

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
JULY 17, 2024
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 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 reconvene into Open Session at _____ PM

IV. APPROVAL OF GOVERNING BOARD MINUTES

1. Recommended Motion:

I move to recommend to the Governing Board to approve the FY24 Amended Budget Public Hearing minutes of June 25, 2024, as presented.

2. Recommended Motion:

I move to recommend to the Governing Board to approve the minutes of June 25, 2024, as presented.

V. APPROVAL OF CONSENT AGENDA

Recommended Motion:

I move to recommend to the Governing Board to approve the Consent Agenda, which encompasses agenda items regarding (VI) Payroll, (VII) Bills, and (VIII) New Business as presented.

VI. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

**PAYROLL AGENDA
JUNE 2024**

	<u>GROSS</u> 6/14/2024	<u>FICA</u> 6/14/2024	<u>RETIREMENT</u> 6/14/2024	<u>BENEFITS</u> 6/14/2024	<u>TOTAL</u> 6/14/2024	
Education Fund	\$ 476,589.80	\$ 19,940.34	\$ 12,778.71	\$108,056.64	\$ 617,365.49	JUNE 15, 2024
Building Fund	\$ 16,861.69	\$ 1,283.70	\$ 679.51	\$3,123.72	\$ 21,948.62	
TOTALS	\$ 493,451.49	\$ 21,224.04	\$ 13,458.22	\$ 111,180.36	\$ 639,314.11	



	<u>GROSS</u> 6/28/2024	<u>FICA</u> 6/28/2024	<u>RETIREMENT</u> 6/28/2024	<u>BENEFITS</u> 6/28/2024	<u>TOTAL</u> 6/28/2024	
Education Fund	\$ 446,295.98	\$ 18,443.30	\$ 12,064.73	\$114,220.32	\$ 591,024.33	JUNE 15, 2024
Building Fund	\$ 16,841.47	\$ 1,282.19	\$ 678.72	\$3,356.66	\$ 22,159.04	
TOTALS	\$ 463,137.45	\$ 19,725.49	\$ 12,743.45	\$ 117,576.98	\$ 613,183.37	

	<u>GROSS</u> 6/28/2024	<u>FICA</u> 6/28/2024	<u>RETIREMENT</u> 6/28/2024	<u>BENEFITS</u> 6/28/2024	<u>TOTAL</u> 6/28/2024	
Education Fund	\$ 402,504.27	\$ 15,612.93	\$ 9,337.41	\$106,764.19	\$ 534,218.80	JULY 15, 2024
Building Fund	\$ 465.84	\$ 35.63	\$ 18.77	\$0.00	\$ 520.24	
TOTALS	\$ 402,970.11	\$ 15,648.56	\$ 9,356.18	\$ 106,764.19	\$ 534,739.04	

	<u>GROSS</u> 6/28/2024	<u>FICA</u> 6/28/2024	<u>RETIREMENT</u> 6/28/2024	<u>BENEFITS</u> 6/28/2024	<u>TOTAL</u> 6/28/2024	
Education Fund	\$ 394,024.72	\$ 15,280.02	\$ 9,207.55	\$112,227.99	\$ 530,740.28	JULY 31, 2024
Building Fund	\$ 1,031.06	\$ 78.88	\$ 41.55	\$0.00	\$ 1,151.49	
TOTALS	\$ 395,055.78	\$ 15,358.90	\$ 9,249.10	\$ 112,227.99	\$ 531,891.77	

	<u>GROSS</u> 6/28/2024	<u>FICA</u> 6/28/2024	<u>RETIREMENT</u> 6/28/2024	<u>BENEFITS</u> 6/28/2024	<u>TOTAL</u> 6/28/2024	
Education Fund	\$ 363,907.99	\$ 14,408.80	\$ 8,649.82	\$100,496.33	\$ 487,462.94	AUG 15, 2024
Building Fund	\$ -	\$ -	\$ -	\$0.00	\$ -	
TOTALS	\$ 363,907.99	\$ 14,408.80	\$ 8,649.82	\$100,496.33	\$ 487,462.94	

	<u>GROSS</u> 6/28/2024	<u>FICA</u> 6/28/2024	<u>RETIREMENT</u> 6/28/2024	<u>BENEFITS</u> 6/28/2024	<u>TOTAL</u> 6/28/2024	
Education Fund	\$ 343,023.12	\$ 13,908.47	\$ 8,258.69	\$102,643.46	\$ 467,833.74	AUG 31, 2024
Building Fund	\$ -	\$ -	\$ -	\$0.00	\$ -	
TOTALS	\$ 343,023.12	\$ 13,908.47	\$ 8,258.69	\$102,643.46	\$ 467,833.74	

	<u>GROSS</u> 6/28/2024	<u>FICA</u> 6/28/2024	<u>RETIREMENT</u> 6/28/2024	<u>BENEFITS</u> 6/28/2024	<u>TOTAL</u> 6/28/2024	
Education Fund	\$ 20,900.00	\$ 774.36	\$ 436.73	\$0.00	\$ 22,111.09	ATTENDANCE INCENTIVE
Building Fund	\$ 1,440.93	\$ 110.25	\$ 58.08	\$0.00	\$ 1,609.26	
TOTALS	\$ 22,340.93	\$ 884.61	\$ 494.81	\$ -	\$ 23,720.35	

Recommended Motion:
I move to recommend to the Governing Board to approve the payroll as presented.

VII. APPROVAL OF BILLS

1. Payable Listing-Information is attached. (Voucher #1014)
2. Payable Listing-Information is attached. (Voucher #1016)

3. Payable Listing-PCARD-Information is attached. (Voucher #1017)
4. Payable Listing-Water Bill-Information is attached. (Voucher #1012)

Recommended Motion:

I move to recommend to the Governing Board to approve the bills as presented.

VIII. NEW BUSINESS

- A. Approval of Personnel Report
Information is attached to the Board packet

Recommended Motion:

I move to recommend to the Governing Board to approve the Personnel Report as presented.

- B. Contractual Agreement Report
Information is attached to the Board packet

Recommended Motion:

I move to recommend to the Governing Board to approve the Contractual Agreement Report as presented.

- C. Food Service Agreement

Recommended Motion:

I move to recommend to the Governing Board to approve the agreement with ISBE to proceed forward with the contract award as presented.

- D. Board Policy 4:20 (2nd & Final Reading)
4:20 Fund Balances

The Executive Director or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Director or designee shall inform the Board whenever it should discuss increasing, drawing upon its reserves, or borrowing money. The School District seeks to maintain a year-end fund balance to revenue ratio of no less than 10 percent (10%), as calculated under the Illinois State Board of Education's School District Financial Profile.

Recommended Motion:

I move to recommend to the Governing Board to conduct the second and final reading of Board Policy 4:20 (Fund Balance) as presented

- E. West40 2024-2025 Emergency Crisis Plan

Recommended Motion:

I move to recommend to the Governing Board to approve the West 40 2024-2025 Emergency Crisis Plan as presented.

IX. EXECUTIVE BOARD REPORT

There was no Executive Board meeting in July. The meeting will resume on August 8, 2024.

X. DuPage/WEST COOK REPORT

There is no report this month.

XI. COMMITTEE REPORTS

There were no committee reports this month.

XII. EXECUTIVE DIRECTOR'S INFORMATIONAL REPORT

- A. ESY Current District Child Count 2024
Information is attached.

- B. ESY Current Enrollment and Classroom Staffing Patterns 2024
Information is attached.

C. Projected District Child Count 2024-2025

Information is attached.

D. Projected Enrollment and Classroom Staffing Patterns 2024-2025

Information is attached.

E. Transition Reports

F. Initial Referrals

Information is attached.

G. Police Reports

There were no police calls made in June 2024.

H. PAEC Activity Fund

Information is attached.

I. PAEC Events

1. Dr. Barnicle- Lead OT/PT with Toni Preckwinkle
2. Chris Welch Job Fair
3. Chicago Sky Game ESY Field Trip
4. ESY 2024 Early Childhood

J. PAEC Longevity Recognition

K. PAEC Administrative Department Updates

**PAEC Technology Department
Summer Break**

With the Summer Break over for teachers and students, we are collecting the remaining devices.

Most devices have been collected and updated to the latest version of Windows/ChromeOS, ready for the next school year.

Updates on ESSER Fund Projects

1. Ongoing. PAEC Network Upgrade/Cabling is still underway.

The majority of the project on the cabling side has been completed. This includes High School, Elementary, and Early Childhood. PAEC Center has a few more classrooms/offices to be done.

All hardware has been shipped to our location(Access Points, Servers, IDF, UPS, etc...). Our network consultant will arrive within the coming weeks to complete the installation.

2. Ongoing. EPSON Projectors and SmartBoards.

The majority of the Projectors have been installed in PAEC Center. This should be completed before the new school year. Small issue with the delivery on the smartboards. While in transit the boxes and smartboard were damaged. CDW is aware and awaiting their response. Pictures if needed.



We continuously address help tickets in a timely manner.

PAEC Business Department-Dr. Paul Starck King- Interim CSBO/CFO

- FY 2025 Tentative Budget Update
- FY 2025 Estimated Tuition Billing Update

PAEC Human Resources (HR) Department

HR Activities

- 8 new hires
- 6 terminations
- 4 transfers
- participated in Mid-year Staffing Meeting
- managed 2 new Workers Comp cases

PAEC Buildings & Grounds Department

KCW repaired the package unit in room 110 at the High School. KCW installed a mini-split air conditioner unit in the new server space at the High School. Short throw projectors are being installed at PAEC Center which involves removing TV's, relocating outlets and mounting projectors. A-1 Roofing repaired roof at PAEC Center under warranty. A bullet was found in the roof which caused a leak in room C-13.

L. PAEC Program Updates

PAEC Academy at Divine Infant

Summer school went well. The theme was being kind to others. Students celebrated Juneteenth and worked on Father's Day projects. We had 40 students signed up for summer school. We ended up with 35 students attending.

Our incoming Kindergarten students transitioned to our program, which will make the transition in the fall a little easier. When they return, the teacher and classroom peers will be familiar to them. They are also beginning to understand the classroom routine and expectations. Students limited their time outside due to the heat and the Cicadas.

We have been working on class lists for the fall of 2024. Currently, we have 71 students signed up to attend. We still need to hire a few 1-1 program assistants.

PAEC Early Childhood

The Early Childhood Summer staff celebrated the last day of school with a big Aloha celebration. We had a wonderful extended school year (ESY). All 20 students who registered for the ESY program attended for the three weeks. The students met new friends and teachers. They had fun reviewing their letters, numbers 1-10, and basic colors. The classroom themes focused on summer topics such as water animals and summer fun activities. The students explored different ways to create art projects and when the weather permitted, they played outside. All the students received related services of social work, speech, occupational, and physical therapy.

We look forward to seeing most of our students back in August along with many new students who will be turning 3 years of age over the summer. We anticipate opening in the new school year with 32 students which is just shy of 40 students that we ended the school year with.

PAEC Therapeutic Day Elementary School

June is the close of the extended school year. Students attended an extended school year from June 7th until June 28th. The students focused on reading and math instruction in the classroom, receiving instruction on identified skills from FastBridge Spring Reading and Math reports.

The students attended a Chicago Sky Game as a cultural field trip at the Wintrust Arena in Chicago. The students researched the team and players prior to attending the game and wrote essays about the experience after attending.

The Cooperative Districts and PAEC Elementary continue to work together to transition their students back to their home schools. The student's behavior and academics are monitored and both teams work together to ensure the student's success.

There were 4 time outs, 0 physical restraints, and no police incidents for June.

PAEC Therapeutic Day High School

Academics

We had fifty-five students sign up for the Extended School Year and thirty-three students showed up on the first day. We finished the Extended School Year with twenty-three students on the last day passing their class with a "C" or better. Six students were actively engaged in the APEX Credit Recovery Program and are near finishing the course.

Activities

We were honored that Mrs. Roshune Pechacek included us in the Sky Game Field Trip. The students worked on vocational projects while enjoying the Sky game and seeing Angel Reese and Kamilla Cardoso.

Transitioning Students

We will begin the school year with three students attending a half-day mainstream. Two students attend Proviso East and one student attends Proviso West. Students who meet the criteria can mainstream at the end of the quarter rather than the semester starting this school year. We anticipate four more students if not more to earn mainstream by October.

Physical Management	0
Police/Ambulance Calls	0
Restorative Meeting	3

Current Enrollment

ESY-23

HS Projection 75

PAEC Therapeutic Day High School Vocational Program Updates

We are excited to have Ms. Lindsey join the Vocational Team for the 24/25 School Year. As she takes on her new role at PAEC High School, Ms. Lindsey is enthusiastic about making new partnerships within our community. We hope to expand the Vocational Department with more job training sites, which we hope will lead to more jobs for the students. Three students applied for the summer maintenance position at PAEC.

PAEC Center School

ESY consisted of 11 classrooms with 75 students.

The theme of ESY this year was the Olympics. In addition to the language arts, math, etc, the classrooms commingled on Fridays to participate in group sports activities. This action helped the students understand the Olympics and the different events that occurred during that time.

Related services were provided to the students using a push-in model.

Students worked in the garden by weeding, seeding, and sowing.

During the school year, we had a student death. During ESY, staff commemorated Alma by celebrating her life. Alma's mother and sisters participated in the event. Balloons were released by her sisters. Ms. Parat led the event as she spoke about Alma and her time at PAEC Center.

ESY ended with Olympic-like sporting events on the last day.

PAEC Center Vocational Program/Transition Program

No program update for July 2024

PAEC Behavior Intervention Team

No program update for July 2024

PAEC OT/PT Department

Staff adjustments: Based on current caseload assignments, we have all OT and PT positions filled for next year. Working on the paperwork of staff converting from contract staff to PAEC direct hire next school year.

Activities of the department:

1. During ESY, the AT Team has worked with students and staff on assistive technology. It will continue to check in on students currently using AAC devices throughout the summer.
2. The OT/PT/AT departments conducted in-person services during summer school. They collaborated with teachers, program assistants, and other related staff to perform these tasks.
3. The OT/PT/AT departments are retrieving equipment throughout the districts and PAEC programs to ensure equipment is working properly and ready for the upcoming school year.
4. The OT/PT department participated in the District 88 Assessment Team for June.
5. The OT/PT department continues to work on developing a new sensory room at PAEC Academy and developing a better interactive B Pod area for the upcoming school year.
6. The OT/PT/AT department lead continues to work on assignment caseloads and hiring to fulfill the specific discipline openings.
7. The following OTs and PTs provided services during ESY: OT: Carol DelRaso, Jamie Kramer, Michele Wolter, and PT: Sandra De Jesus, Amy Farley, Abbey Melling, and Julia Barnicle (Lead duties)
8. When needed during the summer months, our OT/PT Staff have been providing evaluation services to our member districts for students.
9. Our OT Student from Elmhurst University finished his clinical experience following summer school and had to do a project while here. His project consisted of supporting students with sensory processing disorders in the community. We converted it into Spanish as well. Attached are his project handouts. [Supporting Kids with Sensory Processing Disorders \(English Version for Parents\)\(PDF\)](#) [Supporting Kids with Sensory Processing Disorders \(Spanish Version for Parents\)\(PDF\)](#)
10. Some equipment that came in during June that had been ordered were the Sensory Spinning Carousel for those seeking vestibular input and two sizes of Kaye benches to work on balance. See the pictures below.



PAEC Psychology Department

Dr. Michael Cermak has been working with District 209 to complete summer evaluations for Proviso East High School students. He has also been scheduling and conducting interviews to fill psychologist vacancies.

Loyola University Chicago recognized Ms. Dayle Ashley-Harding in June for her commitment to mentoring and supervising practicum students and interns. Loyola and The Chicago School of Professional Psychology always commend PAEC for the wide range of experiences and valuable supervision their graduate students receive from Ms. Ashley-Harding, Dr. Cermak, and all of the staff within the cooperative.

PAEC Social Work Department

No program update for July 2024

PAEC Speech/Language Department

- The SLP Department had the following staff covering ESY during June: Brandi Brady (new hire), Catlin Dewan/Nainee Jagad, Julia Lynch, Liliana DeLeon, Cody Hurder, Rica Guerrero, and Angie Lally.
- District 209 SLP, Kamila Bonnert, is assisting with coverage during their summer school program, as well as working to complete compensatory services and complete outstanding evaluations requested by the district.
- The Lead SLP is continuing to work on filling the open positions for the 2024-2025 school year.

The Lead SLP is working to set up the department meeting and professional development calendar for the upcoming school year.

PAEC Special Olympics

No program update for July 2024

XIII. OLD/UNFINISHED BUSINESS

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

A. Press Plus 115

Section 2 Governing Board

2:70	Vacancies on the Governing Board - Filing Vacancies
2:125	Board Member Compensation; Expenses
2:160	Board Attorney
2:125-E1 Exhibit	Board Member Expense Reimbursement Form
2:125-E2 Exhibit	Board Member Estimated Expense Approval Form
2:160-E Exhibit	Checklist for Selecting a Board Attorney

Section 4 Operational Services

4:15	Identity Protection
4:70	Resource Conservation
4:80	Accounting and Audits

Section 5 Personnel

5:130	Responsibilities Concerning Internal Information
5:180	Temporary Illness or Temporary Incapacity
5:200	Terms and Conditions of Employment and Dismissal
5:290	Employment Termination and Suspensions
5:310	Compensatory Time-Off

Section 6 Instruction

6:150	Home and Hospital Instruction
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Section 7 Students

7:170	Vandalism
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B. FOIA Request

****The next PAEC Governing Board Meeting will be August 21, 2024.****

XV. BOARD CORRESPONDENCE

XVI. ADJOURNMENT

Recommended Motion:

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

**GOVERNING BOARD
ACTION ITEM – PERSONNEL REPORT
7/17/2024**

A. Employment 24-25

- | | |
|-------------------|---------------------------|
| 1. Kelley Rowlen | Principal |
| Effective Date: | August 1, 2024 |
| Compensation: | \$86,500 base salary |
| 2. Carmen Vazquez | Teacher (PAEC Elementary) |
| Effective Date: | August 14, 2024 |
| Compensation: | \$51,162 |
| 3. Beth Miller | Teacher (PAEC Center) |
| Effective Date: | August 14, 2024 |
| Compensation: | \$45,772 |
| 4. Carol Del Raso | Occupational Therapist |
| Effective Date: | August 14, 2024 |
| Compensation: | \$58,873 |

B. Resignations

- | | |
|-------------------|---------------|
| 1. Kevin Downs | Teacher |
| Resignation Date: | June 28, 2024 |
| 2. Mandy Ross | Social Worker |
| Resignation Date: | June 28, 2024 |
| 3. Debby Bujulka | Social Worker |
| Resignation Date: | July 13, 2024 |

C. Transfers

- | | |
|--------------------|---|
| 1. Reina Cristobal | Nurse |
| Effective Date: | August 2024 |
| Transfer from: | School Nurse to Lead Certified School Nurse |
| 2. Emily Adelson | Psychologist |
| Effective: | August 14, 2024 |
| Transfer from: | Full-time to part-time |
| 3. William Hesslau | 1:1 Program Assistant |
| Effective: | August 14, 2024 |
| Transfer from: | Behavior Interventionist to 1:1 PA |

D. Terminations

There are no terminations at this time.

E. Extended Time Off

Mr. James requests to utilize his vacation time for an extended leave.

**GOVERNING BOARD
ACTION ITEM – CONTRACTUAL AGREEMENTS
7/17/2024**

A. Agency Conversions

Maria Hernandez	Program Assistant (Amergis)
Conversion Amount:	\$3,500.00

B. Blazorworks

Agency Agreement	2024-2025
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C. RCM (2024-2025)

1. Madalyn Theama	Speech and Language Pathologist
Bill Rate:	\$78 per hour
Location:	TBD
2. Shevawn Brekan	Speech and Language Pathologist
Bill Rate:	\$78 per hour
Location:	TBD
3. Mary Kersemeier	Speech and Language Pathologist
Bill Rate:	\$78 per hour
Location:	TBD

D. GCU Field Placement

Term:	April 24, 2024-April 29, 2027
Purpose:	GCU may participate in the College of Education Practicum/Field Experience, Student Teaching, Educational Administration Internships, or College of Humanities & Social Sciences, School Counseling, Practicum/Internship at school In Districts.

E. Divine Infant

Extension Term:	July 1, 2024-June 30, 2029
Base Rent:	\$98,538.30 (7/1/24-6/30/25)
	\$101,494.45 (7/1/25-6/30/26)
	\$104,539.28 (7/1/26-6/30/27)
	\$107,675.46 (7/1/27-6/30/28)
	\$110,905.72 (7/1/28-6/30/29)

F. Aya Healthcare

1. Vicki Bailey	Social Worker
Bill Rate:	\$85 per hour
Location:	Proviso West

G. Ahs Staffing

1. Glenda Liboy	Social Worker
Bill Rate:	\$85.50 per hour & \$128.25 per hour (OT)
Location:	Proviso West

H. Epic Staffing

1. Agency Agreement	Automatically Renews Annually
2. Temika Peace	Social Worker
Bill Rate:	\$90 per hour & \$135 per hour (OT)

Location:

Proviso East

I. Amergis (formerly Maxim)

- Paraprofessional I- \$45 per hour
- Paraprofessional II- \$50 per hour
- Certified Nursing Assistant (CNA)- \$48 per hour
- Health Office Licensed Practical Nurse (LPN)- \$68 per hour
- 1:1 Licensed Practical Nurse (LPN)- \$72 per hour
- Health Office Registered Nurse (RN)- \$72 per hour
- 1:1 Registered Nurse (RN)- 76 per hour
- Registered Nurse (RN) SUB/LOA- \$80 per hour
- Social Worker/Counselor- \$82 per hour
- Social Worker (PEL)- \$85 per hour
- Teacher- \$85 per hour
- Substitute Teacher- \$75 per hour
- Occupational & Physical Therapist (OT/PT)- \$90 per hour
- Certified School Nurse (PEL)- \$100 per hour
- Board Certified Behavioral Analyst (BCBA)- \$115 per hour
- Psychologist- \$118 per hour
- Speech Language Pathologist (SLP-CCC)- \$120 per hour