

PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
SEPTEMBER 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 August 13, 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), and XIII (New Business) as presented.

VI. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

	<u>8/15/2020</u>	<u>8/31/2020</u>	<u>TOTAL</u>
Education Fund	98,281.06	118,856.18	217,137.24
Building Fund	<u>18,328.11</u>	<u>16,673.38</u>	<u>35,001.49</u>
TOTALS	\$116,609.17	\$135,529.56	\$252,138.73

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 September 19, 2020. Those present included: Dr. Terri Bresnahan and Ms. Nicole Spatafore from District 87, Mr. Mark Holder and 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

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. Transition Reports
None at this time.
- D. Initial Referrals
Information is attached.
- E. Police Reports
None at this time.
- F. PAEC Activity Fund Summary
Information is attached.
- G. PAEC Program Updates
PAEC Business Office – Ms. Debbie Tryon, Business Manager
Summer school billing is being finalized and will be sent to member districts later this month.

Ms. Tryon is working with the Technology Coordinator to provide the district business officials detail costs and documentation for the technology equipment PAEC is ordering for member district students enrolled in PAEC programs for remote learning. Billing to member districts is currently being worked on and will be sent soon.

The business office is working to gather records and documentation for PAEC's annual audit final fieldwork which will take place remotely the last two weeks of this month. Ms. Tryon will be putting together the back schedules of the audit which will be reviewed and balanced by the auditors which will determine the audit refunds and adjustments for last fiscal year.

PAEC Early Childhood Program

The Early Childhood staff has been busy reaching out to all the families and providing asynchronous lessons for the first week of school. In addition, they have been preparing remote learning packets for all the registered students in preparation for the synchronous (live) sessions that will be provided starting on September 8th. The children will be receiving two daily 30 minute sessions a day by either the teachers with the program assistants or the therapists. One session will be in the morning and the second in the afternoon. The sessions will provide the same information so that Parents can attend either session that is more convenient for their schedule. The packets contain the materials needed to participate in the live sessions and/or for the children to complete on their own. New packets will be prepared every two weeks. The Parents have been asked to pick up the packets. If they are unable to do so, the packets will be delivered to their home by the EC Coordinator.

PAEC Therapeutic Day Elementary School

The school year is off to a fantastic start. The entire PAEC Elementary staff has participated in additional remote learning training. The students have also participated in training to refresh and learn how to join Goggle Classroom, Class Dojo, or Zoom for instruction, therapy sessions, and information. The teachers have also distributed class packets and toolkits for students that required them. Various interventions, and supports have been implemented to assist and challenge students remotely.

PAEC Academy at Divine Infant

The PAEC Academy Teachers put together work packets for their students. Packets were all distributed to every student. Each teacher and therapist worked out schedules for the students to follow. Teachers, therapists, and program assistants are scheduled to work remotely with students. We are trying our best to make the schedule the same from day to day and week to week. Students miss the structure provided by school, so we are trying our best to put structure back in place.

All of our meetings (annual reviews, Pre-diagnostics, etc.) are being conducted remotely through Google Hangouts Meet. Meetings have already begun and will continue throughout the school year.

PAEC Center

The school year has started, teachers, paraprofessionals along with related services have ensured packets were mailed to the students.

Teachers are using Google Meet, Zoom, Class Dojo, and SeeSaw with the students. If a student/parent is unable to participate, students are called on the telephone to maintain the teacher-student interactions.

Instruction over the different platforms started out slowly, however, participation by students has increased steadily as everyone is getting used to this new normal.

Registration was done on-line this year. As this was new to parents, the need for assistance was given to almost all of the parents.

Observations on line have shown great innovations by teachers, paraprofessionals, and related services on different ways to reach the students academically.

PAEC Center Vocational Program/Transition Program

Currently there are 10 students employed competitively. Due to Covid-19, no additional jobs have been obtained this year. Due to the government ordered temporary closing, some of our students have not currently resumed working, but have been contacted by employers that work will continue soon. Students are employed at the following:

	Employment	Hours	Job
1	Home Run Inn Pizza	15 Hours per week	Crew
2	Jewel; North & 9 th	10 Hours per week	Cart Attendant
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
7	Symphony Nursing Home	15 Hours per week	Aid

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

PAEC Therapeutic Day High School

A welcome letter was sent out to the parents and families of our PAEC High School students. Additionally, we communicated the importance of engaging our students during the duration of remote learning. To ensure our students are engaged each academic day, we will follow our traditional academic schedule with Friday used as an independent study within each academic period.

This school year will be filled with numerous virtual learning opportunities for our students. It is imperative to support our students during remote learning. Parents are encouraged to provide students with a quiet work space dedicated to academic achievement. Students who are without adequate technology have been encouraged to reach out to the main office so that we can resolve student needs.

The health and safety of our PAEC High School staff members and students is our top priority. When individuals seek access to the building, appointments are taken to limit the number of individuals in the building at the same time.

PAEC Therapeutic Day High School Vocational Program

Mr. Loving states that he is currently working with Business and Career Services who offer trainings for our graduated students. He is contacting our graduates to assist with the referral process.

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

Mr. Loving states that he is maintaining contact with supported work training sites in anticipation of resuming the work training program when traditional in-person learning becomes a reality again.

Ms. Pietrowski is working with students to complete their transition planning questionnaire and interview via Google Hangout or by phone. The goal is to have met with each student by the end of the quarter, with regular meetings with seniors working on post-secondary education goals.

Ms. Pietrowski is working to discuss with each credit-deficient student their credits and anticipated graduation date. Emails have been sent to each student requesting a Google Hangout or phone call. 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 are maintaining regular phone/video contact with the families of students that were involved in interventions last year. The district schools had a meet and greet with students and parents and some coaches participated. This allowed some collaboration with other support staff as well. Fourteen students are being monitored.

Some coaches have had teachers contact them for consultation and advice. The behavior team supervisor has had conversations with Ms. Nicole Spatafore about creating "office hours" for behavior coaches to allow ease of access to the coaches' availability. We have also been discussing allowing some PAEC support staff to have access to the District 87 online platforms in order to facilitate better collaboration between teachers and coaches.

District 88

School has not yet begun for this district, but two coaches have followed up with four families that they were supporting at the end of the last school year. The behavior team supervisor has reached out to administration to discuss what support strategies we may be considering for this remote learning period.

District 209

Proviso East

Interventionists have been helping with incoming freshmen orientation activities and assisting with some new staff trainings. They had been contacting students/parents from last year's list of at-risk students to re-establish connections with them. They have also been given a list of freshman to contact with video calls to introduce themselves and inform them of support services that are available. Also, like all the behavior coaches they have participated in 7 webinars and 4 team Zoom meetings.

Proviso West

Interventionists at West have helped with incoming freshmen registration and activities. They also have been involved in some team trainings and participating in the SEL webinars, including Safe and Civil Schools live discussion of Racism in Education, a very difficult but necessary topic. The behavior coach supervisor discussed with Dr. Thomas and Mr. Kosina how the interventionists might assist returning students with the pain and anger they are experiencing from current racial violence viewed on the national stage.

PAEC OT/PT Department

The OT/PT staff are in the process of getting equipment and supplies to students for remote learning. Some are mailed, some are picked-up, and some are being delivered.

The AT team is working on helping therapists, teachers, students, and families on using their communication devices at home.

Therapists are providing services to the best of their abilities via teletherapy, 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 staff have been busy making sure both Sensory Rooms at PAEC Center and PAEC Elementary are up and running so when we return to school the rooms will be ready. The Assistive Technology team is working together with the Speech Department on a training schedule for AAC devices/software for those in the districts and in PAEC programs.

The August 19th, OT/PT department conducted their monthly meeting via Zoom.

The OT/PT department conducted new hire orientation training on August 18th, in-person at PAEC Center for new staff.

The OT/PT/AT Departments attended the Ethical Educator: Understanding your responsibilities as a Mandated Reporter of child abuse, as well as your role under the new Title IX Regulations addressing sexual violence and harassment via Zoom on August 21st.

The OT/PT Department attended district training that were appropriate to their school assignments.

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

Our OT/PT/AT Departments have received PPE (face shields, googles, and clear masks if necessary) to be able to engage in in-person sessions when necessary.

The AT Team was chosen for a one hour recorded presentation for “Closing the Gap”, on October 26th and 27th. Ms. Elizabeth Rotert will be the presenter. The title is: A Team-based Consult Model for AAC Services: Engaged Teams, Increased Device Usage.

Over the summer, a few members of the OT/PT staff along with the PAEC Center Principal put a new sensory path in the hallways and pod areas of the elementary side classrooms.

PAEC Psychologist Department

PAEC hired three full-time psychologist interns for the 2020-21 school year. Bilingual intern Alma Rosario will be supervised by PAEC bilingual psychologist, Paola Gonzalez and will work in PAEC Early Childhood program and Berkeley District 87’s blended Pre-K/Early Childhood program. Interns Melanie Pangalilingan and Merritt Coughlan-Smith will be supervised by psychologist, Dayle Ashley-Harding at Hillside District 93 and in PAEC’s EC program. Additionally, Advanced Practicum student Mayra Goana is assigned part-time in Berkeley District 87 at Sunnyside Elementary and MacArthur Middle School, and will be supervised by Dr. Michael Cermak.

Psychologists in Berkeley District 87, Dr. Michael Cermak, Paola Gonzalez, Melissa Gomez, and Tremell Goins, along with psychologist intern Alma Rosario, attended Institute Day in-person on August 24th at their respective schools. They also participated in a Meet and Greet with staff and parents on August 27th and 28th at their respective locations.

Psychologists in Berkeley District 87, Dr. Michel Cermak, Paola Gonzalez, Tremell Goins, Melissa Gomez, and psychologist intern Alma Rosario attended Remote Learning 2.0 on August 26th.

PAEC and district psychologists participated in the webinar “Ethical Educator: Understanding your responsibilities as a Mandated Reporter” on August 21st.

Psychologists Mary Therese Geary and Melissa Gomez attended the webinar entitled, “Back to School Health and Safety” on August 28th. Information from the webinar will be shared at the next psychologists’ meeting.

New psychologist Kaori Horton began August 24th. Kaori is assigned to Proviso District 209’s out-of-district private and parochial schools.

At Hillside, psychologist Dayle Ashley-Harding and psychologist intern Melanie Pangalilingan are facilitating 2nd and 3rd grade Caring Classroom groups remotely. Also, Dayle and intern Merritt Coughlin-Smith are facilitating 1st and 2nd grade Caring Classroom groups 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.

PAEC Social Work Department

The PAEC School Social Work Department had their first In-Service (virtually) on Thursday, August 20, 2020. Ms. Jaimee Jaucian, LCPC, of Amita Health did a presentation on “Social Work & Teletherapy”.

Ms. Lisa Pirrello, LCSW, PAEC Lead School Social Worker, planned and coordinated the PAEC Staff Institute which occurred on Friday, August 21, 2020. Ms. Sherri Lau, LCSW, of Amita Health Child Advocacy Center did a three hour presentation on “Professional Ethic, Sexual Harassment & Mandated Reporting”.

The PAEC School Social Work Department Committees for the 2020-21 School Year:

- A. In-Service Committee (Co-Chair: Ms. Monette Carlos, LCSW) - This committee plans and coordinates with the Lead School Social Worker (Ms. Lisa Pirrello, LCSW), social work related workshops, trainings, and in-services for the 2021-22 school year.
- B. Sunshine Committee (Co-Chair: Ms. Lindsey Holsten, LCSW) - This Committee plans and coordinates the PAEC School Social Work Department's sending of gifts, floral arrangements, cards, etc., on behalf of the department, for the births, marriages, illnesses, etc., of other PAEC Employees or various agency personnel in the Proviso Township Area.
- C. Crisis Committee (Co-Chair: Mr. Saumil Patel) - This is a response team that provides crisis intervention services to groups/individuals in need due to a traumatic event which may have occurred within their home or community. The PAEC School Social Work Department Crisis Team works collaboratively with and assists the PAEC Administration in identifying all individuals or groups that may be at risk in the time of a traumatic event. The Crisis Committee members work collaboratively with the Proviso Township Mental Health Commission's Network of Care Coordinators in planning after crisis care services/resources.
- D. Adaptive Behavior Assessment Committee (Co-Chair: Mr. Michael Irgang, MSW) - This committee is in place to monitor and provide technical assistance with the administration of the current formal adaptive behavior assessment that is being implemented department wide, as well as obtaining ongoing feedback from the PAEC School Social Workers.
- E. Transitional Therapy Program (Provider: Mr. Joseph Vasilevski, LCPC) - This individual provides PAEC Students and their families with various additional mental health services that go beyond what may be provided by the school social workers. The community mental health need that is being addressed in the Transitional Therapist Program is to meet counseling, emergency crisis management, family relationship concerns, alcohol/substance/physical abuse needs, child neglect, bereavement needs, and any other social, emotional, and behavioral needs of high risk youth and their families who receive services through the PAEC Cooperative (SEJA# 803) and member school districts who have a joint agreement with PAEC.

***The PAEC School Social Work Committees will be submitting quarterly updates to the PAEC Lead School Social Worker (Ms. Lisa Pirrello, LCSW).

PAEC Lead School Social Worker, Ms. Lisa Pirrello, LCSW, as the LAN 60 Collaborative Chairperson, will be facilitating quarterly LAN 60 meetings virtually this year, with the first Virtual LAN 60 meeting taking place on Wednesday, October 21, 2020 – 12:30pm-2:00pm.

The PAEC Social Work Department's next meeting & in-service training will be:

Date: Friday, September 11, 2020
Time: 9:30am-11:30pm
Topic: "Video Games in Play Therapy"
Presenter: Mr. Josue Cardona, M.S.- Geek Therapy
Location: Virtual Webinar

Afternoon PAEC School Social Work Department Meeting:

Time: 12:30pm-2:00pm
Topic: PAEC School Social Work Department Meeting
Presenter: Ms. Lisa Pirrello, LCSW
Location: Virtual via Google Meet

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.

PAEC Speech/Language Department

The Speech/Language department is excited to start a new, albeit different, school year and welcome the new SLP's to our team. We are pleased to be assisting Districts 87, 88, 92, 93, 209, and 803 with providing monolingual and bilingual SLP's. Below is a list of the new SLP's and the schools they are servicing:

- Heather Simons, bilingual - PAEC Early Childhood
- Shevawn Brekan, returning from a year leave - PAEC Elementary
- Isabel Govea, bilingual – District 87 (Jefferson and Whittier)
- Rica Guerrero - Lindop D92
- Mary Kersemeier - Hillside D93
- Michaela McCabe – District 88 (Thurgood Marshall)

The Speech/Language Department has been meeting in smaller groups over Zoom to share information and problem solve through beginning of the year challenges.

PAEC Special Olympics

We will be accepting applications for Special Olympics at PAEC for the 2020-21 school year, when we return to the building. PAEC has been in contact with 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. 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 look forward to a great school year for PAEC Special Olympics!

XII. OLD/UNFINISHED BUSINESS

None at this time.

XIII. NEW BUSINESS

A. FMLA Request

Ms. Theresa Faxel, Administrative Secretary, has requested an FMLA leave due to medical reasons. She is requesting a leave from September 1, 2020 through October 16, 2020. She will be using her vacation days and then her accrued sick days during this leave.

Recommended Motion:

I move to approve the FMLA leave request for Ms. Theresa Faxel, beginning September 1, 2020 through October 16, 2020, due to medical reasons. Ms. Faxel will be using her vacation days and then her accrued sick days during this leave as presented.

B. Retirement Resolutions

Ms. Deborah Tryon, PAEC Business Manager since July 1, 2004.

Recommended Motion:

I move to accept the Resolution for Retirement of Ms. Deborah Tryon, PAEC Business Manager as presented.

C. Approval of Employment/Resignations/Terminations

Employment:

None at this time.

Resignations:

Markee Morin, 1:1 Program Assistant, PAEC Elementary, effective 3/16/20

Keisha Moss, 1:1 Program Assistant, PAEC Elementary, effective 3/26/20

Recommended Motion:

I move to approve the Resignations of personnel as presented.

Terminations:

None at this time.

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

Election Day and Veterans Day

The PAEC Governing Board is requesting staff not work on Election Day November 3, 2020 as requested by ISBE and work on Veterans Day, November 11, 2020. The PAEC Calendar will be updated to reflect these changes and staff and parents/guardians will be notified.

Recommend Motion:

I move to approve staff not work on Election Day, November 3, 2020 and work on Veterans Day, November 11, 2020 as presented.

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