

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

**I. ROLL CALL (District #92 will be facilitating)**

**II. APPROVAL OF MINUTES**

***Recommended Motion:***

**I move to approve the Executive Board Minutes of January 12, 2022 as presented.**

**III. APPROVAL OF CONSENT AGENDA**

**A. Approval of Payroll**

Confirmation of payroll (excluding required employer deduction)

	<u>GROSS</u> <u>1/13/2023</u>	<u>FICA</u> <u>1/13/2023</u>	<u>RETIREMENT</u> <u>1/13/2023</u>	<u>BENEFITS</u> <u>1/13/2023</u>	<u>TOTAL</u> <u>1/13/2023</u>
Education Fund	\$ 486,220.98	\$ 20,669.23	\$ 14,340.32	\$ 100,770.44	\$622,000.97
Building Fund	<u>\$14,473.55</u>	<u>\$ 1,101.38</u>	<u>\$ 618.03</u>	<u>\$ 2,927.07</u>	<u>\$ 19,120.03</u>
<b>TOTALS</b>	<b>\$500,694.53</b>	<b>\$ 21,770.61</b>	<b>\$ 14,958.35</b>	<b>\$103,697.51</b>	<b>\$ 641,121.00</b>

	<u>GROSS</u> <u>1/31/2023</u>	<u>FICA</u> <u>1/31/2023</u>	<u>RETIREMENT</u> <u>1/31/2023</u>	<u>BENEFITS</u> <u>1/31/2023</u>	<u>TOTAL</u> <u>1/31/2023</u>
Education Fund	\$ 503,265.06	\$ 21,163.89	\$14,740.39	\$ 106,547.84	\$ 645,717.18
Building Fund	<u>\$ 16,027.13</u>	<u>\$ 1,220.26</u>	<u>\$ 684.37</u>	<u>\$3,154.13</u>	<u>\$ 21,085.89</u>
<b>TOTALS</b>	<b>\$519,292.19</b>	<b>\$ 22,384.15</b>	<b>\$15,424.76</b>	<b>\$109,701.97</b>	<b>\$ 666,803.07</b>

**B. Approval of Bills**

1. Payable Listing- Information is attached. (Voucher #1161)
2. P-CARD Payable Listing- Information is attached. (Voucher #1163)
3. Payable Listing- Information is attached. (Voucher #1164)

**C. Approval of Employment/Resignations/Terminations**

***Employment:***

Lynn Maloley, Perm Sub-Teacher, PAEC High School, \$43,995, effective 1/23/23  
Keith Britt, Program Assistant, PAEC High School, \$11,632.50, effective 1/17/23  
Kamilah Mobley, 1:1 Program Assistant, PAEC Center, \$10,520.79, effective 1/19/23  
Biance Tankson, 1:1 Program Assistant, Lindop 92, \$9,693.31, effective 1/30/23

***Resignations:***

Alexandra Antu, 1:1 Program Assistant, PAEC Center, effective 1/9/2023  
Tenera Smith, 1:1 Program Assistant, PAEC Center, effective 1/25/23  
Keith Britt, Program Assistant, PAEC High School, effective 1/30/23

***Recommended Motion:***

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

**IV. OLD/UNFINISHED BUSINESS**

**V. NEW BUSINESS**

**A. FMLA Requests**

1. Ms. Alvesa Thomas, Secretary at PAEC Elementary/Early Childhood, has requested FMLA due to medical reasons. Ms. Thomas is requesting this leave to begin on December 19, 2022 through January 19, 2023. Ms. Thomas will be utilizing available sick days during this leave.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the FMLA Request of Ms. Alvesa Thomas beginning December 19, 2022 through January 19, 2023. Ms. Thomas will be utilizing available sick days during this leave as presented.**

2. Ms. Lisa Allen, Social Worker at PAEC High School has requested an Intermittent FMLA due to personal reasons. Ms. Allen is requesting this leave to begin February 3, 2023 through June 1, 2023. Ms. Allen will be utilizing available sick days during this leave.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Intermittent FMLA request of Ms. Lisa Allen beginning on February 3, 2023 through June 1, 2023. Ms. Allen will be utilizing available sick days during this leave as presented.**

**B. Contractual Agreements**

1. Contractual Agreement between Select Savvy (BackOffice Staffing) and Proviso Area for Exceptional Children for Ms. Faith Harper (Occupational Therapist) for the 2022-2023 school year beginning December 1, 2022. The bill rate for Ms. Faith Harper will be \$72.00 per hour.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Contractual Agreement between Select Savvy (BackOffice Staffing) and Proviso Area for Exceptional Children for Ms. Faith Harper (Occupational Therapist) for the 2022-2023 school year. The bill rate will be \$72.00 per hour.**

2. Contractual Agreement between Maxim Healthcare (Lauren Garcia- Nurse) and Proviso Area for Exceptional Children for the 2022-2023 School year beginning January 23, 2023. The bill rate will be \$85 per hour.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Contractual Agreement between Maxim Healthcare and Proviso Area for Exceptional Children**

**for Ms. Lauren Garcia-Nurse for the 2023-2024 school year beginning January 23, 2023. The bill rate will be \$85 per hour.**

3. Contractual Agreement between Spotter (Ashley Strand (OT) and Proviso Area for Exceptional Children for the 2023-2024 school year beginning January 12, 2023. The bill rate will be \$78 per hour.

**Recommended Motion:**

**I move to recommend to the Executive Board to approve the Contractual Agreement between Spotter and Proviso Area for Exceptional Children for Ms. Ashley Strand -Occupational Therapist for the 2023-2024 school year beginning on January 12, 2023. The bill rate will be \$78 per hour.**

C. Student Teaching Affiliation Agreement (Jeffrey Eichholz-Intern)

This agreement is between Grand Canyon University (GCU) and PAEC Therapeutic High School. The terms of this agreement begin December 20, 2022 through December 31, 2023 for GCU students to participate in Student Teaching Internships, Practicum, and Observations at PAEC High School.

**Recommended Motion:**

**I move to recommend to the Executive Board to approve the Student Teaching Affiliation Agreement between Grand Canyon University and PAEC Therapeutic High School beginning December 20, 2022 through December 31, 2023 to allow GCU students to participate in Student Teaching Internships, Practicum and Observations at PAEC High School as presented.**

D. PAEC Policies -( Second Reading)

PAEC is recommending that the Board conduct a second reading on the following policies: The detailed policy draft updates were sent in the January Executive Board Meeting.

2:100 Board Member Conflict of Interest  
2:105 Ethics and Gift Ban  
2:150 Board Committees  
2:210 Organizational Board Meeting  
2:250 Access to Cooperative Public Records  
2:265 Title IX Sexual Harassment Grievance Procedure

4:10 Fiscal and Business Management  
4:55 Use of Credit and Procurement Cards  
4:140 Waiver of Student Fees  
4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest  
5:20 Workplace Harassment Prohibited  
5:170 Copyright  
5:190 Teacher Qualifications  
5:22 Substitute Teachers  
5:250 Leaves of Absence

5:260	Student Teachers
5:280	Duties and Qualifications
5:320	Evaluation
5:330	Sick Days, Vacation, Holidays, and Leaves
6:20	School Year Calendar and Day
6:50	School Wellness
6:65	Student Social and Emotional Development
6:250	Community Resource Persons and Volunteers
6:255	Assemblies and Ceremonies
6:260	Complaints About Curriculum, Instructional Materials, and Programs
6:340	Student Testing and Assessment Program
7:50	School Admissions/Eligibility for Services
7:70	Attendance and Truancy
7:100	Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
7:180	Prevention of and Response to Bullying, Intimidation, and Harassment
7:250	Student Support Services
7:285	Anaphylaxis Prevention, Response, and Management Program
7:290	Suicide and Depression Awareness and Prevention
7:340	Student Records
7:10	E-Exhibit- Equal Educational Opportunities Within the School Community

***Recommended Motion:***

**I move to recommend to the Executive Board to conduct a second reading on the updated/revised PAEC Policies #2:100 Board Member Conflict of Interest, #2:105 Ethics and Gift Ban, #2:150 Board Committees, #2:210 Organizational Board Meeting, #2:250 Access to Cooperative Public Records, #2:265 Title IX Sexual Harrassment Grievance Procedure, #4:10 Fiscal and Business Management, #4:55 Use of Credit and Procurement Cards, #4:140 Waiver of Student Fees, #4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors, 5:120 Employee Ethics; Code of Professional Conduct; and Conflict of Interest, #5:20 Workplace Harassment Prohibited, #5:170 Copyright, #5:190 Teacher Qualifications, #5:22 Substitute Teachers, #5:250 Leaves of Absence, #5:260 Student Teachers, #5:280 Duties and Qualifications, #5:320 Evaluation, #5:330 Sick Days, Vacation, Holidays, and Leaves, #6:20 School Year Calendar Day, #6:50 School Wellness, #6:65 Student Social and Emotional Development, #6:250 Community Resource Persons and Volunteers, #6:255 Assemblies and Ceremonies, #6:260 Complaints About Curriculum, Instructional Materials, and Programs, #6:340 Student Testing and Assessment Program, #7:50 School Admissions/Eligibility for Services, #7:70 Attandance and Truancy, #7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion Students, #7:180 Prevention of and Response to Bullying, Intimidation, and Harassment, #7:250 Student Support Services, #7:285 Anaphlaxis Prevention, Response, and Management Program, #7:290 Suicide and Depression Awareness and Prevention, #7:340 Student Records, #7:10 E-Exhibit- Equal Educational Opportunities Within the School Community as presented.**

E. Proposed 2023-2024 PAEC Calendar

The PAEC Calendar Committee has met and established the proposed 2023-2024 calendar.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Proposed PAEC 2023-2024 Calendar**

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

A. Current District Child Count

Information is attached.

B. Current Enrollment and Classroom Staffing Patterns

Information is attached.

C. Projected District District Child Count 2023-2024

Information is attached.

D. Projected Enrollment and Classroom Staffing Patterns 2023-2024

Information is attached.

E. Transition Reports

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

F. Initial Referrals

Information is attached.

G. Police Reports

There was one police call this month from PAEC High School.

H. PAEC Activity Fund Summary

Information is attached.

I. DuPage/West Cook Report

The next meeting will be held on Thursday, February 9, 2023 at 10:00 AM.

J. Technology Updates

The IT department has finalized the installation of interactive projectors in each of the PAEC HS classrooms. January was the first month HS teachers were able to use them for instruction. As part of our preparedness for any remote learning days, all previously distributed hotspots have been replaced with newer models.

We have been meeting with various vendors for upcoming budget quotes. As part of a vendor analysis for classroom management software, the IT department and HS will be conducting a trial in February with GoGuardian.

The filing window for E-Rate opened in January. The IT department has been filing Erate paperwork to ensure our existing eligible category 1 services, such as the internet, are discounted. We have also been preparing a 5-year costing outlook for

district technology that will be shared with the executive team prior to budget meetings.

The IT department continues to address help tickets in a timely manner.

K. PAEC Events

1. February Events Flyer
2. PAEC Elementary will be celebrating African American Inventors, Women, Poets, and Renaissance all month long.
3. PAEC Early Childhood MLK Projects
4. PAEC High School will present its HBCU College Band Tour Door Contest on February 24, 2023 @ 10:00 AM.

L. Request to attend a conference or professional meeting

1. Mr. Alejandro Zamora (Building & Grounds Coordinator) is requesting to attend the IASBO Facility Professional Conference on March 2, 2023 at the Westin Chicago-Lombard location. The cost of the conference is \$205.
2. Mr. Jorge Quinones is requesting to attend the IASBO on the topic "Essentials of Grounds Operations" on January 18, 2023 at the Double Tree by the Hilton Hotel. The cost of this conference is \$295.
3. Mrs. Trainette Latham, Ms. LaShonda McDaniel, and Dr. Whitaker all attended the PCG Claiming System Medicaid Training virtually on January 24, 2023 at 1:00 PM.
4. Ms. Dayle Ashley-Harding is requesting to attend the Illinois School of Psychology Association on Thursday, January 26-27 in Springfield, IL for the Annual Conference. The cost of the conference is \$295.
5. Mrs. Patricia Carter is requesting to attend the IASBO Conference for Bookkeepers on March 10, 2023. The cost of this conference is \$205

M. FOIA Request

PAEC received a FOIA request regarding a list of certified staff who are retiring this current year. Mr. James responded to the request on Wednesday, February 1, 2023.

N. PAEC Program Updates

**PAEC Business Office – Dr. Sherry Whitaker, Business Manager-CSBO**

The **Business Office** completed the annual tasks as follows:

- Accounts Payable has completed 1099's for 2022 and the vendors should be receiving them in the mail soon.
- Payroll has completed W-2's for 2022 and the employees should have received a copy.

The department is working on the annual Salary Survey Member District FY23. Over the last several school years, PAEC has conducted a survey of administrative and clerical/custodial (support staff) percentage increases in salary in the PAEC member districts in order to determine an average percentage for salary increases for the

upcoming fiscal year. This will be brought to the Governing Board for approval in March.

The business office continues to work on Mid-year review and FY23 budget.

**Human Resources (HR)** department continues to perform its regular duties of managing benefits, organizing background checks, and new hire paperwork. HR continues to research the erroneous charges from the unemployment office due to global fraud. The 2022 Affordable Care Act (ACA)/1095-C audit has been completed and forwarded to the third party for further review and submission to the IRS. Below are some details:

- onboarded 6 new hires (5 permanent, 1 contract)
- processed 2 terminations
- processed 1 new FMLA case
- processed 1 new workers comp case
- developed and shared Employee Fitness Class survey

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

While completing the regularly scheduled duties such as cleaning and maintenance, snow removal has become a priority this busy snow season for B&G. The Department continues to address daily custodial needs while focusing on health and safety.

- PAEC Maintenance employee attended an IASBO Facilities Operations Program: Essentials of Grounds Operations. These are professional development (PDs) the district will support to provide the latest industry practice to our staff.
- PAEC Center boys & girls' restroom manual flush handles have been upgraded to automatic flush devices.
- Ariens Commercial snow blower was serviced due to a failed drive V- belt. A water shut-off valve is in need of replacement at Early Childhood, the work will be completed in-house.

The exterior main entrance to the high school door 3A is in need of immediate replacement. It can be pulled open or pushed open with force when locked. The cost to replace this door is \$13,483.60. The plan is to replace this as soon as possible.

### **PAEC Early Childhood Program**

The students in the Early Childhood program returned ready to learn. They celebrated Martin Luther King Jr's Birthday by completing beautiful art projects to honor his legacy (See attached pictures). The students in the EC program focus on targeted themes each month and they have targeted academic concepts for each week. The themes for this month were Winter Clothing and Activities.

The academic targets were the following:

**Letters**- H, S, W

**Colors**-Green, Orange, Purple

**Shapes**- Rectangle, Star, Heart

**Numbers**- 2,3,4

The program grew by four students this month. Two students that will transition out of Early Intervention in February were tested and their meetings will be in February.

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

The month of January marks the half point of the school year. The students have just completed their winter benchmarks for reading, math, reading fluency, and math calculations. The students demonstrated growth in all areas. All reading and math interventions and groups were revised to reflect the current data. The students are participating in various academic interventions to address their individual needs. They continue to participate in a social/emotional curriculum during weekly social skills lessons.

The classrooms will all be participating in reading contests for the next couple of months. Each month the class with the most books read will receive a reward.

The middle school students have started their basketball season and are having practice twice a week. The practices are focusing on learning the fundamentals and how to play a team sport.

The staff will continue to participate in weekly team meetings to review the progress of social/emotional and academic interventions. The teams have continued to work with district teachers to assist the students that are currently during a part-time transition at their home school.

There were 4 student timeouts and no police report for the month of January.

### **PAEC Academy at Divine Infant**

PAEC Academy is getting ready to administer ACCESS tests and eventually IAR. Students have slowly transitioned back to being in school after the winter break.

Tomorrow all of the classrooms will be starting their units on Black History Month. They will be learning about various famous black Americans that have impacted the civil rights movement, as well as famous black Americans that are famous for other reasons.

Our Spirit days this month were Hero Day, students dressed up as their favorite hero characters, and PAEC Academy Spirit Day. Our PAEC Academy Tigers Basketball Team placed 4<sup>th</sup> in the tournament. The students played hard, worked as a team, and had a great time.

Report cards went out for the second quarter. All of the students are showing progress in their academic skills. Many are also making progress in social skills. The students really take pride in their work and celebrate their accomplishments. They are very supportive of one another and are compassionate when they see a classmate is struggling.

Our numbers continue to go up. We added 5 new students this month. We are currently at 65 students. We also have a few students that are currently being projected to PAEC Academy. Most of them have meetings this month and the

decision will be made at that time. We highly encourage Supervisors and parents to visit the program before that decision needs to be made.

### **PAEC Center**

January flew by! It is hard to believe that we are 1/12 done with 2023!

ACCESS testing has begun this month. We have students from Dominican University observing classrooms. We are hoping these observations will lead to an interest in working with students with low-incidence disabilities. Since they are also getting ELL certified the Dominican students will be observing the testing for classroom work completion.

We celebrated winter this month with our annual Winter Wonderfest. The classrooms each completed a display about winter. The classrooms each had an opportunity to appreciate all the hard work each classroom put into their projects.

Our high school curriculum "Project Discovery" has been put to good use. The students appear to be interested in what it has to offer as well as learning new skills!

The unique curriculum continues to be used by our students as well.

Teacher observations for the third quarter as well as program assistants have begun.

Listed below are two of the different programs' unique curriculum. We will be highlighting different programs in the upcoming months.

### **East**

This year the Proviso East PAEC Classroom teachers have implemented a brand new vocational curriculum, "Project Discovery." Teachers and students have enjoyed this hands-on career and life skills program specifically designed to allow those with autism and developmental disabilities the opportunity to explore careers, learn about their passions and interests, and gain work and life skills. We ventured out to York Cinema, Target and Denny's last semester and have trips to Costco, Goodwill, the Post Office and Library planned for the upcoming weeks. We have assembled a small library for the students. Hardcover graphic novels were donated. Our students really enjoy reading and perusing graphic novels.

Students have also greatly enjoyed the new Home Living program which includes meal planning, shopping at Tony's Finer Foods, and hands-on cooking. We have also resumed regular community outings after a long COVID pause.

### **Cross Categorical Functional Elementary**

This month we are working on Unique Amira Has Manners and identifying good manners and bad manners, identifying manners that the students will do, working on The Little Red Hen and identifying how the dog, cat, and mouse did not help and what the consequences were. Identify ways we can help a friend. We watched The Little Red Hen Makes a Pizza and compared and contrasted the characters in the stories. We worked on extending a pattern. We are going to graph our favorite pizza

toppings and identify the most/least. We will do an experiment making cream into butter.

We are working on touch dots to prepare for addition and also understanding of values. We are also working on concepts that are the same/different and positional words.

**PAEC Center Vocational Program/Transition Program**

We currently have 9 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 Vocational Coordinator or Transition Staff via in-person, one-on-one meets, 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, students complete with me and/or staff.

**Students that are currently employed are on the chart below:**

	<b>Employment</b>	<b>Hours</b>	<b>Job</b>
1	Dollar Tree	20-25 hrs per week	Sales Associate
2	The Pearl of Hillside	14 hours per week	Activity Aid
3	Jewel	20 hours	Bagger/Stocker
4	White Castle	16-20 hrs per week	Stocker/Maintenance
5	PF Chang/Graphic Design Classes (Coursera)	20-25 hrs per week	Dishwasher
6	Food4Less	15-20 hrs per week	Courtesy Clerk
7	Marshalls	15-20 hrs per week	Store Cleaning Associate
8	Portillos	20-25 hrs per week	Dishwasher
9	Goodwill	15-20 hours per week	Store Clerk

Students are continuing to volunteer at New2You, Meals on Wheels, Catholic Charities, Sarah’s Inn and PAEC Academy.

We have additional students enrolled that are currently being trained to complete job tasks, answer mock interview questions, complete mock job applications, and more. Some students are completing live applications and are going through the interview process. I have continued to set up individual meetings with these students. We are practicing mock interviews and completing mock applications

**PAEC Therapeutic Day High School Happenings**

We successfully started the Second Semester. Ms. Kural went over the information for the students that were identified by the district to take Access Testing. Students continue to go over skill areas addressed in the Fall Mapp Assessment in their Intervention Class. We will conduct our Winter Map Assessments in the third week of February. Finally, the Intervention Classes picked out the HBCU Band and School that they will research and present for our February Black History Month Celebration.

### **Transitioning Students**

There are two students with a half-day schedule at Proviso East and three at Proviso West for the Second-Semester on 1/30/23. We had one student come to PAEC from Proviso West.

### **Maintenance of the building**

The school continues to be cleaned and sanitized daily to prevent potential COVID exposure. If a student tests positive for Covid, we immediately clean and sanitize the area. We had no positive covid tests in January.

Physical Management & Time Out	7
Police Calls	1
Restorative Meeting	2
Ambulance	0

### **22-23 Enrollment**

45 Students

### **PAEC Therapeutic Day High School Vocational Program Updates**

Mr. Loving reports that all the worksites are going well - Zagone Studios (0 students), Firehouse Subs (3 students), Hilton Suites (1 student), Garden Inn (6 students), and the Custodial Program (4 students). Mr. Loving states that he plans to increase the Firehouse Sub worksite to a shift in the afternoons and is working on speaking to eligible students who are interested. We continue to have two students participating in the lunch program and two students earning community service hours through the breakfast program.

Mr. Loving is working with Proviso Township Youth Program for mentors. Twelve have been selected to participate and will receive mentoring service two days a week. Plans will be finalized on 2/3/2023. Mr. Loving is also meeting with Proviso Community Bank on 02/03/2023 to finalize plans for Financial Literacy Workshops for our students.

Ms. Maloley will be working with Mr. Loving to provide assistance with resume writing, job applications, interviewing skills, etc. after school, up to two times per week.

Dr. Bujalka continues to meet with students to complete their Transition Planning Questionnaire and interviews, interest inventories, the Casey Life Skills Assessment, and resumes. Dr. Bujalka gives extra time to the seniors to work on getting their post-secondary goals established. Planning field trips based on our students' transition goals for this semester is underway.

Former Student Updates - L.S. (last attended 2021-2022 sy) he has his own place, working full-time, and doing well; MG (last attended 2014-2015 sy) states he is primarily parenting his active 4 year old son while working on obtaining his real estate license and paralegal degree; P.B. (2013) still working for First Student; R.K.(2021) doing well, working, still living with family; M.P. (2005) doing great, is working on her psychology degree while working full time in the school system and part-time as a probation officer.

### **Creativity Club Ms. Allen and Dr. Bujalka**

Currently, up to 8 students participate every Tuesday. This month we worked on vision boards and learned to quill paper to create handmade greeting cards. We continue to serve snacks, and we implement a positive and safe space where students can create and socialize.

### **Explorers Program through My Block. My Hood. My City. From Ms. Allen**

We have collected 8 out of the 10 consent forms for students that will initially be participating. Ms. Allen is working to schedule a meeting with MB, MH, MC. to enter the next phase of the process. The students who are planning to participate are excited about this opportunity as are we!!

### **PAEC Intervention Team**

The current focus that remains within the Behavior Intervention Team is establishing a consistent system to keep track of all student records. The Coaches will compile, organize and maintain all of their assigned student/classroom files. Once Coaches have completed their interventions with their assigned students/classrooms, all files will be stored at PAEC Center. The Behavior Intervention Coordinator will keep records of student files in the office which will allow educators to easily access previous observations, data, and intervention plans if and when necessary.

### **Total number of PAEC Behavior Intervention Coaches: 11**

Two Coaches previously on medical leave, have returned back to work as of January 9th, 2023.

**There were a total of 2 individual student referrals submitted. There were a total of 0 classroom referrals**

**submitted.**

**District 803** - PAEC Academy

The 2nd-grade student referral submitted in October has made tremendous progress with the regulation of his outburst. He continues to excel academically, and the Teacher has established an individualized academic plan to maintain positive behavior and engagement. The visual aids/stickers also continue to be a positive reinforcement strategy that he responds well to.

**District 87** - Jefferson Primary | Sunnyside Intermediate | Whittier Primary | Riley Intermediate | Northlake Middle School | MacArthur Middle School

Jefferson Primary - The Behavior Intervention Coordinator assigned Coach to the classroom with pre-k student referral to continue implementing interventions of reducing wandering and defiant behaviors.

A first-grade student referral was received on January 26th. The Behavior Intervention Coordinator will be conducting initial observations and assigning the most appropriate Coach.

Whittier Primary - No referrals were made. The Special Ed Coordinator reached out regarding a student who has been exhibiting tantrum behaviors. A Coach was assigned to support the student and teacher for one day.

**District 92** - Lindop School

Referral was received on 1/27/2023. The Behavior Intervention Coordinator will be conducting initial observations of the student on 2/2/23.

**District 88** - Lincoln Primary | Grant Primary | Grant Elementary | Lincoln Elementary | McKinley Elementary | Marshall Elementary | Roosevelt Middle School

Lincoln Elementary - The Coaches assigned to the four second-grade student referrals continue to work together with teachers to establish and organize lunch reset rooms as a form of discipline. For three students, the reset room is an effective tool that has significantly decreased disruptive behaviors. There have been ongoing meetings with Coaches, parents, teachers, and other school personnel to create a solid support plan regarding one second-grade student. It is reported that he has improved impulses, however, the goal is to eliminate attention-seeking behaviors which pose an extreme disruption to peers while learning.

Grant Primary - The referral that was received in December of 2022 for a Kindergarten student has been assigned to a Behavior Coach. The Coach has met with the student's mother, older sisters, teachers, and administrators to develop a plan of action. Due to the lack of consistency in maintaining interventions in the home setting, the overall goal is to have all adults agree to the best intervention that will support undesirable behaviors in the classroom.

Grant Elementary - The referral that was received in December of 2022 for a first-grade student has been assigned to a Behavior Coach. The student recently

transferred from CPS and is having a challenging time adjusting to his new school. The Coach works diligently with the teacher and student to problem-solve moments of crisis.

**District 93** - Hillside Elementary

The assigned Coach has begun working directly with the referred student in Early Childhood. It is reported that the student is slowly reducing his aggressive and impulsive behaviors which have had a positive impact on his peers and teachers. Visual aids have been an effective tool to utilize, as he responds well to the directives. The Coach will continue to provide support within the classroom and implement strategies to cultivate a positive classroom environment. The Coach continues to participate in meetings with school personnel to discuss solutions for the behaviors.

**District 209** - Proviso East High School | Proviso West High School | Proviso Mathematics and Science Academy

Proviso East- There is currently one Coach assigned to Proviso East who continues to work closely with the junior and senior grade level Principals. Proviso East is requesting a bilingual candidate to support the needs of its students.

Proviso West - Currently four Coaches are assigned. They work well as a team and continue to work closely with grade level Principals. The team works together to operate the in-school suspension room, taking two periods at a time to cover until a specific personnel is hired full-time to operate the room.

**PAEC OT/PT Department**

**Staff adjustments:** After adding Ashley Strand, OT to the OT Team, we have been adjusting caseloads which has meant moving OTs to new assignments in order to better serve our students.

**Activities of the department:**

1. The AT Team continues to conduct SETT meetings to come up with appropriate assistive technology to address educational needs for their struggling students.
2. The AT Team attended a staff meeting in-person and via Zoom for those not able to attend in-person on 1-11-23 from 8:30 AM - 9:30 AM.
3. The OT/PT Department attended a staff meeting on 1-12-23 in-person and via Zoom for those not able to attend in-person from 11:30 am - 2:00 pm..
4. The Lead OT/PT/AT attended the Special Events Committee Meeting via Google Meet on 1-13-23 from 8:00 AM - 8:30 AM.
5. Our OT/PT/AT Lead attended an OT/PT Coordinators meeting via Zoom on 1-25-23 from 10:00 am-12:30 pm.
6. The Lead OT/PT/AT attended the Special Events Prom Committee Meeting via

Google Meet on 1-27-23 from 8:00 AM - 8:30 AM.

7. The Lead OT/PT/AT attended a meeting via Teams at 10:00 AM with the Whittier Team and Flaghouse Representative to discuss plans for a Sensory Room at Whittier with already bought equipment.
8. The Lead OT/PT/AT attended an Administrative Staff meeting on 1-27-23 via Zoom from 1:00 pm - 3:00 pm.
9. Some equipment that came the last couple of months that was ordered were noise canceling earphones, left handed scissors, kickboard scooters, and new device stands. See pictures below.



### **PAEC Psychologist Department**

Ms. Dayle Ashley-Harding and Dr. Michael Cermak attended the Illinois School Psychologist Association Winter Conference in Springfield. They participated in the Job Placement Bureau to interview prospective interns and full-time psychologists.

Ms. Dayle Ashley-Harding attended a workshop on Mindfulness at the ISPA Conference. Dr. Michael Cermak attended workshops on school crisis preparation, prevention, and response; executive functioning, and mental health practices. Both Ms. Ashley-Harding and Dr. Cermak will share out information from the conference at the next psychologist department meeting.

Ms. Dayle Ashley-Harding and her practicum students, Mr. Griffin Ross and Ms. Daisy Bautista, continue to provide reading intervention support to a group of students at Hillside as well as behavioral support with junior high age students at Hillside.

Dr. Michael Cermak will be attending the NASP Conference in Denver, CO from February 6-10. He will share out information from any sessions and workshops he attends at the next psychologist department meeting.

Dr. Michael Cermak along with his first year practicum student, Ms. Elizabeth Ellingsworth, are currently providing reading intervention supports to a 3rd grade student at Sunnyside as well as a 7th grade student at MacArthur. Dr. Cermak and his second year practicum student, Ms. Emily McDowell, are also conducting an anger management group with 6 8th grade students at MacArthur.

### **PAEC Social Work Department**

1. Ms. Mandy Ross, L.C.S.W. (PAEC School Social Worker –Proviso East High School) continues to provide individual/small group social work sessions to students on her caseload at Proviso East High School, as well as attending annual review and re-evaluation meetings. Ms. Ross has introduced Chair Yoga to her Life Skills Social Work group. Additionally, Ms. Ross has assisted multiple Proviso East Case Managers and School Social Workers with translation for Spanish speaking parents, so as to encourage the parents to attend their child's EDC and Annual Review meetings. Ms. Ross has collaborated with Speech and Language Teacher to provide services to a student on the spectrum and has advocated for better access to unisex/non-gendered bathrooms for LGBTQ students. Ms. Ross will be assisting the Proviso East Social Work team in preparing for the Signs of Suicide program which will be taking place 2/28/2023 and 3/2/2023.
2. Ms. Donna Kuchera and Ms. Diana Maybank (PAEC School Social Workers –Proviso West High School) continue to provide individual/small group social work sessions to the students on their caseloads at Proviso West High School, as well as attend EDC and Annual Review meetings. Topics covered during social work sessions include: Utilizing positive coping strategies; Increasing interpersonal Skills; Seeking Adults for Support; Effective Methods for Managing Anxiety; Increasing Self-Esteem and Making/Maintaining Friendships. Additionally, Ms. Diane Maybank has begun providing social work services to 5 students at Walther Christian Academy.
3. Ms. Lisa Allen, L.C.S.W., Ms. Dana Gutmann, L.C.S.W., and Ms. Lisa Pirrello, L.C.S.W. (PAEC School Social Workers & PAEC Lead School Social Worker-PAEC High School Therapeutic Day School) continue to provide support to students in crisis to minimize escalations and to provide individual/small group social work sessions covering the following topics: Anger Management Skills; Coping with Grief/Loss; Implementing Appropriate Problem-Solving Skills; Effective Methods for Managing Stress; Appropriate Decision Making Skills; Appropriate Communication Skills; and Effective Ways of Regulating Feelings/Emotions.

4. Ms. Nicole Pena Ms. Nicole Pena, M.S.W. (PAEC School Social Worker-PAEC Academy/PAEC Center) continues to provide individual/small group social work sessions to the students at PAEC Academy & PAEC Center, covering topics such as Good Sportsmanship; How to Be a Good Friend; Bullying; Effective Coping Strategies; Setting Realistic Goals/Dreams for the Future; and Learning to be Respectful toward Others.
5. Mr. Michael Irgang, M.S.W., and Ms. Lindsey Holsten, L.C.S.W. (PAEC School Social Workers-PAEC Elementary School) and Niane Serrano (School Social Work Intern) continue to provide individual/group social work sessions to the students on their caseload at PAEC Elementary, as well as attend Annual Review and EDC meetings. Additionally, they have been planning and coordinating quarterly field trips, facilitating Morning Mindfulness Breathing Exercises, and implementing the Second Step and Thera-Play programs.
6. Ms. Kenya Dockens, L.C.S.W. - PAEC School Social Worker – Hillside School) continues to facilitate the 8<sup>th</sup> Grade ASAP Leadership group, and a Self-Esteem Group. Additionally, Ms. Dockens participated in a 2 hour training with Equity coach Cory Wallace and sub-committee team members to learn how to best introduce the topic of social change and change agents in the curriculum across grade levels. Ms. Dockens is part of the PBIS Committee, which currently is preparing and planning for the Blue Jay Pep Rally and student raffle.
7. Ms. Lisa Pirrello, L.C.S.W. , Ms. Monette Carlos, L.C.S.W. , and Ms. Mandy Ross, L.C.S.W. (PAEC School Social Work In-Service Committee Members) have secured the following topics and speakers for the 2023-2024 school year: “Mandated Reporting & Implicit Bias”-Ms. Miriam Itzkowitz, MSW, LCSW –Director of Trauma Informed Care at the Institute to Transform Child Protection and “Understanding Polyvagal Theory & Social Engagement System for Effective Therapies with Students (Pre-K-High School)” – Dr. Ginny Witte, Ph.D. – Michigan State University.
8. Ms. Lisa Pirrello (PAEC Lead School Social Work) planned and coordinated PAEC Academy’s February 10, 2023 Institute Day Training. Leyden Family Services Caseworkers Payton Chavez and Austen Gibbs, will be presenting on: "SASS Referral, Crisis Intervention & De-Escalation" from 9am-11am.
9. The next virtual LAN 60 Meeting has been scheduled for the following date/time: February 15, 2023 from 12:30 pm-2:30pm
10. The next PAEC School Social Work Department training has been scheduled for:  
Date: Friday, February 24, 2023  
Time: 10am-1pm  
Topic: Ethics in Play Therapy  
Speaker: Mr. Brian Bethal, PCC-S, LCDC, RPT-S

#### **PAEC Speech/Language Department**

- The PAEC S/L Department will be meeting on Thursday, February 2, 2023 from 11:30 am -1 pm.

- The Speech/Language department continues to have a full time opening for an SLP at Proviso West/D209. The Lead SLP is working to fill this position, but there haven't been any qualified applicants at this point. Kamila Bonnert, telepractice SLP, is assisting with evaluations and reevaluations as much as possible and will begin providing services to the Life Skills classes.
- The PAEC S/L will have the option to attend CPR and First Aid training with the OT/PT/Nursing departments on Friday, February 10th in the PAEC Center gym

### **PAEC Special Olympics**

#### **Tigers:**

- Tigers started off the new year with their district tournament which was held Sunday, January 15th at Jacobs High School. The Tigers played 2 games for a shot at making the state tournament. The Tigers played extremely hard throughout the tournament but came away short of making it down state. Placing 4th at the district tournament. Their season concluded with a pizza party during their last practice. It was a great season for the Tigers.

#### **Pacers:**

- Pacers had an impressive showing at the district tournament in Cicero on Sunday, January 15th. They played 2 games very hard, but unfortunately they lost both games by a total of 4 points placing 4th in the tournament! They are looking for redemption next year. They also had a pizza party to finish out the season. Great job Pacers!

#### **Bulldogs:**

- Bulldogs had a great time at the district tournament in Cicero on the 15th of January. Bulldogs won their first game by forfeit and took on Downers Grove for a chance to qualify for the state tournament. Putting up a great fight but losing to Downers Grove by a score of 43-34 placing 2nd in the tournament. Last practice was a pizza party and reflection on their achievements. Great season Bulldogs.

#### **Individual Skills:**

- Season was completed in December.

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

## **VIII. BOARD CORRESPONDENCE**

FOIA Request

## **IX. CLOSED SESSION**

### ***Recommended Motion:***

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

### ***Recommended Motion:***

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

**X. NEXT MEETING**

The next PAEC Executive Board meeting is scheduled for Thursday, March 9, 2023. District #93 will be facilitating the meeting.

**XI. ADJOURNMENT**

*Recommended Motion:*

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

MJ/TL