

**PROVISO AREA FOR EXCEPTIONAL CHILDREN  
EXECUTIVE BOARD MEETING  
PAEC CENTER – 9:00 AM  
AUGUST 10, 2023  
AGENDA**

I. **ROLL CALL** (District #93 will be facilitating the meeting)

II. **APPROVAL OF MINUTES**

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the minutes from June 8, 2023 as presented.**

III. **APPROVAL OF CONSENT AGENDA**

A. Approval of Payroll

Confirmation of payroll (excluding required employer deduction)

**PAYROLL AGENDA  
JULY 2023**

	<u>GROSS</u> <u>7/14/2023</u>	<u>FICA</u> <u>11/10/1906</u>	<u>RETIREMENT</u> <u>7/14/2023</u>	<u>BENEFITS</u> <u>7/14/2023</u>	<u>TOTAL</u> <u>7/14/2023</u>
Education Fund	\$ 43,774.11	\$ 2,648.86	\$ 2,673.34	\$7,118.30	\$ 56,214.61
Building Fund	\$ 16,240.16	\$ 1,236.53	\$ 666.87	\$2,927.07	\$ 21,070.63
<b>TOTALS</b>	<b>\$ 60,014.27</b>	<b>\$ 3,885.39</b>	<b>\$ 3,340.21</b>	<b>\$ 10,045.37</b>	<b>\$ 77,285.24</b>

	<u>GROSS</u> <u>7/31/2023</u>	<u>FICA</u> <u>7/31/2023</u>	<u>RETIREMENT</u> <u>7/31/2023</u>	<u>BENEFITS</u> <u>7/31/2023</u>	<u>TOTAL</u> <u>7/31/2023</u>
Education Fund	\$ 41,791.25	\$ 2,497.17	\$ 2,588.67	\$7,520.42	\$ 54,397.51
Building Fund	\$ 16,278.18	\$ 1,239.44	\$ 661.45	\$3,127.66	\$ 21,306.73
<b>TOTALS</b>	<b>\$ 58,069.43</b>	<b>\$ 3,736.61</b>	<b>\$ 3,250.12</b>	<b>\$ 10,648.08</b>	<b>\$ 75,704.24</b>

	<u>GROSS</u> <u>7/14/2023</u>	<u>FICA</u> <u>7/14/2023</u>	<u>RETIREMENT</u> <u>7/14/2023</u>	<u>BENEFITS</u> <u>7/14/2023</u>	<u>TOTAL</u> <u>7/14/2023</u>	SUMMER SCHOOL
Education Fund	\$ 177,270.43	\$ 7,683.91	\$ 4,662.80	\$0.00	\$ 189,617.14	
<b>TOTALS</b>	<b>\$ 177,270.43</b>	<b>\$ 7,683.91</b>	<b>\$ 4,662.80</b>	<b>\$ -</b>	<b>\$ 189,617.14</b>	

	<u>GROSS</u> <u>7/14/2023</u>	<u>FICA</u> <u>7/14/2023</u>	<u>RETIREMENT</u> <u>7/14/2023</u>	<u>BENEFITS</u> <u>7/14/2023</u>	<u>TOTAL</u> <u>7/14/2023</u>	SUMMER CAMP
Education Fund	\$ 7,633.28	\$ 428.40	\$ 250.17	\$0.00	\$ 8,311.85	
<b>TOTALS</b>	<b>\$ 7,633.28</b>	<b>\$ 428.40</b>	<b>\$ 250.17</b>	<b>\$ -</b>	<b>\$ 8,311.85</b>	

B. Approval of Bills

1. P-Card Payable Listing- Information is attached. (Voucher #1027)
2. Payable Listing- Information is attached. (Voucher #1028)
3. Payable Listing- Information is attached. (Voucher #1029)

C. Approval of Employment/Resignations/Terminations

***Employment***

Donisha Coleman, Behavior Interventionist, Proviso East, \$21,704, effective 8/16/23  
Abraham Arce, Perm Sub-Teacher, PAEC Academy, \$44,875, effective 8/16/23  
Belinda Perryman, Behavior Interventionist, Proviso East, \$23,410.92, effective 8/16/23  
Lynn Maloley, Perm Sub Computer Teacher, PAEC High School, \$45,913, effective 8/16/2023  
William Hessler, Behavior Interventionist, Proviso West, \$36,073.92, effective 8/16/23  
Janyce Simmons, Teacher, PAEC Elementary, \$52,507, effective 8/16/23  
Floyd Battle, Security Monitor, PAEC Programs, \$23,246, effective 8/16/23  
Lucille Bell, Program Assistant, PAEC High School, \$23,784, effective 8/16/23

***Resignations***

Thelma Segbawu, Occupational Therapist, Whittier, effective 7/31/23  
Hallema Smith, Speech/Language Pathologist, McKinley, effective 6/5/23

***Termination***

Abraham Arce, Program Assistant, PAEC Center, effective 6/2/23 (reassigned)  
Belinda Perryman, Program Assistant, PAEC Center, effective 6/2/23 (reassigned)  
Lynn Maloley, Perm Sub-Teacher, PAEC High School, effective 8/3/23 (reassigned)  
William Hessler, Program Assistant, PAEC Elementary, effective 6/2/23 (reassigned)

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Consent Agenda, which encompasses agenda items regarding Payroll, Bills, and the Employment/Resignations/Terminations as presented.**

**IV. OLD/UNFINISHED BUSINESS**

**V. NEW BUSINESS**

A. Contractual Agreements

Aequor Healthcare Services, LLC bill rates are:

- Speech Language Pathologist \$80 per hour
- Occupational Therapist \$80 per hour
- Physical Therapist \$80 per hour
- School Psychologist \$115 per hour
- BCBA \$90 per hour
- RN \$80 per hour
- LPN \$70 per hour
- CNA \$55 per hour
- Social Worker \$75 per hour

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the contractual agreement between Aequor Healthcare Services, LLC and Proviso Area for Exceptional Children. The bill rates are \$80 per hour for Speech/Language Pathologist, Occupational Therapist, and Physical Therapist, \$115 per hour for School Psychologist, \$90 per hour for BCBA, \$80 per hour for RN, \$70 per hour for LPN, \$55 per hour for CNA and \$75 per hour for Social Worker as presented.**

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

A. Projected District Child Count 2023-2024

Information is attached.

B. Projected Enrollment and Classroom Staffing Patterns 2023-2024

Information is attached.

C. Initial Referrals

There were no referrals for the month.

D. Police Report

There were no reports this month

E. PAEC Activity Fund Summary

Information is attached.

F. DuPage/West Cook Report

There was no additional information for the month.

G. Technology Updates

The IT department has spent most of July preparing devices for students, staff, and service members. Starting this week, we'll distribute the devices to students and teachers in their classrooms. Service Members will pick up their devices in the 3rd week of August, once they return.

We are continuing to purchase items for each program throughout August. Most likely we will receive devices after the start of the school year. We are also working on installing a new HVAC system in collaboration with Buildings and Grounds. This involves running a data ethernet cable from our HighSchool Server room to the front HighSchool office and setting up static IP addresses for the HVAC system to ensure smooth functionality and connectivity.

The technology department continues to address help tickets promptly.

H. PAEC Welcome Back

PAEC Staff will be returning for the 2023-2024 school year on Wednesday, August 16, 2023. There will be several training sessions to take place during the first three days and for a half day on Friday, August 25th, 2023.

I. Natural Landscaping

J. PAEC Improvements

The entrance at PAEC Academy has received beautification treatment over the summer break.



K. PAEC Center Garden



L. PAEC Staff Longevity

Information is attached to the board packet.

M. PAEC Budget Review for 23-24 School Year

PAEC Governing Board will be voting on the PAEC budget on August 30, 2023.

N. PAEC Program Updates

**Human Resources (HR) Department**

- Attended SELF Summer Seminar 7/25/23 at Gallagher
- Onboarded (including background checks, new hire paperwork, benefits presentation, contract production) 17 new hires (13 perm, 4 contract)
- Began audit on yearly ACA report (entails audit of correct info and codes for employees & dependents for massive IRS report)

**Buildings & Grounds (B&G)**

Summer cleaning is in progress and on schedule. Summer projects are in progress as follows; Main entrance (3A) to PAEC Therapeutic High School doors have been replaced. Electrostatic painting will occur in the coming months. KCW replaced the R.T.U. (roof top units) over the PAEC Therapeutic High School gym. The units serve the gym and office spaces. StoneHard removed carpet at PAEC Center offices B1 & B5 and installed epoxy flooring

**PAEC Early Childhood Program**

The Early Childhood program is welcoming Anna Mouritsen back to the EC Center after working at Hillside for the last few years. She will be taking over the teaching position that was vacated a year ago when Char Marshall retired. Claudia Carranza is returning as well as a classroom assistant and will be working with Patrina Williamson who vacated the PA position when she graciously accepted to step in as our 4th EC teacher. The teacher position opened up over the summer when one of our other teachers resigned. She will only be in that position for half the year because she will be student teaching the second half of the school year. We are very excited for Patrina as she comes close to finishing her Master's program through Grand Canyon University.

We are also welcoming a new program assistant to Christine Webb's room. Her name is Laura Martinez. She comes to us with many years of experience working with preschool age children in different settings. I am very excited to have such a strong and experienced team in the EC

program. Finally, we are starting out the year short with only one staff member. We are still looking to hire a 1:1 aide.

### **PAEC Therapeutic Day Elementary School**

We are preparing for the start of school by verifying district registration and making sure all parents have registered at PAEC Elementary. We sent out multiple reminders throughout the summer to ensure parents were aware of the registration procedures.

The staff will start the school year by completing various required trainings including Crisis Prevention Intervention. The staff will spend all three teacher institute days in training. The staff will also review spring FastBridge benchmark data to create initial instructional groups.

### **PAEC Academy at Divine Infants**

PAEC Academy is excited for the new school year. Registration is going well, we have 12 not registered in the districts. Many parents are registering online, we will make appointments with parents who need assistance with registering.

Our PAEC Custodian, Armando has done a fantastic job of cleaning the building, it really looks great! The new reading program was delivered and we are working hard to organize all the materials.

We are also welcoming our new kindergarten first-grade teacher Ms. Christine Faitz. She is very excited to be joining our team. We are also welcoming our new P.E. teacher Abraham Arce, who is also excited about his new position. Lashon Rutledge will be joining us as a 1-1 PA.

Upon return, staff will be making sure to assist students in transitioning to their new classrooms. Fastbridge will start shortly after the students have settled in.

### **PAEC Center**

PAEC Center is looking forward to opening days for our students!

Our student garden has been tended by one of our teachers so harvesting vegetables will be on the agenda for our opening days. Teachers will also prepare the beds for fall/winter and decide which plants/flowers to plant.

Our music therapy program will start in the fall as well for our elementary school students. We look forward to bringing an experienced music therapist into PAEC for them!

The Home Living program which was overhauled last year continues this year with high school classrooms. A new stove, toaster and other kitchen items have been purchased to help support this program.

We look forward to welcoming back our staff and students for the upcoming 2023-24 school year and anticipate a great start to the new year.

### **PAEC Therapeutic Day High School Happenings**

Collaboration and teamwork will be the essential key to success for the new school year. The preparation to welcome back and train our staff is being developed. The master teacher schedules have been posted. All students have their schedule ready with their required classes according to their Proviso transcripts. Registration has been open online since June. In-person for extra assistance with appointments began 8/1/23. We will have evening registration hours on August 10, from 1-7 to accommodate parents requiring late afternoon and evening hours.

### **Transitioning Students**

No changes at this time

**Maintenance of the building**

Our maintenance staff has been working diligently to clean and repair the school for the new school year to begin.

Physical Management	0
Police Calls	0
Restorative Meeting	0

**23-24 Anticipated Enrollment**

63 Students

**VII. OTHER/ADDITIONAL ITEMS TO BE BROUGHT BEFORE THE EXECUTIVE BOARD**

**VIII. BOARD CORRESPONDENCE**

**IX. CLOSED SESSION**

***Recommended Motion:***

I moved to convene into Closed Session at 9:35 AM, under Section 2(c)(1) of the Open Meetings Act to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee(s), specific individual(s) who serve as an independent contractor(s), specific volunteer(s) of the Board, or legal counsel for the Board as presented.

***Recommended Motion:***

I move to return to Open Session at \_\_\_\_\_ PM.

**X. NEXT MEETING**

The next PAEC Executive Board meeting is scheduled for Thursday, September 14, 2023. District #209 will be facilitating the meeting.

**XI. ADJOURNMENT**

***Recommended Motion:***

I moved to adjourn the meeting at \_\_\_\_\_ AM for lack of further items to discuss.

MJ/TL