

**PROVISO AREA FOR EXCEPTIONAL CHILDREN  
EXECUTIVE BOARD MEETING  
PAEC CENTER – 9:00 AM  
MAY 11, 2023  
AGENDA**

I. **ROLL CALL** (District #88 will be facilitating the meeting)

II. **APPROVAL OF MINUTES**

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the minutes from April 13, 2023 as presented.**

III. **APPROVAL OF CONSENT AGENDA**

A. Approval of Payroll

Confirmation of payroll (excluding required employer deduction)

	<u>GROSS</u> <u>4/14/2023</u>	<u>FICA</u> <u>4/14/2023</u>	<u>RETIREMENT</u> <u>4/14/2023</u>	<u>BENEFITS</u> <u>4/14/2023</u>	<u>TOTAL</u> <u>4/14/2023</u>
Education Fund	\$479,427.39	\$20,458.91	\$13,682.48	\$99,022.04	\$612,590.82
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>
TOTALS	\$493,900.94	\$21,560.29	\$14,300.51	101,949.11	\$631,710.85

	<u>GROSS</u> <u>4/28/2023</u>	<u>FICA</u> <u>4/28/2023</u>	<u>RETIREMENT</u> <u>4/28/2023</u>	<u>BENEFITS</u> <u>4/28/2023</u>	<u>TOTAL</u> <u>4/28/2023</u>
Education Fund	\$470,129.15	\$19,490.31	\$13,028.99	\$104,904.68	\$607,553.13
Building Fund	<u>\$16,204.87</u>	<u>\$1,233.84</u>	<u>\$691.95</u>	<u>\$3,159.59</u>	<u>\$21,290.25</u>
TOTALS	\$486,334.02	\$20,724.15	\$13,720.94	\$108,064.27	\$628,843.38

B. Approval of Bills

1. P-Card Payable Listing- Information is attached. (Voucher #1213)
2. Payable Listing- Information is attached. (Voucher #1214)
3. Payable Listing- Information is attached. (Voucher #1215)

C. Approval of Employment/Resignations/Terminations

**Employment:**

Andrew Hogan, School Secretary, PAEC High School, \$30,000, effective 4/4/23  
Gloria Washington, School Psychologist, PAEC High School, \$71.00 p/h, effective 8/16/23

**Resignations:**

Adriana Segovia, School Secretary, PAEC High School, effective 3/13/23  
Tianna Ferguson, Program Assistant, PAEC Center, effective 4/6/23  
Andrew Hogan, Program Assistant, PAEC Center, effective 4/4/23 (reassigned)

**Terminations:**

None

***Recommended Motion:***

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

**IV. OLD/UNFINISHED BUSINESS**

**V. NEW BUSINESS**

**A. FMLA Request**

1. Ms. Esther Littman, Physical Therapist, has requested an Intermittent FMLA due to medical reasons. Ms. Littman has requested this time to begin approximately April 11, 2023 through approximately June 12, 2023. Ms. Littman will be utilizing available sick days during this leave.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Intermittent FMLA for Ms. Esther Littman due to medical reasons. Ms. Littman will be requesting this leave to begin approximately April 11, 2023 through June 12, 2023. Ms. Littman will be utilizing available sick days during this leave as presented.**

2. Ms. Jacquese Robinson, Program Assistant at PAEC Elementary, has requested an Intermittent FMLA due to personal reasons. Ms. Robinson has requested this leave to begin April 21, 2023. Ms. Robinson has utilized all available sick days and is aware that this will be unpaid leave.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Intermittent FMLA for Ms. Jacquese Robinson due to personal reasons. Ms. Robinson is requesting this leave to begin on April 21, 2023 due to personal reasons. Ms. Robinson has utilized all available sick days and is aware that this will be an unpaid leave as presented.**

3. Ms. Debbie Haza, Administrative Secretary in the APOD is requesting FMLA due to medical reasons. Ms. Haza has requested this leave to begin June 5, 2023 through July 3, 2023. This will be a block leave and Ms. Haza will utilize available vacation days with the exception of June 19, 2023 for the holiday.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the FMLA for Ms. Debbie Haza due to medical reasons. Ms. Haza will begin this FMLA on June 5, 2023 through July 3, 2023. Ms. Haza will be using a block leave which will utilize available vacation days with the exception of June 19, 2023 which is a holiday as presented.**

**B. Contractual Agreements**

1. **Rosas School Psychological Services**  
Contractual Agreement between Rosas School Psychological Services and Proviso Area for Exceptional Children for the 2023-2024 school year. There has been a \$50 increase for provided services which will now be \$1250 per case for monolingual evaluations and \$1450 per case for bilingual evaluations including formal and/or informal academic, cognitive, and social-emotional assessments.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Contractual Agreement between Rosas Psychological Services and Proviso Area for Exceptional Children for the 2023-2024 school year. There has been a \$50 increase for provided services which will now be \$1250 per case for monolingual evaluations and \$1450 per case for bilingual evaluations including formal and/or informal academic, cognitive, and social-emotional assessments as presented.**

2. Joseph Vasilevski (Licensed Clinical Professional Counselor)  
Contractual Agreement between Joseph Vasilevski (LCPC) and Proviso Area for Exceptional Children for the 2023-2024 school year. The bill rate will be \$87.27 per hour for a total of 730 hours over the course of the school year.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Contractual Agreement between Joseph Vasilevski (LCPC) and Proviso Area for Exceptional Children for the 2023-2024 school year. The bill rate will be \$87.27 per hour for a total of 730 hours over the course of the school year as presented.**

3. Foxhire- Seyoung Kim (Occupational Therapist)  
Contractual Agreement between Foxhire for Ms. Seyoung Kim (Occupational Therapist) and Proviso Area for Exceptional Children for the 2023-2024 school year. The bill rate will be \$87.00 per hour for a total of 32.5 hours a week. The overtime rate will be \$123.00 per hour.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Contractual Agreement for Foxhire for Ms. Seyoung Kim (Occupational Therapist) and Proviso Area for Exceptional Children for the 2023-2024 School year at a bill rate of \$87.00 per hour for a total of 32.5 hours a week. The overtime rate will be \$123.00 per hour as presented.**

C. ECB&S Fee Increase

Proviso Area for Exceptional Children will retain the services of Engler Callaway Baasten & Sruga, LLC (ECB&S) with fee increases to \$260 per hour for partners, \$240 per hour for associates and \$105 per hour for paralegal work.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the fee increases from Engler Callaway Baasten & Sruga, LLC (ECB&S) to \$260 per hour for partners, \$240 per hour for associates, and \$105 per hour for paralegal work as presented.**

D. PAEC Policies- (First Reading)

The PAEC Policy Committee reviewed the attached Press Plus Issue 111 provided by IASB. PAEC is recommending that the Board conduct a first reading on the following policies: The detailed policy draft/updates needing review has been sent out electronically.

***Governing Board***

2:110      Qualifications, Terms, and Duties of Board Officers

***General Administration***

3:40-E Exhibit      Checklist for Superintendent Employment Contract Negotiation Process

***Operational Services***

4:40      Incurring Debt

4:60      Purchases and Contracts

**Personnel**

- 5:30 Hiring Process
- 5:90 Abused and Neglected Child Reporting
- 5:125 Personal Technology and Social Media; Usage and Conduct
- 5:150 Personnel Records
- 5:260 Student Teachers

**Instruction**

- 6:210 Instructional Materials
- 6:230 Library Media Program

**Community Relations**

- 8:20 Community Use of School Facilities
- 8:70 Accommodating Individuals with Disabilities

**Recommended Motion:**

**I move to recommend to the Executive Board to conduct a first reading on the updated/revised PAEC Policies #2:110 Qualifications, Term, and Duties of Board Officers, #3:40 E-Exhibit Checklist for Superintendent Employment Contract Negotiation Process, #4:40 Incurring Debt, #4:60 Purchases and Contracts, #5:30 Hiring Process, #5:90 Abused and Neglected Child Reporting, #5:125 Personal Technology and Social Media; Usage and Conduct, #5:150 Personnel Records, #5:260 Student Teachers, #6:210 Instructional Materials, #6:230 Library Media Program, #8:20 Community Use of School Facilities, and #8:70 Accommodating Individuals with Disabilities as presented.**

E. First Student Contract Extension

2-Year Contract Extension with First Student Transportation for the 2023-2024 & 2024-2025 School Years.

**Recommended Motion:**

**I move to recommend to the Executive Board to approve the First Student 2-Year Contract Extension for the 2023-2024 & 2024-2025 School Years as presented.**

F. Retirement Resolution

We have one additional staff member that will be retiring at the end of the school year. Ms. Rosemary Phillips has been employed since October 26, 2017, as a 1:1 Program Assistant in the districts and will be retiring on June 2, 2023.

**Recommended Motion:**

**I move to recommend to the Executive Board to approve the Retirement Solution of Ms. Rosemary Phillips as presented.**

**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 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 Report

H. PAEC Activity Fund Summary

Information is attached.

I. DuPage/West Cook Report

Information is attached.

J. Technology Updates

The IT department has been very busy in the month of April. We had several power outages that caused damage within both our MDF and IDF closets. We did our best to limit network outages as we restored data, systems, and network equipment. We have been running stable for the past few weeks and anticipate a few more changes to be finalized in May.

Erate has been approved and we have received the FCDL letter from USAC for PAEC Academy's internet services next fiscal year. In effort to ensure we use all our remaining ESSER funds, we were able to successfully negotiate a 36 prepayment plan for our printer leases. We have been in contact with several vendors throughout April to ensure we are ready for July 1st purchasing.

The IT department will also be undergoing some departmental restructuring with the announcement of the Technology coordinator posting at the end of April. We have accelerated some network and system updating projects to ensure a successful handoff. The new phone system is still expected to be implemented in the month of July.

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

K. PAEC Events

1. May Upcoming Events
2. PAEC Center Prom 2023
3. PAEC Early Childhood Autism Awareness Week
4. PAEC Early Childhood Earth Day Celebration
5. PAEC Academy Cubs vs. White Sox Day
6. PAEC Graduation Dates

**PAEC Center will be having Graduation on:**

- Transition Program: May 23rd @ 1 pm
- High School: May 24th @ 1 pm
- Elementary: May 25th @ 1 pm

**PAEC Academy:** May 25th @ 10 am

**PAEC Elementary:** May 25th @ 6 pm

**PAEC High School:** May 24th @ 6 pm

L. First Student Stop Arm Violations

PAEC Principals received copies of the Stop Arm Violations for review.

M. NIRT Retirement Party

Mr. James will be attending the Northern Illinois Roundtable Retirement Event on Monday, May 22, 2023 at the Hyatt Lodge, Oak Brook, IL at 3:30 pm.

N. PLCCA Mentorship/Afterschool program Updates

O. PAEC Program Updates

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

The **Business Office** continues to work on the FY23/24 budget, cost sheets, and FY22/23 year-end preparation.

The business office continues to prepare for the FY22/23 audit. Department members have been granted access to Huddle to upload the necessary reports and working papers.

The remaining audit refund checks for FY22 are scheduled to be disbursed May 15, 2023 and June 15, 2023.

**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 as well as awaiting credits for overcharges for the last school year. Open enrollment for insurance is expected to start early May, 2023. Below are some other department details:

- Prepare details for the annual worker's compensation meeting
- Complete annual EIS (Employment Info System) report
- Work with the executive team to hire a new Business Manager/CSBO

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

While completing the regularly scheduled duties such as cleaning and maintenance, the department continues to address daily custodial needs and focusing on health and safety. Some of the work done are as follows:

- Door lock cylinder to maintenance office door failed.
- A service call to Fullmer Locksmith was placed in order to open the door and replace the key cylinder.
- The sprinkler dry system air compressor failed at the Elementary.
- An emergency service call was placed to Fox Valley Fire & Safety.
- The air compressor was replaced and the check valve.
- The water heater at PAEC Center gym storage was replaced.
- Imperial surveillance repaired the AIPhone (door intercom) at the EC entrance.
- Our annual fire extinguisher inspection was completed.

**PAEC Early Childhood Program**

The Early Childhood Program has been celebrating our amazing students during April since it is Autism Acceptance Month. We had a week-long celebration between April 24-28 but the staff also wore Autism shirts every Wednesday of the month. Nationally there has been a shift on how we celebrate our students on the spectrum. The Autism Society, a group of parents and doctors, called for a name change to the week dedicated to Autistic individuals. On AskAutism.org they stated that using the word Awareness is "simply realizing that

someone has a challenge". While Acceptance "is engaging in a real conversation with them.". "Awareness is seeing someone with a disability do something you maybe didn't expect. Acceptance is telling them they are awesome, cheering them on or working together with them".

In the EC program we are aware and we accept that all our children communicate, play, and learn differently. Or teachers and therapists try to identify our students strengths and interests and use them to help develop the skills that are delayed.

Our social worker, Monette Carlos, hosted the second of a three part series on toilet training on April 13th in the AM (Bilingual) and April 14 in the PM (English only) . We will be having the last training on May 18. In the morning it will be bilingual and in the afternoon it will be in English only. Finally, at the end of April we received caterpillars and started our study of the Life Cycle of the Caterpillar.

This month the students learned the following academic concepts:

The first week they reviewed:

COLORS: Blue and Green

SHAPES: Triangle and Rectangle

LETTERS: X and Y

NUMBERS: 9 and 10

The second through the fourth week:

COLORS: Orange, Pink, and Gray

SHAPES: Star, Heart, and Oval

LETTERS: O, U, & R

NUMBERS: 1, 2, 3

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

April showers brings May flowers. The 7th graders have completed their Constitution Test and is now working on the Illinois Constitution. In 5th and 6th grade, the students have been studying the solar system and created some amazing projects. (see attached pictures) The K-5th grade classrooms are also learning about the life cycle of a caterpillar. The students are reading books, observing the stages and drawing their observations.

The students have started their Soccer season and are really enjoying learning the game and socializing with their peers.

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 2 student time outs and 7 isolations. There were no police report for the month of April.

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

PAEC Academy students completed the IAR and Science Assessment tests. Students put in good effort and completed the tests to the best of their ability. Third-quarter report cards and progress reports were distributed at the beginning of the month. The end of the year Fastbridge testing is being completed. We are currently in the process of completing reevaluations and annual reviews for the 2022-2023 school year. We welcomed one new student this month who is adjusting well to a new environment.

On April 6<sup>th</sup>, we did an Easter egg hunt for each of the classes. The students had a great time. On April 24<sup>th</sup> we celebrated Secretary's Week. Plans for staff appreciation are in the works. On April 14<sup>th</sup> we took a school-wide trip to Hillside Bowl. The students enjoyed the trip; some did very well on their scores. Our graduating eighth graders will be attending Medieval Times in Schaumburg on May 17<sup>th</sup> and are very excited about the trip. We are also working on Graduation which will take place on May 25<sup>th</sup>, and our end of the year field day which will be on May 19<sup>th</sup>.

Summer School is fast approaching. We will have three classes for summer school which will take place at PAEC High School. We have a total of 25 students attending. Our projections for fall continue to go up, we are currently at 59 students.

**PAEC Center**

The month of April seemed to fly by! The start of the fourth quarter and year-end preparations have begun!

DLM continued to be administered throughout the month, with the window set to end on May 10th. Year-end SANDI assessments have started as well.

Teacher evaluations for the year have concluded. All are complete and filed.

We had an eventful month. Prom was reinstated this year after a four-year hiatus. It was a huge success and students and alumni were thrilled to be back on the dance floor! We had a total of fifty students and 52 alumni attending.

We have begun a new partnership with New Star Recreation Services (NSRS). They have assisted us by getting the Maywood Park District Hall donated for the use of the prom and also hired and paid for a professional photographer to take pictures at the prom. They also procured a \$1500 donation from the mayor of Maywood to help offset the cost of the prom. We will continue to cultivate this relationship.

We also had our first ever Career Day event at PAEC Center. Each classroom chose a career to showcase. Tables were set up with careers such as postal carrier, inventory control, and other professions were showcased. Most tables were interactive. It was a great success!

**PAEC Center Vocational Program/Transition Program**

We currently have 9 students employed competitively. Unemployed students are directed to apply for competitive employment via online, in person, or 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 visited Triton College recently and upon our last visit we had two of our working Transition graduate students sign up for the S.E.E.D. Program. This program Provides students the opportunity to earn a certificate through in-person instruction and employment experiences that are designed to enhance employability skills, preparing them for independent employment in the community. Tuition is free.

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**

The month started off with a celebration of students who made the honor roll/perfect attendance for the Third Quarter. All students received lunch from Firehouse Subs. All students successfully completed the PSAT/SAT testing. Currently, students are working during their Intervention Periods on skills to improve their MAP Testing. Spring NWEA MAP Test will be on May 8-12. We are offering an incentive for all students that raise their Map Scores by ten or more points. Our Graduation Committee is working on finalizing the celebration for our seniors which will take place May 24. The Fourth Quarter Finals will be conducted May 31 through June 2.

### **Transitioning Students**

The students are making progress to continue to meet the mainstream criteria. PAEC staff keeps track of the quarterly progress which is reflected by the student's point sheets and grades. Once a student meets the criteria the IEP Team will meet to discuss possible half-time or full-time transitioning. Proviso wants students to transition only at the start of a new Semester.

### **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 and follow the guidelines established. We had no positive covid tests in April.

Physical Management & Time Out	0
Police Calls	1
Restorative Meeting	5
Ambulance	2

### **22-23 Enrollment**

51 Students

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

Mr. Loving reports that all the worksites are going well - Zagone Studios (0 students), Firehouse Subs (2 students), Hilton Garden Inn (5 students), and the Custodial Program (4 students). We continue to have two students participating in the lunch program and two students earning community service hours through the breakfast program.

Mr. Loving states that the mentor program with Proviso Township Youth Program continues. A total of 8 students are participating, half assigned on Mondays and half on Wednesdays. So far it is going well.

Mr. Loving states that the Financial Literacy Workshops with Wintrust Bank continue. There are a total of 12 students participating, split between two - one-hour sessions each week. It is going great.

Ms. Maloley has worked with Mr. Loving after school to provide job assistance.

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 the seniors extra time to work on establishing their post-secondary goals.

On 04/28/2023 we held our Post-Secondary Options Fair. 10 organizations participated including Columbia College, Employment and Employee Services, Truman College, Hire 360, Lincoln College of Technology, Southern Illinois University, Southwest Suburban Cook County Job American Center, Triton, US Marines, and US Navy. All of the high school students and the 8th graders participated. Positive feedback was received from the presenters, students, and staff.

PSAT/SAT is completed and all materials have been sent to the College Board. In total, 43 students completed their testing.

Former Student Updates - none

### Upcoming Events

05/05/2023 - Career Day

## **Creativity Club**

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

Creativity club met through April. We painted flower pots and picture frames as well as finished started projects. We continued to snack together as well. Creativity Club has officially ended for the school year though we will have a celebratory lunch before school is over.

## **Explorers Program through My Block. My Hood. My City.**

### **Ms. Allen**

We are hoping to get one more trip in before the school year ends. Ms. Allen has been emailing them and is waiting to hear back.

See below for pictures from Perfect Attendance/Honor Roll, Firehouse Sub fundraiser, and the Post-Secondary Options Fair.

### **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.

The Behavior Intervention Team has completed the RTO Rules and Regulation Training Module through the Center for Intensive Behavioral Support during the month of April. Coaches will begin more Behavioral related training modules during the 23/24 school year.

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

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

**There were a total of 0 classroom referrals submitted.**

### **District 803 - PAEC Academy**

Two Behavior Coaches continue to monitor student and classroom progress in a second-grade and first-grade classroom. Due to a transfer student from Jefferson Elementary, both Coaches have worked as a team to acclimate the student to his new school environment. The student has made tremendous progress within the last month with the regulation of bodily movements, aggression and outburst. The current focus is to address academic assignments given to reduce any potential behavioral issues.

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

Jefferson Primary - Coaches have implemented an all-hands-on-deck approach to assist Teachers in the pre-k classroom. Coaches are present during moments of difficult transitions and when they are most needed. The team continues implementing interventions of reducing wandering and defiant behaviors.

Whittier Primary - Assistant Director connected with Behavior Coordinator in regard to a second-grade student who exhibits disruptive behaviors in the classroom as a result of issues within the home. Due to the nature of the current substitute teacher, who enforces clear and assertive expectations, the Behavior Coordinator has not observed disruptive behaviors. She will continue to provide support and observe student during art, recess, music and gym class.

### **District 92 - Lindop School**

The Behavior Coach continues to work with a second-grade student, as well as the entire class, to reinforce the importance of appropriate behavior. The Coach has worked diligently within a team to engage the student's parent in the process of modifying the undesirable behaviors.

The Behavior Coach assigned to first-grade students also works directly with the assigned student as well as the classroom Teacher on the importance of establishing

and maintaining clear and firm expectations throughout the day as a reminder to students who often forget.

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

As the Coaches continue to provide behavior support for the entire second-grade class; the Behavior Team has acknowledged one Coach in particular, Vanessa Sanders, who consistently advocates for assigned students. In April, a student was wrongfully suspended for 3 days, however, due to Ms. Sanders diligence, the student was found innocent of the accused behavior of spitting on another student.

Grant Primary - The Coach assigned to the Kindergarten student has successfully transitioned out of the classroom, as the Teacher effectively utilizes the interventions implemented.

Grant Elementary - The Coach assigned to a first-grade student has gradually reduced the amount of time active within the classroom. Due to the student recently transferring to the school, he has displayed a much better understanding of what is expected and follows directions well.

**District 93** - Hillside Elementary

The student in Early Childhood continues to show improvement in his disruptive behaviors. The assigned Coach recently participated in a meeting regarding the student and it was documented that the parents prefer to have the Coach work with their child for an extended period.

A Coach was assigned to a kindergarten referral due to his disruptive and oppositional behaviors during gym and music class. The Teacher expressed that she has not observed the behaviors, as he does well while in her classroom setting. The Coach is present during special periods to provide additional support and guide him toward good decision-making skills.

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

PAEC Assistant Director is currently in the process of reviewing applications for the open position at Proviso East.

Proviso East- There is currently one Coach assigned to Proviso East who continues to work closely with the junior and senior grade level Principals as the focus is currently graduation.

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 suspensions room, taking two periods at a time to cover until a specific personnel is hired full-time to operate the room.

The Behavior Coordinator will be implementing a revised system as a means of more engagement with High School level Coaches for the 23/2 school year.

**PAEC OT/PT Department**

**Staff adjustments:** Esther Littman has begun an intermittent FMLA and Jamie Kramer is on a leave of absence.

**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. Will be wrapping up meetings for this school year.
2. The Lead OT/PT/AT attended the Special Events Committee Meeting via Google Meet on 4-04-23 and 4-29-22 from 8:00 AM - 8:30 AM.
3. The AT Team attended a staff meeting on 4-5-23 in-person and via Zoom from 8:30 AM - 9:30 AM.
4. The Lead OT/PT/AT attended the Prom Committee Meeting via Google Meet on 4-06-23 and 4-10-23 and with the New Star Staff on 4-18-23 from 8:00 AM - 8:30 AM. The Post Prom meeting to review with staff was 4-26-23 from 8:00 AM - 8:30 AM.
5. On 4-12-23 from 9:30 AM - 10:30 AM, the Lead OT/PT/AT along with a few Prom Committee members visited the Maywood Park District to meet with the New Star Recreational Services staff who service Maywood and Broadview Communities to discuss having PAEC Prom at the Maywood Park District.
6. The OT/PT/AT Lead met with the PAEC Speech and Language Lead and representatives from the Spotter agency in order to be introduced to new staff working for Spotter on 4-13-23.
7. The OT/PT department conducted their monthly meeting in-person and via Zoom on 4-13-22 from 11:30 to 3:00 PM.
8. Our OT/PT/AT Lead attended a Workman's Compensation/Safety meeting on 4-14-23 from 10:00 AM - 11:00 AM at PAEC Center.
9. Our OT/PT/AT Lead along with a PAEC Teacher, PAEC Social Worker, and Lindop representative visited Soaring Eagle School to observe a Lindop student on 4-14-23 from 12:30 PM - 2:00 PM.
10. Our OT/PT/AT Lead helped PAEC Staff and students set up for Prom at the Maywood Park District on 4-19-23 from 10:00 am-12:30 pm.
11. Our OT/PT/AT Lead attended Prom as staff on 4-20-23 from 4:00 PM - 9:30 PM.
12. Our OT/PT/AT Lead attended an OT/PT Coordinators meeting via Zoom on 4-27-23 from 10:00 am-12:30 pm.
13. The Lead SLP and Lead OT/PT have been meeting with Special Education Directors from member districts to discuss district needs for the upcoming school year.
14. The OT/PT/AT Lead has been collecting information from the departments to provide ESY coverage, as programs know their needs.
15. The OT/PT/AT Lead is working to determine OT, PT, and AT coverage for the upcoming school year and will begin working on any openings as soon as possible.
16. The OT/PT/AT Lead projected expenses for the upcoming school year and attended budget meetings in March.

17. The OT/PT/AT Lead has been working on collecting caseload/workload information from the OTs and PTs in preparation for next school year. ESY interest forms have been received and lead OT/PT/AT will make ESY assignments as soon as information is available from programs regarding their enrollment.
18. April is OT month. OTs put together a Google Slides presentation to educate people about OT. Please view our Google Slides presentation below:

This month is **Occupational Therapy Month!** The OTs have put together a Google Slide Presentation for everyone to view. We hope you learn something new from our presentation even if it's just putting names to faces. Please view our presentation. There might even be something in it for you if you follow our directions! Even if you don't view our Google Slide presentation, please wish the OT who works with you a Happy OT Month!

### [OT Month April 2023](#)

A piece of equipment that came in the last month that was ordered was a protective helmet and chin strap. We got the torn soft large rocker reupholstered. See pictures below.



### **PAEC Psychologist Department**

Ms. Alison Zdarsky, school psychology graduate student, will be working with Dr. Michael Cermak next school year to complete her year long school psychology internship, the last step needed to become a full time school psychologist.

Dr. Michael Cermak and his practicum students, Ms. Emily McDowell and Ms. Elizabeth Ellingsworth, continue to provide academic intervention support to several 3rd and 4th grade students at Sunnyside, conduct anger management with a group of male 8th graders at MacArthur, and provide individual counseling to a female 8th grade student at MacArthur.

Dr. Michael Cermak participated in the South Side Schools (Jefferson, Sunnyside, MacArthur) SEL Night on Wednesday April 19. Community resources were shared with parents and families. The turnout was great!

Ms. Dayle Ashley-Harding and her practicum students, Ms. Daisy Bautista and Mr. Griffin Ross, continue to provide academic and behavior support to several kindergarten, 4th, and 7th grade students at Hillside.

### **PAEC Social Work Department**

1. Ms. Monette Carlos, LCSW (PAEC School Social Worker-PAEC Early Childhood Program) coordinated and facilitated the Autism Awareness Spirit Week and initiated that the PAEC Early Childhood program wear the same. Pre-purchased, Autism T-shirt every Wednesday throughout the month. Ms. Carlos has been working on social skills with the student on her caseload, addressing the classroom themes of farm animals and zoo animals. Ms. Carlos facilitated the second part of the Potty Training parent workshop on April 13-14, 2023. During this training, Ms. Carlos went over her slide presentation and handed out visuals to the parents. 9 families attended and a parent was kind enough to bring tamales to share during the training. Additionally, Ms. Carlos arranged for therapy dogs to visit the students of the early childhood program. 2 dogs visited each E.C. classroom.
2. Mr. Michael Irgang, MSW and Ms. Lindsey Holsten, LCSW (PAEC School Social Workers-PAEC Elementary Program) continue to provide school social work services to students on their caseloads and have been involved in increased crisis intervention and de-escalation strategies for student who are in crisis, as well as assist families with the hospitalization process. Also, Mr. Irgang and Ms. Holsten helped to coordinate the therapy dog visits for the students in the PAEC Elementary School program. Additionally, they are planning/coordinating the PAEC Elementary Graduation Ceremony in May, Field Day Activities for the end of the year and the garden area clean-up. Mr. Michael Irgang has applied for his LSW with ISBE.
3. Ms. Mandy Ross, LCSW, Ms. Donna Kuchera, MSW, Ms. Amy Lee, LCSW and Ms. Diana Maybank, MSW (PAEC School Social Workers – Proviso Township High School Programs/Dist. 209) continue to provide social work services to the students on their caseload and have been working with the students on the following: Active Listening Skills, Relationship Concerns, Anger Management Skills, Good Communication Skills; Strategies for dealing with anxiety; and Problem Solving Skills. Ms. Mandy Ross attended the field trip with the Life Skills program, attended a live virtual training on Implicit Bias and completed an in-person training on Mental Health First Aid. Ms. Kuchera and Ms. Lee continue to be active members of the Wellness Warriors Group and are working on a brochure of helpful information to hand out to the parents that would cover Support Services, Mental Health Services, Drug/Substance Assistance, Pregnancy and New Mother Services, Employment Assistance, Legal Assistance, etc. The projected completion date for the brochure is the end of May 2023. The committee is, also, looking for Restorative Justice Trainings for its membership.
4. Ms. Lisa Allen, LCSW; Ms. Dana Gutmann, LCSW; and Ms. Lisa Pirrello, LCSW (PAEC School Social Workers-PAEC High School Therapeutic Day School) continue to provide social work services to the students on their caseload and have been working with the students on the following: Peer Conflict Mediation; crisis intervention and de-escalation strategies; coping with grief and trauma; anger management skills; personal/academic/career goals beyond high school graduation; effective ways to communicate with others; and problem solving/decision making skills. Ms. Pirrello has coordinated scheduling the K9 Therapy/Comfort Dog visits for the PAEC High School Therapeutic Day School Program. The Therapy/Comfort Dogs will visit on Tuesday, June 20, 2023 during summer school. Subsequent visits to PAEC High School Therapeutic Day School have been pre-arranged for the 2023-24 school year for the following dates: Tuesday, September 19, 2023; Tuesday, December 19, 2023, and Tuesday, March 19,

2024. Permission Slips will be sent out to families prior to each Therapy/Comfort Dog visit.

5. Ms. Jill Collins, MSW, Mr. Saumil Patel, MSW and Ms. Nicole Pena, MSW (PAEC School Social Workers –PAEC Center School) continue to provide social work services to the students on their caseload, as well as are active members of the PAEC Center School Special Events Committee planning and coordinating the PAEC Center School's Graduation and Prom festivities, career fair, upcoming field trips and picnic preparations. Additionally, Ms. Pena, Mr. Patel and Ms. Collins continue to network, gather and share resources with parents.
6. Mr. Saumil Patel, MSW, and Ms. Donna Kuchera, MSW (PAEC School Social Workers) and Mr. Joseph Vasilevski, LCPC (Transitional Therapist) provided crisis and grief counseling intervention services to District 88. Their compassionate, caring and timely services on April 6<sup>th</sup> were greatly appreciated.
7. PAEC School Social Workers who have agreed to work the extended school year are as follows:
  - Mr. Michael Irgang, MSW – PAEC Elementary/E.C.
  - Mr. Saumil Patel, MSW – PAEC Center School
  - Ms. Mandy Ross, LCSW – PAEC High School Therapeutic Day School
  - Ms. Nicole Pena, LCSW – PAEC Academy
  - Ms. Kenya Dockens-Dist. 93/Hillside School
8. PAEC SW Dept.'s schedule for next year's (2023-24) Professional Developments:
  - Aug. 25, 2023-Topic: Mandated Reporting & Implicit Bias  
Speaker: Miriam Itzkowitz, MSW, LCSW-10am-12pm (Virtual)
  - Sept. 29, 2023 - Topic: Let's Build Legos Together! LEGO Based Play Therapy  
Speaker: Sophia Anari, LPCC-10am-1:30pm (In-Person)  
PAEC SW Dept. Meeting - 2pm-3pm
  - Nov. 17, 2023 - Topic: Cognitive Behavioral Therapy  
Speaker: Brian Bethel – 10am-1pm (Virtual)
  - Jan. 19, 2024 - Topic: Understanding Polyvagal Theory & Social Engagement System for More Effective Therapies with Students  
Speaker: Dr. Ginny Witte, Ph.D. -10am-1pm (Virtual)  
PAEC SW Dept. Meeting – 2pm-3pm (Virtual)
  - Feb. 23, 2024 - Topic: Calming the Storm: Helping Students with Mood Disorders  
Speaker: Cherie Catron – 10am-1pm (Virtual)
  - April 19, 2024 - Topic: Developing a Self-Care Plan  
Speaker: Sharon Bryant-10am-1:00pm (In-Person)  
PAEC SW Dept. Meeting – 2pm-3pm

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

- The Lead SLP projected expenses for the upcoming school year and attended the budget meeting with PAEC administration in March.
- The SLPs attended a S/L Department meeting on April 18 at 11:30 am in the PAEC Center Board Room.



- Current bilingual SLP, Judy Senase will be assisting 2 days/week for the remainder of the school year at Lincoln Primary in D88. Ana Hernandez, bilingual SLP at Grant, will be assisting with the PreK caseload at Grant Primary for the remainder of the school year.
- The Lead SLP has been working on collecting caseload/workload information from the SLPs in preparation for next school year. ESY interest forms have been received and lead SLP will make ESY assignments as soon as information is available from programs regarding their enrollment.
- Lead SLP has been working with current SLPs regarding their plans for next school year and will begin working on any openings as soon as possible.
- Long time PAEC SLP, Angela Forgione, will be retiring at the end of this school year. Angela has been a valued member of our team, as well as a former S/L Department Lead. Her contributions at PAEC have been greatly appreciated and she will be missed.
- The Lead SLP will attend the final Northern IL SLP Coordinators meeting for the year on Friday, May 5th, hosted by NTDSE.
- May is Better Speech and Hearing month! PAEC SLP, Emilie Predl, is in the process of creating a Google presentation to share information regarding the profession of Speech Language Pathology and specifically an SLPs role as part of the school based team. She will be creating a short quiz for the SLPs to share and staff members will be able to respond and earn a small prize from their SLP for participating! Please join us in celebrating SLPs this month!

### **PAEC Special Olympics**

The three soccer teams competed in the State Qualifying Tournament on April 23,2023. We also had 5 athletes compete in individual skill competitions. The Blazers (high school team) coached by Abbey Melling, Michele Wolter, and Kaylie Talan, placed in second place. The Storm (High school team) coached by LaShon Rutledge and Kevin Downs, placed. They worked hard as a team and enjoyed playing this season.

Our PAEC Academy team, the Tigers, coached by Angela Taylor and Udochi Nwoko, placed in third place. This was many of the players' first season and they are excited to show off their new skills next year. In our individual skill competition, we had one first place, one second place, one third, one fifth and one sixth place. Our first place winner, Angel Alba, will be traveling to the State Tournament on June 10th to defend his gold medal.

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

## **VIII. BOARD CORRESPONDENCE**

## **IX. CLOSED SESSION**

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

**I move 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 \_\_\_\_\_ AM.**

A. Approval of Business Manager, CSBO Contract- Cedric Lewis

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Business Manager, CSBO Contract as discussed in Closed Session.**

B. Approval of Closed Session Minutes

Members received a copy of the Closed Session Minutes of August 11, 2022, September 15, 2022, October 13, 2022, November 10, 2022, December 12, 2022, February 9, 2023, and April 13, 2023.

***1. Recommended Motion:***

**I move to recommend to the Executive Board to approve the Closed Session Minutes of August 11, 2022, and to release them for public review or withhold them from public view as presented.**

***2. Recommended Motion:***

**I move to recommend to the Executive Board to approve the Closed Session Minutes of September 15, 2022, and to release them for public review or withhold them from public view as presented.**

***3. Recommended Motion:***

**I move to recommend to the Executive Board to approve the Closed Session Minutes of October 13, 2022, and to release them for public review or withhold them from public view as presented.**

***4. Recommended Motion:***

**I move to recommend to the Executive Board to approve the Closed Session Minutes of November 10, 2022, and to release them for public review or withhold them from public view as presented.**

***5. Recommended Motion:***

**I move to recommend to the Executive Board to approve the Closed Session Minutes of December 12, 2022, and to release them for public review or withhold them from public view as presented.**

***6. Recommended Motion:***

**I move to recommend to the Executive Board to approve the Closed Session Minutes of February 9, 2023, and to release them for public review or withhold them from public view as presented.**

**7. Recommended Motion:**

**I move to recommend to the Executive Board to approve the Closed Session Minutes of April 13, 2023, and to release them for public review or withhold them from public view as presented.**

**X. NEXT MEETING**

The next PAEC Executive Board meeting is scheduled for Thursday, June 8, 2023. District #87 will be facilitating the meeting.

**XI. ADJOURNMENT**

***Recommended Motion:***

**I move to adjourn the meeting at \_\_\_\_\_ AM for lack of further items to discuss.**

MJ/TL