

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
and via GOOGLE MEET
JUNE 18, 2020**

AGENDA

- I. ROLL CALL
- II. AUDIENCE PARTICIPATION
- III. RE-ORGANIZATION OF GOVERNING BOARD
 - A. Swearing in of new Board Members
 - B. Selection of Board President
Recommended Motion:
I move to nominate _____ as Governing Board President.
 - C. Selection of Board Vice-President
Recommended Motion:
I move to nominate _____ as Governing Board Vice-President.
 - D. Selection of Board Secretary
Recommended Motion:
I move to nominate _____ as Governing Board Secretary.
 - E. Acceptance of Existing Policies
Recommended Motion:
I move to accept the existing PAEC Policies as presented.
 - F. Selection of Newspapers to publish Governing Board Meeting information
Recommended Motion:
I move to approve the publishing of Governing Board meeting information in the Suburban Life newspapers as presented.
 - G. Appointment of Township Treasurer
Recommended Motion:
I move to appoint the Proviso Township Treasurer as Treasurer of PAEC as presented.
 - H. Selection of Legal Firms
 - 1. Engler Callaway Baasten & Sraga LLC
Recommended Motion:
I move to retain Engler Callaway Baasten & Sraga LLC as legal counsel to the PAEC Governing Board as presented.
 - 2. Hauser, Izzo, Petrarca, Gleason & Stillman, LLC
Recommended Motion:
I move to retain Hauser, Izzo, Petrarca, Gleason & Stillman, LLC as legal counsel to the PAEC Governing Board as presented.
 - I. Selection of Auditor
Recommended Motion:
I move to retain Baker Tilly Virchow Krause LLP as the auditors for PAEC as presented.
 - J. Selection of Consulting Actuaries
Recommended Motion:
I move to retain Mitchell Serota & Associates Consulting Actuaries as presented.

K. Selection of Architect

Recommended Motion:

I move to retain Studio GC Inc., for our Architectural Services as presented.

IV. **APPROVAL OF GOVERNING BOARD MINUTES**

Recommended Motion:

I move to approve the Governing Board Minutes of May 21, 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>5/15/2020</u>	<u>5/29/2020</u>	<u>TOTAL</u>
Education Fund	529,724.34	531,048.79	1,060,773.13
Building Fund	16,202.03	17,417.94	33,619.97
TOTALS	\$545,926.37	\$548,466.73	\$1,094,393.10

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 June 11, 2020. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Mr. Mark Holder and Ms. Charlotte Larson from District 88, 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**

Information is attached.

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. Projected 2020-21 District Child Count
Information is attached.

E. Transition Reports

1. PAEC Therapeutic Day Elementary School – None at this time.
2. PAEC Therapeutic Day High School – None at this time.

F. Initial Referrals

Information is attached.

G. 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.

H. PAEC Activity Fund Summary

Information is attached.

I. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

The PAEC budget for next fiscal year is in the final stages of completion and will be forwarded to member district Superintendents and Business Officials by the end of June. Budgeted cost sheets reflecting budget numbers and student projections along with billing summaries are also being completed and will also be sent to member districts. July bills to member districts will be e-mailed close to mid-June as soon as budget numbers are balanced, and they will reflect next year's budgeted billing summaries.

Ms. Tryon has e-mailed to district business officials this first week of June the data, memo and worksheets necessary for member districts to provide financial data to PAEC for the annual end of the year 02A cost sheets for special education reimbursement. Financial information will be due back to PAEC early in July as the business office construct the reports from district data. Please make it a point to provide us with the information by the due date noted on the memo – July 8th, as we need to have sufficient time to compile and complete the report by the ISBE due date which is July 15th.

Ms. Tryon has been sending e-mails to our First Student contact requesting our annual mileage reports for home to school bills needed by member districts and also other transportation trips for the 2019-20 school year. As of the date of this report, I haven't heard back from First Student.

Student projection numbers for next year's cost sheets by program and by district have been verified by Ms. Tryon matching lists of student names and total numbers for each program by district received directly from program principals, to the projections shown in the PAEC board meeting documents. Any differences noted will be reconciled directly with the program principals and district contacts as needed. If member district officials want to check student numbers being budgeted and shown on the cost sheets, please contact Ms. Tryon as soon as possible. I am striving to ensure that student numbers projected for next school year are accurate on the budgeted cost sheets.

PAEC Early Childhood Program

The Early Childhood program ended the year with remote learning for all our students. All our teachers were able to connect with the students to insure they were safe and getting support for their child's needs. We were able to conduct all our annual review IEP meetings online and on a timely basis. The evaluation team conducted online Zoom meetings to observe the children transitioning out of the early intervention (EI) program and interview parents to complete initial individual education plans. This was a necessary procedure so that we would have accurate information because many of the students that were in the EI program had not been receiving direct services since March 16th. Therefore, there were no current reports from EI about the children transitioning to their home districts. The final

eligibility meetings are being conducted the first week of June. At this time we are projecting that we will be opening our program with 48 students. This includes the returning students and the ones that are transitioning out of the early intervention program.

We celebrated the retirements of Carol Michels and Faith Schwebke. We will miss them very much but hope they are able to enjoy their much deserved time off and are able to come back and sub for us for the upcoming school year.

PAEC Therapeutic Day Elementary School

The month of May closed out the school year with a lot of new and exciting ways of providing instruction to students. The program was able to provide instruction using Google Meet and create some exciting lessons. The teachers used Class Dojo and various other ways to connect and support students and families. The students that were unable to use technology or have a preference to complete classwork using the paper option received work packets and took pictures of the work and emailed it to teachers. Classrooms were doing class celebrations and social skills meetings with students so they can connect with their peers virtually. The teachers are now getting ready for summer school that will be implemented virtually.

PAEC Academy at Divine Infant

PAEC Academy staff have been meeting weekly to discuss issues and concerns. This has been a challenge for everyone. Packets were sent home twice to provide students work for the rest of this school year. Teachers were also using a number of online programs such as: Xtra Math, Moby Max, etc. Zoom meetings were also held by teachers and therapists at least once a week. Teachers and therapists also provided support to students through Zoom or Google hangouts meet.

We had 13 graduates this year, on May 22nd we had a graduation parade and many staff members participated. We drove by each graduates home, with decorated cars and horns blowing. Most of the families were waiting for us on their front lawns. You could tell it meant a lot to the students and their families.

We also have 2 staff members retiring, Mrs. Montag, a Teacher and Mrs. Wagemann, a Program Assistant. Mrs. Montag and Mrs. Wagemann worked together for many years. They were excellent staff members who will be missed. On May 27th, we had a parade for our retirees. It went well and the staff members were very touched by the effort.

We have 22 students signed-up for summer school. There will be three classes of 7-8 students. The teachers that will be working are Ms. Christianson, Ms. Bender, and Mrs. Hamilton. We have completed and sent out packets for each of the students for the summer school session. We will also be using online programs, and Zoom.

PAEC Center

The month of May started as April ended, with remote learning.

IEPs and EDCs continued to take place throughout the month. The technology of Google Meet and Zoom has been invaluable in ensuring a meeting like atmosphere done remotely.

Teachers are contacting students on a daily basis for assistance with school work. Program assistants are watching various webinars and reading books related to special education and how they can assist with the student population in which they work. They have been assisting teachers with work that needs to be done by the classroom.

Remote team meetings have been taking place weekly. The special events committee has been meeting as well to discuss plans for graduation and the upcoming school year.

During the month, there were home visits to students in different classes organized by the teachers. At least five different caravans of cars met and visited the individual students' home. Parents were happy to see staff from PAEC Center. Everyone remained socially distanced, wore masks and greeted the students and their families.

One May 20th, 21st, and 22nd graduation home visits occurred. On May 20th, the elementary caravan took place. Each student received a graduation mortar board, tassel, certificate of achievement as well as a sign for their front lawn proclaiming them graduates of PAEC Center. On May 21st, the high school graduation caravan took place and on the 22nd, the transition graduation caravan took place. Each group received the aforementioned as well as goody bags from the individual teachers. The students were very excited to have a caravan of cars, honking to celebrate their successes.

ESY preparations also took place. Teachers entered the school to prepare the packets that were sent home for students learning.

PAEC Center Vocational Program/Transition Program

Currently there are 85 students in the program and 14 students employed competitively. However, due to COVID-19 and the stay at home order, many of our students are not currently working but will be rehired or resume working when restrictions are lifted.

PAEC Therapeutic Day High School

On Sunday, May 17th PAEC High School Administration was notified of the death of one of our beloved students. A meeting was conducted to immediately notify staff of the matter. A written communication was sent out to our PAEC High School students and families on Tuesday, May 19th to offer our support and resources during this time of need.

The Proviso High School District 209 Board of Education has modified the graduation requirements for May and July 2020 graduates. We currently have thirteen graduates from Proviso East High School and another eight graduates from Proviso West High School. We project another four graduates from Proviso East High School and two additional graduates from Proviso West High School at the conclusion of summer school. Congratulations to the Class of 2020. Your hard work and determination has paid off. Thank you to our PAEC High Families and community who have supported our students throughout their high school careers. The PAEC High School staff wishes you the best of luck on your future endeavors.

PAEC Therapeutic Day High School Vocational Program

Ms. Pietrowski dropped off final student paychecks for the work training program.

All IEP meetings are completed for the school year, as a result, Ms. Pietrowski is done contacting students to complete Transition Planning Questionnaires and Interviews.

Ms. Pietrowski has ensured that all graduates have her contact information if assistance is needed with post-secondary planning.

Ms. Pietrowski will focus on summer graduates and fall scheduling over the summer break, and still be available to students as needed.

Ms. Pietrowski continues to work with each student regarding their credits and anticipated graduation date. We currently have thirty students utilizing the Apex Credit Recovery program to advance their graduation date either as part of their course schedule or on their own. It should be noted that each student has been contacted via email, google classroom, and/or phone on multiple occasions to encourage them to continue working on Apex during the closure and summer break. Ms. Pietrowski has dropped off paperwork for students who

either indicated they did not have access to technology or had finished the computer portion of the class and needed the paperwork to complete the class. Ms. Pietrowski will pick up completed work from students when notified of its completion. Thus far this school year, we have had 43 completed classes. Students continue to work on Apex for credit recovery and summer graduation.

PAEC Intervention Team

District 87

Jefferson Primary School

Coaches are maintaining phone/video contact with the families of the students that received direct support during the school year. Some parents are implementing First Step activities under direction of the coach. The two Coaches that worked with one of the students did a drive-by surprise for his 6th birthday that they arranged with his mom. The student was very surprised and very happy to see them.

Riley Intermediate School

The long term coach assigned to a student has been offering regular phone/video support during the school closure time. Parents are working so support is mostly with the daytime caregiver which is the grandmother. The student is not completing most E-Learning assignments but strategies continue to be offered to help encourage completion.

Sunnyside Intermediate School

Remote support to a student by the assigned coach is being provided. Unfortunately, the student and siblings are not receiving close adult supervision and academic assignments are not being completed and turned in. This was the case before the school closures as well.

MacArthur Middle School

The coach mentoring a student during the school year has not been able to contact the student or the family since schools have closed.

Northlake Middle School

The regular bi-weekly review meeting with the 6th grade team involved in the grade level CHAMPS Intervention was scheduled for March 17th, but did not take place because of the state-wide school closures. Coach support was for the staff, so no student phone/video support is feasible.

District 88

Grant Primary School

First Step Next was being implemented in a Pre-K classroom. The last session was completed on March 11th, and has not resumed because of the statewide school closures. The teacher indicates that E-Learning is only partially successful as only half of the families are participating.

Lincoln Primary School

Implementation of First Step Next was cut short by the school closures. The coach has reached out to the caregiver, the child's grandmother, but response has been minimal.

Lincoln Elementary School

The coach at Lincoln has regular contact with the teacher and parents of students. Reports are mostly good with this group. The coach also supports a third grader, and his family indicates that E-Learning is going well. Family phone support is also maintained with a fifth grade student.

McKinley Elementary School

The coach assigned to a student made several calls to the parents without results. Finally, this month, the mother responded and some online support to the family was provided.

Roosevelt Middle School

Classroom management support for a special education teacher with a cross-cat classroom was phased out just before schools closed.

District 209

Proviso East High School

Interventionists are communicating daily with their teams, coordinated by Ms. Rainey. They work off of assigned lists of students that are high risk or unengaged and asked to coordinate with team members in contacting these students to attempt to re-engage them.

Proviso West High School

Interventionists at West were also given lists of students who they were asked to contact and attempt to re-engage in completing remote academic assignments.

PAEC OT/PT Department

We have two full time positions to fill in OT for next year, Pramay Pandya is not returning and we have a new full time position to fill. From December / January of this school year, the difference in overall OT is an increase of 0.53 FTEs and 0.03 FTEs for PT. The OT FTE need went from 13.57 to 14.10 for next year. The PT FTE need went from 7.14 to 7.17 for next year. There were slight increases in FTEs in Districts 87, 88, 92, and in PAEC Programs.

The OT/PT department conducted their monthly meeting via video through Google Meet on May 7, 2020.

The AT Department conducted their monthly meeting via video through Google Meet on May 6, 2020.

The OT/PT/AT departments continue to have meetings as necessary to answer questions during this unusual time via Google Meet.

Therapists are providing services to the best of their abilities via tele therapy, email, phone, or telecommunications to students and families. They are collaborating with teachers, program assistants, and other related staff to perform these tasks.

The OT/PT/AT departments continue to watch webinars, read articles, books, and any other means to advance their knowledge in treatment and how to provide support during these days working from home.

OTs and PTs have continued to attend Annual Reviews, 3-Year Re-evaluation Meetings, and Initial EDCs via video communication while working from home.

The Lead OT/PT/AT attended the OT/PT Coordinator's meeting via video through Zoom.

OT/PT/AT Departments have been making sure students have appropriate equipment at home such as AAC devices, walkers, and sensory equipment as appropriate for home.

We received two large and one medium Nessie positioning pieces and one Nimbo X-Small walker.

PAEC Psychologist Department

At the weekly psychologists' meetings, information was shared from the following webinars attended during the month of May:

- Supporting Multilingual Learners Remotely
- WIAT-IV Training
- School Discipline and Strategic Interventions
- Circle Up: Take Two
- MTSS Problem Solving
- Student Resiliency
- Insights to Improve Students Behavior
- Validity Testing for Children and Adolescents
- Using Executive Functioning to Maximize Learning During a Pandemic
- Candid Conversations with Chicagoland Principals

At MacArthur Middle School in District 87, Psychologist Dr. Michael Cermak, continues to provide support for students via emails and online SEL curricula. He is also providing ongoing supervision to his Loyola practicum student via email, phone calls, and video conferences.

At Hillside, Psychologist Ms. Dayle Ashley-Harding, and psychologist intern, Ms. Kailey Byrne, continue to support the students they see individually and in groups via the google classrooms platform.

All PAEC psychologists continue to conduct reevaluations via review of records, consultation with school staff, and student interviews via email and/or video. Psychologists also continue to participate in IEP meetings and special education team meetings via video conferencing.

In response to Hillside District 93 Superintendent, Dr. Kevin Suchinski, request for online SEL activities for students and parents, psychologist Ms. Dayle Ashley-Harding and psychologist intern Ms. Kailey Byrne posted "Parent Tips for E-Learning and Parent Tips for Self-Care", on the District 93 website.

PAEC Social Work Department

The following PAEC School Social Workers will be providing school social work services during the 2020 PAEC Summer School Programs being offered June 8-26, 2020:

- Saamil Patel, MSW – PAEC Center School Program, Michael Irgang, MSW and Lindsey Holsten, LCSW – PAEC Elementary Therapeutic Day School/E.C. Program, Lisa Allen, LCSW – PAEC Academy Program, Lisa Pirrello, LCSW – PAEC High School Therapeutic Day School Program, Joseph Vasilevski, LCPC – Transitional Therapist (All Programs).

Crisis Intervention/Social Work services were offer by the PAEC High School Therapeutic Day School Social Workers to the students of PAEC High School in the aftermath of their classmate's untimely passing. Additional counseling services were offered through the Proviso Township Mental Health Commission.

Due to the continuance of the COVID-19 outbreak, the PAEC School Social Workers continue to be working daily from home and involved in completing the following duties:

- 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 and their families.
- Attending weekly virtual school building staff meetings.

- Attending weekly virtual team meetings.
- Consultation with PAEC Lead School Social Worker and other SW Department members.
- Responding to student/parent/PAEC Staff emails.
- Student contacts via various virtual modes of communication (email, phone, ClassDojo, Google Hangout, Microsoft Teams, Zoom, etc.).
- Consultation with social work & teaching colleagues regarding students' upcoming AR/EDC/Domain meetings.
- Conducting parent/student/teacher interviews for social developmental study completion.
- Gather/organize student data/information in preparation for upcoming student AR/EDC/Domain meetings.
- 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 technological conferencing.
- Preparing/downloading/sending social work resources/activities/visuals for students using google classroom, student PAEC emails, ClassDojo, etc.
- PAEC Social Workers turn in daily work schedule to Ms. Pirrello, LCSW, PAEC Lead School Social Worker.

PAEC Speech/Language Department

ESY SLP assignments are complete and the SLPs will be working to provide synchronous and asynchronous Speech/Language services to the students participating via remote learning.

The Speech/Language department will be sending best wishes to the following SLPs who are not returning for the 2020-2021 school year:

- Brenda Pett - bilingual SLP at District 87
- Elia Olivares - bilingual SLP at PAEC Early Childhood
- Molly Drenzek – at Lindop Elementary School, District 92
- Kara Daniel – at Hillside Elementary School, District 93
- Antoinette Thompson – at Proviso East High School and PMSA, District 209

The Lead SLP is working to determine the needs of the Speech/Language department for the 2020-21 school year for staffing. The following SLPs have accepted roles:

- Isabel Govea - bilingual SLP at District D87
- Heather Simons - bilingual SLP at PAEC Early Childhood
- Rica Guerrero – at Lindop Elementary School, District 92
- Mary Kersemeier – at Hillside Elementary School, District 93
- Nina Giannos – at Proviso East High School and PMSA, District 209
- Shevawn Brekan will be returning to PAEC Elementary following a year of leave.

The Lead SLP is working on a schedule for department meetings, Professional development, and goals for the SLP Department for the 2020-21 school year.

XII. OLD/UNFINISHED BUSINESS

A. PAEC Policies – Second Reading

Ms. Boeh and our attorney have reviewed the attached PAEC policies provided by IASB. PAEC is recommending that the Board conduct a second reading and adopt the following PAEC Policies:

Governing Board
2:125 - Board Member Compensation; Expenses

2:125-E1 Exhibit – Board Member Expense and Reimbursement Form
2:125-E2 Exhibit – Board Member Estimated Expense Approval Form
2:160 – Board Attorney
2:160-E Exhibit – Checklist for Selecting a Board Attorney

Operational Services
4:50 – Payment Procedures

Personnel
5:60 – Expenses
5:60-E1 Exhibit – Employee Expense Reimbursement Form
5:60-E2 Exhibit – Employee Estimated Expense Approval Form
5:150 – Personnel Records
5:280 – Duties and Qualifications

Students
7:70 – Attendance and Truancy
7:90 – Release during School Hours
7:130 – Student Conduct

Community Relations
8:10 - Connection with the Community
8:80 – Gifts to the Cooperative
8:110 – Public Suggestions and Concerns

Recommended Motion:

I move to conduct a second reading and adopt the updated/revised PAEC Policies #: 2:125-Board Member Compensation; Expenses 2:125-E1 Exhibit–Board Member Expense and Reimbursement Form, 2:125-E2 Exhibit–Board Member Estimated Expense Approval Form, 2:160–Board Attorney, 2:160-E Exhibit–Checklist for Selecting a Board Attorney, 4:50–Payment Procedures, 5:60–Expenses, 5:60-E1 Exhibit–Employee Expense Reimbursement Form, 5:60-E2 Exhibit–Employee Estimated Expense Approval Form, 5:150–Personnel Records, 5:280–Duties and Qualifications, 7:70–Attendance and Truancy, 7:90–Release during School Hours, 7:130–Student Conduct, 8:10–Connection with the Community, 8:80–Gifts to the Cooperative, 8:110–Public Suggestions and Concerns as presented.

XIII. NEW BUSINESS

A. Retirement Resolution

We have one additional staff member who will be retiring on June 30, 2020. Ms. Christine Cox, PAEC Elementary School Secretary since January 4, 2010.

Recommended Motion:

I move to recommend to accept the Resolution for Retirement of Ms. Christine Cox as presented.

B. Increased Staff

District 88 has requested two, one-on-one program assistants to assist two students with daily tasks and behavioral issues at PAEC Academy for the 2020-21 school year.

Recommended Motion:

I move to approve the employment of two, one-on-one program assistants for two students PAEC Academy for the 2020-21 school year as presented.

C. Approval of Employment/Resignations/Terminations

Employment:

Maiya Blake, 1:1 Program Assistant, District 93, effective 3/16/2020

Christina Maldonado, Summer Helper, \$10.50/hour, 5/11/20 - 7/31/20

Russell Vitrano III, Summer Helper, \$12.00/hour, 6/1/20 – 7/31/20

Michael Woodard, Summer Helper, \$12.00/hour, 6/1/20 – 7/31/20

***Summer Session:* The ESY Staff employment list is attached.

Recommended Motion:

I move to recommend to the Governing Board to approve the Employment of personnel as presented.

Resignations:

Recommended Motion:

I move to recommend to the Governing Board to approve the Resignation of personnel as presented.

Terminations:

Recommended Motion:

Maiya Blake, 1:1 PA, PAEC EC, effective 3/13/20 - followed student to home district

I move to recommend to the Governing Board 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 July 16, 2020.

XV. **BOARD CORRESPONDENCE**

None at this time

XVI. **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.

XVII. **ADJOURNMENT**

Recommended Motion:

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