

PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
SEPTEMBER 21, 2017

AGENDA

I. ROLL CALL

II. AUDIENCE PARTICIPATION

III. APPROVAL OF GOVERNING BOARD MINUTES

Recommended Motion:

I move to approve the Governing Board Minutes of August 17, 2017 as presented.

IV. APPROVAL OF CONSENT AGENDA

Recommended Motion:

I move to approve the Consent Agenda, which encompasses agenda items V (Payroll), VI (Bills), and XII (New Business) as presented.

V. APPROVAL OF PAYROLL

Confirmation of payroll (excluding employer deduction)

| | <u>8/15/2017</u> | <u>8/31/2017</u> | <u>TOTAL</u> |
|----------------|---------------------|---------------------|---------------------|
| Education Fund | 129,402.66 | 107,859.16 | 237,261.82 |
| Building Fund | <u>15,624.63</u> | <u>18,851.99</u> | <u>34,476.62</u> |
| TOTALS | \$145,027.29 | \$126,711.15 | \$271,738.44 |

Recommended Motion:

I move to approve Payroll as presented.

VI. APPROVAL OF BILLS

Information is attached

Recommended Motion:

I move to approve the Bills as presented.

VII. EXECUTIVE BOARD REPORT

The Superintendents or their designee from Districts 87, 88, 92, 93 and 209 were in attendance at the September 14, 2017 meeting. They reviewed and recommended approval of all items on the agenda.

VIII. DuPAGE/WEST COOK REPORT

No reports at this time.

IX. COMMITTEE REPORTS

No reports at this time.

X. EXECUTIVE DIRECTOR'S REPORT

A. Enrollment and Classroom Staffing Patterns

Information is attached.

B. Student/Staff Monthly Report

Information is attached.

C. Program District Child Count Report (Current)

Information is attached.

D. Police Reports

PAEC Therapeutic Day Elementary School – None
PAEC Therapeutic Day High School – None

E. PAEC Activity Fund Summary

Information is attached.

F. PAEC Program Updates

PAEC Business Office – Ms. Debbie Tryon, Business Manager

Our Payroll Coordinator is hard at work using Ms. Tryon's pay file to prepare and calculate data for the first all staff payroll for the new school year.

Ms. Tryon will be preparing the back schedules of the 2016-17 audit this month, in preparation for the auditors who will be on site the weeks of September 18th and 25th to work on the PAEC audit. We are awaiting our actuarial audit for last fiscal year.

Ms. Tryon is reviewing the documentation from staff of their educational coursework completed last year, in preparation for tuition reimbursement that will be paid later this year to the applicable staff.

Summer school program costs are close to being finalized and billings to districts will be sent out this month. We are waiting for the summer school transportation bills for districts from First Student.

Our Buildings and Grounds Director is working on scheduling the required water testing of our facilities.

PAEC Early Childhood Program

The EC program is excited to start a new school year. We feel bittersweet emotions as we lose some students from our program as a result of transfers and some due to significant progress while attending the PAEC EC program that they were able to transition back to their home schools. We were sad to lose them but filled with pride that the program has helped them make significant progress in their overall skills so that they could join their neighborhood peers at their home schools.

Our teachers were also eager to return to their classrooms after getting new flooring installed in our EC classrooms. They came in and set up their classrooms with excitement and expectations of a great school year.

PAEC Therapeutic Day Elementary School

The school year is off to a fantastic start! We have one new staff member, Ms. Lukac who is the 7th grade teacher as well as the middle school Math teacher. Ms. Lukac is excited to start using the new math curriculum with the students.

During teacher institute the staff participated in Power IEP, CPI, McGraw-Hill Math, and Small Group Instruction training. The staff selected new committees and everyone has signed up and we have started planning.

On Wednesday, September 20th, we will be having our annual open house from 5 to 7 pm, where we will introduce our staff to the parents and provide time for parents to meet their student's teacher to discuss the program and services.

PAEC Academy at St. Domitilla

PAEC Academy has gotten off to a great start. All students are registered and attending school. Students are excited to be back in school and are settling into their new classrooms. Open House has been scheduled for the evening of Tuesday, October 3, 2017.

Teachers are busy benchmarking and breaking students into groups. Student Council will be starting this month and the election for Student Council will be held in the beginning of November. We are continuing to use SRA Reading, Reading Street, My Math, and the Four Square Writing for curriculum. We will be meeting to discuss fundraising next week.

PAEC Center

The school year has started. We have purchased Unique Curriculum for the MIS, MIT and Autism Departments here at PAEC Center. We have also purchased Splash Math curriculum to supplement the math areas of Unique.

Scholastic magazine has also been ordered for all students.

We are setting up Mobile Dentist for Wednesday, October 18, 2017.

Promethean Boards are now set up and teachers are beginning to use them. We will have formal training on the Unique System and Promethean Boards in the coming weeks. Four charging I-Pad carts have been ordered and they will be assigned according to programs.

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

PAEC Center Vocational Program/Transition Program

The PAEC Vocational/Transition Program at PAEC Center/East will start their work sites once we have made contact with our community partners.

This summer we had students volunteering at Empowering Gardens, Hines Hospital, Family Video and Catholic Charities. The Transition program is proudly supporting ten students that are employed in the community. This includes students who have recently completed the Cross Categorical Transition program. Many other students are continuing their training in volunteer positions that are teaching new skills and providing opportunities to learn. We are hoping to start our volunteer sites as soon as possible.

PAEC Therapeutic Day High School

The PAEC Alternative High School staff would like to welcome the following new staff to our PAEC High School family: Amanda Hurt and Donna Kuchera (Social Workers).

PAEC Cohort

On August 30th, candidates will begin the LBS I Master's cohort through Northeastern Illinois University. Courses are offered on Wednesdays at PAEC Center located in the boardroom from 5:00 pm – 7:40 pm. Dr. Mark Melton, Professor from Northeastern Illinois University, will teach courses 501 and 503 at our PAEC Center location.

Student Growth Binders

At the start of the 2017-18 academic year, each student and teacher has been provided with their very own student growth binders. The binder is to be used daily which will allow individuals the ability to monitor/track their performance within the scope of the PAEC Therapeutic Day High School academic and behavioral expectations. The benefits of student-teacher developed binders include: improved organization, document student

growth, follow the scope and sequence of each content area for rigor, development assessments to drive teacher instruction, improve student engagement, develop student independence, and promote accountability.

Humana Impact

The PAEC Therapeutic Day High School administrative team has continued conversations with the Chicago Impact team to address additional resources to benefit students during the 2017-18 school year. Items of discussions with the team include: Shadow Day Opportunities, Donations and Vocational Job Training and Life Skills Training.

PAEC Therapeutic Day High School Vocational Program

The Hilton Hotel Training Program is scheduled to begin 9/11/2017. They are requesting 12 students for four different departments (culinary, housekeeping, engineering, and house man). We will start with one shift from 10-12. After we get other sites settled we will add an additional shift from 12:30-2:00. Mr. Sally will transport and supervise students at this site.

Firehouse Subs is scheduled to begin 9/11/2017. They are requesting 3 students for food preparation. We will start with one shift 10-12. They also would like an afternoon shift from 12:30–2:00 but that will be added after we get things started. Mr. Loving will transport and supervise students on site. The program can accommodate up to 8 students.

The PAEC Custodial and Hilton After-School Work Programs are scheduled to begin the week of 9/18/2017. Mr. Loving distributed applications to interested students and is in the process of interviewing.

We currently have one student training with the PAEC lunch program and will be adding an additional student once interviews are complete.

Administration, Mr. Loving and Ms. Pietrowski have been working with Humana to establish a working relationship to serve our students. Thus far we are discussing the following: a mentor program, job shadowing, a dress to impress day, conducting an in-house drive for hygiene products and potential work sites.

Ms. Pietrowski will work 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 eighteen students utilizing the Apex Credit Recovery program to advance their graduation date either as a part of their course schedule or on their own.

Previous student updates: A 2005 graduate celebrated 10 years cancer free, living in Wisconsin, working and doing well. A 2006 graduate states he is working two jobs and saving to obtain his own apartment. A 2009 graduate is working out of state doing door-to-door sales.

PAEC Intervention Team

District 87

Jefferson Elementary School

A request was made for behavior support with a kindergarten student. A Behavior Coach was assigned to begin some initial observations and interview the classroom teacher.

MacArthur Middle School

A planning meeting was held with the school's principal to outline mentoring/goal-setting meetings for this school year. There are two follow up students from last year that will continue to receive some maintenance support at the beginning of the year. Three other students that are considered to be at risk are also candidates for the mentoring interventions.

District 88

Grant Primary School

A kindergarten student that participated in the First Step Next (FSN) PreK research project last year, is part of the 'Next Year Follow Up' activities this year. A FSN behavior coach is assigned to work with the student and the new teacher to implement the follow up plan designed to preserve behavioral gains made last school year.

McKinley Elementary School

Behavior support was requested for two classrooms. A Behavior Coach will be assigned to these classrooms.

Roosevelt Middle School

Two Behavior Coaches are splitting responsibilities of coaching staff in a special education classroom. Initial work involves collecting baseline observational data and modeling teaching behavior expectations.

District 92

Lindop Elementary School

A kindergarten student that participated last year in the PreK FSN research project has a Behavior Coach assigned to role-play and reinforce Super Student Skills that were learned last school year. Some activities are done through one-on-one instruction and others are class-wide instruction. This behavior support will help a smooth transition into the beginning of this school year.

District 209

Proviso East and Proviso West High Schools

The behavior interventionist at Proviso West resigned her position. Her last day was August 25th. A job vacancy notice was posted on the PAEC website, K-12 Job Spot, Indeed, and Monster. The behavior interventionist at Proviso East has assisted four students transitioning from East to PAEC High School. Incoming freshmen that may need support in adjusting to the high school setting have not yet been identified, so the interventionist's time is spent following up with last year's freshmen that received support.

PAEC OT/PT Department

New Staff for this school year: Fani Lee and Pramay Pandya for the OT department and Amy Farley for the PT department.

We are in the process of getting our items from the Container Store for the reorganization of the OT/PT offices at PAEC EC and ordering equipment supplies for students.

The OT/PT staff are working on getting equipment out to the appropriate students and schools for the new school year. This also includes getting the Rtl Boxes out to the district schools.

The OT/PT staff have been busy working with teachers at PAEC Center on the new Sensory Room which is up and running this school year.

The Assistive Technology team is working together with the Speech Department to come up with a training schedule for AAC devices/software.

PAEC Speech/Language Department

The Speech/Language department is excited to start a new school year and welcome two 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: Elizabeth Rotert - PAEC Center and AT team, Hallema Smith - District 88, Lindsay Stoff - District 92, Emily Swogger - PAEC Early Childhood and Lindop Early Childhood, Ann Caragher - District 209, and Susana Vargas, B/L evaluator.

The Speech/Language department is looking forward to a number of professional development opportunities covering topics such as: AAC in the classroom, Addressing the Functions of Behavior for Students on the Autism Spectrum, Mindfulness, and Language Processing vs. Auditory Processing.

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

The Speech/Language Department had its first meeting on August 29th. Items discussed were procedures such as paperwork requirements, AT Team procedures, Power IEP overview for case management, accessing the manual in Google Drive, using Google Calendar, etc.

The Speech/Language department will be hosting Jennifer Vallier and Michelle Retzlaf to present to the SLPs, OTs, PTs and all of the staff at PAEC Center on September 15th from 12:30-3 pm. The title of the presentation is: Weed it and Reap: 3 Stages of Growing Language (VEGETABLES) for People who use AAC (food).

We are looking forward to a productive and successful 2017-18 school year.

PAEC Psychologist Department

Loyola school psychologist intern, Lexi Forsyth, began her full-time, year-long internship August 24th 2017. She is assigned to Hillside District 93 and PAEC's Early Childhood program. Ms. Forsyth will be supervised by psychologist Dayle-Ashley Harding at both locations.

2nd year school psychologist practicum students from Loyola, Melanie Crespo and David Podrazik, began their part-time, year-long practicum at PAEC. Ms. Crespo will be supervised by Dayle Ashley-Harding in District 93 and Mr. Podrazik will be supervised by psychologist Michael Cermak in District 87.

All psychologists received training on Power IEP in August, the newly adopted computerized IEP program that will be utilized across all member districts beginning this school year.

Psychologists assigned to District 87 attended STAR Reading and Math training on August 24th. The program may be used for benchmarking and/or progress monitoring students. The STAR program will be utilized in all District 87 schools during the 2017-18 school year.

The first psychologists' meeting of the 2017-18 school year is scheduled for Friday September 15th. Dayle Ashley-Harding will provide Fastbridge training for the psychologists at the meeting.

PAEC Social Work Department

The following PAEC School Social Worker Staff adjustments were made and became effective as of August 16, 2017:

Ms. Jessica Wieckowski (replacing Ms. Ashley Walters-Burger) is our newly hired PAEC School Social Worker at MacArthur Middle School in School District 87. Ms. Wieckowski will be providing social work services to the special education students attending MacArthur Middle School.

Mr. Michael Irgang (replacing Mr. Brandon Christensen) is our newly hired PAEC School Social Worker who will be providing social work services to the students who are attending the PAEC Elementary Therapeutic Day School Program.

Ms. Amanda Hurt (replacing Ms. Dana Grace) is our newly hired PAEC School Social Worker who will be providing social work services to the students who are attending the PAEC High School Therapeutic Day School Program.

Ms. Donna Kuchera (replacing Ms. Marsha Stout) is our newly hired PAEC School Social Worker who will be providing social work services to the students who are attending the PAEC High School Therapeutic Day School Program.

Mr. Christopher Hofer will be providing school social work services to the students who are attending the following PAEC Programs: PAEC Academy Program (3 days) and PAEC High School Therapeutic Day School Program (2 Days).

PAEC School Social Work Dept. Committees for the 2017-18 school year:

- a. In-Service Committee (Co-Chair: Ms. Monette Carlos-Barnes) – This committee plans and coordinates, with the Lead School Social worker (Ms. Lisa Pirrello L.C.S.W.), social work related workshops, trainings, and in-services for the 2017-18 school year.
- b. Sunshine Committee (Co-Chair: Ms. Lindsey Holsten) – This committee plans and coordinates the PAEC School Social Work Dept.'s sending of floral arrangements, card, gifts, etc., on the behalf of the Lead School Social Worker and the PAEC School Social Work Dept. for the births, marriages, deaths, illnesses, etc., of other PAEC employees or various agency personnel in the Proviso Township Area. This committee also plans the PAEC School Social Work Dept.'s luncheons and/or breakfasts during regularly scheduled department meetings.
- c. Crisis Committee (Co-Chair: Saumil Patel) – This is a response team that provides crisis intervention services to groups/individuals in need due to a traumatic event that may have occurred within a PAEC Operated school program (i.e., PAEC Center, PAEC MIE Program, PAEC Alternative H.S., PAEC Early Childhood, and/or PAEC Elementary School), at neighboring school districts or out in the Proviso Township community. The PAEC Social Work Dept. Crisis Team works collaboratively with and assists the PAEC Administration in identifying all individuals/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. Negotiation Committee (Co-Chair: Jill Collins) – This committee discusses and presents questions/concerns regarding PAEC School Social Work Salary/Benefits and

employment related issues to the Lead School Social Worker (Ms. Lisa Pirrello L.C.S.W.) and the PAEC Executive Director (Ms. Mary Beth Boeh).

- e. LCSW Supervision Committee (Co-Chair: Christopher Hofer) – This committee provides LCSW Supervision Consultation on a weekly basis, after school hours, to school social workers employed by PAEC, who are interested in obtaining the Licensed Clinical Social Work License Endorsement through the Illinois Department of Financial & Professional Regulations.
- f. Transitional Therapy Program (Provider: Mr. Joseph Vasilevski, L.C.P.C.) – This individual provides P.A.E.C. students and their families with various additional mental health services that go above and beyond what can be provided by the school social worker. 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 (S.E.J.A. 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 Lead School Social Worker, Ms. Lisa Pirrello, L.C.S.W.

PAEC Lead School Social Worker, Ms. Lisa Pirrello, L.C.S.W., is the current acting President of the Illinois School Social Work Supervisors and Coordinators Council (ISSW-SCC), and will continue to be coordinating/chairing meetings, workshops and trainings for school social workers in the state of Illinois who are appointed as School Social Work Leads, Supervisors, or Coordinators for their respective school districts or cooperatives. The Fall 2017 ISSW-SCC Meeting & Workshops are scheduled for Friday, October 6, 2017 at Katherine Legge Memorial Lodge in Hinsdale, IL. The topic for this workshop is: "Social Media & Social Work Ethics: Best Practices in an Ambiguous Reality" - Speaker is Ms. Madelyn Burbank, L.C.S.W.

Additionally, Ms. Pirrello is an active member of the following Organizations: Lan 60, West Suburban Juvenile Officers Association (WSJOA) Illinois Association of School Social Workers (IASSW), National Association of Social Workers (NASW), and School Social Work Association of America (SSWAA).

PAEC Lead School Social Worker, Ms. Lisa Pirrello, L.C.S.W., will be replacing Mr. Rick Tangedahl as the LAN 60 Collaboration Chairperson, and will be facilitating the monthly LAN 60 meetings in the PAEC Center Board Room.

PAEC Special Olympics

The school year has just begun and we have started to get a list of students who registered for Special Olympic activities this school year. As of now, we are planning on having basketball, soccer and bowling. We currently have over 30 athletes registered. We project around 60-70 athletes by the end of September. The athletes are required to have a physical prior to September 29th. There is a fall Special Olympics meeting in Addison, IL on September 20th that will cover dates, teams and setting up games with neighboring communities. We look forward to a fun, competitive and engaging Special Olympics season.

PAEC HOTSTUFF

Summer Camp

We had 75 children enrolled in the HOTSTUFF Summer Camp program. Summer Camp ran from July 10, 2017 through August 3, 2017.

The annual talent show was a huge success. Many parents, grandparents and siblings came to see the show. Every child received a trophy, medal or ribbon.

UIC Extension Garden Program

We were chosen to be the UIC Master Gardeners Pilot program. This is due to the fact that we have the Snap Ed program and the Master Gardeners program is involved with the HOTSTUFF program.

The Master Gardeners came out to help the students with the garden every Wednesday during the HOTSTUFF program. The students learned to harvest herbs and vegetables, how to wash the vegetables and herbs and learned what each herb or vegetable tasted like. They also weighed the vegetables and herbs and recorded what was harvested that day. Each student was able to take a bag of vegetables and herbs home.

Healthy Me and Nutrition Program

Marsha Zanders was our nutrition extraordinaire. She implemented the Kids in the Kitchen program on Tuesdays during summer camp. We are also implementing physical activities to help with the HEALTHY ME theme in the HOTSTUFF Nutrition program.

The harvested items from our garden were also saved for our SNAP-ED teacher. She used these harvested items in the recipes the students prepared during the students' classes on Tuesday's Nutrition program.

New Groups

Ann Terrell and Addy Van Zoll from Loyola's Health Program came in on Wednesdays. They ran "Mentally Healthy" group classes with the middle school and junior high children during summer camp. They worked on team building exercises and making healthy choices for the students.

HOTSTUFF After-School Program will begin on October 26, 2017.

XI. UNFINISHED BUSINESS/OLD BUSINESS

None at this time

XII. NEW BUSINESS

A. PAEC Policies – First Reading/Adoption

Mr. Sraga, PAEC attorney, has reviewed the attached updated draft policies provided by IASB. There are a few minor changes in wording. I am recommending that the Board conduct a first reading on the following PAEC Policies:

School Board:

2:260 – Uniform Grievance Procedure

Instruction:

6:80 – Teaching about Controversial Issues

6:210 – Instructional Materials

Students:

7:275 – Orders to Forgo Life-Sustaining Treatment

Community Relations:

8:70 – Accommodating Individuals with Disabilities

Recommended Motion:

I move to recommend a first reading and adoption of the updated/revise PAEC Policies #'s 2:260 – Uniform Grievance Procedure, 6:80 – Teaching about Controversial Issues, 6:210 – Instructional Materials, 7:275 – Orders to Forgo Life-Sustaining Treatment, 8:70 - Accommodating Individuals with Disabilities as presented.

B. One-on-One Program Assistant

District 209 has requested to employ a 1.0 FTE one-on-one program assistant for the 2017-18 school year in order to assist a student at Proviso Math and Science Academy with an orthopedic impairment.

Recommended Motion:

I move to approve the employment of a 1.0 FTE one-on-one program assistant at District 209 for the 2017-18 school year to assist a student with an orthopedic impairment as presented.

C. FMLA Request

1. Ms. Victoria Bryant

Ms. Bryant, Program Assistant at PAEC Elementary, has requested a leave under FMLA beginning August 16, 2017 through October 25, 2017 due to medical reasons. Ms. Bryant will not be using her accrued sick days during this leave.

Recommended Motion:

I move to approve a leave request under FMLA for Ms. Victoria Bryant, beginning August 16, 2017 through October 25, 2017, due to medical reasons. Ms. Bryant will not be using her accrued sick days as presented.

2. Ms. Jennifer Bushman

Ms. Bushman, Teacher at PAEC Early Childhood, has requested an intermittent leave under FMLA beginning August 28, 2017 through November 17, 2017, due to family medical reasons. Ms. Bushman will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve an intermittent leave request under FMLA for Ms. Jennifer Bushman, beginning August 28, 2017 through November 17, 2017, due to family medical reasons. Ms. Bushman will be using her accrued sick days during this leave as presented.

3. Ms. Dorothy Williams

Ms. Williams, Program Assistant at PAEC Center, has requested a leave under FMLA beginning August 21, 2017 through September 5, 2017, due to medical reasons. Ms. Williams will be using her accrued sick days during this leave.

Recommended Motion:

I move to approve a leave request under FMLA for Ms. Dorothy Williams, beginning August 21, 2017 through September 5, 2017, due to medical reasons. Ms. Williams will be using her accrued sick days during this leave as presented.

D. Out of District Student

1. Maywood School District 89

Maywood School District 89 has requested that two of their students attend PAEC Center School on a tuition basis for the 2017-18 school year. They will provide transportation for their students. This was recommended by the student's district. We will be able to accommodate these students and continue to have placements available for our member districts.

Recommended Motion:

I move to approve the request from Maywood School District #89 for two students to attend PAEC Center School on a tuition basis for the 2017-18 school year as presented.

2. Maine Township School District 207

Maine Township High School District 207 has requested that one of their students attend PAEC Cross Categorical Functional (MIT) Program on a tuition basis for the 2017-18 school year. They will provide transportation for their student. This was recommended by the student's district. We will be able to accommodate this student and continue to have placements available for our member districts.

Recommended Motion:

I move to approve the request from Maine Township School District #207 for one student to attend the PAEC Cross Categorical Functional (MIT) Program on a tuition basis for the 2017-18 school year as presented.

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

None at this time

XIV. BOARD CORRESPONDENCE

None at this time

XV. 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), as presented.

XVI. ADJOURNMENT

Recommended Motion:

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