

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
 GOVERNING BOARD MEETING
 PAEC CENTER – 6:00 PM
 JANUARY 16, 2020
AGENDA**

- I. ROLL CALL
- II. AUDIENCE PARTICIPATION
- III. CLOSED SESSION

Recommended Motion:

I move to convene into Closed Session at _____ PM, under Section 2(c)(1) of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee(s), specific individual(s) who serve as independent contractor(s), specific volunteer(s) of the Board, or legal counsel for the Board as presented.

IV. APPROVAL OF GOVERNING BOARD MINUTES

A. December 9, 2019

Recommended Motion:

I move to approve the Governing Board Minutes of December 9, 2019 as presented.

B. December 19, 2019

Recommended Motion:

I move to approve the Governing Board Minutes of December 19, 2019 as presented.

V. APPROVAL OF CONSENT AGENDA

Recommended Motion:

I move to approve the Consent Agenda, which encompasses agenda items VI (Payroll), VII (Bills), and XIII (New Business) as presented.

VI. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

	<u>12/15/2019</u>	<u>12/20/2019</u>	<u>TOTAL</u>
Education Fund	530,795.52	520,284.58	1,051,080.10
Building Fund	16,947.04	16,515.89	33,462.93
TOTALS	\$547,742.56	\$536,800.47	\$1,084,543.03

Recommended Motion:

I move to approve Payroll as presented.

VII. APPROVAL OF BILLS

Information is attached

Recommended Motion:

I move to approve the Bills as presented.

VIII. EXECUTIVE BOARD REPORT

The Executive Board meeting was held on January 9, 2020. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Mr. Mark Holder, Ms. Charlotte Larson and Ms. Jillian Thomas from District 88, Dr. Janiece Jackson and Mr. Scott Beranek from District 92, Dr. Kevin Suchinski from District 93, and Ms. Vanessa Schmitt and Mr. Paul Starck-King from District 209. They reviewed and recommended approval of all the items on the agenda.

IX. DuPAGE/WEST COOK REPORT

No reports at this time.

X. COMMITTEE REPORTS

No reports at this time.

XI. 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. Current Student/Staff Monthly Report
Information is attached.
- D. Transition Reports
1. PAEC Therapeutic Day Elementary School – Information is attached.
2. PAEC Therapeutic Day High School – Information is attached.
- E. Initial Referrals
Information is attached.
- F. Police Reports
1. PAEC Therapeutic Day Elementary School – No police reports for this month.
2. PAEC Therapeutic Day High School – No police reports for this month.
- G. PAEC Activity Fund Summary
Information is attached.
- H. PAEC Program Updates
PAEC Business Office – Ms. Debbie Tryon, Business Manager
Ms. Tryon is working on cost sheets mid-year review of PAEC programs and services.

A draft of the transportation bid specs for next fiscal year has been sent to the PAEC attorney. The attorney is currently reviewing the draft and we are waiting for his response.

Ms. Tryon is working on plugging into PAEC's monthly cash flow projections, the payments to member districts for audit refunds for the 2018-19 fiscal year, all to be paid before June 30, 2020. The December fund balances, once received will be reviewed and plans for two payments to member districts for the Education and Building Fund hopefully will be workable as has been done in past years. Transportation balances and expenditures will be reviewed closely and compared to budget to ensure there are sufficient funds to pay invoices and return audit refunds to member districts.

PAEC received \$115,043.65 in December representing the first quarter of our state transportation reimbursement vouchered by ISBE in September. The second quarter reimbursement of \$109,553.73 has been vouchered by ISBE in December and projected to be received in March based on past payments by the comptroller.

The budget calendar for fiscal year 2020-21 has been constructed and will be presented to both boards.

Ms. Tryon will be finalizing informational budget worksheets for next year's budget for all PAEC programs and service areas in January to update past expenditures.

PAEC Early Childhood Program

The Early Childhood program had quite a few changes in the month of December.

Ms. Bushman's 5-hour program switched to two half-day classrooms. We already have six students in the AM session and three in the PM session. We are projected to be starting two more students in the PM session in January 2020, to make it a total of five students. The EC evaluation team has continued to be busy testing and staffing children that are new referrals

from the Early Intervention program and one Parent referral. We tested three students and had five eligibility meetings in addition to six annual reviews and two preschool placement meetings. We are continuously striving to make sure our students are in the least restrictive and the most beneficial educational environments. Therefore, in January, two of our preschool students will transition to the Jefferson blended preschool program. After all these classroom changes, testing, and report writing, we are all looking forward to a restful and well deserved Winter Break.

PAEC Therapeutic Day Elementary School

December is the last month of the year and we are extremely busy preparing for our winter break. The students will participate in a Santa's Workshop, which will allow them to pick out, wrap, or make gifts for their family members. The student's will also participate in a Holiday luncheon prior to winter break.

Teachers will be providing parents with useful things to do over winter break with their students.

The students continue to be progress-monitored in Reading and Math and have demonstrated growth in both areas. The students will complete their winter benchmark using FastBridge in Reading and Math when we return from winter break.

The students' weekly participation in activity night and the sports program continues to be a tremendous behavior incentive. We have experienced a noticeable increase in the number of students who are participating.

PAEC Academy at Divine Infant

PAEC Academy is working on report cards as the end of second quarter is December 20th. We will be administering the Fast Bridge mid-year assessments when we return from winter break.

On December 4th, we practiced our bus evacuation drill. All of the students did a great job. We had two buses participating, so the drill went quickly and was a success across the board.

On December 11th, we took holiday photos of the students as a fundraiser. Nurse Sheri took the pictures and did an excellent job.

On December 18th, all of the staff had a potluck lunch. Everyone participated and all had a great time. The classrooms had a small party in their classrooms on Friday, December 20th.

Merry Christmas and Happy New Year from the PAEC Academy staff!

PAEC Center

December was a quick and busy month. The Oak Leyden Choir came to PAEC Center and sang Christmas carols for students and staff on December 6th. Students were actively engaged this month as topics of holidays were in full force. The Giving Trees were set up and many donations of hats, scarves and mittens were placed on the trees for students to take home.

Marrea Winnega met with five teachers in the autism department. Feedback from the teachers has been positive and feel she is a great resource for them, especially in areas of behavioral management.

First semester teacher observations were completed. It was great to see innovative and individualized lessons within the classrooms capturing the students' attention. Many teachers were open to suggestions especially around student's engagement in the lessons presented.

The high school students went on a field trip to Garfield Park Conservatory. Friends from Travelzap.com joined them to help chaperone. Another popular field trip this month was to see Frozen II. The teachers did a nice job of preparing the students with lessons around winter activities, protagonists in the story and building upon prior experience from seeing the original Frozen movie.

Administration personnel participated in meetings for an active shooter drill to take place in the spring. Late start consisted of a trivia game to reinforce PAEC history, IEP knowledge, Speech, OT, PT and social work questions were also asked in a fun, collaborative setting to not only promote knowledge but also for team building efforts. The culmination with a scavenger hunt helped promote teamwork.

An all staff school breakfast was held on the last Friday of the school year, inclusive of an Ugly Sweater Contest to help build staff morale and sustain the holiday spirit. The month of December was quick and ended on a high note.

PAEC Center Vocational Program/Transition Program

Students continue to volunteer successfully at work sites. Sarah's Inn is moving locations beginning January 4th. Our volunteer hours will not be affected; the bus company has been alerted to this address change.

Students continue to apply for jobs diligently in the Transition program. Interviews were done with two students for Target and Speedway. Three other students have increased their work hours at their jobs and one temporary position will likely result in a permanent offer, but this will not be known until after the winter break. One student will be losing their position at Rock Sugar because the restaurant is closing. Several applications have been completed with the student in anticipation of the restaurant closing.

A potential volunteer opportunity for Mr. Downs class at a laundromat is being pursued and updates on that will be included next month.

A student from Proviso East has obtained a job with a nursing home and will begin in January. Vocational Development continues on Fridays, with 1-3 applications being filled out during each session, with 3-4 students. Interviews have been had by students at Burger King, Taco Bell, Dunkin Donuts, and Target.

PAEC Therapeutic Day High School

Final Exam Schedule:

Wednesday, December 18th

Period 2 Exam: 9:00-10:20 am

Period 3 Exam: 10:25-11:45 am

Dismissal: 11:45 am-12:00 pm

Make Up/Late Night: 12:00-1:10 pm

Thursday, December 19th

Period 4 Exam: 9:00 am-10:20 am

Period 6 Exam: 10:25 am-11:45 am

Dismissal: 11:45 am-12:00 pm

Make-Up/Late Night: 12:00 pm-1:10 pm

Friday, December 20th

Period 7 Exam: 9:00 am-10:20 am

Period 8 Exam: 10:25 am-11:45 am

Period 1 Homeroom: 11:50 am-1:10 pm

Make-Up: 11:50 am-1:10 pm and Dismissal: 1:10 pm

Portable Library

Our goal as a school is to provide students with the opportunity to read at leisure. We want to improve student outcomes using cooperative learning strategies while increasing English and language arts proficiencies. On behalf of the Illinois Alliance of Administrators of Special Education, PAEC High School has been awarded a mini-grant for our Portable Library at PAEC High School. The Portable Classroom Library (PCL) project proposal met all requirements which included implementing innovative practices, making positive contributions to the school, and continuing efforts necessary to implement the project.

DuPage Pro League

Congratulations to Coach Piaganrelli and our PAEC High School volleyball team on their second-place finish. During tournament play, PAEC High School students were revered for not only outstanding play but also exhibiting high levels of sportsmanship reflective of the programming and structure of the PAEC High School program.

Staff Holiday Luncheon

To commemorate the end of the first semester and finals, the women of PAEC High School orchestrated a memorable holiday potluck luncheon. The luncheon was an excellent opportunity to relax and intermingle as PAEC family to celebrate the holiday season.

PAEC Therapeutic Day High School Vocational Program

Next semester, the Hilton Work Training program will start with 10 students.

Next semester, Fire House Subs Work Training Program will start with 3 students.

The PAEC Leadership Program has been set up for three classrooms at PAEC Center and one classroom of Early Childhood to be involved. Mr. Loving had met with the staff for each classroom and put together the schedule.

Mr. Loving continues to work with Pathway; they provide job training to students 18-24 that are no longer attending school. Mr. Loving has contacted previous students and continues to refer previous students to the program.

Next semester, the Afterschool Work Training Programs will start with 10 students.

Mr. Loving has opened the After School Custodial Program up to students who want to earn community service hours. These students do not earn a stipend. Thus far, 1 student is participating.

We currently have two students participating in the Lunch Training Program.

Ms. Pietrowski is working with students to complete their transition planning questionnaire and interview. She also has regular meetings with seniors working on post-secondary education goals.

Ms. Pietrowski is working to meet with each student regarding their credits and anticipated graduation date. We currently have twenty-eight students utilizing the Apex Credit Recovery program to advance their graduation date either as a part of their course schedule or on their own. Thus far, this school year we have 15 completed classes.

PAEC Intervention Team

District 87

Jefferson Primary School

Class wide support for three classrooms continues, along with individual interventions and data collection on several students. Twice a month review meetings are conducted with

administrators, behavior coaches in the building and other school support staff to assess progress and make changes.

Riley Intermediate School

Part time behavior support for a student began three weeks ago. The coach assigned previously worked with the student and his family and they are welcoming the intervention. A STOIC plan was developed with the school support team and is being implemented. Initial structural changes that were made have shown immediate benefits, but there is much more in the plan that needs to be implemented.

Sunnyside Intermediate School

A student with 17 behavior referrals this school year is now receiving behavior support from the behavior coach that worked with the teacher last year. This support is part time and just in the initial stages. The classroom teacher is also receiving support with management choices in the classroom.

MacArthur Middle School

The mentor/goal-setting intervention with a student is going well. Academic goals are being reached and teachers are noticing a changed attitude. Mentor meetings with another student began two weeks ago with a different behavior coach mentor. This student is very motivated by being able to meet twice a week with an adult that just focuses on him.

District 88

Lincoln Primary School

Observations of two primary students were made this week, at the request of administration. After the winter break, there will be discussions about behavior support to see what resources can best be used to address the behavior concerns.

Lincoln Elementary School

A Behavior Coach continues to coach a teacher with developing classroom management skills, using a CHAMPS structure. The coach's classroom time has been reduced because the teacher is now much more confident and needs less support. In a separate classroom with behavior challenges, the teacher continues to receive behavior support. A structural change that involved separating two students for instructional time has helped.

Thurgood Marshall Elementary School

A behavior coach is helping a primary special education teacher establish CHAMPS structure and routines in her classroom. Noticeable improvements in student behavior, documented by observational data, has been realized. Behavior progress monitoring indicates noticeable improvement so the coach will be phased out over the next few weeks.

McKinley Elementary School

Behavior support for a teacher with several challenging students is being provided several days a week. The behavior coach and teacher are creating a class-wide support plan, with specific strategies for one student.

Roosevelt Middle School

Classroom management support for a special education teacher with a cross-cat classroom continues. CHAMPS coaching and implementing a class-wide STOIC plan, along with intensive coaching feedback is being provided by two PAEC behavior coaches. Observational behavior data has not indicated any significant improvement.

District 209

Proviso East High School

Last month the building supervisor of the three interventionists was temporarily reassigned to another school. The school principal is now meeting once a week with the academic and behavior interventionists. The school initiative designed to improve student attendance and reduce truancy and late arrivals is still a priority. The principal has expressed the need for improving progress monitoring of students receiving academic and behavior support.

Proviso West High School

The interventionist assigned to working with IEP students conducted 76 mentor sessions in the last two and a half weeks. Sessions ranged from 5 minutes to 3 hours. Most of the mentor sessions (60%) were 5-20 minutes.

PAEC OT/PT Department

Beginning January 6th until March 27th, PAEC will have an OT student (Estefania Garcia Gomez) from UIC here for student clinicals with our OTs in the PAEC EC program.

The AT Team continues to conduct trainings on Google Read & Write in the districts and in the PAEC Programs for teachers and students.

The AT Team attended a staff meeting on December 14, 2019 at PAEC Center.

The OT/PT Department attended a staff meeting on December 12, 2019 at PAEC Center.

We are in the process of ordering a new P-Pod Chair to help with students who have motor issues and are not able to sit up by themselves. This chair will be used in the PAEC Center Programs.

OT/PT/AT Lead and Speech Lead presented a team building exercise through trivia for PAEC Center Programs on the Late Start Day, December 13, 2019.

Our AT Team & OT/PT Team helped run the Wheelchair Clinic on December 11, 2019 at PAEC Center and the AT Team ran an Orthotic Clinic on December 18, 2019 with Gwen Blunk, an orthotist from Hanger Clinic at PAEC Center.

OTs and PTs attended the following in-services in December: Primitive Reflex, Sensory, and Motor Integration on December 4th in Skokie by Tina Pipher, MA, OTR/L; Primitive Reflexes - Strategies to Promote Integration, Strengthen Foundational Skills on December 6th and 7th in Aurora and Conference for School-Based OTs on December 11th in Alsip by the Bureau of Education and Research.

The Renewal of the Occupational Therapy Continuing Education Sponsor for Proviso Area for Exceptional Children will be sent to the Department of Financial and Professional Regulation by the end of this month.

The OTs are in the process of renewing their licenses this month.

The AT Team ordered headphones this month for the PAEC Proviso East Programs to use with their chromebooks for more individualized instruction.

PAEC Psychologist Department

District 87 psychologists, counselors and social workers participated in Elyssa's Mission, a suicide prevention program, at Northlake Middle School on December 3rd for 8th grade students. All priority I, II, and III students were followed up with by an SEL team member. The 6th and 7th grade students at Northlake Middle School as well as all students at MacArthur Middle School attended the program in November.

At MacArthur Middle School in District 87, Psychologist, Dr. Michael Cermak, facilitates an anger management group with 8th grade boys, social lunch group with 6th, 7th, and 8th grade boys, and individual sessions with 6th grade and 8th grade students, working on self-esteem, social skills, and anger management skills.

At Hillside School, District 93, Psychologist, Ms. Dayle Ashley-Harding and Psychologist Ms. Kailey Byrne, have "drop-in" lunch groups for students and there has been a decrease in behaviors for these students. They are also implementing social-emotional interventions with the pre-K students along with the school social worker. In addition, Ms. Dayle Ashley-Harding continues to facilitate a pre-reading intervention with two groups of Kindergartners (9 students in all). Psychologist Intern, Ms. Kailey Byrne is working with the primary grade social worker to push into the pre-K classrooms one to two times per week for social stories.

PAEC Social Work Department

Ms. Jill Collins, M.S.W. and Mr. Saumil Patel, M.S.W. (PAEC School Social Workers-PAEC Center School) coordinated and implemented 2-holiday toy drives in the communities of Maywood and Bellwood, which benefitted the PAEC Center students. Additionally, both PAEC Social Workers provided holiday support to a variety of families whose children attend PAEC Center School.

Ms. Amy Santino, M.S.W. (PAEC School Social Worker-Proviso East High School) has been working with students in her TST social skills groups covering topics such as appropriately advocating for ones needs, organizational skills and study skills. Additionally, Ms. Santino attended an open house at Amita on December 10, 2019, with the Transition team, to learn more about their Transition program and how the PEHS Transition team could best support their students' success.

Mr. Michael Irgang, M.S.W. and Ms. Lindsey Holsten, L.C.S.W. (PAEC School Social Workers-PAEC Elementary Therapeutic Day School) have been attending intake meeting for newly registered students, as well as giving tours of their school to incoming students and their families.

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 High School Therapeutic Day School) continue to see their students individually and/or in small groups, covering the following topics: Anger Management, Problem Solving Skills, Coping Strategies, Self-Care, Substance Abuse, Relationship/Dating Concerns, Social Media Etiquette and Appropriate Communication Skills.

Ms. Lisa Pirrello, L.C.S.W. (Lead School Social Worker-PAEC Cooperative) hosted the LAN 60 Quarterly Meeting on December 18, 2019, in the PAEC High School Conference room. The next quarterly LAN 60 Meeting is scheduled on Wednesday, February 19, 2020, in the PAEC Center Board Room, from 12:30pm-2:00pm.

PAEC Speech/Language Department

The Speech/Language department hosted Ms. Tanya Vickers, SLP, on Thursday, December 5, 2019. ASHA/CEUs were provided. Ms. Vickers presented two related topics for the SLP's:

- Overview of Dyslexia: How Can SLPs Support Their Student's Reading Development.
- Writing Strategies: How SLPs Can Use Writing Strategies to Develop Oral Language Skills and Support the Common Core Writing Standards.

The department added the following evaluations/materials to our inventory:

- TOPS 2 - Adolescent (Test of Problem Solving)
- EASIC-3 (Evaluating Acquired Skills in Communication)
- Go Talks: 2 Go Talk 4s/3 Go Talk 9s

PAEC Special Olympics

Bulldogs played 2 games; their first facing off against Downers Grove North on December 4th coming away with a 54-25 win. Their second game was against Oak Park River Forest and again, coming away with a 48-36 win. They have been working hard preparing for the district tournament on January 12th in Cicero. We look forward to showing our skills.

Pacers played 2 games; their first facing off against Willowbrook on December 2nd and winning 28-24 in a thriller. Their second game was against Downers Grove North where they again won by a score of 36-24. The Pacers have shown improvement in every game and practice. We look forward to the district tournament.

The Lady Pacers played 2 games; facing off first against Argo High School on December 16th, falling to them 24-12. It was a good showing and the ladies worked very hard. Their second game was December 17th vs. Oak Lawn. They put up an even better fight, but fell 20-6. We look forward to a great tournament in January.

Tigers 1 continued to practice and played one game against Tigers 2, winning that game 54-24. Tigers 2 played three games facing Hauser, Brooks and Park Jr High and winning all three games by an average of 15 points! We cannot wait to see them in January at Districts.

Our individual skills athletes participated in the district tournament on December 7th with great representation from PAEC. We ended up with one participant award, one 7th place, two 4th place, two 2nd place and one gold medalist who qualifies for state. We look forward to our athletes continuing their success!

XII. OLD/UNFINISHED BUSINESS

None at this time.

XIII. NEW BUSINESS

A. FYE 2020-21 Proposed Budget Calendar

The proposed FYE 2020-21 Budget Calendar is attached for your review and approval to adopt.

Recommended Motion:

I move to approve and adopt the proposed FYE 2020-21 Budget Calendar as presented.

B. FMLA Request

Ms. Nanyamka Warren

Ms. Warren, Behavior Interventionist at Proviso West High School, has requested a leave under FMLA beginning January 7, 2020 through January 10, 2020, due to a family member's illness. Ms. Warren will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve the leave request under FMLA for Ms. Nanyamka Warren, beginning January 7, 2020 through January 10, 2020, due to a family member's illness. Ms. Warren will be using her accrued sick days during this leave as presented.

C. Issuance of Special Education Bonds

Recommended Motion:

I move to authorize the Executive Director and the Business Manager of the District to proceed with the issuance of Special Education Bonds and make provision for the sale thereof and to submit a final resolution approving same to the Governing Board of the District at a future date as presented.

D. Funding of Special Education Bonds

Recommended Motion:

I move to proceed with the issuance of Special Education Bonds in an amount sufficient to cover the cost of the Roof Replacement Project and all related costs, subject to an acceptable written agreement basing each member district's share of the debt service on the bonds upon the districts' most recent EAV and October 1, 2019 student enrollment in PAEC, and giving each member district the option to make a one-time up-front payment of some or all of its share of the debt service and provide notice to PAEC concerning its exercise of this option by February 29, 2020 as presented.

E. Employment/Resignations/Terminations

Employment:

Maiya Blake, 1:1 aide, PAEC Early Childhood, \$11,173, effective 12/16/2019

Kiheria Martin, 1:1 aide, PAEC Center, \$10,363, effective 1/6/2020

Markee Morin, 1:1 aide, PAEC Elementary, \$10,363, effective 1/6/2020

Keisha Moss, 1:1 aide, PAEC Elementary, \$10,032, effective 1/13/2020

Recommended Motion:

I move to approve the Employment of personnel as presented.

Resignations:

Niane Serrano, 1:1 aide, PAEC Elementary, effective 1/9/20

Recommended Motion:

I move to approve the Resignation of personnel as presented.

Terminations: There are no terminations this month.

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

Our next Governing Board Meeting is scheduled for February 20, 2020.

XV. **BOARD CORRESPONDENCE**

None at this time

XVI. **ADJOURNMENT**

Recommended Motion:

I move to adjourn the meeting at _____ PM for lack of further items to discuss.