

**PROVISO AREA FOR EXCEPTIONAL CHILDREN
GOVERNING BOARD MEETING
PAEC CENTER – 6:00 PM
DECEMBER 20, 2023
MINUTES**

I. ROLL CALL

Ms. Dorothy Clark-Smith, President of the Governing Board called the meeting to order at 6:04 PM.

District 87	Ms. Rose Mason	Present
District 88	Ms. Dorothy Clark-Smith	Present
District 92	Mr. Brian Dawson	Present
District 93	Ms. Sinai Chavez	Present
District 209	Ms. Sandra Hixson	Present

Also present: Mr. Michael James (PAEC Executive Director), Mrs. Vanessa Schmitt (PAEC Assistant Executive Director), Dr. Paul Starck King (PAEC Interim CSBO, CFO), and Mrs. Trainette Latham (PAEC Recording Secretary).

II. AUDIENCE PARTICIPATION

None

III. APPROVAL OF GOVERNING BOARD MINUTES

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the minutes from November 15, 2023, as presented. Ms. Mason seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

IV. APPROVAL OF CONSENT AGENDA

Recommended Motion:

Ms. Hixson moved to recommend to the Governing Board to approve the Consent Agenda, which encompasses agenda items regarding (V) Payroll, (VI) Bills, and (VII) New Business except item VII-C1 as presented. Ms. Mason seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

V. APPROVAL OF PAYROLL

Confirmation of payroll (excluding required employer deduction)

**PAYROLL AGENDA
NOVEMBER 2023**

	GROSS 11/15/2023	FICA 11/15/2023	RETIREMENT 11/15/2023	BENEFITS 11/15/2023	TOTAL 11/15/2023
Education Fund	\$ 484,451.92	\$ 20,619.34	\$ 13,609.99	\$91,735.67	\$ 610,416.92
Building Fund	\$ 16,835.10	\$ 1,281.70	\$ 718.86	\$2,798.29	\$ 21,633.95
TOTALS	\$ 501,287.02	\$ 21,901.04	\$ 14,328.85	\$ 94,533.96	\$ 632,050.87

	GROSS 11/30/2023	FICA 11/30/2023	RETIREMENT 11/30/2023	BENEFITS 11/30/2023	TOTAL 11/30/2023
Education Fund	\$ 492,578.88	\$ 20,838.94	\$ 13,681.41	\$98,330.63	\$ 625,429.86
Building Fund	\$ 15,598.22	\$ 1,187.07	\$ 666.04	\$3,031.02	\$ 20,482.35
TOTALS	\$ 508,177.10	\$ 22,026.01	\$ 14,347.45	\$ 101,361.65	\$ 645,912.21

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

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

VI. APPROVAL OF BILLS

1. Payable Listing- Water Bill -Information is attached. (Voucher #1111)
2. Payable P-Card Listing- Information is attached. (Voucher #1112)
3. Payable Listing-Information is attached. (Voucher #1119)
4. Payable Listing-Information is attached. (Voucher #1120)

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

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

VII. NEW BUSINESS

A. Approval of Employment/Resignation/Terminations

Employment (*Salaries are pro-rated after the start of school year*)

- Alma Nofal, 1:1 Program Asst., PAEC Academy, \$21,704, effective 11/16/23
- Catherine Meyer, Teacher, PAEC Center, \$56,232, effective 11/15/23
- Steven Taylor, Behavior Interventionist, PEHS, \$23,784, effective 11/15/23
- Brenda Deer, 1:1 Program Asst., PWHS, \$23,784, effective 11/20/23
- Joann Umeki, Speech-Language Pathology, District 87, \$71,218, effective 1/8/24

Resignations

- Jalen Marx, 1:1 Program Assistant, PAEC Elementary, effective 11/5/23
- Lynette Blakley, 1:1 Program Assistant, PAEC Center, effective 11/20/23

Clara Lomeli, Day-to-Day Substitute Program Assistant, effective 11/28/23 (Deceased)
Annie Lott-Jackson, Coordinator, District 87, effective 11/17/23
Barbara Kimber, Program Assistant, PAEC Elementary, 10/26/23

Transfers

Jacqueline Rivera, 1:1 Program Asst., PAEC EC from full-time to part-time
Bujulka, Debbie, Vocational Coord, PAEC HS to Social Worker full time, effective 12/4/23
Willie Bryant, Perm Sub Teacher, PAEC Elem to, (Computers) PAEC HS, effective 12/4/23
Depasquale-Stehn, Christina, Teacher, PAEC Elem to Day-2-Day Sub, effective 10/20/23 (Corrected from resignation to transfer)
Constance Johnson, 1:1 PA, PAEC Academy to Program Asst, effective 11/30/23

Terminations

None

Recommended Motion:

I move to recommend to the Governing Board to approve the Employment, Resignations, Transfers, and Terminations as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

B. FMLA Requests

1. Mr. Saumil Patel, Social Worker at PAEC Center has requested FMLA due to medical reasons. Mr. Patel is requesting this leave to begin December 11, 2023

Recommended Motion:

I move to recommend to the Governing Board to approve the FMLA for Mr. Saumil Patel to begin Monday, December 11, 2023, due to medical reasons. Mr. Patel will be utilizing available sick time during this leave as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

C. Contractual Agreements

2. Maxim Healthcare Staffing Services, Inc (School Division)
 - Shannon Fields- Paraprofessional -\$40 per hour & \$60 per hour(overtime)
 - Roxana Sadivar-Huerta- 1:1 Paraprofessional. \$40 per hour & \$60 per hour(overtime)
 - Maria Hernandez- 1:1 Paraprofessional \$40 per hour & \$60 per hour (overtime)

Recommended Motion:

I move to recommend to the Governing Board to approve the contractual agreement between Maxim Healthcare Staffing Services (School Division) and Proviso Area for Exceptional Children for Ms. Shannon Fields, Ms. Roxana Sadivar-Huerta, and Ms. Maria Hernandez who are 1:1 Paraprofessionals at the bill rate \$40 per hour and \$60 per hour for overtime as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	

District 209 Ms. Sandra Hixson Aye 5 Ayes, motion carried

- 3. Ahs Staffing- Affiliate of PediaStaff
 - Romano Lopez-1:1 Paraprofessional -\$40 per hour

Recommended Motion:

I move to recommend to the Governing Board to approve the contractual agreement between Ahs Staffing (Affiliate of PediaStaff) and Proviso Area for Exceptional Children for Mr. Roman Lopez (1:1 Paraprofessional) at the bill rate of \$40 per hour as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

- 4. EDU Healthcare
 - Sean Lewis- 1:1 Paraprofessional -\$35 per hour

Recommended Motion:

I move to recommend to the Governing Board to approve the contractual agreement between EDU Healthcare and Proviso Area for Exceptional Children for Mr. Sean Lewis (1:1 Paraprofessional) at the bill rate of \$35 per hour as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

- 5. Delta Group

Agency agreement details the terms of contractors becoming direct hires. The contractor must work 750 hours with the agency before coming on as a potential direct hire if PAEC chooses to pursue the individual. The bill rates are as follows:

- | | |
|--|------------------|
| • Paraprofessional | \$30 per hour |
| • ESY 24' Paraprofessional | \$33.50 per hour |
| • Day-to-Day Substitute Teacher | \$34.50 per hour |
| • Long-Term Substitute Teacher | \$37.50 per hour |
| • PEL Elementary & Secondary Endorsement | \$49.00 per hour |
| • Special Education Teacher-LBS1 | \$62.00 per hour |
| • School Social Worker | \$58.00 per hour |
| • LPN | \$55.50 per hour |
| • RN | \$65.50 per hour |
| • Certified School Nurse | \$72.00 per hour |

Recommended Motion:

I move to recommend to the Governing Board to approve the contractual agreement between Delta Group and Proviso Area for Exceptional Children through June 30, 2024, as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

6. Maxim Healthcare (Home Division)
Diane Scott- LPN- \$75 per hour

Recommended Motion:

I move to recommend to the Governing Board to approve the contractual agreement between Maxim Healthcare (Home Division) for Ms. Diane Scott-(LPN) at the bill rate of \$75 per hour as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

D. School Maintenance Project Grant

On behalf of PAEC 803, Mr. Zamora - Coordinator of Building & Grounds applied for the School Maintenance Project Grant which is a 50/50 grant up to \$100,000. We applied for an HVAC project cost of \$70,853. The project includes the replacement of two rooftop units. 1 serving the PAEC Elementary and the other PAEC Early Childhood. In addition, the Building Automation system will be upgraded to better control the schedules. After the rebate, PAEC 803 would only pay \$35,426.

Recommended Motion:

I move to recommend to the Governing Board to approve the School Maintenance Project Grant for \$35,426 as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

E. PAEC Administration & 12-Month Employee Winter Holiday Schedule

Recommended Motion:

I move to recommend to the Governing Board to approve the 2023 Winter Holiday Schedule for PAEC Administration & 12-month Employees as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

F. Out-of-District Placement -District 201

Recommended Motion:

I move to recommend to the Governing Board to approve the Out-of-District Placement for a District 201 (Westmont) student for the 2023-2024 year as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

G. Retirement Resolution

Recommended Motion:

I move to recommend to the Governing Board to approve the retirement resolutions of Ms. Jill Collins and Ms. Lisa Pirrello as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

H. Student Teaching Partnership- Concordia University Chicago

Recommended Motion:

I move to recommend to the Governing Board to approve the Student Teaching Partnership Agreement between Concordia University Chicago and Proviso Area for Exceptional Children as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

I. Application and Procedures for Use of School Facilities- The Answer Inc.

Recommended Motion:

I move to recommend to the Governing Board to approve the Facility Usage of PAEC High School for The Answer Inc. to run programming on Saturdays beginning January 2024 from 9:00 AM-3:00 PM with a fee of \$6,084 for custodial staff as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

J. Creative Exchange Music Therapy

Recommended Motion:

I move to recommend to the Governing Board to approve the contract agreement between Creative Exchange Music Therapy for the 2023-2024 year beginning 8/22/23-5/29/24 in the amount of \$75 per direct service hour as presented.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

Item VII C-1

ZSN Systems & Solutions (item removed from Consent Agenda for discussion)

- Dominique Marzette- 1:1 Program Assistant -\$38 per hour
- Rachellie Moreta- 1:1 Program Assistant - \$38 per hour
- Prudence White- 1:1 Program Assistant -\$38 per hour
- LaVerne Triplett- 1:1 Program Assistant -\$38 per hour

- Mr. Dawson asked for clarification regarding the number of contracted paraprofessionals compared to direct hires. Mr. James stated that PAEC has been diligently trying to find direct hires, which has been very difficult since the beginning of the year. Although it's been difficult, we are in the process of onboarding some direct hires. Some of the difficulties we have encountered are the delays in background checks, physicals, and TB tests. We have recently created and revamped our onboarding process to help resolve some of these issues. However, there continues to be a struggle to get direct hires. Applicants that are applying have come from other professions not related to education and when instructed to go and fill out the application on Applitrak, many do not.
- Mr. Dawson asked whether we are at the tipping point of needing more contracted paraprofessionals than direct hires. Mr. James mentioned that for the total number of paraprofessional positions, we have not reached that tipping point yet. However, he mentioned that we are at 50% of the need for the 1:1 vacant positions that have not been filled at this time. Mr. James mentioned that the Union has been in contact with us and they have some concerns as well.
- Mr. James explained that we are in the process of trying to work with a new agency where contracted paraprofessionals would be able to become direct hires after 750 hours. This agency is significantly cheaper than others at \$30 per hour. Mr. James mentioned that people have this idea that the contracted program assistants are being paid more than the direct hires and that is not the case. Mr. Dawson explained that agencies tack on a finder's fee for those positions and are aware that those individuals do not see the amount that the agencies are charging.
- Mrs. Schmitt mentioned that this group has no buyout at the end of their contract. Also, a few other agencies will allow these individuals to come on as direct hires at the end of the school year without a buyout. She reiterated that the positions that are currently being filled with contracted program assistants are for those students needing 1:1 support. She stated that these are positions where we have no wiggle room because legally these are positions that we must fill. She explained that the district could be sued if these positions are not filled. Mrs. Schmitt stated that while this is not the way we would like to handle this situation, we must have those positions filled. Mrs. Schmitt also mentioned that we have been able to transition a few students from needing a 1:1 in the districts. She mentioned that she knows for sure there have been two students in District 87 who have transitioned out of needing a 1:1 and now no longer need to look for someone for those students. Mrs. Schmitt further stated that she has already had conversations with some of the contracted program assistants who are interested in becoming direct hires next year. She mentioned that a few of them that are currently on the agenda tonight were interested in becoming direct hires within a few days of working and she had to explain to them that they are in a contract and would have to wait. Mrs. Schmitt informed them that positions will be posted in the Spring and at that time they could apply for the upcoming school year. Mr. James reiterated that in the Spring when we look into rifts, all the contracted agencies will be let go.
- Mr. Dawson mentioned that he is trying to understand the financial piece and where the tipping point is. Are we at the point of needing to consider looking into the PAEC pay scale because we are unable to get direct hires and keep them? What is the pay threshold for direct hires who have been employed for years compared to that of a contracted paraprofessional? Mr. James confirmed that we are not there as of yet. He stated that some of the frustrations that we have is, some paraprofessionals who have been employed 20 plus years who don't make \$30k. The flip side is that PAEC is the highest-paid for paraprofessionals in the Proviso Township area because we also provide benefits where the member districts do not.. We could have an issue with the districts if we were to consider increasing the starting pay to let's say \$25 per hour. He explained that because the hourly rates are different in the districts, this could impact us. Mr. James mentioned that he would love for the increase to happen, however, it is left to the districts to decide and he encouraged the Board to speak with their districts on this matter. Mr. James further explained that PAEC deals with the most difficult students in each of the member districts that are unable to be maintained within the district. We have more staff than the districts due to PAEC having to manage the behaviors and needs of the students. The bottom line is that our paraprofessionals may get paid \$21-\$22 an hour, however, they do not get a full forty-hour week and then their salaries are pro-rated.
- Mr. James mentioned that Dr. Starck King's predecessor worked hard trying to provide increases on the starting base pay to make PAEC a little more attractive. He explained that this is a conversation for the next negotiations. The current contract expires in 2025. Mr. James further explained that we knew there were some repercussions for bringing on contracted paraprofessionals, however, we have a legal obligation and safety

reasons as to why we need to fulfill these positions for those students needing 1:1 services. Mr. James mentioned that for example, even if we filled all 15 positions with contracted 1:1 paraprofessionals, we should still have enough because those positions were budgeted for. He explained that also as a reminder, any program assistants that are hired after November 1st, their pay is prorated and at that point, their take-home pay is shorter because of our model of 180 days versus 365 a year.

- Dr. Starck King explained that from an accounting standpoint, the question becomes when their costs exceed ours and at what point is it tipping? For discussion purposes, we are halfway through the school year and we have not paid 100% of the budgeting monies for those positions, therefore we are not at a budgetary risk. Since we operate under cost accounting, 100% of monies are allocated back to districts. Mr. James mentioned that because of our model, we are at bare bones because we can only hire for positions that have been projected.
- Mr. Dawson asked if it was possible to get next month the percentage of contracted paraprofessionals in comparison to direct hires.

Recommended Motion:

Ms. Mason moved to recommend to the Governing Board to approve the contractual agreement between ZSN Systems & Solutions and Proviso Area for Exceptional Children for Dominique Marzette, Rachellie Moreta, Prudence White, and LaVerne Triplett who are 1:1 Paraprofessionals at the bill rate of \$38 per hour as presented. Mrs. Hixson seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye	
District 88	Ms. Dorothy Clark-Smith	Aye	
District 92	Mr. Brian Dawson	Aye	
District 93	Ms. Sinai Chavez	Aye	
District 209	Ms. Sandra Hixson	Aye	5 Ayes, motion carried

VIII. EXECUTIVE BOARD REPORT

The Executive Board meeting was held on Thursday, December 14, 2023. Those present included: Dr. Dan Sullivan from District #87, Dr. Victoria Hansen and Ms. Rosalind Banks from District #88, Dr. Emily Betz and Ms. Nicole Keefer from District #92, Dr. Kevin Suchinski from District #93, and Ms. Ramonda Fleming from District #209.

Also present included: Mr. Michael James, Dr. Paul Starck-King, and Mrs. Trainette Latham from PAEC Administration.

The Executive Board reviewed and recommended approval of all the items on the agenda.

IX. DuPage/WEST COOK REPORT

The agenda for the November 9, 2023 meeting is attached.

X. COMMITTEE REPORTS

There are no committee reports for October 2023.

XI. EXECUTIVE DIRECTOR'S INFORMATIONAL REPORT

A. Current District Child Count 2023-2024
Information is attached.

B. Current Enrollment and Classroom Staffing Patterns 2023-2024
Information is attached.

C. Transition Reports

1. PAEC Therapeutic Day Elementary- Information is attached.
2. PAEC Therapeutic Day High School-Information is attached.
3. PAEC Academy- Information is attached.

D. Initial Referrals
Information is attached.

E. Police Reports
There were no police reports in October 2023

F. PAEC Activity Fund
Information is attached.

G. PAEC Events
1. December Upcoming Events

2. Congratulations to Mrs. Patricia Carter for completing the IASBO Support Professionals Program and our delegates; Mrs. Towanda Perkins, Ms. LaShonda McDaniel, and Mrs. Trainette Latham for attending the SupportCon Conference on December 1, 2023.

3. PAEC Academy-Veterans Day Celebration

4. PAEC High School Therapy Dog Day

5. PAEC High School Thanksgiving luncheon with staff and students

6. PAEC Early Childhood Holiday Spirit Week

→ Ms. Clark-Smith requested that the Upcoming Events be sent once completed versus waiting until the board meeting.

H. Partnership with Byline Bank-PAEC Center

→ Mr. James mentioned that Ms. Inga Ezerins and Ms. Ivy Weingardt was able to procure a partnership with Byline Bank. The company brought donations last week and wants to work with the students to teach banking and gardening. At this time, we are focusing on PAEC Center but eventually like to branch out to our other programs.

I. Busted Pipe Incident Updates-PAEC High School

→ Mr. James mentioned that the cleanup, and transition of students and staff out of the building went smoothly. A notice was sent to member districts and within an hour we received calls from the districts on how they could help. He mentioned that District 209 offered to send custodians over to assist immediately. It was reassuring that all districts reached out to aid us in this situation. The following day, the High School went into remote learning.

J. Update to PAEC Academy Water Shut-Off

→ Mr. James mentioned that there was a boiler issue in Westchester and the water had to be shut off. However, this did not impact the learning for students. The building was a little cooler and the archdiocese was able to get things fixed promptly.

K. Permanent Sub Teacher Graduates Update

→ Mr. James mentioned that we are proud to announce that four of our Permanent Substitute Teachers who were assigned to classrooms have graduated from Grand Canyon University and will now be certified after the holidays. This is something that PAEC is excited to brag about. These individuals will now have the official terminology as "Highly Qualified".

L. New York Life Company Discussion

→ Mr. James mentioned that the representative wanted to be in attendance tonight and was unable to make it. This company provides whole-life insurance and was interested in providing services to staff who were interested. Mr. James wanted to get a consensus from the Board as to whether it would be okay to provide the opportunity to our staff. He mentioned that she works with District 88. He also stated that in the past there was hesitation from our previous Business Manager with allowing vendors to come in. If the Board agrees, he can then have her present information to the Board first.

M. PAEC Administrative Department Updates

PAEC Technology Department

There's was a miscommunication with Comcast and we will have to reschedule completion date for 12/26/2023. Waiting to hear back from Comcast on their next steps.

Slow month overall within the technology department, we continuously address help tickets promptly.

- Mr. James mentioned that we are still experiencing issues with Comcast. He explained that they were supposed to come out to finish the installation of phones during Thanksgiving Break. This task was not completed and our IT Department once again gave up their holiday to make sure this task was completed. The workers that came out ended up leaving without notifying our IT Department. Comcast continues to make excuses as to why the job is not completed. This resulted in a letter being sent to the four managers and Project Manager at Comcast as well as the FCC. Mr. James mentioned that he received a call from the escalation department today that stated they would reschedule for over the winter break to get the installation done by the time we return on January 8, 2024.

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

The Business Office is currently working on the following projects:

- Audit- delayed until 1/15/2023
- ESSER III Grant

Human Resources (HR)

No report this month

- Dr. Starck King mentioned that due to the delay in the audit, hopefully, the presentation can be made during either the January or February meeting.
- Dr. Starck King mentioned that the initial ESSER III application was done and we received feedback today. He explained that we received pushback on being able to purchase vans and HVAC under ESSER III. Under ESSER I & ESSER II, in which Cooperatives were not able to receive, the HVAC was able to be claimed. Regular districts were able to claim those items, whereas Cooperatives were not.
- Dr. Starck King mentioned that we will be able to get the playgrounds done due to the loss of gross motor skills which is an outcome of COVID. He also stated that we would receive robust program capital for items. We now have fiber optics to our server closet thanks to Comcast. This would have been a special assessment, however, this can be done through this grant. Dr. Starck King further explained that due to the way the grant was written in the past, there were items that were not claimed that we are now able to claim extending back from the 2020-2021 school year. Some of those items we will be able to get back. According to how our cost model is written, any reimbursements from the State we give back go to the member districts.
- Ms. Clark-Smith asked what the dollar amount is for ESSER III. Dr. Starck King stated that it is a little over a million dollars. Ms. Clark-Smith asked if we could get a sensory room for Elementary. Mr. James explained that we already have one in both the Elementary and the High School programs and they are not completely done. Our goal is to get more equipment through ESSER as well as the Academy. He further explained that they would like to utilize one of the isolation rooms in the Elementary program to get more appropriate aged equipment for our middle school-aged students.
- Ms. Clark-Smith requested that the Governing Board be invited to take a look at the sensory rooms next month. She also asked whether there were other grants available to help assist with getting vans for our programs. Dr. Starck King stated that once we get past the audit, we will dive deep into some of the budget stuff which will include the technology plan as well as the facilities plan. He stated that normally the van concerns would fall under the facility management plans. The vans are getting pretty old. Dr. Starck King explained that there is about an 80% reimbursement over time for transportation grants.
- Mr. James mentioned that over the past two or three years, PAEC has been looking into fixing or replacing our vans. We need at least two vans. The High School program utilizes the vehicle the most for the vocational programming.

- Ms. Clark-Smith also asked if we could use some of the money to extend the music program to Elementary and High School. Dr. Starck King stated that we could, but it has to be budgeted for. We are not using ESSER III for programming because once those funds are gone, we will need to look at other ways to keep those programs running.
- Dr. Starck King mentioned that the last thing he wants to bring to the Board's attention is that there is a flat leaking spot on the roof at the High School which will cost approximately \$200k to replace. He mentioned that we are at the point where it can't be repaired anymore. It's a small portion of the roof and this is something to consider in the facilities management plan going forward.
- Mr. Dawson asked whether PAEC purchased the shields during COVID-19 from ESSERIII. Mr. James explained that we purchased shields for the desk and not between the students. Dr. Starck King stated that he would look into it to see if that is something that can be claimed. He explained that the original grant was \$1.7 million and we only spent \$700k. We have about nine months left to spend over a million dollars.

N. PAEC Program Updates

PAEC Academy at Divine Infants

PAEC Academy has welcomed three new students this month. One of our students returned to District 87 full-time and one will be moving out of the state at the end of November. That will leave us with a total of 65 students. We still have a list of possible incoming students. There are 9 possible students.

Round one of staff evaluations has been completed. Round two will start in January of 2024. Staff are close to completing all online trainings, they should be completed on December 8, 2023.

On November 15th we had our Thanksgiving Feast. The Cafeteria was decorated and there were plenty of options for food. The menu consisted of chicken, potatoes, stuffing, cranberry, gravy, rolls, macaroni and cheese. For dessert the students had cookies and the staff shared desserts they made and brought in. It was a huge success and all of the students really enjoyed it. Mr. James, Mrs. Schmitt, and Mr. Dawson (our Board Member from Lindop) also attended.

Students are still enjoying the new reading program. They are excited about the different topics and their ability to read the whole book independently. A few of our families were able to receive baskets for Thanksgiving. We also have families that will be receiving food and gifts for Christmas through different community organizations.

PAEC Early Childhood

The Early Childhood program had many things to be grateful for in November. We were able to hire the additional program assistants that were needed to provide the teachers with the support needed to effectively provide instruction and maintain a safe environment. The students will also have the support needed to successfully participate in the classroom activities and therapy sessions. All of the students in the EC program currently have delayed comprehension skills and minimal expressive language skills. They all need help to complete activities of daily living such as toileting and dressing. They also need help to complete tabletop activities such as painting, coloring, matching, cutting, etc. Many of them also benefit from our program because we work on developing their play skills, sharing, and turn-taking. Helping our students reach their highest potential requires a lot of adult support.

This month went by very fast but we did enjoy a visit from the therapy dog on Friday, November 17th. In honor of Native American Heritage Month, the students made many beautiful art projects resembling Native American jewelry, harvest, and food related to the Thanksgiving holiday.

The first through the three and a half weeks of November they focused on:
COLORS: Black, Brown, Yellow LETTERS: V, T, V

SHAPES: Oval, Diamond, Circle NUMBERS: 7,8,9

The fourth week all the concepts were reviewed.

PAEC Therapeutic Day Elementary School

The month of November included various Thanksgiving and fall activities. The students continued to learn about vegetables that are known for fall harvesting. They also made several fall Art projects as well as continue to learn about Thanksgiving.

All of the students participated in Therapy Dog Visit, and picture day. The middle school students were part of a Candor Health Program, which included various health classes. The classes are part of state-mandated required topics that must be covered per state guidelines.

The teachers completed quarter 1 parent-teacher conferences with a virtual option for the parents who were unable to attend. The teachers reviewed the student's grades and social/emotional progress with the parents.

Students continue to participate in part-time transitions to their home school. The PAEC Elementary and home school teams work together to monitor students' daily behavior and academic progress. The partnerships with the home schools provide the students with the necessary support to ensure the transitions are successful.

There were no time-outs, 6 physical restraints, and no police incidents for November.

PAEC Therapeutic Day High School

Academics

We are working closely with the students to inform them of their goals, progress in class, and make up work for the first semester successfully. Teachers have been monitoring the students' academic recommendations from MAP Testing in their Intervention Class with Xtra Math and Lexi Pro. We will have our Winter Map Assessment when we come back in January.

Activities

The therapy dogs came to visit this month. It was refreshing to see the smiles on the student's faces when they walked into the room with the dogs. The students seemed relaxed as they took turns interacting with the dogs by petting and brushing them. The final schoolwide activity was for Thanksgiving. All the students and staff wrote on a paper feather cut out what they were thankful for. When they were finished they were hung up on a cartoon turkey displayed by the office. Lastly, everyone celebrated and gave thanks together with our Annual Thanksgiving Lunch. I am truly appreciative of all the staff support by donating items along with the food prepared by Mr. Loving and Ms. Turner's Catering business.

Transitioning Students

We have a Senior who worked extra hard to earn the criteria to go back East for the last semester of his Senior Year. We have two more students that have meetings scheduled in December.

Physical Management	1
Police Calls	0
Restorative Meeting	5

23-24 Current Enrollment

63 Students

3 Students still need to be fully registered at PAEC

PAEC Therapeutic Day High School Vocational Program

Updates

Mr. Loving reports that the work programs are going well. We currently have six students training in the Housekeeping Department at Garden Inn one day per week for 2 hours. Three students are participating in training at Firehouse Subs. They each receive two days of training for 2 hours per day. During November four students participated in the Custodial Work Training Program. This program runs Monday through Thursday after school until approximately 4:15. Students from Ms. Jone's class rotate, students going for a total of six students participating to manage the Lunch and Breakfast Programs. Fourteen students participate in the weekly Financial Literacy Program; they are split between a morning and afternoon session.

Dr. Bujalka continues to meet with each student to complete their Transition Planning Questionnaire and Interview. Student interests will guide planning for activities (presentations, field trips, special days, etc.) Planning for activities has been temporarily put on hold as Dr. Bujalka took upon a social work caseload. Currently, there are twenty students enrolled in credit recovery through APEX. Dr. Bujalka is working with Ms. Maloley for a smooth transition for Ms. Maloley to the vocational counseling position while Dr. Bujalka shifts to a full-time social worker.

PAEC Center

November flew by quickly!

Observations in the classroom have begun and have wrapped up at the end of the month. We continue to look for staff to fill the open positions.

On November 8th, PAEC Center hosted a Veterans' Fair. We had some veterans come in and give a presentation to the students. It was well received by the students and staff alike. On November 15 we hosted a Baked Potato Fundraiser.

Elementary Students continue to work on the Unique curriculum. Daily walks throughout the classrooms reinforce the teaching and learning that is occurring!

Educational Associates vocational curriculum is being used by high school students and the skills they are learning are for real-world experiences and applications.

SANDI testing reopened for Spring. This will allow teachers to test the students to show growth before IEP and re-evaluation meetings!

The students look forward to December activities and holiday celebrations!

PAEC Center Vocational Program/Transition Program

We currently have 5 students employed competitively. Unemployed students are directed to apply for competitive employment online, in person, or in direct contact with employers. These students are monitored by the Vocational Coordinator or Transition Staff via in-person, one-on-one meetings, emails, and/or text messaging. When students apply for competitive employment on their own, they are instructed to send me screenshots of completed applications. We also keep records of applications, and students complete with me and/or staff.

Students who are currently employed are on the chart below:

	Employment	Hours	Job
1	The Pearl of Hillside	14 hours per week	Activity Aid
2	Jewel	20 hours	Bagger/Stocker
3	White Castle	16-20 hrs per week	Stocker/Maintenance
4	Food4Less	15-20 hrs per week	Courtesy Clerk
5	Goodwill	15-20 hours per week	Store Clerk

Students have continued to volunteer this month for the 2023-24 school year at New2You, Meals on Wheels, Catholic Charities, and Westchester Food Pantry. Due to unfortunate circumstances, we had to downsize our sites. We are looking forward to increasing them as our staff increases.

We are training our enrolled students to complete job tasks, answer mock interview questions, complete mock job applications, and more. I have continued to set up individual meetings with these students. We are practicing mock interviews and completing mock applications. Ensuring IDs have not expired, or get

renewed in a timely fashion. Some students are completing live applications and are going through the interview process. They have applied at places like Dollar Tree, Marshalls, Ross, Torres, Jewel, etc. We have a student currently interviewing, hopefully, we will have some great news next month.

PAEC Behavior Intervention Team

No report this month.

PAEC OT/PT Department

Activities of the department:

1. The AT Team attended a staff meeting on 11-01-23 in person in the PAEC Center Board Room from 8:30 AM - 9:30 AM.
2. The OT/PT Department participated in PAEC Center parent/teacher conferences on 11-02-23
3. On 11-03-23, the OT/PT Department Lead participated in in the Workers Compensation Meeting at PAEC Center.
4. The OTs and PTs assigned to PAEC Center are meeting on Fridays from 11:30-12:30 PM to discuss challenging students, and treatment ideas, and learn about equipment. The purpose of the meeting was also to share ideas and problem-solving strategies.
5. No orthotic and wheelchair clinics were set up for November.
6. The OT/PT Department attended a staff meeting on 11-16-23 in person and remotely from 11:30 am - 2:00 pm.
7. October was PT month. The PTs put together a Google Slides presentation for everyone to view and learn about PT. The last slide asked those who viewed the presentation to fill out a survey answering questions. The results indicated that 15 people completed the Google form and received a prize for their participation. Some people indicated they looked at the slides but did not fill out the survey. Participation was down from previous years. [PT Month 2023](#)
8. Some equipment that came in during November that was ordered were Craft items such as pompoms and glue. Other items were stools for alternative seating.



PAEC Psychology Department

Ms. Emily Adelson, Hillside School Psychologist, has provided behavioral support to kindergarten and first-grade students at Hillside. She has worked to implement the Signs of Suicide/Elyssa's Mission Program with the 6th-8th grade students. She continues to work with the Hillside MTSS team as well to help implement academic support.

Ms. Dayle Ashley-Harding, PAEC EC School Psychologist, has provided behavioral support and intervention for several EC students. She has helped teach Ms. Alison Zdarsky (PAEC psych intern) and Ms. Emily Grausam (PAEC psych practicum student) TPBA.

Dr. Michael Cermak, PAEC lead school psychologist, has been working with the District 87 MTSS Committee. He presented the initial chapters of the new MTSS guidebook to staff on Wednesday, November 29. Dr. Cermak continues to provide individual SEL support to 4 8th-grade male students at MacArthur and 1 7th-grade male student. Dr. Cermak will be attending the NASP Conference in New Orleans in February.

Ms. Alison Zdarsky and Ms. Kara Rochowicz (PAEC practicum student) have been facilitating a grief group with 3 students at MacArthur every Tuesday. Ms. Zdarsky has been consulting with a 5th-grade cross-cat teacher at Sunnyside to address behavioral needs. Ms. Rochowicz is also facilitating an emotional regulation group with 6 7th-grade students.

PAEC Social Work Department

1. Social Workers-Proviso East High School) met with the Director of Interventions and Prevention Services last month via PLCCA to arrange the formulation of a Male Mentorship Program at Proviso East High School, and both continue to work with PLCCA to get more students connected with the services PLCCA has to offer. They are currently arranging for PLCCA staff to meet with all the school social workers at Proviso East to give an in-depth presentation on what services and programs PLCCA has to offer. Currently, 2 high-risk students have been connected with PLCCA services, and their experiences appear to be positive. Ms. Ross and Ms. Stephens continue to assist with some of the general education students who need a weekly check-in, in the freshman social worker's absence. Additionally, Ms. Ross and Ms. Stephens are exploring the idea of building a clothing closet for their homeless/needy students. Both social workers plan to meet with the Dist. 209 school social workers to discuss logistics and to decide where to possibly store such items.
2. Ms. Donna Kuchera, M.S.W. (PAEC School Social Worker-Proviso West High School) continues to provide individual & small group school social work services to the freshmen students with special education needs and to students in the TST Program, working on appropriate conversational exchanges, using coping strategies to handle anxiety/depression, establishing healthy self-esteem and social skills. Also, Ms. Kuchera has been working with a Spanish 1:1 interpreter for a student on her caseload who speaks Spanish as their primary language. Ms. Kuchera has been meeting individually with various students covering such topics as identifying what may be getting in the way of passing classes, coping strategies for anxiety, and how to respond to issues occurring at home. Additionally, Ms. Kuchera has been attending the MTSS committee meetings facilitated with Dr. Thomas in an attempt to coordinate ways, using Power School, to easily identify student academic, and/or social-emotional needs.
3. Ms. Lisa Allen, L.C.S.W. and Ms. Lisa Pirrello, L.C.S.W. (PAEC School Social Workers & PAEC Lead School Social Worker-PAEC Alternative High School Therapeutic Day School) are currently providing individual/small group social work sessions and have been covering the following topics: Managing Stressful Situations; Appropriate Use of Social Media, Interpersonal Relationship Skills, Appropriate Communication Skills; and Coping Strategies. Additionally, Ms. Allen and Ms. Pirrello participated in the Thanksgiving Baskets from St. Eulalia's for those identified PAEC High School students and families in need. Ms. Pirrello has arranged and facilitated the next Comfort Dogs to visit the PAEC High School Program on Friday, January 19, 2024. Ms. Pirrello continues to actively interview qualified school social work candidates to fill the vacant PAEC School Social Work position at Proviso West High School, as well as the upcoming FMLA school social work position at PAEC Center School. Ms. Pirrello met with the School Social Work Intern, Mr. Dominic Thomas's JASW Field Supervisor on November 8, 2023, to discuss the field instruction activities Mr. Thomas has completed so far, as well as how Mr. Thomas is progressing in the various delineated school social work competencies. Ms. Pirrello completed and submitted the Semester I Field Instruction Evaluation on behalf of Mr. Dominic Thomas.
4. Mr. Saumil Patel, M.S.W., and Jill Collins, M.S.W. (PAEC School Social Workers-PAEC Center School) continue to meet with the students on their caseload individually and/or in classroom groups. Additionally, they have been assisting with creating classroom management plans, providing support to the PAEC Center Staff in and out of the classroom settings, providing crisis intervention, participating in PAEC Center Building teams and committee meetings, as well as helping with holiday-themed programs.
5. Ms. Lindsey Holsten, L.C.S.W. and Nianne Serrano, M.S.W. (PAEC School Social Workers-PAEC Elementary School) continue to provide individual & classroom group social work services to students on their caseload, utilizing the 2nd Step Program. Ms. Holsten and Ms. Serrano continue to facilitate the morning Mindful Minute staff/student breathing exercises, as well as manage ongoing crisis management and intervention strategies throughout the school day. Additionally, Ms. Serrano and Ms. Holsten facilitated the Thanksgiving Baskets from St. Eulalia's for those identified PAEC Elementary students and families in need.

6. Ms. Kenya Dockens, L.C.S.W. (PAEC School Social Worker-Hillside School) has coordinated and will be implementing on November 30, 2023, Elyssa's Mission Signs of Suicide Program with 6th-8th-grade students. In her MTSS 8th grade group, Ms. Dockens covered the topic of Self-Esteem. Additionally, Ms. Dockens has participated in the School Leadership Committee meeting which occurred on November 20, 2023.

PAEC Speech/Language Department

- The Lead SLP attended the Northern IL Speech/Language Coordinators meeting on Friday, November 17th. Topics discussed include ideas for service delivery amid critical shortages, Evidence-Based Practice resources, Professional development opportunities, and more.
- The SLPs attended a department meeting on Wednesday, November 15th. Topics discussed included required training through Infinitic and GCN, continuing education requirements for IDFPR / ASHA licensure and ISBE Professional Educator License, department PLCs, updated speech sound norms, and more.
- The Lead SLP is looking for candidates to cover for the maternity leave of SLP, Mavic Dunne. Unfortunately, SLPA, Velma Arrieta, is unable to join the team due to IDFPR license issues.

PAEC Special Olympics

- Practices have gone extremely well for the first few weeks! All teams are gearing up for their first games.
- The Bulldogs and the Pacers play OPRF High School on November 29th at OPRF. We look forward to a great showing in our new uniforms!
- The Tigers have their first game against Park Jr. High School at PAEC Academy. The Tigers look forward to some great competition.
- Individual skills tournament is rapidly approaching on December 3rd at Grayslake High School. PAEC will be represented by three student-athletes. We can't wait to see what our stars can do and hopefully bring home the gold to qualify for the state competition in March.
- December is the heart of our season so most games will be played in December preparing for the regional tournament in early January. Let's go PAEC!

XII. OLD/UNFINISHED BUSINESS

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

A. PAEC Policy-Issue 113

Mr. James, Mrs. Schmitt, Mrs. Ezerins, Ms. Lorek, Mrs. Latham, and Ms. Rogers (Attorney) have reviewed the attached policies provided by IASB. PAEC is recommending that the Board conduct a first reading on the following policies: The detailed policy draft updates needing review will be sent electronically.

Section 2 Governing Board

2:20 Powers and Duties of the Boards

2:200 Types of Board Meetings

2:220 Board Meeting Procedure

Section 4 Operational Services

4:10 Fiscal and Business Management

4:30 Revenue and Investments

4:60 Purchases and Contracts

4:130 Free and Reduced-Price Food Services

4:160 Environmental Quality of Buildings and Grounds

4:130- Free and Reduced-Price Food Services; Meal Charge Notification

E Exhibit

Section 5 Personnel

5:30	Hiring Process and Criteria
5:190	Teacher Qualifications
5:200	Terms and Conditions of Employment and Dismissal
5:210	Resignations
5:220	Substitute Teachers
5:250	Leaves of Absence
5:330	Sick Days, Vacation, Holidays, and Leaves

Section 6 Instruction

6:30	Organization of Instruction
6:50	School Wellness
6:230	Library Media Program

Section 7 Students

7:60	Residence
7:70	Attendance and Truancy
7:160	Student Appearance
7:165	School Uniforms
7:190	Student Behavior
7:270	Administering Medicines to Students
7:285	Anaphylaxis Prevention, Response and Management Program
7:290	Suicide and Depression Awareness and Prevention

Section 8 Community Relations

8:30	Visitors to and Conduct on School Property
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- There was a change in the updated press update for policy 4:10. This policy will does not apply to PAEC or Cooperatives.
- There weren't a lot of changes that we needed to make from the suggested updates. We had our lawyer to also review policies that we had questions about.
- Mr. James thanked Mrs. Schmitt for the refreshments provided for tonight's Board meeting.
- Mr. Dawson requested that there be more of a presence of the Governing Board in the district as well as on the PAEC website as in other districts. It was suggested that Board Members' pictures be portrayed on the website. Mrs. Latham asked the Board to send pictures and we will work at getting this done. Ms. Clark-Smith asked whether there is an opportunity to get PAEC shirts or jackets. Mr. James mentioned that this will be something that we will need to budget for going forward.

****The next Governing Board Meeting is scheduled for Wednesday, January 17, 2024.**

XIV. BOARD CORRESPONDENCE

- Mr. James mentioned that we have received several holiday cards from districts and vendors.

XV. CLOSED SESSION

There was no information to be discussed for Closed Session.

XVI. ADJOURNMENT


Recommended Motion:

Mrs. Hixson moved to adjourn the meeting at 7:06 PM. for lack of further items to discuss. Ms. Mason seconded the motion.

Roll Call Vote:

District 87	Ms. Rose Mason	Aye
District 88	Ms. Dorothy Clark-Smith	Aye
District 92	Mr. Brian Dawson	Aye
District 93	Ms. Sinai Chavez	Aye

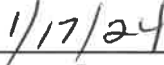
Respectfully submitted,



Dorothy Clark-Smith
Governing Board President



Sinai Chavez
Governing Board Secretary



Date

MJ/TL