

PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
SEPTEMBER 20, 2018

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 employment, compensation, discipline, performance, or dismissal of specific employee(s), and under Section 2 (C)(2) of the Open Meetings Act, to consider collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees, and under Section 2 (C)(5) of the Open Meetings Act, to discuss the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, as presented

IV. APPROVAL OF GOVERNING BOARD MINUTES

Recommended Motion:

I move to approve the Governing Board Minutes of August 16, 2018 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>8/15/2018</u>	<u>8/31/2018</u>	<u>TOTAL</u>
Education Fund	89,975.11	105,813.54	195,788.65
Building Fund	18,042.57	15,242.19	33,284.76
TOTALS	\$108,017.68	\$121,055.73	\$229,073.41

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 13, 2018. Those present included: Dr. Terri Bresnahan and Mrs. Nicole Spatafore from District 87, Dr. Kevin Suchinski from District 93, and Mrs. 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 REPORT

A. Current Programs 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. Transition Reports
1. PAEC Therapeutic Day Elementary School – Information is attached.
2. PAEC Therapeutic Day High School – No report for this month.

E. Initial Referrals
None for the month of August.

F. 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.

G. PAEC Activity Fund Summary
Information is attached.

H. Staff Recognition
1. Attendance - Information is attached.
2. Longevity - Information is attached_
3. Tenured Staff
Michael Cermak, Psychologist
Anna Mouritsen, Teacher
Susan Pierson, Teacher

I. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

Ms. Tryon is finalizing 2018 summer school bills for Member Districts. The business office has also finalized summer school student attendance and working on final approval of the summer school transportation bills for Member Districts. Districts will be getting their 2018 summer school tuition invoice in September.

Ms. Tryon and Ms. Zarembka had a meeting on Tuesday, August 28, with Member District Business Officials and PAEC's contact person with First Student to discuss better communications and efficiencies in completing the review and payment of district home to school bills. A timeline was set up for PAEC and First Student to follow to make every effort to have a reviewed and approved home to school bill to Member Districts by 10 business days after the end of each month.

Ms. Tryon has finished preparing this year's beginning of the year salary for the first payday for instructional staff, September 14th. Our Payroll Coordinator is working on the calculations and preparation of payroll for that first pay in September.

Ms. Tryon will be communicating with PAEC staff who have taken coursework and are eligible for tuition reimbursement coming up this December for eligible courses taken last school year. There are forms and documentation that must be submitted before the reimbursement calculation can be done in October.

The Business and Technology departments at PAEC are updating personal calendars with the schedule of the upcoming September Township Treasurer trainings for the new financial software, Infinite Visions. The Business department will also be scheduling the completion of "homework" documentation of financial information that must be prepared and adjusted to facilitate the transition from DCR to the new system.

PAEC Early Childhood Program

The EC program is ending the month of August with all but one student registered and attending the program on a regular basis. The diagnostic team started out the school year very busy. We have already tested five children in the last week of August that were referred from the Early Intervention program and the District 87 preschool screening from June.

September promises to be just as busy with initial evaluations and annual reviews already scheduled for the first two weeks.

PAEC Therapeutic Day Elementary School

The school year is off to a great start. The entire PAEC Elementary staff participated in Crisis Prevention Institute training during teacher institute days. The team continues to focus on verbal de-escalation training and providing support to students prior to crisis behavior. The team participated in six hours of training and they will receive their certification cards.

All students have been tested and/or placed into their Reading Intervention groups. The students demonstrated substantial growth compared to this time last year. We utilized various sources of data to determine which intervention groups and interventions that the students would start in. We reviewed the Spring FastBridge Data, last year reading intervention data, and language arts grades to strategically plan reading interventions throughout the day in all classes.

PAEC Academy at St. Domitilla

PAEC Academy is off to a great start. Teachers have already started students on the Lexia program. FastBridge is in the process of being set up.

We are discussing what we will be doing for our fundraising efforts. Teachers are meeting with the principal to formulate student and professional goals for the school year.

The mobile Dentist will be here on September 14th. The Loyola medical van is coming on September 24th. Physicals to meet state requirements as well as Special Olympics physicals will be completed. All of these services are free of charge to the parents. For any serious issues, they would be referred back to their own dentist or doctor. School pictures and graduation pictures are scheduled for October 4th. Student council starts on September 7th. We are working on coordinating a fire drill with the Hillside Fire Department. We have already practiced a Code Yellow drill. We will be practicing a Code Red drill next week. We are all looking forward to a great year.

PAEC Center

The school year has started and we are off to a good start. We have five new teachers in place and they have started off the year on a positive note. Our CCA Department has welcomed Mr. Benavidez to our Pre-K/Kindergarten classroom. Our CCF Elementary has welcomed Ms. Panek as the lower elementary classroom teacher. Our CCF High School

has welcomed Ms. Zarnowiecki as the High School/Post Grad teacher and in our Autism Department we welcome Mr. Copeland and Ms. Braunshausen as the lower elementary and high school teachers.

PAEC Center students at Proviso East will be starting their job sites in the coming weeks. They too have a set of Chrome Books which they have started using to supplement their curriculum.

We have renewed Unique Curriculum for the CCA, CCF and Autism Departments here at PAEC Center. We have purchased Splash Math curriculum to supplement the math areas of Unique. Scholastic magazine will also be ordered for all students.

The IT and AT Departments have begun formal training for all staff on the use of Google docs. These will be an on an on-going basis to ensure everyone is properly trained. Promethean Boards are now set up and teachers are beginning to use them. Formal training on Class Flow for the Promethean Boards is also going to be offered on an on-going basis. We are excited as the students will now have greater understanding of the Promethean Board as the year progresses.

Domain and IEP meetings have started. There is a schedule in the Calendars for teachers and related services to be aware of upcoming meetings.

PAEC Center Vocational Program/Transition Program

Our Transition Department has moved from St. Paul Lutheran to Rock of Ages T.H. Wade Center. They have been settling in nicely. A set of Chrome Books and a projector has been ordered and the teachers have been trained on their use to reinforce curriculum.

Our volunteer job sites have started and we are looking to acquire new ones. This year students from PAEC Center will be going to St. Eulalia and Ray Graham job sites. We also have added two new members to our team.

PAEC Therapeutic Day High School

This year provides another opportunity to strengthen our program and services offered to our students for the purpose of self-discovery. The hands-on experiences that we provide our students will continue to promote opportunities of college and career readiness. The key to our success as a team will be our willingness to challenge one another to be our very best.

Ms. Kural has been a great addition to the PAEC Therapeutic Day High School team. As an interventionist, Ms. Kural has used previous historical data that will assist teachers in using the IXL program for the purpose of improving student outcomes.

PAEC Therapeutic Day High School Vocational Program

Mr. Loving has met with a representative from the Hilton to initiate our Hilton Hotel Training Program. They are requesting students for 4 different departments (culinary, housekeeping, engineering, and house man). We will have an AM and PM shift, the roster is being developed.

Mr. Loving has also met with a representative from Firehouse Subs to initiate our Fire House Subs Training Program. They will continue to train our students in food prep, but will also be adding a focus on the business aspect.

Mr. Loving has met with the representative from Core Yoga Studio in Oak Park. We will have our training program there one time per week in the afternoon.

Mr. Loving provides students seeking employment with job leads.

Mr. Loving is developing a roster for the PAEC Custodial Program and will also be filling two positions with the PAEC lunch program. He is currently reviewing applications and conducting interviews for all of the training positions.

Ms. Pietrowski is working with students to complete their transition planning questionnaire and interview. 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.

We currently have twenty-eight 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

Jefferson Primary School

A Behavior Coach that worked with a student last year has just started providing class-wide support for his first grade teacher. She is observing for two weeks to help the team determine the student's behavioral needs.

Sunnyside Intermediate School

Mentoring support for a fifth grade student by a Behavior Coach is being considered. This student received mentor/goal-setting interventions last year and the results were positive.

Whittier Primary School

Behavior support for a returning student began August 24th. The Coach is working with the teacher in establishing class-wide behavior expectations and assisting with any behavior situations that arise. The team created a preliminary plan to collect data, along with a crisis plan, if needed. The first few days have gone well. It was decided to meet again after two weeks to discuss the student's behavior needs and decide if continued support in the classroom is needed.

District 88

McKinley Elementary School

Consultation with a teacher has been scheduled to review a student who received the First Step Next (FSN) intervention last year in PreK. Typically, a FSN 'Maintenance Plan' is developed the following year to help sustain behavior gains realized with the intervention the previous school year.

Lincoln Elementary School

Support for a student that received behavior support last year has been requested. A consultation appointment with the teacher and a classroom observation has been scheduled.

District 92

Lindop Elementary School

The FSN Coach has been in a classroom assisting with monitoring a student that has demonstrated challenging behavior in the past. The team created a preliminary plan for staff to implement to help encourage appropriate compliance to school-wide expectations. A data collection plan was decided on and a follow-up meeting in two weeks was scheduled to review progress.

District 209

Proviso East and Proviso West High Schools

Two new Behavior Interventionists have been hired, one at Proviso East and one at Proviso West. The two current Interventionists at these schools will continue to work with at-risk

freshmen students, while the two new hires will be supporting special education students for grades 9-12.

PAEC 803

PAEC Academy

Observation and consultation on two new students has been scheduled.

PAEC Psychologist Department

Psychologist/Data Management Coordinator, Emily Adelson, is consulting with PAEC Resource Teacher, Bethany Kural, regarding how to utilize data to provide academic support for PAEC High School students for the 2018-19 school year.

District 87 psychologists, Emily Adelson, Jennifer Orrico, Paola Gonzalez, and Dr. Michael Cermak, are members of the District MTSS Committee. Meetings will be held throughout the academic year to plan for MTSS implementation in the district schools.

Loyola School Psychologist Intern, Nana Oware-Asamoah, began her full-time, year-long internship with PAEC. She will be directly supervised by PAEC Psychologist, Dayle Ashley-Harding. Nana will work in Hillside School District 93 as well as the PAEC 803 programs.

Loyola School Psychology Practicum Student, Emily Crook, began her 2 day per week, year-long rotation at MacArthur Middle School in District 87. She will be supervised by PAEC Psychologist, Dr. Michael Cermak.

Psychologist/Data Management Coordinator, Emily Adelson and Psychologist, Dayle Ashley-Harding are coordinating the FastBridge assessments for PAEC Academy, PAEC Elementary and the PAEC Transition program housed at Proviso East High School for the 2018-19 school year. This benchmark assessment will be administered three times per year to measure student growth.

New School Psychologist, Elizabeth Nelson, has been assigned to District 209, Proviso East High School.

PAEC Psychologists Emily Adelson, Stephanie Rosas, Jennifer Orrico, Michael Cermak, Treavon Burton, Paola Gonzalez, Elizabeth Nelson, and Mary Therese Geary, along with Psychologist Intern, Nana Oware-Asamoah, participated in the Autism Diagnostic Observation Schedule-2 (ADOS-2) training, August 23rd and 24th at PAEC.

PAEC Social Work Department

The following PAEC Social Work Staff additions have been made and became effective as of August 15, 2018: Ms. Donna Kuchera, MSW, will be providing school social work services to identified special education students attending Proviso West High School and Ms. Hannah McCarthy, MSW, will be providing school social work services to identified special education students attending Proviso East High School.

The PAEC School Social Workers at PAEC High School Therapeutic Day School (Mr. Christopher Hofer, L.C.S.W., Ms. Lisa Pirrello, L.C.S.W., Ms. Lisa Allen, L.C.S.W., and Ms. Dana Gutmann, L.C.S.W.) have started facilitating weekly classroom SEL Groups. Group Rules, Team Building Activities, Stress Reduction and Mindful Meditation Techniques were covered during the last 7 days of student school attendance. Additionally, they are seeing students individually and in small groups; providing conflict resolution support; contacting parents of students who have been absent during the first days of school or who have not yet registered their student, as well as providing support to PAEC H.S. staff in and out of the classroom setting.

Ms. Donna Kuchera, M.S.W. (PAEC School Social Worker-Proviso West High School) is currently providing individual & small group school social work services to the freshmen with special education needs and to students in the TST Program. Additionally, Ms. Kuchera has joined the Proviso West PBIS Team and has helped facilitate the "Taco Tuesday" event which is a part of the Proviso West High School positive behavior incentive program.

Ms. Hannah McCarthy, M.S.W. (PAEC School Social Worker-Proviso East High School) is currently providing SEL group social work services to the students in the TST Program, as well as meeting individually with each student to build rapport and establish therapeutic relationships. SEL Group topics will include: Self-Awareness, Relationship Skills, Social Skills and Self-Management Skills.

Ms. Kenya Dockens, L.C.S.W. (PAEC School Social Worker-Hillside School) is currently a member of the Hillside School Leadership Committee; provided training on PBIS (Positive Behavioral Interventions & Supports), as well as co-facilitated the monthly PBIS meeting.

Mr. Saumil Patel, M.S.W. and Jill Collins, M.S.W. (PAEC School Social Workers-PAEC Center School) have begun to meet with the students on their caseload individually and/or in group. Additionally, they have been assisting with the coordination of transition agency meetings with parents; providing support to the PAEC Center Staff in and out of the classroom settings; as well as driving home ill students in the red van when parents are unable to pick them up.

Ms. Monette Carlos, L.C.S.W. (PAEC School Social Worker-PAEC Early Childhood Program) has created a parent folder for each student in the PAEC E.C. Program receiving social work minutes which includes a welcome letter, her business card, a questionnaire, play therapy information, and an article about the importance of play. Ms. Carlos plans on utilizing Synergetic Play Therapy this school year with the E.C. students. Currently, Ms. Carlos is coordinating the therapy dog to come for the entire school year. Ms. Carlos participated in the 10 hour ADOS Training.

Mr. Michael Irgang, M.S.W. and Ms. Lindsey Holsten, L.C.S.W. (PAEC School Social Workers-PAEC Elementary School) have started weekly social skills groups; created a social work news board with parenting and child social/emotional articles & studies; completed wellness checks for various students on August 28, 2018; and contacted parents of new students to welcome them, give them a tour of the PAEC Elementary School Building with an explanation of the PAEC Behavioral Intervention process, as well as provided introductions to PAEC Elementary Staff who might be working with their child.

PAEC Speech/Language Department

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

- Cody Hurder, PAEC Academy
- Jennifer Koller, PAEC Center
- Ashley McAtee- D88 Lincoln Primary
- Chrissy O'Connor- D88 Thurgood Marshall
- Vilija Aleksa, D88 Lincoln Elementary
- Antoinette Thompson, D209 Proviso East and Proviso Math and Science Academy
- Kamila Kozicki-Bonnert, D209 Proviso East
- Heather Simons, B/L Evaluator

The Speech/Language department is looking forward to a number of professional development opportunities, covering topics such as: PI for All (Non Violent Crisis

Intervention/ De-escalation), Narratives & Story Re-tell approaches and strategies, Multi - Cultural Issues related to Speech/ Language services, CPR & First Aid Certification Training, The Cycle of Goal Writing: Assessment and Information Gathering Through Goal Tracking, and Communication - Behavior Correlation: Strategies to Increase Function Communication and Decrease Behavior.

The Lead SLP updated the PAEC Speech/Language Manual and has made it available to the SLPs in Google Drive.

The Speech/Language Department will be having its first meeting on August 30th. We will cover procedures such as paperwork requirements/updates, AT procedures, using the Google platform, Embrace IEP overview for case management, etc.

We are looking forward to a productive and successful 2018-19 school year.

XII. OLD/UNFINISHED BUSINESS

FY'19 Budget

We have received confirmation from Districts 87, 88 and 93 that their School Boards have reviewed and approved the PAEC FY'19 Budget.

Recommended Motion:

I move to approve the FY'19 PAEC Budget as presented.

XIII. NEW BUSINESS

A. Out of State Conferences

1. Ms. Esther Littman, Physical Therapist, has requested \$350.00 for registration to attend the 2-Day NDTA Seminar on NDT Handling & Problem Solving for the Pediatric Client in Los Angeles, CA, from October 27-28, 2018. Updated research, education and intervention strategies are provided to participants and will be shared with PAEC staff.

Recommended Motion:

I move to approve the request to attend the out-of-state conference for Ms. Esther Littman, from October 27-28, 2018, at a cost of \$350.00 for registration as presented.

2. Ms. Esther Littman, Physical Therapist, has requested \$375.00 for registration to attend the 2-Day NDTA Seminar on Handling Intensive to Improve Core Stability towards Functional Skills in Leeburg, VA, from February 8-9, 2019.

Recommended Motion:

I move to approve the request to attend the out-of-state conference for Ms. Esther Littman, from February 8-9, 2019, at a cost of \$375.00 for registration as presented.

B. Veterans Park District Intergovernmental Agreement

PAEC partnered with the Veterans Park District to have the Park District host the After-School Care Program, 5 days per week. The Park District employs PAEC staff for this After-School Care Program, who work with the students during the instructional day, to insure quality programming and safety. This program has been very successful for our PAEC Center students with moderate to profound disabilities.

Ms. Donna Peluso, the Executive Director of the Veterans Park District, has requested that PAEC financially assist the Park District in order to support a 5 day per week After-School Program that has greatly benefitted our students and families.

This Agreement involves PAEC providing \$17,000 in four quarterly payments of \$4,250 each for the operation of an expanded After-School Program for 5 days per week at PAEC Center School. This funding from PAEC will provide the salaries for three staff members from PAEC Center for the 2018-19 school year.

I am recommending this Agreement in order to expand the After-School Program back to the original 5 days per week in order to provide this quality and essential After-School Program to our most involved students and their families at a very reasonable cost to PAEC.

Recommended Motion:

I move to approve the Intergovernmental Cooperation Agreement Between The PAEC Governing Board and The Board of Commissioners of Veterans Park District regarding the After-School Program at PAEC Center School, at a cost of \$17,000 for the 2018-19 school year as presented.

C. FMLA Request

1. Mrs. Julia Barnicle

Mrs. Barnicle, Lead OT/PT Therapist, has requested an Intermittent Leave under FMLA due to medical reasons. Mrs. Barnicle is requesting her Intermittent Leave under FMLA to begin August 15, 2018 through May 29, 2019. Mrs. Barnicle will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve the FMLA leave request of Mrs. Julia Barnicle, beginning August 15, 2018 through May 29, 2019, due to medical reasons. Mrs. Barnicle will be using her accrued sick time as presented.

2. Ms. Paula Parat

Ms. Parat, PAEC Center Teacher, has requested an Intermittent Leave under FMLA due to family medical reasons. Ms. Parat is requesting her Intermittent Leave under FMLA to begin on September 4, 2018 through May 29, 2019. Ms. Parat will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve the FMLA leave request of Ms. Paula Parat, beginning September 4, 2018 through May 29, 2019, due to family medical reasons. Ms. Parat will be using her accrued sick time as presented.

D. Employment/Resignations/Terminations

Employment:

Cory Collins, 1:1 aide, PAEC Center, \$19,131, effective 8/23/18 - 5/29/19

Lawanda Connor, 1:1 aide, PAEC Center, \$27,419, effective 8/15/18 - 5/29/19

Alejandra Fernandez, Program Assistant, District 87, \$19,571, effective 8/22/18 - 5/29/19

Jason Fustar, Program Assistant, PAEC Center, \$25,696, effective 8/15/18 - 5/29/19

Steven Hoskins, Perm Sub Teacher, PAEC High School, \$40,237, effective 8/20/18-5/29/19

Quentin Taylor, Program Assistant, PAEC High School, \$20,839, effective 8/20/18 - 5/29/19

Erin Williams, Perm Sub Teacher, PAEC High School, \$40,237, effective 8/20/18 - 5/29/19

Recommended Motion:

I move to approve the Employment of personnel as presented.

Resignations:

Terrance Austin, 1:1 aide, PAEC Center, effective 9/14/18

Alejandra Fernandez, 1:1 aide, District 87, effective 9/14/18

Maris Tomson, 1:1 aide, District 209, effective 9/11/18

Recommended Motion:

I move to approve the Resignations of personnel as presented.

Terminations:

Lawanda Connor, Program Assistant, PAEC Center, effective 8/14/18, replacing Louis Pontillo

Jason Fustar, 1:1 aide, PAEC Center, effective 8/14/18, student moved

Recommended Motion:

I move to approve the Terminations of personnel as presented.

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

Our next Governing Board Meeting is scheduled for October 18, 2018.

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