr. Wagner asked questioned what level of a gift is being referred. Mr. James brought up the concern that there are some of our member districts donate to organizations like



Answer Inc. After discussion, Mr. James explained that according to the Superintendents, some of the funds used are from fundraisers, PTOs, or activity funds.

Dr. Whitaker stated that PAEC needs to develop a policy regarding donations to organizations. She also stated that we have to be careful who we would consider donating to. Ms. Clark-Smith stated that the attorneys should write the policy.

**K. Mask Mandate after Winter Holiday Break**

Due to increases in COVID-19, Flu, and RSV, PAEC is considering returning to the mask mandate for two (2) weeks after returning from Winter Break.

Mr. James informed the Governing Board that after discussions with the Superintendents, it will be strongly recommended or encouraged for staff and students to wear masks, and not make it mandatory. It was explained that there could be legal ramifications surrounding mandating staff to wear masks, however, there is a little wiggle room to mandate students.

Mr. James explained that PAEC Academy returned to mandating masks after the Thanksgiving break due to an increase in positive cases of the Flu, RSV, Strep, and COVID.

Mr. Dawson stated that as an option, there could maybe a mandate without the enforcement. For example, we wouldn't be able to write up staff if in violation of the mandate but continue to strongly encourage the masks.

Ms. Schmitt mentioned that there are other programs that are currently now asking staff that calls in sick, to wear a mask for 3-5 days once they return to work. She mentioned that these programs have not had much pushback from staff with this suggestion.

Ms. Clark-Smith mentioned that other neighboring districts are not mandating masks. She mentioned that most Cooperatives are still mask optional. Mr. Richardson stated that if it's mandated, it could cause more problems. Mr. Wagner agreed that if the language is stressed as strongly recommended, then this is the way to go.

Mr. James explained that PAEC is in the process of trying to put a Policy Committee together to review the current policies. In the past, the review has been done strictly by the lawyers.

**L. PAEC Program Updates**

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

The **Business Office** sent out the annual salary survey to the member districts in November with a requested return date of December 15, 2022. Some districts have already completed this information on the google sheet. Thank you!

The Business Manager/CSBO has requested electronic copies of the 21/22 Annual Financial Report (AFR) from all member districts to start the annual 02A cost sheet information process. Copies of the 21/22 final cost sheet will be sent electronically to district Superintendents and Business Officials once the PAEC 803 Audit is complete. As an FYI, the audit may be delayed a month due to the auditor's time away in December and a shortage of staff due to illnesses.

The Business Manager/CSBO will continue preliminary mid-year review work this month and into February, if necessary. Audit refunds and billings for FY 21/22 will be

worked into the monthly cash flow, returning these funds are a high priority and will be done as soon as possible.

Dr. Whitaker mentioned that hopefully audit refunds will be distributed in March.

The fiscal year 23/24 budget calendar for PAEC will be shared with the member districts once finalized and approved by the Governing Board.

Dr. Whitaker mentioned that we will be starting in January and working on the budgets in order to have things in place by March. This is to have the PAEC budget finalized by July.

### **Buildings & Grounds**

The department continues its day-to-day duties, keeping the district safe and clean. The following were also completed:

- Fox Valley Fire & Safety completed our annual fire alarm inspection.
- Intercom call button was replaced at the PAEC High School.
- Currie Ford delivered an F250 2022 Plow Truck as a trade-in for the old one.
- Imperial Surveillance installed 3 additional POE cameras at the Elementary building.

### **PAEC Early Childhood Program**

November flew by in the EC program. We started out the month with Parent/Teacher conferences on November 3rd. We held all our meetings virtually. We celebrated Native American Heritage month and Thanksgiving. Our students learned about woodland animals and Fall colors (brown, yellow, orange, red) in the first two weeks of November. They then read stories and talked about food and family in preparation for the Thanksgiving holiday.

The evaluation team tested three students and had four eligibility meetings. One of the students will be joining our EC program but the other three students will be transitioning into a blended preschool classroom in their home district.

Finally, we welcomed back our EC teacher, Jennifer Bushman, from maternity leave on November 15. We are grateful to Carol Michels for subbing for Ms. Bushman so that the students could have a consistent teacher in the classroom while Ms. Bushman was home with her beautiful daughter Lily.

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

The parents were invited to attend 1<sup>st</sup> Quarter Parent-Teacher Conferences. The parents received report cards, goal updates and some intervention progress reports.

The students had an opportunity to participate in the Smile Illinois Dental program. The students received dental cleanings and overall oral checkups. They also received toothpaste and toothbrushes to promote healthy dental habits.

The students are participating in academic instructional groups in order to meet their needs. The students that require progress monitoring data will be reviewed and new interventions will be implemented.

The middle school students have started their volleyball season and are excited to learn the sport.

The staff will continue to participate in weekly team meetings to review the progress of social/emotional and academic interventions.

There were 5 student time-outs and 1 outside of school incident that required a police report for the month of November.

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

PAEC Academy has been very busy. On November 3<sup>rd</sup> we had Parent/Teacher Conferences. Approximately 2/3 of our parents attended. Parents expressed how happy they were that we were having conferences again. Families were able to tour the building and see the classrooms. Overall, it was a success.

Student Council Elections were held on November 4<sup>th</sup>. Only Eighth graders are allowed to run for office. Our President is Dallas Hardrick and our Vice President is Mailyn Mota. All of our 8<sup>th</sup> graders participate in the student council and help plan school-wide activities.

Teacher and Program Assistants are being evaluated, the first evaluations are just about complete. Teachers have been meeting to determine which Reading Program we want to order. We have chosen the program and are now determining what exactly we need to order for each classroom.

On November 22, 2022 we held a talent show. Unfortunately, many of our students were out sick. Several of the students who were out sick were supposed to be performing. We will probably have another Talent Show in the spring. Both students and staff participated and a great time was had by all.

### **PAEC Center**

The month began with the completion of the Fall FAST testing within the SANDI Assessment.

Election Day was on November 8<sup>th</sup>. Classrooms were holding their own mock elections to help the students understand the voting process.

The students celebrated Veteran's Day with a Veterans Day Fair. We had a representative from the Female Veterans Association, Cassandra, who sang the National Anthem and talked about her involvement with the Association.

We had a speaker by the name of Mark who talked about the military flag and therapy dogs for veterans with PTSD. He also brought a therapy dog for the students to see!

The third speaker was Justin who is still on active duty serving in the Navy. He discussed military funerals and his experience in traveling the world including Africa. He demonstrated how the US Flag is folded thirteen times and what each fold represents.

The presentation was enriching and all who participated in and watched were moved by the presentation!

We had additional training for teachers on TeacherEase, Embrace, and Unique Curriculum for follow-up and refresher training.

Students participated in Thanksgiving traditions with their classrooms readying for the big day!

The month ended with the students participating in Indigenous Peoples Fair. Each classroom chose a state (many of which are derived from Indian names) to discuss the meaning behind the names.

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

We currently have **9** students employed competitively. Unemployed students are directed to apply for competitive employment online, in person, or in direct contact with employers. These students are monitored by the Vocational Coordinator or Transition Staff via in-person, one-on-one meets, emails, and/or text messaging. When students apply for competitive employment on their own, they are instructed to send me screenshots of completed applications. We also keep records of applications, and students complete with me and/or the 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	PF Chang/Graphic Design Classes (Coursera)	20-25 hrs per week	Dishwasher
6	Food4Less	15-20 hrs per week	Courtesy Clerk
7	Marshalls	15-20 hrs per week	Store Cleaning Associate
8	Portillos	20-25 hrs per week	Dishwasher
9	First Student	20 hrs per week	Bus Aide

Students were able to start volunteering at Catholic Charities, Sarah's Inn, New 2 You and PAEC Academy this month. I have also acquired a new volunteer site with Meals on Wheels. We started effective November 14, 2022. Due to staff shortage, we are limited on days we can volunteer

We have additional students enrolled that are currently being trained to complete job tasks, answer mock interview questions, complete mock job applications, and more. Some students are completing live applications and are going through the interview process. I have continued to set up individual meetings with these students. We are practicing mock interviews and completing mock applications.

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

We started the month with Ms. Ginley's Class going on a field trip to Cantigny in Wheaton for winning the Hispanic Heritage Celebration Contest. The students enjoyed

walking around and seeing the Alebrijes Statues. We ended the month with our annual Thanksgiving Celebration. Everyone wrote one thing that they were thankful for on a feather to hang up before we had our annual Thanksgiving Snack with our students.

### **Transitioning Students**

There are three students on track to return to Proviso East next semester. One student earned mainstreaming back to Proviso West, but rather stay at PAEC and just take his Drivers Ed Class. We had two students from Proviso East that started at PAEC in November.

### **Maintenance of the building**

The school continues to be cleaned and sanitized daily to prevent potential COVID exposure. If a student tests positive for Covid, we immediately clean and sanitize the area. We had no positive covid tests in November.

Physical Management	1
Police Calls	0
Restorative Meeting	1
Ambulance	0

### **22-23 Enrollment**

41 Students

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

Mr. Loving reports that all the worksites are going well - Zagone Studios (2 students), Firehouse Subs (2 students), Hilton Suites (2 students), Garden Inn (7 students), and the Custodial Program (5 students). Now that the bus service has been established we are hoping to increase the number of participants and have afternoon shifts in January. We continue to have two students participating in the lunch program and three students earning community service hours through the breakfast program.

Dr. Bujalka continues to meet with students to complete their Transition Planning Questionnaire and interviews, interest inventories, the Casey Life Skills Assessment, and resumes. Dr. Bujalka gives extra time to the seniors to work on getting their post-secondary goals established. We have one more field trip in December and then will resume scheduling after winter break; field trips are based on our students' transition goals.

Four students attended a tour and presentation at the Carpenters Apprenticeship Training Program on 11/17/2022. The trip ended with lunch at McDonalds.

Graduate Updates - R.B. (2022) decided to switch from medical assistant training to EMT training. She will begin the program in January. She is currently working part-time at Walmart and living independently in a program and working to obtain her own apartment with Housing Forward. R.G. (2019) - Currently working as a bus monitor for First Student and expecting a child. L.J. (2021) - Continues to work at Hines Hospital in food services.

## **Upcoming Events**

12/02/2022 - Field Trip to Illinois Institute of Technology 11 am

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

Currently 7 students participate each Tuesday after school 2:40-4:15. This month we did a mindfulness exercise, origami, and painting. There continue to serve snacks, and we implement a positive and safe space where students create and socialize.

### **Explorers Program through My Block. My Hood. My City. – From Ms. Allen**

With the Board approval of our participation in My Block. My Hood. My City. The necessary paperwork was sent over and Ms. Allen received correspondence from the program acknowledging receipt. They indicated that the next steps include getting applications completed by participating students and scheduling a presentation in January for students to learn more about what to expect. All involved are excited about this new opportunity!

### **PAEC Intervention Team**

The current focus that remains within the Behavior Intervention Team is establishing a consistent system to keep track of all student records. The Coaches will compile, organize and maintain all of their assigned student/classroom files. Once Coaches have completed their interventions with their assigned students/classrooms, all files will be stored at PAEC Center. The Behavior Intervention Coordinator will keep records of student files in the office which will allow educators to easily access previous observations, data and intervention plans if and when necessary.

### **Total number of PAEC Behavior Intervention Coaches: 12**

- One Coach has been on medical leave since October 14th, 2022 and has not returned as of current.
- There was one Behavior Intervention Coach hired for Proviso Township in November.

**There were a total of 3 individual student referrals submitted. There were a total of 1 classroom referral submitted.**

### **District 803 - PAEC Academy**

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

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

Jefferson Primary - The team continues to assist with a 1:1 student who previously struggled with elopement. There was one individual student referral submitted for a

kindergarten student. The Coordinator will begin conducting observations on 11/30.

Whittier Primary - Assigned Coach assisting in the classroom intervention has decided to continue implementing effective reinforcements until the end of the year. The Teacher strongly believes that the students as well as herself cannot benefit from additional support. The Coordinator met with Spec Ed Coordinator and Principal to discuss the next steps for the kindergarten referral made in October. It was mutually decided that the student's behavior concerns stemmed from academic barriers, therefore Whittier is in the process of addressing this need. Coaches continue to support in this transition as needed. As additional information is given, the Coordinator will provide updates.

**District 92** - Lindop School

No referrals were made in the month of November.

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

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

Grant Elementary - The Coordinator has assigned a Coach to the first-grade classroom referral that was submitted in October. The Coach is working with the Teacher to enforce classroom expectations, incorporate visual aids, and implement rewards/incentives as positive reinforcement.

McKinley Elementary - The Coach assigned to the classroom in September has successfully transitioned out of the class. She has provided the Teacher, Principal, and other school staff with the intervention plan and encourages professionals to continue implementation. The Coordinator and Coach will continue to follow up with the Teacher for support.

**District 93** - Hillside Elementary

There was one referral submitted on 11/28 regarding a student in early childhood. The Coordinator will be conducting observations and will provide more information during the next update.

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

Proviso East- There are currently two Coaches assigned to Proviso East who continue to work closely with grade-level Principals.

Proviso West - Currently four Coaches are assigned. They work well as a team and continue to work closely with grade level Principals. The newest Behavior Coach has been adjusting well to Proviso West. She is a great asset to the team, as she has been designated Coach to operate the in-school detention program that runs smoothly and effectively.

#### **PAEC OT/PT Department**

**Staff adjustments:** Gayatri Chander, OT, last day was 11-14-22. Faith Harper, OT, will be the OT replacing Gayatri. Faith will plan to start as soon as the paperwork and fingerprinting are completed.

#### **Activities of the department:**

1. The AT Team attended a staff meeting on 11-02-22 in-person in the PAEC Center Board Room from 8:30 AM - 9:30 AM.
2. The AT Team attended the Infinetec Combined West Coalition meeting on 11-02-22 at Marquardt Administrative Building, 1860 Glen Ellyn Rd, Glendale Heights, IL 60139 from 12:00 - 3:00 PM
3. The OT/PT Department participated in District 87 preschool screenings from 4:00-7:30 PM at Whittier School.
4. The OT/PT Department participated in PAEC Center parent/teacher conferences from 2:00-6:00 PM.
5. The OTs and PTs assigned to PAEC Center met on 11-16-22 from 9:00-10:30 AM to discuss challenging students with orthotic and wheelchair needs. The purpose of the meeting was to share ideas and problem-solving strategies. No orthotic and wheelchair clinics were set up for the month of November.
6. The OT/PT/AT Lead met with the PAEC Speech and Language Lead and representatives from the Spotter agency in order to be introduced to new contract staff at Spotter on 11-17-22.
7. The OT/PT Department attended a staff meeting on 11-17-22 in-person and remotely from 11:30 am - 2:00 pm.
8. The OT/PT/AT Lead attended the Special Events meeting for PAEC Center via Google Meet on 11-28-22 from 8:00 - 8:30 AM.
9. The OT/PT Department is helping set up a Sensory Room at Whittier School in District 87. They took measurements on 11-30-22 of the designated room and are in the process of submitting information to gain plans from a couple of vendors. This will ensure the best utilization of the equipment already purchased by District 87.
10. October was PT month. The PTs put together a Google Slides presentation for everyone to view and learn about PT. The last slide asked those who viewed the presentation to fill out a survey answering questions. The results indicated 48 people completed the Google form and received a prize for their participation. The first question asked was how do PTs help you. The answer was All the Above - Improve Mobility and Function, Avoid Surgery, Manage Pain and other Chronic Conditions, Recover from Injury, Prevent injury and Chronic Disease, and Reduce the use of Opioids and other Prescription Drugs. There were 37 people who



guessed it correctly for 86%. The next question asked participants to indicate what health sciences PTs study. The results indicated 38 people (88.4%) were correct with All the Above - Anatomy, Physiology, Neurobiology, Pharmacology, Psychology, Chemistry, Biology, and Physics. The rest of the questions were individual informational questions such as name, email address, where do you work most of the time, and did you want a prize for participating.

#### **PAEC Psychologist Department**

Ms. Dayle Ashley-Harding will be hosting a 20-day rotational intern, Briana Washington, a third-year graduate student at the Chicago School of Professional Psychology. Briana will be helping complete evaluations and provide psychological services at Hillside, PAEC Early Childhood, and PAEC Center.

Dr. Michael Cermak will be hosting a first-year practicum student from the Chicago School of Professional Psychology, Elizabeth Ellingsworth. She will be learning academic, behavioral, and social-emotional assessments under Dr. Cermak's supervision. She will begin working with Dr. Cermak one day a week starting in January.

#### **PAEC Social Work Department**

1. The following school social work candidate has been hired as of November 30, 2022, with her first day of attendance on Monday, December 5, 2022: Diana Maybank will be in the Proviso West High School Program.
2. Ms. Donna Kuchera, M.S.W. (PAEC School Social Worker – Proviso West High School) has been planning and coordinating the SOS Signs of Suicide Prevention Program, which will focus on the freshmen students in Mid-December. Additionally, Ms. Kuchera continues to provide individual & small group school social work services to freshmen students with special education needs and to students in the TST Program. Topics covered in social work sessions include: Problem Solving Skills, Coping Skills, and Learning Meditation/Deep Breathing Techniques during times of high stress.
3. Ms. Mandy Ross, L.C.S.W. (PAEC School Social Worker –Proviso East High School) continues to provide individual/small group social work sessions to students on her caseload at Proviso East High School. Topics covered include learning formal introductions, identifying name/title of people who may provide help; describing/demonstrating what to say or ask in order to solve a problem at home, work or school; and demonstrating appropriate non-verbal cues. Additionally, Ms. Ross collaborated with the life skills teacher to determine the next steps for students with obstacles so they may successfully work toward achieving their goals on their IEP. Ms. Ross collaborated with Proviso East Case Managers to discuss the IEP process/expectations and discussed goal writing and information gathering necessary for annual reviews with the new social worker at PMSA.
4. Ms. Monette Carlos, L.C.S.W., R.P.T. (PAEC School Social Worker – PAEC Early Childhood Program) developed a form for demographic information which includes income, government assistance, number of family members, etc., to help determine the neediest families, and registered those families for the St. Eulalia's Thanksgiving Baskets and for the Christmas Program. Additionally, Ms. Carlos

continues to provide social work groups for the autism classrooms covering the topic of feelings.

5. Mr. Michael Irgang, M.S.W., and Ms. Lindsey Holsten, L.C.S.W. (PAEC School Social Workers-PAEC Elementary School) and Niane Serrano (School Social Work Intern) have been planning and coordinating the Holiday Help Program with the neediest families receiving Thanksgiving Baskets and partaking in the Gifting Program. Additionally, the PAEC Elementary Social Workers have been re-evaluating students' progress to prepare for possible transition meetings, connecting families with community resources based on need, and continuing to meet with students on their caseload individually and/or in group.
6. Ms. Nicole Pena, M.S.W. (PAEC School Social Worker-PAEC Academy) has been providing individual/small group social work sessions to the students at PAEC Academy, covering topics such as Zones of Regulation, Coping Skills, Calming Self by learning to use Yoga and Meditation.
7. Ms. Jill Collins, M.S.W., Mr. Saumil Patel, M.S.W., and Ms. Nicole Pena, M.S.W. (PAEC School Social Workers-PAEC Center School) assisted with the planning and coordinating of the following PAEC Center School initiatives: Staff Secret Santa with Breakfast, Photos with Santa, Veteran's Day Assembly, Indigenous People Assembly, and the Bullying Prevention Program. The PAEC Center School Social Workers continue to meet with students on their caseload individually and/or in group; provide resources to parents; as well as provide support to the PAEC Center Staff in and out of the classroom settings.
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 High School Therapeutic Day School) continue to provide individual/small group social work sessions and have been covering the following topics: Coping with Feelings/Emotions during the Holiday Season; Communication Skills; Problem-Solving Strategies; and Anger Management Skills. Additionally, the PAEC High School Social Workers assisted with the student/staff Thanksgiving Luncheon.
9. The next PAEC School Social Work Department's 2022-23 Professional Development and meeting will be:  
  
Date: Friday, January 20, 2022  
Time: 10 am-1 pm – Virtual Live Presentation  
Speaker: Ms. Sophia Ansari, L.P.C.C., R.P. T.  
Topic: Acceptance & Commitment Therapy Meets Play Therapy  
Time: 1:30 pm-3:00 pm – PAEC SW Dept. Meeting  
Speaker: Ms. Lisa Pirrello, L.C.S.W.

#### **PAEC Speech/Language Department**

- The next department meeting will be on December 13, 2022 from 11:30 am -1 pm.
- The Speech/Language department has been working to complete their mandatory training through the Infinitec Engage platform.

- The Speech/Language department has a full-time opening for an SLP at Proviso West/D209. The Lead SLP is working to fill this position. Kamila Bonner, telepractice SLP, is assisting with evaluations and reevaluations as much as possible.

### **PAEC Special Olympics**

November has been a busy month for the PAEC Special Olympics.

#### **Tigers:**

- Nov. 14th game vs Cove School in Northbrook was a success. The team played extremely hard but took their first loss of the season 26-50. We look forward to a rematch on December 5th.
- On Nov. 21st Tigers traveled to Cicero to play Unity Jr. High School. Playing in a very competitive game, but again losing. But this time the score was 16-20, a much closer and more competitive game. The practice has paid off.
- Next game is Dec. 5th vs. Cove school to tune everything up for the regional tournament at Hersey High School in January.

#### **Pacers:**

- Nov. 17th game vs. OPRF High School was a very fun and exciting experience for the athletes. The Pacers earned a convincing victory with a score of 42-18. Way to go Pacers!
- Nov. 28th game vs. Downers Grove North was exciting and competitive, but we came away a little short with a score of 30-21.
- Next game is Nov. 30th vs. Willowbrook High School. We look forward to a great game.

#### **Bulldogs:**

- Nov. 17th game vs. OPRF High School Bulldogs took it to the Huskies winning 42-21.
- Nov. 28th game vs. Downers Grove North High School was a battle with the Trojans winning 30-21, noting the Bulldogs were missing their 2 best players. So we are looking forward to a rematch in the playoffs.
- Next game is December 20th vs. Hinsdale South in preparation for the Regional tournament.

#### **Individual Skills:**

- Regional tournament will be this Sunday, December 4th at Grayslake High School. We look forward to a great competition.

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

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

### **A. Change in Governing Board Leadership**

Mr. Ned Wagner has been on the PAEC Governing Board for the past 7+ years. He will be stepping down as the District 209 Representative for the PAEC Governing Board.

We have appreciated the service he has provided over the years for PAEC and want to wish him the best in his future endeavors.

Mr. Wagner thanked everyone. He mentioned that due to increase in responsibilities at his new job and school schedule, he wouldn't be able to give his full attention.

Mr. Wagner stated that at this time, Ms. Patterson (District 209 Board President) has not selected a replacement at this time.

Mr. James thanked Mr. Wagner for his years of service as a PAEC Board Member. It was mentioned that Ms. Claudia Medina is the official alternate representative for District 209. Mr. Wagner also informed the Board that he will not be running for re-election.

**B. Swearing in of New Board Member**

The replacement for Mr. Wagner will be \_\_\_\_\_.

This item will be tabled until notice of new replacement for District 209 is received.

***Recommended Motion:***

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

**C. Selection of New Board Vice President**

***Recommended Motion:***

**Mr. Richardson moved to nominate Ms. Peg O'Connell as the new Governing Board Vice-President.** Mr. Dawson seconded the motion.

Ms. Peg O'Connell accepted the nomination as Vice-President of the Governing Board.

***Roll Call Vote:***

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

5 Ayes, Motion Carried

**D. The next Governing Board Meeting is scheduled for Wednesday, January 18, 2023.**

**XIV. BOARD CORRESPONDENCE**

**XV. CLOSED SESSION**

***Recommended Motion:***

**Ms. Clark-Smith moved to convene into Closed Session at 6:42 PM, under Section 2(c)(1) of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee(s), specific individual(s) who serve as an independent contractor(s), specific volunteer(s) of the Board, or legal counsel for the Board as presented.** Mr. Wagner seconded the motion.

***Roll Call Vote:***

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye

District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Aye
District 209	Mr. Wagner	Aye

5 Ayes, Motion Carried

***Recommended Motion:***

**Ms. Clark-Smith moved to return to Open Session at 7:12 PM.** Mr. Wagner seconded the motion.

***Roll Call Vote:***

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Absent (departed meeting at 6:55 PM)
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

**XVI. ADJOURNMENT**

***Recommended Motion:***

**Mr. Wagner moved to adjourn the meeting at 7:12 PM for lack of further items to discuss.** Mr. Dawson seconded the motion.

***Roll Call Vote:***

District 87	Ms. O'Connell	Aye
District 88	Ms. Clark-Smith	Aye
District 92	Mr. Dawson	Aye
District 93	Mr. Richardson	Absent (departed meeting at 6:55 PM)
District 209	Mr. Wagner	Aye

4 Ayes, 1 Absent  
Motion Carried

Respectfully submitted,

  
\_\_\_\_\_  
Daryl Richardson  
President of the Governing Board

  
\_\_\_\_\_  
Dorothy Clark-Smith  
Secretary of the Governing Board

1-18-23

Date

MJ/TL

