

PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
OCTOBER 15, 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. September 17, 2020 - FY'21 Budget Hearing Meeting

Recommended Motion:

I move to approve the FY'21 Budget Hearing Meeting Minutes of September 17, 2020 as presented.

B. September 17, 2020 – Governing Board Meeting

Recommended Motion:

I move to approve the Governing Board Minutes of September 17, 2020 as presented.

- V. APPROVAL OF CONSENT AGENDA

Recommended Motion:

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

- VI. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

	<u>9/15/2020</u>	<u>9/30/2020</u>	<u>TOTAL</u>
Education Fund	516,681.18	548,673.49	1,065,354.67
Building Fund	16,673.40	16,673.40	33,346.80
TOTALS	<u>\$533,354.58</u>	<u>\$565,346.89</u>	<u>\$1,098,701.47</u>

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 October 8, 2020. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Ms. Charlotte Larson from District 88, Dr. Janiece Jackson and Mr. Evan Whitehead from District 92, Dr. Kevin Suchinski from District 93, and Ms. Vanessa Schmitt from District 209. They reviewed and recommended approval of all the items on the agenda.

IX. DuPAGE/WEST COOK REPORT

None 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. 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
No police reports for this month.

F. PAEC Activity Fund Summary
Information is attached.

G. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

The field work for the annual PAEC audit report is in the final week and Ms. Tryon has completed the back schedules of the audit report and submitted them to the auditors for review and balancing. The audit is being done remotely with documents and reports uploaded to the “huddle”.

Final completion of sheet metal and exterior mansard panels around the roof were completed on September 25, 2020. Inspec will be inspecting the roof with PAEC'S buildings and grounds director and developing a punch list of areas to review and fix before final payments are made to the roofing company and Inspec.

Ms. Tryon is gathering applicable documents from PAEC staff who are eligible for tuition reimbursement to be paid to staff in December.

Annual wellness screenings usually sponsored by PAEC in the fall, due to the COVID virus are not being held in the fall, and the possibility of scheduling screenings in the spring will be discussed.

PAEC's insurance committee will be meeting before the end of the calendar year as specified in the bargaining unit contract.

The business office is waiting for certificates of insurance with appropriate coverages from Peoples Cab to accompany and support the proposed contract for 2020-21. The contract will then be submitted to the PAEC Governing Board for their consideration and approval.

Ms. Tryon is setting up the mid-year review file for the cost sheets. She is also reviewing transportation cash flow and audit refunds for fiscal 2019-20 to be paid to member districts for the transportation fund. Going forward depending on when and if PAEC students return to

in-person instruction this fiscal year, if funds are not needed for other than home to school transportation that PAEC pays, transportation billings to member districts may be reduced at mid-year or before.

PAEC Early Childhood Program

The Early Childhood (EC) program has now been providing daily live lessons via Zoom to all our children in the EC program since September 8th. They go live every morning and afternoon and give structured 30 minute lessons. The staff then stays on for an additional 30 minutes to work with any children that can stay, with the help of the Parents, to do activities in the areas of Academic, Social Emotional, Language, Fine Motor, or Gross Motor. The children are getting specialized therapeutic services in all these areas on a weekly basis also during their classroom time. The Parents have been picking up the packets every two weeks. If they are unable to do so, the packets will be delivered to their home by the EC Coordinator. We have had a mixture of consistent attendees to the live classes and those that log on intermittently but will do the activities sent home. We have also had a couple of families that send their children to daycare but will do the activities in the evening with their children. The teachers and therapists are also posting additional activities on ClassDojo so the parents have things to do throughout the day with the children. They were given a schedule for the day so that the parents can try to teach the children and to try and follow a routine in preparation of returning to in person instruction.

Most of the families report that they are happy with the services and others feel that their child cannot participate in remote learning at all. The Parents are very grateful for the devices and hotspots they have received on loan so that their child can benefit from remote learning.

PAEC Therapeutic Day Elementary School

The fall season has started and benchmark testing is almost complete. All students will be benchmarked using FastBridge in one of the following areas: earlyReading, aReading, earlyMath and aMath. The student's data will be used to drive instruction as well as establish intervention groups for the students.

The students are participating in various types of therapy in order to support them socially/emotionally. The students are receiving a combination of small group, and individual social skills lessons. The lessons are being designed to address the student's social/emotional needs with additional support during this time. Also families are being provided resources upon request.

The student's remote learning is being supported using synchronous and asynchronous instruction with additional small group sessions to address the individual student needs. The students are able to connect to classroom sessions, therapy sessions, and specials remotely.

New interventions continue to be utilized to support the students who maybe experiencing difficulties during specific task, subjects, or time of day. The team continues to focus on improving student engagement during instruction and therapeutic time as much as possible.

PAEC Academy at Divine Infant

All of the students in districts 87, 88, 92, and 93 have been provided a chrome book.

All of the teachers, therapists, and program assistants are conducting online learning with groups of students, as well as 1:1's with students who require more help in one area or another. All of the staff started out with review of previously learned skills in order to determine what skills were retained and if any regression occurred over the shut down and summer break. The second packet will increase in challenging students to work toward the next level. Staff members are recording their lessons and posting them on either Class Dojo

or Moby Max. This way if a student cannot sign in during instruction, they can watch the recording at any time of day, and know exactly what was taught. Many of our parents are working during the day and cannot sign in until evening. We are doing our best to meet the individual needs of all of our students and families.

Meetings (Annual reviews, domain meetings, and reevaluations) are going well. We are also in the process of trying to collect completed packets from this year. Teachers sent out packets in the beginning of the school year and will be sending a second set of work in the next week or two.

PAEC Center

The school year is well underway! Teachers, paraprofessionals, and related service staff are doing a great job in reaching the students.

Teachers continue to use different platforms for teaching. They have done an amazing job of reaching students. Classrooms are very interactive with the students participating during the lessons, interacting with the teacher and one another. During gym class, Mr. Ling has all the students exercising, and Ms. Weingardt is capturing their attention in Home Living. One-on-one instruction is also occurring to ensure understanding of instruction. Paraprofessionals have been instrumental in assisting with instruction and reinforcement learning. Parent participation has been essential for student achievements.

Staff continues to keep the students' updated with learning materials, etc. It is evident when observing the classrooms. Everyone has done a great job in ensuring student educational needs are being met in this environment.

PAEC Center Vocational Program/Transition Program

Currently there are seven (7) students employed competitively. Students are directed to apply for competitive employment via email and video classrooms. The way I monitor the students are emails, video meetings, and/or text messaging. When students apply for competitive employment, they are instructed to send me screenshots of completed applications.

Due to some temporary closings, some of our students have not currently resumed working, but have been contacted by employers that work will continue soon (see details below). Students are employed at the following:

	Employment	Hours	Job
1	Home Run Inn Pizza	15 Hours per week	Crew
2	Jewel; North & 9th	10 Hours per week	Cart Attendant /Bagger
3	Olive Garden	25 Hours per week	Busser
4	Olive Garden	20 hours per week	Busser
5	Taco Bell	15 Hours per week	Crew
6	Dunkin Donuts	11 Hours per week	Crew Member
7	Symphony Nursing Home	15 Hours per week	Activity Aid

Students are not working volunteer sites right now, due to Covid-19 closings and students not attending in-person school.

Marcus theatre has stated that they are not busy enough and are not operating at full capacity, so they will contact the student and put him back on the schedule when they need the help.

AMC had not answered my emails or phone calls, nor do they have a machine to leave a message, so I drove out there to find the theatre closed and no one was on site to speak with. I was not able to obtain an update directly from them as to when the students will be called back to work.

Students that are currently in Transition have been sent the actual links from company websites to apply for various jobs in the area, so far they have not been called for interviews.

I am getting feedback from some parents that they are not ready for students to return to work due to Covid-19.

PAEC Therapeutic Day High School

Letter of Appreciation

A Parent of a student sent a letter of thanks to the PAEC High School staff. The parent communicated that the remote learning environment has caused a great deal of stress for her and the student, but as we have continued to work together, we have been able to solve the issues experienced by the student. In the letter, the parent wanted to send out a special thanks to Ms. Lorek (Teacher), Ms. Ginley (Art Teacher), Ms. Segovia (Program Assistant), and Ms. Turner (Program Assistant.)

Students have been reminded that first quarter will conclude on Friday, October 16th. They have been directed to login to regularly schedule Google Hangout/Zoom sessions to receive daily points for participation. Also, they have been notified that it is their responsibility to check in with classroom staff for the purpose of attendance, to identify opportunities for make-up work, to clarify work expectations, etc. As of today, we have a little more than two weeks before the end of the quarter, so let's finish strong!

Student truancy has been identified as an opportunity for improvement at PAEC High School. As a building, we know that remote learning has been a difficult time for many of our PAEC High School students. We have partnered with Steven Bogren, Director of Compliance from West 40. The goal of the PAEC High School and West 40 partnership is to reduce the number of truant PAEC High School students. We have highlighted student interventions and student conferences that have taken place in order to reduce the number of students who have missed more than eleven school days.

Parent teacher conferences will take place on Wednesday, October 21st, from 5:30 pm – 7:30 pm virtually. This will be a great opportunity to collaborate with parents to address student academic, behavioral, and social emotional needs.

PAEC Therapeutic Day High School Vocational Program

Mr. Loving states that he has checked in with his work training sites and they are ready for students whenever we are able to place them.

Mr. Loving states that he provides students seeking employment with job leads.

Mr. Loving and Ms. Pietrowski have started a Google Classroom for the Vocational Educational. Mr. Loving posts available jobs on a weekly basis. Ms. Pietrowski posts links, videos, etc. to provide information regarding the transition domains. In September, the focus was employment: resume writing, applications, interviewing, etc. Moving into October, it will be on post-secondary education/training. All students have been invited to join.

Ms. Pietrowski is working with students to complete their transition planning questionnaire and interview via Google Hangout or by phone. The focus thus far has been with seniors or students due for their IEP meetings.

Ms. Pietrowski continues to discuss with each credit-deficient student their credits and anticipated graduation date. Emails are sent to each student requesting a Google Hangout or phone call and then progress emails. We currently have thirty-one students utilizing the Apex Credit Recovery program to advance their graduation date either as a part of their course schedule or on their own.

PAEC Intervention Team

District 87

Coaches continue to maintain phone/video contact with the families of students that were involved in interventions last year. This month we have added more structure by asking parents to agree to scheduling once or twice a week calls or Zoom meetings. However, parents can still contact coaches when they need help with solving family problems. Most students enjoy video contact with their coaches, and look forward to it. There are still 14-15 students being monitored and supported.

Teachers also contact interventionists for consultation and advice. The behavior team supervisor continues to have conversations with Nicole Spatafore. She reports that teachers are still overwhelmed with the demands of remote learning but, teachers can invite coaches to “sit in” on virtual SEL or academic lessons to observe and participate if they need support with some students. There have been some issues with middle school students “Zoom bombing” virtual lessons, and we are looking into helping monitor this situation.

District 88

School has begun with remote learning for this district. Two coaches have maintained connections with four families that they were supporting at the end of the last school year. The behavior team supervisor has reached out to district administration to discuss additional support strategies we may be able to help staff with. Our team has watched and discussed several SEL for Adults webinars that could be helpful. At the current time they are reporting they need to get the initial challenges of the remoter learning first. Additional discussions are planned.

Districts 92

Lindop School is also using remote learning with Google Classroom, Class Dojo, Zoom, and other web-based opportunities. They have not requested any support from the behavior team.

District 93

Hillside School began in-person instruction just recently for grades K-2. They are using a staggered reopening plan, adding additional grade levels over time. We have had conversations with the social workers and the psychologist about SEL lessons and consultation support for social/behavioral challenges.

District 209

Proviso West

Interventionists concluded assisting freshmen with orientation and some new staff trainings. They had been following up with students/parents from last year’s caseload and offering availability to re-establish connections with them. Dr. Thomas and Dean Travis meet weekly with the interventionists. They are also given weekly lists of freshman to contact with video calls to introduce themselves and inform them of support services that are available. They also participate in many of our webinars and team Zoom meetings.

Proviso East

Interventionists at East have also concluded helping with incoming freshmen registration and orientation. They also have been involved in some team trainings and participate in the SEL webinars, and some programs addressing racial inequalities in education. The behavior coach supervisor has offered the team's help in supporting high school staff with how to assist students experiencing conflicted feelings, anger, and distrust, exasperated by current racial injustice and violence playing out on the national stage.

PAEC OT/PT Department

The AT team is planning to conduct SETT meetings beginning in October to come up with appropriate assistive technology to address educational needs for struggling students.

Our AT Team & OT/PT Team helped run the First Virtual Wheelchair Clinic on September 23, 2020 with Dave Cingano, the AT Rep from Numotion and the invites have gone out in English and Spanish. For any orthotic need the families have been directed to contact Hanger Clinic directly and set up an appointment to go in to Hanger Clinic in Westchester.

Our OT/PT's attended the following in-services over the last month: Introduction to Google Virtual Classroom and Interactive Slides by Abbey Melling, via Zoom.

We have a new OT Student, Sina Webster, from UIC. She will be at PAEC from September 28th through December 12, 2020. She is assigned to Gayatri Chander, OT.

The Renewal of the Physical 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 PTs are in the process of renewing their licenses this month.

The OT/PT Department attended their monthly staff meeting on September 10th via Zoom.

Our Lead OT/PT/AT continues to collaborate on with the other Leads to develop documents to guide our related services staff through this difficult time of remote learning.

The OT/PT/AT Lead attended a Management Meeting on September 25, 2020 via Google Meets.

The AT Team attended an Infinetec meeting on September 16, 2020 via Zoom.

The AT Team attended a staff meeting on September 2, 2020 via Google Meet.

PAEC Psychologist Department

At Hillside District 93, Psychologist Ms. Dayle Ashley Harding and psychologist interns Merritt Coughlin-Smith and Melanie Pangalilingan are facilitating SEL activities for classrooms. All of the lessons are being held virtually.

Also at Hillside, Ms. Dayle Ashley-Harding, Merritt Coughlin-Smith, and Melanie Pangalilingan conducted Fastbridge benchmarking assessments between September 7th through September 25th. The kindergarten, 1st grade, and 2nd grade students were tested in person, outside under tents. The 3rd through 8th grade students were tested remotely.

Psychologist interns Merritt Coughlan-Smith and Melanie Pangalilingan are also co-leading PAEC Early Childhood classrooms with PAEC social worker Monette Carlos.

At MacArthur Middle School in District 87, psychologist Dr. Michael Cermak is supervising a Loyola advanced practicum student, two days per week. He is also assisting with the implementation/roll out of Panorama, an online platform for gathering and analyzing SEL data. Dr. Cermak is also meeting individually with two students weekly.

Bilingual psychologist, Dr. Paola Gonzalez, and bilingual psychologist intern Alma Rosario are conducting in person Transdisciplinary Play Based Assessments (TPBAs) in PAEC's Early Childhood program and Berkeley District 87's blended Pre-K/Early Childhood program.

All PAEC psychologists continue to conduct reevaluations via review of records, consultation with school staff, and student interviews via email and/or video meeting. Psychologists also continue to participate in IEP meetings and special education team meetings via video conferencing. Initial evaluations will be scheduled in-person with health and safety protocols in place in their respective locations.

PAEC Social Work Department

The following PAEC Social Work Staff addition has been made and became effective as of September 11, 2020: Mr. Kevin Dawley, M.S.W., will be providing school social work services to identified special education students attending Proviso West High School.

Due to the continuance of the COVID-19 outbreak, the PAEC School Social Workers continue to work remotely and are involved in completing the following duties:

- Conducting weekly student social work sessions (Individual &/or group) and student contacts via various virtual modes of communication (i.e., Google Hangout, Microsoft Teams, Zoom, email, phone, ClassDojo, etc.).
- Attending virtual school building staff meetings via Google Meets/Microsoft Teams.
- Attending virtual classroom team meetings via Zoom, Google Meets/Microsoft Team.
- Assisting parents with school online registration dilemmas and technology concerns.
- Consultation with PAEC Lead School Social Worker and other SW Department members via Google Meets.
- Responding to student/parent/PAEC Staff emails.
- Consultation with social work & teaching colleagues regarding students' upcoming AR/EDC/Domain meetings.
- Conducting parent/student/teacher interviews for social developmental study completion via Google Meets or phone conference call.
- Administering ABAS-3 (Adaptive Behavior Assessment System; 3rd Edition)
- Gather/organize student data/information in preparation for upcoming student AR/EDC/Domain meetings.
- Entering student data/information into Embrace IEP (i.e., PLOP, FBA, BIP, Goals/Benchmarks, etc.) for upcoming student AR/EDC/Domain Meeting.
- Completing social developmental studies, student present levels of performance, student IEP goals/benchmarks, etc. for upcoming IEP/EDC meetings.
- Participating in AR/EDC/Domain meetings via Google Meets/Microsoft Teams conferencing.
- Recording session information into Embrace DS (i.e., date of SW service, amount of minutes provided, service description, etc.
- Preparing/downloading/sending social work resources/activities/visuals for students using google classroom, student PAEC emails, ClassDojo, etc.
- Providing Crisis Intervention/reaching out to guardians/parents regarding assistance with housing, food, medical and mental health needs.
- Consultation with DCFS, Riveredge Hospital, Leyden Family Service, Proviso Mental Health Commission and other outside agencies on behalf of PAEC Students/Families.

- PAEC Social Workers turning in daily work schedule to Ms. Pirrello, LCSW-PAEC Lead School Social Worker.

Ms. Lisa Pirrello, LCSW (PAEC School Social Work Lead), as acting President of the Illinois School Social Work Supervisors & Coordinators Council (ISSW-SCC), will be chairing the ISSW-SCC's October 2, 2020 meeting virtually via Google Meet.

Ms. Lindsey Holsten, LCSW (PAEC SW Dept. Sunshine Committee Co-Chair) will be sending a card, condolences, and monetary charity donation on behalf of the PAEC School Social Work Department to Ms. Debby Pietrowski (PAEC High School Vocational Coordinator) and Family due to the recent passing of Ms. Pietrowski's mother on Tuesday, Sept. 22, 2020.

PAEC Speech/Language Department

The lead SLP attended the Northern IL Speech/Language Coordinators meeting on September 8, 2020. This group is a wonderful resource for sharing information and therapy tips and tricks.

Many PAEC SLPs attended the inservice: Introduction to Google Virtual Classroom and Interactive Slides by Abbey Melling, PT, MPT on September 18, 2020.

The SLP at Riley in District 87, Amy Michaels, has a graduate student clinician working with her 3 days a week. The student is a former District 87 student and is attending the University of St. Augustine in Austin, Texas.

The Speech/Language department had a meeting on Tuesday, September 15th. The Lead SLP has also been meeting with each district group individually to provide support and answer questions that are district specific.

PAEC Special Olympics

PAEC will be accepting applications and sign-ups for Special Olympics at PAEC for the 2020-21 school year when we return to the building. I contacted Special Olympics Illinois regarding their return to play policy and have scheduled a zoom meeting in October to discuss with other area coaches how they plan to return and what sports will be returning. That date has been finalized for October 27th at 10:00 a.m. We expect normal numbers of student-athletes to sign up this year based on the interest from parents/guardians, which last year was between 55-65 student-athletes throughout PAEC. We're excited to get back together for some basketball training and competition.

XII. OLD/UNFINISHED BUSINESS

FY'21 PAEC Budget

We have received confirmation from Districts 87, 93, and 209, that their School Board has reviewed and approved the PAEC FY'21 Budget.

Recommended Motion:

I move to approve the FY'21 PAEC Budget as presented.

XIII. NEW BUSINESS

A. Employment:

Elizabeth True, Registered Nurse, PAEC Programs, effective 9/21/20, \$40,378

Recommended Motion:

I move to approve the Employment of personnel as presented.

Resignations:

Janice Meyer, Computer Teacher, PAEC High School/Elementary, effective 3/31/20

Cleavon Sims, Program Assistant, PAEC High School, effective 9/14/20

Recommended Motion:

I move to approve the Resignations of personnel as presented.

Termination:

Corey Gee, 1:1 Program Assistant, PAEC Center, effective 9/8/20

Recommended Motion:

I move to approve the Termination of personnel as presented.

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

PAEC would like to thank Ms. Dorothy Clark Smith from District 88 for arranging a large amount of Depends to be delivered to PAEC for free.

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.

MB/lc