

PROVISO AREA FOR EXCEPTIONAL CHILDREN  
GOVERNING BOARD MEETING  
PAEC CENTER and GOOGLE MEETS - 6:00 PM  
DECEMBER 17, 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

*Recommended Motion:*

I move to approve the Governing Board Minutes of November 19, 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/Unfinished Business), and XIII (New Business) as presented.

- VI. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

	<u>11/13/2020</u>	<u>11/30/2020</u>	<u>TOTAL</u>
Education Fund	516,269.09	514,083.84	1,030,352.93
Building Fund	16,673.40	16,673.40	33,346.80
<b>TOTALS</b>	<b>\$532,942.49</b>	<b>\$530,757.24</b>	<b>\$1,063,699.73</b>

*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 December 10, 2020. Those present included: Ms. Nicole Spatafore and Ms. Laura Vince from District 87, Mr. Mark Holder and Ms. Charlotte Larson from District 88, Dr. Janiece Jackson from District 92, Dr. Kevin Suchinski and Ms. Sarah Johnson-Millon from District 93, and Dr. James Henderson and Ms. Vanessa Schmitt from District 209. They reviewed and recommended approval of all the items on the agenda.

- IX. DuPAGE/WEST COOK REPORT

Information is attached.

- X. COMMITTEE REPORTS

No reports at this time.

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

- A. 2019-20 Audit Report  
Mr. Nick Cavaliere, auditor from Baker Tilly, will provide an overview of the audit report.
- B. PAEC Programs – Current District Child Count Report  
Information is attached.
- C. Current Enrollment and Classroom Staffing Patterns  
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  
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**

The punch list for the roof has one item left to complete. The roofers are scheduled to complete this work on December 2, 2020. Once that is done and Inspec conducts their final review of the entire punch list we will be receiving final reports and invoices.

The business office is still waiting for certificates of insurance with appropriate coverages from People's 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 has been reminding our contact at People's Cab who indicates, he is working on getting them to PAEC. As of the date of this report, another communication to the company is being made.

Ms. Tryon is communicating with First Student regarding when First Student will begin the monthly billing to member districts during this remote learning period. Communications will be sent to district business officials as it becomes available.

PAEC's annual salary survey was sent out to member districts in November with a requested return date of December 9, 2020. Several districts have returned their survey.

Ms. Tryon will be requesting electronic copies of member districts 2019-20 AFR's, so annual 02A cost sheet information can begin to be put together.

Copies of the 2019-20 final cost sheets will be sent electronically to district superintendents and business officials later this month.

Ms. Tryon will begin preliminary mid-year review work this month to continue into January and February.

Audit refunds and billings for the 2019-20 fiscal year are being worked into monthly cash flow. It is a priority to return member district funds as soon as possible after this month in entirety.

The 2021-22 fiscal year PAEC budget calendar once finalized and approved by the Governing Board will be shared with member districts as soon as it is available.

**PAEC Early Childhood Program**

The Early Childhood (EC) program continues to provide daily live lessons via Zoom to the children in the EC program. The Parents continue to pick up packets or they are delivered to their home by the EC Coordinator. We have also started our virtual Coffee and Chat meetings for Parents. Our psychologist and social worker, Paola Gonzalez-Bonet and Monette Carlos work together to provide these monthly meetings which are designed to support our Parents. The agenda is based on the parents input and the students' needs. For example, this week's meeting centered around tips on how to successfully navigate virtual learning. It is also a safe place where our parents can voice their concerns and fears and be able to get to know each other and feel like they have a support group as they navigate this new world of special education. In addition, Monette Carlos worked with St. Eulalia Church and was able to give out approximately five Thanksgiving dinners to our neediest families.

**PAEC Therapeutic Day Elementary School**

November is the beginning of the Holiday season and the students are enjoying working on seasonal projects. The students were benchmarked using Fastbridge in Reading and Math in the fall and are currently receiving interventions using virtual breakout rooms for intense instruction.

The students' are participating in virtual field trips and or games to work on social skills as well as a behavior incentive. The students have an opportunity to earn additional virtual socialization with their peers playing games in their classroom as well as part of social work incentives.

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

**PAEC Academy at Divine Infant**

PAEC Academy is working through the pandemic as well as possible. All students were able to receive their new work packets and coats, either by picking them up or having them dropped off at their house. Report cards were completed and mailed out, along with progress reports.

We are working with all of our families to make sure they have what they need. One of our families has Covid and were unable to go and get food for the family. Staff donated money and Ms. Manney had food delivered to their house. The family was very grateful.

**PAEC Center**

Teachers continue to address the students' educational needs via Google Meets, Zoom, and ClassDojo. The classroom routines are evident and student engagement is getting stronger. They have adjusted to this new way of learning.

Teacher observations have continued. Classroom lessons, and the amount of educational material being presented virtually continues to evolve.

Virtual Fundraisers meetings are held weekly. Our first fundraiser being a Cookbook derived from recipes from staff and parents. There is a team of ten participants who will be collecting the recipes. The plan is for the students to put together the cookbook when we return as part of a vocational training program. We are also looking at students preparing masks and t-shirts

with the PAEC Center logo for Spirit Days. The team is researching the machines, materials, etc. for a profitable fundraiser as well as vocational opportunities for the students.

Staff and students alike are looking forward to being together once again, as soon as it is possible and safe.

**PAEC Center Vocational Program/Transition Program**

Currently there are 7 students employed competitively. Unemployed students are directed to apply for competitive employment via email and Google meets. These students are monitored via emails, video meetings, and/or text messaging. When students apply for competitive employment on their own, they are instructed to send me screenshots of completed applications. We also keep records of applications, students complete with me and/or staff.

Students that are currently employed are on the chart below:

	<b>Employment</b>	<b>Hours</b>	<b>Job</b>
1	Home Run Inn Pizza	15 Hours per week	Crew
2	Jewel; North & 9th	10 Hours per week	Cart Attendant /Bagger
3	Olive Garden	Temporarily Closed due to indoor dining	Busser
4	Olive Garden	Temporarily Closed due to indoor dining	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 remote learning and temporary closings.

Due to temporary closings of indoor dining, the two Olive Garden students have not worked since approximately October 27, 2020.

I have been working with PLCCA and have placed two students in a paid training program starting November 16, 2020, for security guard positions, with the hopes they will be offered security guard employment after the week long paid training. They have completed the course, received a certificate of completion, and sent an application for their PERC card for Security Guard.

**PAEC Therapeutic Day High School**

PAEC High School Administration continues to meet with staff via Google Meets on a weekly basis. Regular team meetings with staff provide an opportunity to address programming needs. We understand remote learning has been difficult for many of our students. As a program, we have relied on Google Meets (virtual) as an intervention to provide additional academic supports to increase student to teacher engagement.

Student enrollment has been an area of concern for the PAEC High School program due to the pandemic. As we enter into second semester, our intention is to make a concentrated effort to increase student enrollment using the hybrid model. We expect our students to return to the building at the start of second semester (January 2021). We project an increase of 20% prior to the end of January 2021 for student enrollment.

The testing window for the SAT/PSAT 8/9, PSAT 10, will take place during the weeks of April 13<sup>th</sup> through April 27<sup>th</sup>. Approved testing accommodations will be completed after winter break. The hybrid schedule will be adjusted to accommodate our alternative schedule (A and B days).

PAEC High School students will return in the winter with an option for learning in a hybrid model blending in-person/remote learning. Our students will have an alternating schedule of "A" and "B" days. Of those attending under the hybrid model, approximately half will attend on "A" days and half will attend on "B" days. We will seek to outfit classrooms with equipment and software to assist with instruction and two-way audio-visual interaction.

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

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 Program. Mr. Loving posts available jobs on a weekly basis. Ms. Pietrowski posts links, videos, etc. to information regarding the transition domains. The focus in November has been the Career Clusters. All students have been invited to join this classroom.

Ms. Pietrowski is working with students to complete their transition planning questionnaire and interview via Google Hangout or by phone.

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 twenty-three students utilizing the Apex Credit Recovery program to advance their graduation date either as part of their course schedule or on their own. Motivating students during remote learning has been difficult. An incentive program has been put in place and a Google Classroom has been long established. This school year we have had two completed class.

### **PAEC Intervention Team**

#### *District 87*

Coaches continue to maintain Zoom/phone contact with the families of students that were involved in interventions last year. Coaches are available for parents pretty much 24/7 to contact when they need help with solving family problems. Coaches also participate in weekly Behavior Team Zoom meetings and attend weekly webinars. Meetings that were very appropriate this month were 'Holiday Considerations for Parents', and 'Resilience and Suicide Prevention.'

The Jefferson team met about a student who is new to the district, and has been experiencing difficulties with following directions in synchronous instruction and completing assignments. The behavior coach that has been observing the student attended the meeting and shared information with the team. Strategies were discussed and a follow up meeting with the parent attending is scheduled for November 30, 2020.

The team at Sunnyside conducted a Zoom meeting on a student that has been struggling academically. The student has received behavior support the last two years, so the behavior coach that has worked with the student prompted the meeting. Last March, the team was

considering evaluating his eligibility for special services. It was decided to continue moving forward with that. The coach will contact the parents and a team review meeting with the parents will be scheduled.

*District 88*

A student that has received behavior coach support in previous years, is being transferred to PAEC Therapeutic Day School. A Zoom meeting took place with the student's new teacher, principal and the behavior team supervisor and coach. The history of previous behavior support was reviewed and questions about what plans and strategies have been successful in the past were reviewed and answered.

*District 92*

Lindop School continues using remote learning with all students. They have not requested any support from the behavior team.

*District 93*

In person instruction on a limited schedule continues at Hillside School. Consultation remains open on a student that received behavior support from coaches in kindergarten. The student now has a new one-on one assigned to them, but there have been problems with consistent student attendance that have complicated the support service delivery.

*District 209*

Proviso West High School

Interventionists continue to follow up with students/parents that are identified as at risk academically because of poor attendance and/or failing grades. The interventionists work on making family contacts and encouraging participation in catch up programs to improve academic performance. They also work with their teams in steering families in need to community support services.

Proviso West High School

Interventionists at East have been involved in some team trainings, participate in weekly Behavior Team Zoom meetings, and also work off lists of students to contact, along with meeting with school support staff and administrators to problem solving student situations and review their progress. Behavior Coaches also collaborate daily with each other.

**PAEC OT/PT Department**

The AT team is continuing to conduct SETT meetings while in remote learning to come up with appropriate assistive technology to address educational needs for their struggling students.

The OT/PT staff are working with students in their therapy sessions on wearing masks and shoes or slippers in order to prepare the students when they return to school.

The OT/PT department has been reviewing the process for using Embrace for Medicaid billing and making sure OT/PT referral forms are imputed and up to date. This is an ongoing process.

OT/PT/AT Lead attended a Management Meeting on November 20<sup>th</sup>, 2020, remotely.

The OT/PT Department attended a staff meeting on November 12, 2020.

The Lead OT/PT/AT and one OT have been participating in planning meetings for re-opening, to be ready for whenever it's safe to consider a hybrid or fully back to in-person learning.

The AT Team attended a staff meeting on November 4, 2020.

Interviewed and found an OT to cover a maternity leave starting in January 2021.

The Lead OT/PT/AT has been participating in Virtual Fundraising Meetings for PAEC Center to consider making a cookbook, masks, and/or T-shirts.

The Lead OT/PT/AT attended an on-line workshop titled Dynamic Seating Systems for Children with Severe Movement Limitations: Possibilities and Documented Effects by Sally Mallory, PT, ATP, CPST, sponsored by etac on November 18, 2020.

On November 19, 2020, the Lead OT/PT/AT attended a couple of Zoom informational sessions called Zoom Meetings 101 and Zoom Webinars 101.

The OT/PT therapists who work in District 88 received either an updated laptop with Windows 10 or received a Hot Spot this month to use with their current laptop or chrome book for when hybrid learning is involved.

### **PAEC Psychologist Department**

At Hillside District 93, Psychologist, Ms. Dayle Ashley-Harding and Psychologist Interns Merritt Coughlin-Smith and Melanie Pangalilingan, continue to facilitate SEL activities for one first grade classroom, two second grade classrooms, one third grade classroom, and a fifth grade writing group. All of the lessons are being held virtually. All participate in Hillside's MTSS process each Wednesday afternoon. They are also completing evaluations, either in person or remotely.

Psychologist interns Merritt Coughlan-Smith and Melanie Pangalilingan continue to co-lead PAEC Early Childhood classrooms with PAEC social worker Monette Carlos.

At MacArthur Middle School in District 87, psychologist Dr. Michael Cermak continues to supervise Ms. Mayra Goana, a Loyola advanced practicum student. He is also assisting with the implementation of Panorama, an online platform for gathering and analyzing SEL data. Additionally, Dr. Cermak is meeting individually with two 8<sup>th</sup> grade students weekly. Dr. Cermak and Ms. Goana continue to complete case study evaluations in person and/or remotely. Dr. Cermak also continues to participate in Sunnyside and MacArthur's MTSS process.

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 District 87's blended Pre-K/Early Childhood program. Dr. Gonzalez and Ms. Rosario are completing monolingual and bilingual evaluations in person and/or remotely.

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**

Ms. Monette Carlos-Barnes, LCSW (PAEC EC School Social Worker), facilitated a Coffee & Chat Parent meeting via Google Meet on November 18, 2020 from 2:15pm-3:30pm. The topic of discussion was tips and strategies for early childhood remote learning.

Ms. Lisa Pirrello, LCSW (PAEC School Social Work Lead), and Ms. Monette Carlos-Barnes, LCSW (PAEC EC School Social Worker), facilitated a virtual conference call meeting via Zoom on November 23, 2020 with in-service presenter Ms. Andrea Simari-Rosenberg to

discuss particulars of the upcoming PAEC School Social Work Department's January 8, 2021 Virtual In-Service on Trauma Informed Care.

Ms. Lisa Pirrello, LCSW (PAEC School Social Work Lead) has completed the PAEC School Social Work Performance Evaluation Observations during the 1<sup>st</sup> Semester of the 2020-21 School Year, has written Post-Observation Reviews, as well as completed virtual Post Observation meetings with those PAEC School Social Workers identified to be evaluated this school year.

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:

- Preparation for social work sessions/groups.
- 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.).
- Completing/updating phone logs.
- Assisting parents with medical/vision/dental care information and technology concerns.
- Preparing and sharing document pertaining to students with extenuating circumstances with administration.
- Consultation with DCFS, Riveredge Hospital, Leyden Family Service, Proviso Mental Health Commission, and Proviso Children's Advocacy Center, as well as other outside agencies on behalf of PAEC Students/Families.
- Assisting students with remote learning technology issues.
- Providing Crisis Intervention/Reaching out to guardians/parents regarding assistance with housing, food, medical and mental health needs.
- Consultation with PTMHC Transitional Therapist Mr. Joseph Vasilevski, LCPC, for afterhours/weekend student/family counseling services.
- Attending virtual school building staff meetings via Google Meets.
- Consultation with PAEC Lead School Social Worker and other PAEC 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 & Scoring ABAS-3 (Adaptive Behavior Assessment System; 3<sup>rd</sup> Edition)-Parent and Teacher.
- 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.
- 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.
- PAEC Social Workers turning in daily work schedule to Ms. Pirrello, LCSW -PAEC Lead School Social Worker.

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

The Speech/Language department has been reviewing the process for using Embrace for Medicaid billing and working to be sure that we have consent to bill Medicaid. This will be an ongoing effort for the department.

The Lead SLP and one additional SLP have been participating in planning meetings for re-opening. In many programs, it will be proposed that the SLPs work with students on the days/times when they are remote learning (in instances where this method of service has been effective).

#### **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. We continue to monitor what the CDC and the Governor says regarding return to play. Some virtual sports have been planned throughout IL Special Olympics, but none of the sports that PAEC Special Olympics participate in. When we get back in the building we anticipate 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 look forward to getting back to sports and competitions for our student athletes.

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

### **A. PAEC Policies – Second Reading and Adoption**

Our attorney has reviewed the attached PAEC policies provided by IASB. PAEC is recommending that the Board conduct a second reading and adopt the following Policies:

#### Governing Board

2:220 - Board Meeting Procedure

2:220 - E9 Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video during Disaster Declaration

2:260 - Uniform Grievance Procedure

2:265 - Title IX Sexual Harassment Grievance Procedure

#### Operational Services

4:180 - Pandemic Preparedness; Management; and Recovery

#### Personnel

5:10 - Equal Employment Opportunity and Minority Recruitment

5:20 - Workplace Harassment Prohibited

- 5:100 - Staff Development Program
- 5:220 - Substitute Teachers
- 5:330 - Sick Days, Vacation, Holidays, and Leaves

Students

- 7:10 - Equal Educational Opportunities
- 7:20 - Harassment of Students Prohibited
- 7:180 - Prevention of and Response to bullying, Intimidation, and Harassment
- 7:185 - Teen Dating Violence Prohibited
- 7:190 - Student Behavior
- 7:340 - Student Records
- 7:345 - Use of Education Technologies; Student Data Privacy and Security

***Recommended Motion:***

**I move to conduct a second reading and adopt the new and revised PAEC Policies: 2:220-Board Meeting Procedure; 2:220-E9 Exhibit – Requirements for No Physical Presence of Quorum and Participation by Audio or Video during Disaster Declaration; 2:260-Uniform Grievance Procedure; 2:265-Title IX Sexual Harassment Grievance Procedure; 4:180-Pandemic Preparedness; Management; and Recovery; 5:10-Equal Employment Opportunity and Minority Recruitment; 5:20-Workplace Harassment Prohibited; 5:100-Staff Development Program; 5:220-Substitute Teachers; 5:330-Sick Days, Vacation, Holidays, and Leaves; 7:10-Equal Educational Opportunities; 7:20-Harassment of Students Prohibited; 7:180-Prevention of and Response to bullying, Intimidation, and Harassment; 7:185-Teen Dating Violence Prohibited; 7:190-Student Behavior; 7:340-Student Records; 7:345-Use of Education Technologies; Student Data Privacy and Security as presented.**

**XIII. NEW BUSINESS**

**A. FY'2021-22 Proposed Budget Calendar**

The proposed FY'2021-22 Budget Calendar is attached for your review and approval to adopt.

***Recommended Motion:***

**I move to approve and adopt the proposed FY'2021-22 Budget Calendar as presented.**

**B. FMLA Request**

Ms. Monette Carlos

Ms. Carlos, School Social Worker, has requested a leave under FMLA, beginning December 10, 2020 through December 18, 2020, due to a family member's illness. Ms. Carlos will be using her accrued sick days during this leave.

***Recommended Motion:***

**I move to approve the FMLA for Ms. Monette Carlos, beginning December 10, 2020 through December 18, 2020, due to a family member's illness. Ms. Carlos will be using her accrued sick days as presented.**

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

Employment:

Jasmin Leon, 1:1 aide, PAEC EC/District 87, effective 11/19/20

Niane Serrano, 1:1 aide, PAEC Elementary, \$14,475, effective 12/3/20,

***Recommended Motion:***

**I move to approve the Employment of personnel as presented.**

Resignations:

Neferteri Okine. School Social Worker, District 209, effective 11/24/20

***Recommended Motion:***

**I move to approve the Resignation of personnel as presented.**

Terminations:

Jasmin Leon, 1:1 aide, PAEC EC / District 88, 11/6/20 (transferred to a different student)

***Recommended Motion:***

**I move to approve the Termination of personnel as presented.**

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

Our next Governing Board Meeting is scheduled for January 21, 2021.

**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