

**PROVISO AREA FOR EXCEPTIONAL CHILDREN  
EXECUTIVE BOARD MEETING  
PAEC CENTER AND ZOOM – 9:00 AM  
JANUARY 13, 2022  
AGENDA**

**I. ROLL CALL**

**II. APPROVAL OF MINUTES**

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the minutes of December 9, 2021, as presented.**

**III. APPROVAL OF CONSENT AGENDA**

**A. Approval of Payroll**

Confirmation of payroll (excluding required employer deduction)

	<b>GROSS</b>	<b>FICA</b>	<b>RETIREMENT</b>	<b>BENEFITS</b>	<b>TOTAL</b>
	<u>12/15/2021</u>	<u>12/15/2021</u>	<u>12/15/2021</u>	<u>12/15/2021</u>	<u>12/15/2021</u>
Education Fund	\$ 497,298.81	\$ 20,264.03	\$ 24,236.49	\$103,616.61	\$ 645,415.94
Building Fund	<u>\$13,488.01</u>	<u>\$ 1,026.38</u>	<u>\$ 1,220.67</u>	<u>\$ 2,389.53</u>	<u>\$ 18,124.59</u>
<b>TOTALS</b>	<b>\$ 510,786.82</b>	<b>\$ 21,290.41</b>	<b>\$ 25,457.16</b>	<b>\$106,006.14</b>	<b>\$ 663,540.53</b>

	<b>GROSS</b>	<b>FICA</b>	<b>RETIREMENT</b>	<b>BENEFITS</b>	<b>TOTAL</b>
	<u>12/21/2021</u>	<u>12/21/2021</u>	<u>12/21/2021</u>	<u>12/21/2021</u>	<u>12/21/2021</u>
Education Fund	\$ 496,936.44	\$ 20,416.75	\$ 24,391.26	\$ 109,892.59	\$ 651,637.04
Building Fund	<u>\$ 13,668.47</u>	<u>\$ 1,040.18</u>	<u>\$ 1,237.00</u>	<u>\$2,580.93</u>	<u>\$ 18,526.58</u>
<b>TOTALS</b>	<b>\$ 510,604.91</b>	<b>\$ 21,456.93</b>	<b>\$25,628.26</b>	<b>\$ 112,473.52</b>	<b>\$ 670,163.62</b>

**B. Approval of Bills**

Information is attached.

**C. Approval of Employment/Resignations/Terminations**

**Employment:**

Lorraine Johnson, Teacher, PAEC Center, \$22,275, effective 1/5/21  
Jonathan Slowik, Teacher, PAEC Center, \$42,027, effective 1/5/21  
Raven Jones, 1:1 Program Asst. District #92, \$21,278, effective 12/15/21

**Resignations:**

Tina Combs, 1:1 Program Assistant, Dist. #87, effective 12/17/21  
Joshua Adams, 1:1 Program Assistant, PAEC Center, effective 12/24/21

**Terminations:**

Lorraine Johnson, Perm Sub-Teacher, PAEC Elem, effective 12/21/21 (reassigned)  
Jonathan Slowik, Teacher (Autism), PAEC Center, effective 12/21/21 (reassigned)

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Consent Agenda, which encompasses agenda items regarding Payroll, Bills, and Employment/ Resignations/Terminations as presented.**

**IV. OLD/UNFINISHED BUSINESS**

None at this time.

**V. NEW BUSINESS**

**A. FMLA Request**

1. Mr. William Hesslau, Program Assistant at PAEC Elementary has requested FMLA due to medical reasons. Mr. Hesslau is requesting this leave to begin December 16, 2021, through March 16, 2022. Mr. Hesslau will be using available sick days along with Sick Pool days through the Union in a consecutive block.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the FMLA request of Mr. William Hesslau, beginning December 16, 2021, through March 16, 2022. Mr. Hesslau will be using available sick days along with possible Sick Pool days through the Union in a consecutive block during this leave as presented.**

**B. ISBE Food Nutrition Program Emergency Contract Amendment**

The ISBE Nutrition Program has approved the food vendor's (Preferred Meals) emergency price increase contract due to supply chain issues. This emergency amendment is for six months beginning December 1, 2021, and will expire on June 30, 2022.

The purchase price increase for meals:

Breakfast: \$1.2875 and will now increase to \$1.3875

Lunch: \$2.1115 and will now increase to \$2.4215

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the ISBE Food Nutrition Program Emergency Contract Amendment with the price increase that will begin December 1, 2021, and expire on June 30, 2022, as presented.**

**C. PAEC Policies- (First Reading)**

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

***Governing Board***

2:105 Ethics and Gift Ban

2:110 Qualifications, Term, and Duties of Board Officers

2:220 Board Meeting Procedure

2:260 Uniform Grievance Procedure

***General Administration***

- 3:40 Executive Director
- 3:50 Administrative Personnel Other than Executive Director
- 3:60 Administrative Responsibilities of the Building Principal and Assistant Principal

***Operational Services***

- 4:120 Food Services
- 4:160 Environmental Quality of Building and Grounds
- 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- 4:170 Safety
- 4:175 Convicted Child Sex Offender; Screening Notifications
- 4:60 Purchases and Contracts

***Personnel***

- 5:100 Staff Development Program
- 5:125 Personal Technology and Social Media; Usage and Conduct
- 5:150 Personnel Records
- 5:185 Family and Medical Leave
- 5:20 Workplace Harassment Prohibited
- 5:200 Terms and Conditions of Employment and Dismissal
- 5:220 Substitute Teachers
- 5:250 Leaves of Absence
- 5:30 Hiring Process and Criteria
- 5:330 Sick Days, Vacation, Holidays, and Leaves
- 5:50 Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
- 5:90 Abused and Neglected Child Reporting

***Instruction***

- 6:120 Education of Children with Disabilities
- 6:20 School Year Calendar and Day
- 6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
- 6:340 Student Testing and Assessment Program
- 6:50 School Wellness

***Students***

- 7:10 Equal Educational Opportunities
- 7:150 Agency and Police Interviews
- 7:160 Student Appearance
- 7:165 School Uniforms
- 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment
- 7:190 Student Behavior
- 7:20 Harassment of Students Prohibited
- 7:200 Suspension Procedures
- 7:240 Conduct Code for Participants in Extracurricular Activities
- 7:250 Student Support Services
- 7:260 Exemption from Physical Education
- 7:290 Suicide and Depression Awareness and Prevention

7:30	Student Assignment
7:310	Restrictions on Publications; Elementary Schools
7:315	Restriction on Publication; High Schools
7:340	Student Records
7:345	Use of Educational Technologies; Student Data Privacy and Security
7:60	Residence
7:70	Attendance and Truancy
7:80	Release Time for Religious Instruction/Observation

***Recommended Motion:***

**I move to conduct a first reading on the updated/revised PAEC Policies #2:105 Ethics and Gift Ban, #2:110 Qualifications, Term, and Duties of Board Officers, #2:220 Board Meeting Procedure, #2:260 Uniform Grievance Procedure, #3:40 Executive Director, #3:50 Administrative Personnel Other than Executive Director, #3:60 Administrative Responsibilities of the Building Principal and Assistant Principal, #4:120 Food Services, #160 Environmental Quality of Building and Grounds, #4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, #170 Safety, #4:175 Convicted Child Sex Offender; Screening Notifications, #4:60 Purchases and Contracts, #5:100 Staff Development Program, #5:125 Personal Technology and Social Media; Usage and Conduct, #5:150 Personnel Records, #5:185 Family and Medical Leave, #5:20 Workplace Harassment Prohibited, #5:200 Terms and Conditions of Employment and Dismissal, #5:220 Substitute Teachers, #5:250 Leaves of Absence, #5:30 Hiring Process and Criteria, #5:330 Sick Days, Vacation, Holidays, and Leaves, #5:50 Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition, #5:90 Abused and Neglected Child Reporting, #6:120 Education of Children with Disabilities, #6:20 School Year Calendar and Day, #6:220 Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct, #6:340 Student Testing and Assessment Program, #6:50 School Wellness, #7:10 Equal Opportunities, #7:150 Agency and Police Interviews, #7:160 Student Appearance, #7:165 School Uniforms, #7:180 Prevention of and Response to Bullying, Intimidation, and Harrassment, #7:190 Student Behavior, #7:20 Harassment of Students Prohibited, #7:200 Suspension Procedures, #7:240 conduct Code for Participants in Extracurricular Activities, #7:250 Student Support Services, #7:260 Exemption from Physical Education, #7:290 Suicide and Depression Awareness and Prevention, #7:310 Restrictions on Publications; Elementary Schools, #7:315 Restrictions on Publications; High Schools, #7:340 Student Records, #7:345 Use of Educational Technologies; Student Data Privacy and Security, #7:60 Residence, #7:70 Attendance and Truancy, #7:80 Release Time for Religious Instruction/Observation**

**D. Contractual Agreement**

FoxHire Client Services Agreement (CSA) for Catrina Atwood for 2021-2022

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Contractual Agreement for FoxHire Client Services Agreement for Catrina Atwood (Occupational Therapist) for the 2021-2022 School Year as presented.**

E. PAEC Remote Learning Plan

The PAEC Remote Learning Plan is attached with the agenda.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Remote Learning Plan as presented.**

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

A. PAEC Programs-Current District Child Count Report

Information is attached.

B. Current Enrollment and Classroom Staffing Patterns

Information is attached.

C. Transition Reports

Currently, PAEC Elementary has one student transitioning to District #87 at MacArthur Middle School.

PAEC High School currently has a total of six students transitioning to District #209. Of the six students, one student has transitioned full-time for the second semester at Proviso West.

Information is also attached with the agenda.

D. Initial Referrals

Information is attached.

E. Police Reports

None reported at this time.

F. PAEC Activity Fund Summary

Information is attached.

G. DuPage/West Cook Report

No report at this time.

H. Long-Range Facility Meeting Updates

The Long Range Facility Plan Committee met to discuss needed improvements/repairs.

Mr. Zamora presented to the committee members; Mr. James, Executive Director, Dr. Sherry Reynolds-Whitaker, Business Manager, Mr. Daryl Richardson, Governing Board Member, Ms. Irene Fountain, Community Member, Mr. Matthew Piagnarelli,

High School Teacher, Mrs. Kimberly Baratta, Principal of PAEC Center & Mr. Alejandro Zamora, Coordinator of Building and Grounds.

Items that were discussed included the following though not limited to; Key Card access, Replacing A/V in gymnasiums, Replacing Intercom/PA system, Replacing Rooftop units at 1636 S. 10th St. Maywood IL., and installing a partition in the High School Mezzanine. The Committee intends to meet again in the Spring of 2022.

I. OT Student Clinicals

Ashley Strand (a student from UIC) will be completing her clinical at PAEC Center from January 2022 through March 2022. Ms. Strand has completed an on-site visit and Zoom video to begin her orientation.

J. FSN Training

Mr. Ed Feil and Mr. Charlie Cooper have been scheduled to do a 60-Minute FSN Training for Mr. Chris Weinman on February 11, 2022, and will also retrain the elementary behavior coaches on implementing interventions.

According to Mr. Cooper, who is the former Behavior Interventionist Supervisor, PAEC has been using FSN for the past fifteen years. Both Mr. Feil and Mr. Cooper will present at the Executive Board's meeting on February 10, 2022.

K. PAEC Events

Ms. Crawford from District #88 orchestrated a toy giveaway for ten families this Holiday Season. Parents were able to pick up the toys on Saturday, December 18, 2021. For those families who were not able to attend on Saturday, Ms. Crawford delivered the toys to PAEC on Tuesday, December 21, 2021.

Ms. Edwenna Perkins, prior Mayor of Maywood, donated Christmas gifts to PAEC Center for the Holidays.

There were various door decorating contests throughout PAEC Programs this year in which students were involved and participated. PAEC Elementary, PAEC EC, and PAEC Academy all did an excellent job and creativity was amazing. **Pictures are attached with the Agenda.**

In addition to the door decorating contests, there were a few programs that also had Ugly Sweater contests. PAEC Center, PAEC Elementary, and PAEC EC all participated. **Pictures are attached with the Agenda.**

L. Vaccine Clinics

The State of Illinois partnered with PAEC Academy to host another Vaccination/Booster Clinic on January 6, 2022, at Divine Infant School (1640 Newcastle Ave, Westchester, IL 60154) from 8:00 AM to 2:30 PM.

M. PAEC Program Updates

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

The **Business Office** has started the FY23 budget process now that the calendar has been approved. The Business Manager/CSBO will review historical data and set up the necessary templates. The program and service budget worksheets are being completed for use in constructing the upcoming 2022-23 PAEC budget. The fiscal year 22/23 budget calendar for PAEC was shared with the member districts in December 2021.

The Business Manager/CSBO has requested electronic copies of the 20/21 Annual Financial Report (AFR) from all member districts to start the annual cost sheet information process. Some have already submitted, Thank You! Others will submit them as they become available.

Audit refunds and billings for the fiscal year 2020-21 will be sent to member districts in January. Districts that have a balance due for 2020-21 will receive a bill the same month.

The business office will continue to prepare the necessary financial documents and information for PAEC's upcoming contract negotiation in the spring. The department is working closely with Tyler Tech, (Infinite Vision) technology support team to complete the reports to help with the process.

**Human Resources (HR)** completed the memo to update the employees on the Teachers' Retirement System of Illinois ("TRS") – Supplemental Savings Plan ("SSP"). It is a requirement for employers to offer an optional defined contribution benefit to eligible participating employees. The staff is now aware.

#### **Information Technology (IT)**

This was the first full month for our new Technology Specialist, Johnny Mayorga. The month of December proved a great month to help conduct his coming on board and raise awareness of the intricacies of the PAEC IT department. He will be a great fit for PAEC and we are looking forward to his time at PAEC.

The IT department will be implementing the Multi-Factor Authentication (MFA) mandates starting January 1st. We have notified all PAEC staff throughout December and provided them with guidance/resources to implement MFA before the insurance provider deadlines. We have also coordinated with Embrace IEP and Teacher Ease to link these systems within the newly secured Google Accounts. There are likely more mandates that SSCIP will be requesting implementation for in the future and the IT department is currently investigating. *The need for cyber security is becoming more noticeable as we move into the new year.*

#### **Buildings & Grounds**

PAEC Therapeutic High School is actively searching for an evening custodian. Mr. Southward, Human Resources Coordinator has reached out to Triton Community College to advertise the vacancy on campus through their employment portal.

The Facility Planning Committee met on December 7, 2021, and had a very productive meeting. The committee hopes to meet quarterly (in the beginning) to get

a better assessment of the needs and communicate to the member districts those maintenance and projected requirements regularly.

In an effort to continue energy cost avoidance, the winter break schedule has been programmed into the Building Automation System (B.A.S.) to reduce the heat demand. PAEC facilities' electric usage, according to ComEd, has outperformed the average public school facility. Comparatively, we have spent \$794 less.

### **PAEC Early Childhood Program**

In the short month of December, our EC children showed very nice progress in all the classrooms despite having to be intermittently absent due to cold symptoms. The students have displayed progress in the areas of understanding and following routines, self-help skills, increased language and play skills, and developing pre-academic skills. The students' artwork brightened up the hallways and classroom. The students' were also very blessed and received many gifts from generous benefactors that adopted 5 entire EC families, as well as each student receiving gifts that were donated to the PAEC Elementary and EC students. Our teachers also made sure that the students had wonderful books to read and sent home decorations the students made for their families. We hope these gifts ensure that they all have a wonderful holiday season.

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

December was a very busy and enjoyable month. The students participated in various Holiday activities and created many gifts. The students participated in novel studies, and Holiday movies about the books.

The students continued to be progress monitored every couple of weeks to track the student's intervention progress using FastBridge. The students were progress monitored in both reading and math. All interventions will be reviewed and adjusted after the winter benchmark in January.

Students were participating in various behavior reward incentives to assist with the modification of their behavior. 5<sup>th</sup> – 8<sup>th</sup> grade students, who have received a level two status on their behavior sheets have been participating on the volleyball team. The students took 1<sup>st</sup> place at the end of the season volleyball tournament.

PAEC Elementary has supported our cooperatives by participating in meetings, interventions, and tours for parents when needed.

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

There were 10 student time-outs and no police incidents for the month of December.

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

#### **Happenings**

During December, our focus gradually changes from instructional to preparation for finals. Reviewing our objectives and instructional goals is at the forefront a few days before finals are scheduled to begin. So when finals begin the students are



prepared. Students who are absent during this time are the ones who find themselves having a difficult time when taking their exams. We provide many opportunities for our students to catch up or when they need some extra assistance regarding their classwork. These opportunities can and do happen for students before and after school. This provides them an opportunity for some 1 to 1 assistance with an instructor.

### **Transitioning Students**

During December, we had several meetings regarding the transitioning of students back to their home schools. The students had to earn their way back to their home school through their grades, attendance, and behavior point sheets. Beginning the second semester, we will have transitioned 5 students back to their home school either full-time or halftime. As you know, transitioning students back to their home school is a goal and a measuring stick for PAEC Therapeutic Day High School that speaks to our effectiveness with our students. Within the past 6 years, this is the most we have transitioned in any semester. We continue to look forward to receiving as many students as possible from School District #209 that have demonstrated social and emotional disabilities.

### **Maintenance of the building**

The building continues to be thoroughly cleaned and sanitized daily and when there has been a potential COVID Exposure. Cleaning and sanitizing happen immediately once a student or staff shows signs and symptoms leave the building or when we are notified of potential exposure. So during December, we have had three cases of Positive covid tests and as of December 20th, we have 15 students in quarantine.

### **Restraints**

Restraints	2
Police Calls	0
Process return meetings	2

### **Registration and other important dates**

We continue to register new students at the high school.

### **Enrollment and Attendance**

Enrollment - 50 Students

### **Covid-19**

To date, we had seven reported cases of COVID. Through contact tracing, students and staff that may have been affected were tested and quarantined. Any student or staff member that was fully vaccinated and produced a documented negative test result could return to school. Anyone not fully vaccinated was quarantined for ten days and on remote learning. After the quarantine period, students were able to return to school provided no covid symptoms were present.

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

## **December Happenings**

Second-quarter Custodial Program Evaluations will be completed in January for the six students that are participating in the program. Four students are currently participating in the breakfast/ lunch program to complete their community service hours. The work training program will resume after the break for students who are fully vaccinated only. Places of employment are the Hilton in Oakbrook Terrace and Firehouse Subs in Melrose Park. The Vocational Education program has plans to provide presentations on financial literacy in conjunction with the Proviso Township Mental Health services. Presentations should begin in the second semester. Further updates to come.

## **Semester Summary**

The Vocational Education program continues to post daily in a Google Classroom to address student transition domains with a focus centered on self-determination and school/work habits. The Vocational Education program continues doing the Casey Life Skills Assessment and a Career Clusters Inventory with students who have not completed this assessment according to their IEP goals.

## **PAEC Academy at Divine Infant**

PAEC Academy is preparing for the benchmark testing when we return in January. Reviewing student data, all of the students are showing progress in academic and social skills. Round one of the staff evaluations has been completed.

We had a door decorating contest, students had to be involved in the decorating. One of our 1st-grade students won the contest to guess the number of M&M's that were in the holiday jar. We hosted a vaccination clinic in partnership with the state. We had a total of 77 people receive either their first vaccination shot or a booster.

Classrooms put on a holiday show either singing songs or putting on a skit. Everyone was supposed to wear a Christmas outfit. Our student council members wore a red mask with a mustache and beard and were the hosts of the show. On our last day, everyone was supposed to wear green and red. Students and staff sent candy grams to each other. Everyone, both staff and students received more than one candy gram. Books were donated and sent home with students for Christmas. Books that were too high for our program, were shared with PAEC Elementary.

Thanks to Ms. Allen, Social Worker, 8 of our families were sponsored by other families in the nearby communities to have a joyous Holiday Season. We informed them that we had entered their name in a "raffle" and they had been chosen to be sponsored. Each family received individual gifts for each family member in the home and gift cards, based on the letter they wrote. **Pictures of the gifts are attached with the agenda.**

Attached are a couple of pictures that some parents sent me to express their gratitude. Their faith was restored as most of them were dreading Christmas Day, but now, they can't wait. We had one parent who literally had to pull over when he called to express how thankful he was! Included amongst those families was one

family in particular, whom you might remember lost a child and parent due to COVID-19 earlier this year. This family was BEYOND THANKFUL!

### **PAEC Center**

The month of December flew by!

Observations of teachers were completed for the first semester. Marrea Winnega visited with Autism classroom teachers and provided support to them.

Classrooms were busy getting ready for the upcoming holiday season! Hanukkah came to an end and Christmas and Kwanzaa lessons were introduced.

Jolly Old Saint Nick once again graced the gymnasium and students and staff were able to take their pictures with him. The gymnasium was decorated with holiday decorations done by the classrooms. Students had a great time and were very excited to see Santa! The anticipation and excitement of the season grew stronger throughout the month by the students!

COVID continues to play havoc throughout the school and we are hoping for a healthy, happy new start come 2022!

During the winter break, PAEC Center received sad news regarding the loss of a student on Christmas Eve. The student was in Mr. Izidro de Souza's class. Arrangements have been made and information has been given to staff.

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

Currently, there are **7** students employed competitively. Unemployed students are directed to apply for competitive employment via in-person, or direct contact with employers. These students are monitored 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 the Vocational Coordinator screenshots of completed applications. We also keep records of applications, students complete with me and/or staff.

**Students that are currently employed are on the chart below:**

	<b>Employment</b>	<b>Hours</b>	<b>Job</b>
1	Taco Bell	15 hours per week	Crew
2	The Pearl of Hillside	14 hours per week	Activity Aid
3	AMC	25-28 hrs per week	Busser
4	White Castle	16-20 hrs per week	Stocker/Maintenance
5	Brookfield Zoo	20-25 hrs per week	Food Service Associate

6	Dollar Tree	20-25 hrs per week	Sales Associate
7	Walgreens	20-25 hrs per week	Retail Sales Associate

Students are only working at one volunteer site right now (PAEC Academy). We are not working Community job sites right now as a precaution (due to covid) and the safety of our students.

We have 4 additional new students enrolled who are currently being trained to complete job tasks, answer interview questions, complete job applications, and more. They are not ready to go out and interview yet. I have continued to set up individual meetings with these Transition students. We have completed interest surveys, we are practicing mock interviews and completing mock applications. One of the four parents currently does not want their child to actively look for employment until April 2022.

### **PAEC Intervention Team**

#### **District 87**

##### Jefferson Primary School

Three PAEC Interventionists continue to work closely with school principals and teachers to provide direct behavioral support and classroom management for specific students (8) identified through building student support teams and previous behavior support referrals. All three have been active in student support meetings, IEP meetings as well as communicating with parents. The interventionist continues to progress monitor and implement new interventions and supports accordingly based on behavior data and student observations as well as teacher input.

##### Sunnyside School

Currently, 2 Behavior Interventionists have been providing intense direct behavior support for a specific 3rd-grade student with behavioral concerns. In doing so the interventionists were able to assist with this student's case study meeting in which they provided specific input and data regarding past and current behavioral concerns for this student. As well as maintaining ongoing home support with parents. The interventionists have worked closely with the school administrators, classroom teacher, and related service providers to provide a team-wide behavior plan including specific interventions and supports. Recently, there was a second student identified through the referral process. A meeting occurred with the classroom teacher and the behavior intervention coordinator at which time it was discussed that the SST team and classroom teacher collect their behavior data and implement suggested interventions from the coordinator. After which the Behavior coordinator will schedule another meeting with the classroom teacher to review data and possibly help facilitate the next steps in providing behavior support and interventions for this student through the use of a PAEC behavior interventionist.

### **District 93**

#### Hillside School

Direct behavioral intervention is being provided for two Kindergarten students. One student has an IEP and the interventionist has worked closely with related service providers and principals in the monitoring and implementation of this student's BIP. Due to the success of behavioral support provided by the interventionist, this student will be phased out interventions at the end of this month. Also, the Behavior Interventionist has been working with another kindergarten student, while observing and collecting data and simultaneously supporting the classroom teacher with implementing behavioral and classroom supports and interventions. The interventionist recently began the process of a behavior plan to help support this student. However, this student was outplaced within an alternate setting while a diagnostic evaluation was completed for determining eligibility for special education services through the district.

### **District 92**

#### Lindop School

Three students have been recently referred to the Behavioral Intervention team via the "New Student Referral" form, which allows for specific student data and interventions to be reviewed prior to actual support. The behavior intervention has provided observational data as well as met with and collaborated with both the classroom teacher and the special education resource teachers for two students. While providing behavioral consultative services for the classroom teacher for the third student. The Interventionist has worked closely with the school social worker and psychologist to provide behavior data and review additional interventions as needed. After the holiday break, one student will more than likely begin the phasing out of behavior supports based on team input and positive response to support.

### **District 88**

#### Lincoln Elementary School:

Recently there were three students referred through the online PAEC Student referral form (1st, 2nd, and 3rd). Previously one behavior Interventionist was providing direct behavioral support services for three students. However, that has since changed and a second interventionist was assigned to this school to provide rotating behavior support for all three students as well as work collaboratively with teachers and staff. This initial support was started after Thanksgiving break; since then the two interventionists have begun implementing specific behavioral supports such as CHAMPS classroom management.

#### Lincoln Primary School:

Two pre-K students have been identified for behavioral support through the PAEC Behavior Referral form. One student has begun to receive initial support from one behavior interventionist and it is still early in the implementation of supports and data collection. A second student has been identified and a meeting occurred with the Behavior Intervention Coordinator and classroom teachers. Current student

behaviors we discussed as well as previous interventions for this specific student. A behavior coach may be assigned to support this student after the holiday break.

### **District 209**

Currently, there are 3 Behavior Interventionists at Proviso West High school working with grade-level principals in supporting students and providing academic and social-emotional assistance as well as academic support and retention. Recent building and program changes have occurred regarding how behavior support and student interventions will be administered. This change occurred before Thanksgiving break in which all three Interventionists participated in a meeting with Grade-Level principals and the Student Services Coordinator. Since then, Behavior Coaches have worked closely with grade-level administrators and Student Services Coordinator to continue to help facilitate and implement the new program which is continuing to show progress.

At Proviso East there are currently two Interventionists. A third behavior interventionist hired to fill a vacancy within Proviso East continues to be on medical leave. However, that interventionist will be returning after the holiday break. The current Behavior Interventionists continue to progress monitor and work directly with specific students as well as work with grade-level administrators to identify new students. Supports that have been provided have included executive functioning skills, peer mediation, and specific academic and behavior support.

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

**Staff adjustments:** FTE updates have been completed and turned in to the Finance Department. Most increases were seen in District 88, District 93, District 209, and in the PAEC Early Childhood, PAEC Center Autism, and the PAEC Elementary Programs. An OT, Seoyoung Kim, has been hired to cover LaQueishia Cummins's resignation which began December 15, 2021. Elizabeth Farrell will be taking the Speech position on the AT Team for Elizabeth Rotert's resignation starting in January.

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

1. Beginning Jan. 5th until March we will have an OT student (Ashley Strand) from UIC here for her student clinical with our OTs in the PAEC EC program.
2. The AT Team continues to conduct SETT meetings to come up with appropriate assistive technology to address educational needs for their struggling students.
3. The AT Team attended a remote staff meeting on 12-1-21 from 8:30 AM - 9:00 AM.
4. The AT Team and Speech Therapists did some PRC brainstorming/ideas about AAC with Jennifer Vallier, PRC Regional Consultant.
5. The OT/PT Department attended a staff meeting on 12-17-21 at PAEC Center from 11:30 am - 3:00 pm.

6. Wheelchair Clinic was canceled for this month and will resume in Jan. 2022.
7. Our OTs and PTs helped the PAEC Center classrooms decorate a table and the Santa scene for students to sit with Santa and take their pictures as part of the December festivities.
8. Our AT Team & OT/PT Team has helped run the Orthotic Clinic on 12-15-21 with Gwen Blunk, an orthotist from Hanger Clinic in Westchester.
9. OTs and PTs attended the following in-services in December: Treatment of Motor Issues in Children with Sensory Dysfunction sponsored by Easterseals DuPage & Fox Valley on 12-03 & 04-21 from 8:00 to 2:30 PM in remote via Zoom.
10. On 12-15-21, the Lead OT/PT/AT provided orientation for Seoyoung, OT, our new OT taking over for LaQueishia Cummins.

### **PAEC Psychologist Department**

- In Hillside District 93, psychologist Dayle Ashley-Harding and psychologist intern Lindsey VanDerAa have been facilitating a grief group called "changing families" for the last 6 weeks. It will continue, and another group is going to be added to it.
- Dayle Ashley-Harding suggested a staff holiday gift drive for needy families at Hillside. So far, 37 students will be receiving gifts. The social workers will determine which families are in need.
- Psychologist intern LindseyVanDerAa, a Hillside social worker and Hillside speech/language pathologist, co-founded an executive functioning group for 6 weeks. Lindsey has now developed a form for parents on tips to help executive functioning. This form is eventually going to be on the Hillside school website.
- Ms. Ashley-Harding and Ms. VanDerAa are also facilitating a kindergarten SEL group with the primary social workers 3 days per week for 30 minutes.
- At MacArthur Middle School in District 87, psychologist Dr. Michael Cermak is a member of the school's Threat Assessment Team. Training will be complete through online modules and the team will meet monthly. The team consists of school administration, law enforcement, one teacher, one classroom aide, the nurse, social worker, and counselor.
- Dr. Cermak also continues to meet with several 8th-grade students individually or in groups to address SEL needs. He is also currently working with several students who were identified from Elyssa's Mission to provide individual counseling as well as with a student referred due to extreme behavior.
- At Sunnyside Elementary in District 87, Dr. Michael is providing consultation to a third classroom and his school psychology practicum student, Kristen Bialek, is providing an academic intervention (PALS) with two 3rd grade students.
- At Whittier Primary School in District 87, bilingual psychologists Dr. Paola Gonzalez and Ms. Alma Rosario are members of the Threat Assessment Team. They will be trained via online modules and the team will meet monthly.

- At Northlake Middle School in District 87, psychologist Melissa Gomez will assist, along with other SEL team members, with the implementation of Elyssa's Mission after winter break. This program identifies students who are at risk for suicide.

### **PAEC Social Work Department**

1. Mr. Michael Irgang, M.S.W., and Ms. Lindsey Holsten, L.C.S.W. (PAEC School Social Workers-PAEC Elementary School Program) have been continuing to provide social work services weekly to the students on their caseload by facilitating Mindful Minute Mornings, incorporating holiday activities into their social work sessions, distributing presents from the PAEC Elementary Holiday Drive for Families, and facilitating the Robert Crown Puberty/Teen Sexual Health Presentations.
2. Ms. Monette Carlos, L.C.S.W. (PAEC School Social Worker-PAEC E. C. Program) has been working with the early childhood students on picture play sequencing to help them with functional play; learning to share by using timers, and using winter play themes. Additionally, on Dec. 8 & 9, 2021, Ms. Carlos has facilitated virtual parent groups on Zoom; participated in the PAEC E.C. Holiday Gifting Program, and contacted various early childhood parents to discuss toilet training tips for their children.
3. Ms. Mandy Ross, L.C.S.W. (PAEC School Social Worker-Proviso West High School), who has just been hired by PAEC, as of Nov. 29, 2021, has been getting to know the students assigned to her caseload, by going over each child's social work goals/benchmarks with them. She has, also, made contact with parents of students who are continually truant from school, to come up with a plan to have their child begin attending school more consistently.
4. Ms. Donna Kuchera, M.S.W. (PAEC School Social Worker-Proviso West High School), has been involved in facilitating the "Big Brother/Big Sister" program. Ms. Kuchera has had a few meetings with the Seniors and Juniors who volunteered to be mentors identified Proviso West Freshmen and Sophomores that are struggling with behaviors or in academics. Currently, she is working on matching the upperclassmen with the younger ones. Additionally, this program's volunteers will do a kick-off at the Basketball Tournaments during the holiday break.
5. Ms. Elizabeth Baldi, L.C.S.W. (PAEC School Social Worker-Proviso East High School), continues to work the students on her caseload, many of whom are in the TST or Transitional programs. This month, Ms. Baldi has been primarily focusing on academic-related stressors leading up to finals, as many of her students required assistance with completing work and making certain each child was receiving all the accommodations and modifications that are listed in their IEP's.
6. Ms. Dana Gutmann, L.C.S.W., Ms. Lisa Allen, L.C.S.W., Ms. Ziomara Rivera, M.S.W., and Ms. Lisa Pirrello, L.C.S.W. (PAEC School Social Workers-PAEC



High School Therapeutic Day School) have been providing social work services to the students at PAEC High School Therapeutic Day School and have been working with these students on the following: organizational skills, how to navigate public transportation (to get to a part-time job), interpersonal skills, conflict resolution, short-term/long-term goal planning, grief and loss, communication skills (expressing self to others), mindfulness, self-advocacy, anger management, and self-regulation. Additionally, social workers have been working with coordinating services with outside agencies (i.e., Riveredge Hospital, Hartgrove Hospital, Probation Officers, Leyden Family Service Therapists, etc.) on behalf of the students/families on their caseload, as well as assisting students who are transitioning to mainstream classes or the PAEC Transition Program, as of the second semester.

7. Ms. Lisa Pirrello, L.C.S.W., (PAEC Lead School Social Worker) completed the PAEC School Social Worker Observations, occurring during Semester I, as well as the Written Post-Observation Review Forms for those PAEC School Social Workers who were identified to be evaluated during the 2021-22 School Year. Additionally, Ms. Pirrello has been working with the PAEC Social Work Department In-Service committee in choosing topics and securing speakers for next year's (2022-23) department training.

8. The next PAEC School Social Work Dept. In-Service Training and Meeting will be scheduled:

Date: Friday – January 14, 2022

PAEC SW Dept. In-Service (Virtual):

Time: 10:00 AM-1:00 PM

Topic: Therapeutic Crisis Intervention

Speaker: Mr. Keith Harris-ASNChicago.org

PAEC SW Dept. Meeting (Virtual):

Time: 1:30 pm-3:00 pm

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

- The lead SLP hired a new SLP for the full-time opening in D88 at Lincoln Primary. Abigail Avery, SLP will be joining us from a new agency, Select Savvy, starting in the new year.
- The S/L Department had a meeting on December 6, 2021, from 1-3 pm. Topics discussed include Google multi factor authentication process, Embrace DS and Medicaid billing, IDFPR license renewal, ASHA renewal, etc.
- The lead SLP attended a Northern IL Speech/Language Coordinators meeting on December 10, 2021. Topics of discussion included: ISHA/ASHA workload analysis, assessments, upcoming PD, Diversity, Equity, and Inclusion requirement through ASHA, and much more.

## **PAEC Special Olympics**

December started roughly since we look forward to a great showing for the individual skills regional tournament on December 5th in Vernon Hills. We had to pull out based on Covid protocol. It turned out to be the right decision since the next day I received an email from Special Olympics IL regarding a potential outbreak at the tournament. Safety will always be our priority. That being said, we had a few great showings this past month! December 2nd the Bulldogs and the Pacers took on Oak Park-River Forest High School and came away with 2 wins! Both teams played great and we had great support from parents and staff. December 6th PAEC Tigers took on Unity Junior High School and won convincingly. December 14th PAEC staff attended a seeding meeting for the upcoming Warrenville tournament in January. Here area coaches get together to find the best divisions to place the teams. Staff left the meeting feeling we are in a fair division for the tournament and we look forward to going to work. December 15th the Bulldogs and Pacers then squared off with Hinsdale South High School splitting a pair of games. The Pacers started it off with a win, but the Bulldogs came up just short. We plan on having a PAEC scrimmage practice before the tournament to get the student-athletes as prepared as possible for the tournament on January 16th at Unity Jr. High in Cicero. This tournament will determine our chances of making a run for the State Championship! We can't wait! GO PAEC!

### **VII. OTHER/ADDITIONAL ITEMS TO BE BROUGHT BEFORE THE EXECUTIVE BOARD**

### **VIII. BOARD CORRESPONDENCE**

PAEC received a Holiday Greeting Card from StudioGC which is our Architect Firm.

### **IX. CLOSED SESSION**

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

**I move to convene into Closed Session at \_\_\_\_\_ AM, 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.**

### **X. NEXT MEETING**

The next PAEC Executive Board meeting is scheduled for Thursday, January 13, 2021.

### **XI. ADJOURNMENT**

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

**I move to adjourn the meeting at \_\_\_\_\_ AM/PM for lack of further items to discuss.**

MJ/TL