

**PROVISO AREA FOR EXCEPTIONAL CHILDREN  
EXECUTIVE BOARD MEETING  
PAEC CENTER – 9:00 AM  
JUNE 8, 2023  
AGENDA**

I. **ROLL CALL** (District #87 will be facilitating the meeting)

II. **APPROVAL OF MINUTES**

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the minutes from May 11, 2023 as presented.**

III. **APPROVAL OF CONSENT AGENDA**

A. Approval of Payroll

Confirmation of payroll (excluding required employer deduction)

	<b>GROSS</b> <u>5/15/2023</u>	<b>FICA</b> <u>5/15/2023</u>	<b>RETIREMENT</b> <u>5/15/2023</u>	<b>BENEFITS</b> <u>5/15/2023</u>	<b>TOTAL</b> <u>5/15/2023</u>
Education Fund	\$479,060.66	\$19,974.07	\$13,352.68	\$98,422.16	\$610,809.57
Building Fund	<u>\$18,593.92</u>	<u>\$1,416.60</u>	<u>\$793.97</u>	<u>\$2,927.07</u>	<u>\$23,731.56</u>
<b>TOTALS</b>	\$497,654.58	\$21,390.67	\$14,146.65	101,349.23	\$634,541.13

	<b>GROSS</b> <u>5/31/2023</u>	<b>FICA</b> <u>5/31/2023</u>	<b>RETIREMENT</b> <u>5/31/2023</u>	<b>BENEFITS</b> <u>5/31/2023</u>	<b>TOTAL</b> <u>5/31/2023</u>
Education Fund	\$476,659.35	\$20,028.38	\$13,332.69	\$104,875.70	\$614,896.12
Building Fund	<u>\$14,567.05</u>	<u>\$1,108.54</u>	<u>\$622.02</u>	<u>\$3,159.59</u>	<u>\$19,457.20</u>
<b>TOTALS</b>	\$491,226.40	\$21,136.92	\$13,954.71	\$108,035.29	\$634,353.32

B. Approval of Bills

1. P-Card Payable Listing- Information is attached. (Voucher #12353)
2. Payable Listing- Information is attached. (Voucher #1236)
3. Payable Listing- Information is attached. (Voucher #1237)

C. Approval of Employment/Resignations/Terminations

***Employment***

Johnny Mayorga, IT Coordinator, PAEC Programs, \$66,000, effective  
Andre Cooper, IT Specialist, PAEC Programs, \$44,986.70, effective

***ESY Employment***

Luis Tafoya, Program Assistant, PAEC High School

***Resignations***

Michael Duffy, IT Coordinator, All PAEC Programs, effective 5/31/23  
Michael Irgang, Social Worker, PAEC Elementary, effective 6/30/23  
Barbara Jackson, Behavior Interventionist, Proviso West, effective 5/16/23  
Amari Chatman, Perm Sub-Teacher, PAEC Elementary, effective 6/2/23

Magdalena Rybnik, 1:1 Program Assist, PAEC Elementary, effective 6/2/23  
Jernell Russ, Program Assistant, PAEC High School, effective 5/25/23  
Lorraine Johnson, Permanent Substitute Teacher, PAEC Center, effective 6/02/23

**Termination**

Andre Cooper, 1:1 Program Assistant, PAEC Elementary, effective 5/30/23 (reassigned)  
Johnny Mayorga, IT Specialist, effective 5/31/23 (reassigned)

**IV. OLD/UNFINISHED BUSINESS**

**V. NEW BUSINESS**

**A. FMLA Request**

1. Mr. Michael James, PAEC Executive Director, has requested an Intermittent FMLA due to medical reasons. Mr. James has requested this leave to begin May 19, 2023, with the expectancy to return back full-time by June 12, 2023, with continued Intermittent. Mr. James will be utilizing available sick time during the days unable to work.

**Recommended Motion:**

**I move to recommend to the Executive Board to approve the Intermittent FMLA for Mr. Michael James due to medical reasons. Mr. James will begin this leave on May 19, 2023 with an expectancy to return to full-time on June 12, 2023 with continued leave afterward. He will be utilizing available sick time during this leave for days unable to work as presented.**

2. Ms. Julie Lukac, Teacher at PAEC Elementary, has requested an Intermittent FMLA due to medical reasons. Ms. Lukac has requested this leave to begin May 8, 2023 through June 30, 2023. Ms. Lukac 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. Julie Lukac due to medical reasons. Ms. Lukac will begin this leave on May 8, 2023 through June 30, 2023. Ms. Lukac will be utilizing available sick days during this leave as presented.**

**B. Contractual Agreements for FoxHire**

1. Samantha Glickman (Speech Language Pathologist)

**Recommended Motion:**

**I move to recommend to the Executive Board to approve the contractual agreement between Foxhire and Proviso Area for Exceptional Children for Ms. Samantha Glickman (Speech Language Pathologist) for the 2023-2024 school year. The bill rate will be \$69.25 per hour and \$103.88 per hour for overtime for a total of 35 hours a week as presented.**

2. Natasha Webster (Licensed Practical Nurse)

**Recommended Motion:**

**I move to recommend to the Executive Board to approve the contractual agreement between Foxhire and Proviso Area for Exceptional Children for Ms. Natasha Webster (Licensed Practical Nurse) for the 2023-2024 school year. The bill rate will be \$52.25 per hour and \$78.38 per hour for overtime for a total of 35 hours a week as presented.**

3. Chelsea Hands (Speech Language Pathologist)

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the contractual agreement between Foxhire and Proviso Area for Exceptional Children for Ms. Chelsea Hands (Speech Language Pathologist) for the 2023-2024 school year. The bill rate will be \$74.25 per hour and \$111.38 per hour for overtime for a total of 35 hours a week as presented.**

4. Amy Lee (School Social Worker)

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the contractual agreement between Foxhire and Proviso Area for Exceptional Children for Ms. Amy Lee (School Social Worker) for the 2023-2024 school year. The bill rate will be \$82.00 per hour and \$123 per hour for overtime for a total of 35 hours a week as presented.**

5. April Joseph (School Licensed Practical Nurse)

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the contractual agreement between Foxhire and Proviso Area for Exceptional Children for Ms. April Joseph (School Licensed Practical Nurse) for the 2023-2024 school year. The bill rate will be \$57.50 per hour and \$86.25 per hour for overtime for a total of 35 hours a week as presented.**

C. Infinitec Renewal

Contractual Agreement between Infinitec and Proviso Area for Exceptional Children for the 2023-2024 School Year. The annual membership fee is \$0.72 x each enrolled student. The minimum fee assess will be \$1315 and the maximum is \$46,999.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Renewal Agreement between Infinitec and Proviso Area for Exceptional Children for the 20263-2024 School Year. The minimum fee assess will be \$1,315 and the maximum fee will be \$46, 999 as presented.**

D. Common Goal Systems Inc. (Teacherease) Renewal

The Common Goal Systems Inc. (Teacherease) Renewal increased by \$776.24 from the previous year. The new amount will be \$14,256.00.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Renewal Contractual Agreement between Common Goal Systems Inc. (Teacherease) and Proviso Area for Exceptional Children for the 2023-2024 School Year. The renewal amount is \$14,256.00 presented.**

E. Embrace IEP Renewal

The Embrace IEP Renewal increased by \$500 from the previous year. The new amount will be \$23,652.50 for the 2023-2024 School Year.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Renewal Contractual Agreement between Embrace IEP and Proviso Area for Exceptional Children for the 2023-2024 School Year. The renewal amount is \$23,652.50.00 presented.**

F. Progressus Therapy Renewal

Contractual Agreement between Progressus Therapy and Proviso Area for Exceptional Children for the 2023-2024 School Year. There was no increase to the bill rates. The following rates will remain the same:

- Speech and Language Pathologist \$72.22 per hour
- Occupational Therapist \$72.22 per hour

***Recommended Motion:***

**I move to recommend to the Governing Board to approve the Contractual Agreement between Progressus Therapy and Proviso Area for Exceptional Children for the 2023-2024 School Year. The following bill rate will be \$72.22 per hour for Speech Language Pathologist and Occupational Therapist as presented.**

G. Employee Handbook Draft

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Updated PAEC Employee Handbook Draft as presented.**

H. Donation

Ms. Thadani donated a Da Vinci Mini 3D Printer that cost \$269.95 which included 1 roll of filament to create projects for the OT/PT Department.

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the donation of the Da Vinci 3D Printer at a cost of \$269.95 which includes 1 roll of filament for the OT/PT Department as presented.**

I. PLCCA Summer and Fall Afterschool Program

PLCCA has been in discussion with PAEC Elementary Principal Ms. Roshune Pechacek to provide a Grant for a summer program as well as a Fall Afterschool Program. The Summer Camp will be eight days beginning July 5th through July 14, 2023 which will cost \$28k and for the after school program is \$55k

***Recommended Motion:***

**I move to recommend to the Executive Board approve the Grants from PLCCA for Summer Camp which will take place July 5, 2023 through July 14, 2023 at a cost of \$28k and for the Afterschool Program for the Fall at a cost of \$55k as presented.**

J. Stipends

1. PAEC Leads

- Dr. Michael Cermak- \$4,000
- Lisa Pirello- \$4,000
- Samiya Johnson- \$4,000
- Dr. Julia Barnicle- \$5,000
- Ann Coenen- \$5,000

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Stipends for PAEC Leads –Dr. Michael Cermak, Lisa Pirello, Samiya Johnson at \$4,000 and Dr. Julia Barnicle and Ann Coenen at \$5,000 for the 2023-2024 school year as presented.**

2. Supervisor District PA's- Inga Ezerins- \$2,100

***Recommended Motion:***

**I move to recommend the Executive Board to approve the Stipend for Ms. Inga Ezerins for Supervision of District 1:1 PA's at \$2,100 for the 2023-2024 school year as presented.**

3. Financial Systems Support and Maintenance- Patricia Carter- \$2,100

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Stipend for Ms. Patricia Carter for Financial Systems Support and Maintenance at \$2,100 for the 2023-2024 school year as presented.**

4. Soccer Coordinator- Abbey Melling- \$2,000

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Stipend for Ms. Abbey Melling for Soccer Coordinator at \$2,000 for the 2023-2024 school year as presented.**

5. Mentor- Lindsey Holsten- \$870.40

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the Stipend for Ms. Lindsey Holsten as a Social Mentor at \$870.40 for the 2023-2024 school year 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. ESY Projected Current Enrollment

Information is attached.

F. Transition Reports

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

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

G. Initial Referrals

Information is attached.

H. Police Report

There were 2 police calls made this month from PAEC High School.

I. PAEC Activity Fund Summary

Information is attached.

J. DuPage/West Cook Report

There was no additional information for the month.

## K. Technology Updates

### 1. *Hardware Repairs and Installations:*

I am pleased to inform you that we have successfully repaired and installed new hardware in both our MDF (Main Distribution Frame) and IDF (Intermediate Distribution Frame) Closets. These actions were necessary due to several power outages that occurred in April. Our dedicated IT team worked diligently to address the issues and ensure the stability and reliability of our network infrastructure. I am glad to report that our systems are now fully operational and optimized.

### 2. *E-Rate Approval for PAEC Academy:*

I am delighted to announce that our application for E-Rate funding has progressed significantly. We have received the approval of the Funding Commitment Decision Letter (FCDL) from the Universal Service Administrative Company (USAC) for PAEC Academy's internet services for the upcoming fiscal year. This approval ensures that we will receive the necessary funding to enhance our internet services and provide a robust online learning environment for our students. As part of our preparations, we have been in contact with several vendors throughout April to ensure we are ready for purchasing starting July 1st.

### 3. *Staff Transitions:*

I would like to inform you of recent staff transitions within the IT department. I, Johnny Mayorga has transitioned over as the new Technology Coordinator, and Andre Cooper has assumed the role of IT Specialist. Both individuals bring valuable expertise and dedication to their respective roles, and I have full confidence in their ability to contribute to the success of our IT initiatives.

### 4. *End-of-Year Technology Updates:*

As the school year came to a close, we have been busy collecting technology from students and staff members who are not attending Summer School. This process allows us to update and/or upgrade the technology as needed. We are currently assessing the condition of these assets to determine any necessary actions from the IT department. Once the assessment is complete, we will provide a detailed report to the school principal and program leads, outlining the condition of the assets and recommending any repairs, replacements, or upgrades that may be required. This proactive approach will contribute to a seamless technology experience for all stakeholders and help meet the educational needs of our staff and students.

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

## L. PAEC Events/Achievements

1. PAEC Academy Graduation Pictures
2. PAEC High School Graduation Pictures
3. PAEC Center Transition Graduation Pictures
4. Letter from PAEC Academy Student Council Vice-President
5. PAEC Early Childhood releasing of butterflies
6. PAEC Early Childhood Memorial Day Celebration
7. PAEC Early Childhood Volcano Project

8. Ms. Thelma Segbawu Certificate of Licensure as an RMTi Consultant

M. PAEC Center Home Living Program Recipe Cookbook

The PAEC Center Home Living Program has worked very hard all year and has put together a recipe cookbook. The book lists recipes as well as the cost of the ingredients. The program will be looking in the future to make this a fundraiser. This is the first time and they are looking forward to doing more in the upcoming school year.

N. PAEC Program Updates

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

The **Business Office** continues to work on the FY23/24 budget, FY23 Final Cost Sheets – O2A, FY23 audit request and FY24 initial tuition Cost Sheets to include:

- Comparison of Fiscal Year 2023 And 2024 Expenditure Budgets
- Administrative, Principal, & Supervisory Comparison of FY'23 and FY'23
- Non-Salary Schedule Personnel Comparison of FY'23 and FY'24
- PAEC Fiscal Year 2024 Budget Notes
- Prepare the Resolution for FY'24 Budget

Audit refund checks for the Education, Building, and Transportation Funds for the 21/22 fiscal year were refunded April and May. The first payment will be sent to member districts in June.

**Human Resources (HR)** department employee terminations and finalized on boarding of new employee, includes: background checks & new hire paperwork sessions. The department continues to work on protested unemployment billing and assist employees with benefits support, including workers compensation and FMLA. Other updates related to year-end were as follows:

- Completed Summer School contracts
- Organized Open Enrollment Fair 5/8/23, as well as
- Annual Open Enrollment period 5/8/23 - 5/12/23
- Attended SELF (workers comp) Board of Directors meeting 5/12/23
- Processed 1 employee transfer
- Processed 4 terminations
- Processed 2 new FMLA cases
- Processed 4 new Workers Comp cases
- Began 6 background check/onboarding processes (1 intern, 2 contract, 2 permanent, and 1 summer school worker)

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

The Building & Grounds department continues to perform day to day activities in timely manner and are preparing for summer cleaning/work with the hiring of a few PAEC High School students to assist. In other updates:

- Pelozza Construction replaced concrete sidewalk from PAEC Center playground main entrance to swing gate toward Van Buren St.
- General Contractor Solutions erected a partition in the High School attic as cited by West 40.
- The 2022 F250 pick-up truck A/C compressor failed and was replaced under factory warranty.
- Imperial Surveillance installed 4 cameras covering the Early Childhood program.

## **PAEC Early Childhood Program**

The Early Childhood Program ended the school year strong. We started the month by celebrating our wonderful teachers, program assistants, and in the EC program, we also celebrate our therapists. I consider all our team members educators/teachers. Some are generalists and some have their specialty area but when they work together they treat the whole child. Then we celebrated our Mothers by having our students make beautiful keepsakes and sending them home. Unfortunately, I was not able to take pictures of them before they were sent.

On May 18, Monette Carlos hosted the last toilet training session. We had two guest speakers. We invited two of our very own Mothers that were successfully able to toilet train their children. They shared their struggles and triumphs. All our participants expressed gratitude and satisfaction with the information they obtained and the friendships that were made. Finally, the students concluded their study of the Life Cycle of the Caterpillar by releasing their butterflies. Pictures will be shared by Ms. Latham.

This month the students learned about Water Animals and Summer Activities.

They focused on the following academic concepts:

In the first week, they reviewed:

COLORS: Orange, Pink, Gray  
SHAPES: Star, Heart, Oval  
LETTERS: O, U, R  
NUMBERS: 1, 2, 3

During the second and third weeks of May they focused on:

COLORS: Brown & White      SHAPES:  
Diamond & Circle      LETTERS: I & K  
NUMBERS: 4, 5, 6

In the fourth week, they reviewed all the basic colors, shapes, and numbers 1-10

## **PAEC Therapeutic Day Elementary School**

May marks the end of the school year! This has been an extremely busy, but exciting year. Several students will be starting full-time at their home school in the fall. The students have completed their spring benchmarking in reading and math. The students demonstrated growth in both areas.

8th Grade graduation was Thursday, May 25, 2023 and was a huge success. The graduation was student lead with the students performing speeches about their growth and their goals. The attendees expressed how thankful they were to PAEC Elementary and some tears were shed. The students were encouraged to attend summer school so they would be able to get started earning their high school credits and get acclimated to high school.

K-7 students experienced field day on Friday, May 26, 2023. The goal for field day is to promote socialization and to have fun! The students participated in some team building activities, as well as some friendly competitions with everyone being a winner at the end of the day.

The students completed their Soccer season and had a successful season. They demonstrated growth in learning the game and being good teammates.

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 0 student time outs and 0 isolations. There were no police reports for the month of May.



### **PAEC Academy at Divine Infants**

Fast Bridge testing was completed. All of the students showed improvement in both Reading and Math. Report cards and progress reports have been completed and sent.

We are currently working on class assignments for the fall. We have a few students who will be moving out of the district over the summer. It's always hard to say goodbye. We will be starting out with 63 at this point.

During the last 26 days of school, we did the ABC's End of School Countdown. Students really enjoyed the daily dress up and themes. May 19<sup>th</sup> was our field Day. Students had a great time playing various games and at the dance in the afternoon. Every age group participated and enjoyed being with their friends from other classes. Graduation took place on May 25<sup>th</sup>. We had 10 graduates this year. The graduation went well. We had several family members, friends, a few district supervisors and one of our board members attend.

Our main focus currently is getting ready for summer school. We have 30 students attending, the majority are our students, but we also have some coming from our member districts. Most of the summer school teachers are not PAEC Academy Teachers, so we trying to make sure all of the teachers have the materials they need.

### **PAEC Center**

The month of May came and went, it feels like in an instant!

DLM Testing was completed! SANDI testing has been completed as well! Projects and lessons are finalized for the year.

We had a school-wide Talent Show on May 3, which went over very well! Students were able to display their talents!

We had a few end of the year field trips. May is always a good time to go as the year winds down, the weather gets warmer and students start to get antsy!

One of the Graduation Field trips was the Parkway Bank Park baseball game! PAEC Center was welcomed with our own area in the seats and our name displayed on the marquee! The stadium was very accommodating and everyone had a great time!

The Transition group housed at Rock of Ages went on a graduation field to downtown Chicago. All of the students had a great time exploring the city, the art museum, and Millennium Park.

Graduations were held on May 23, 24, and 25 of the month. The students and families were excited and the ceremonies were perfect.

The Home Living CookBook has been completed and all the recipes have pictures and instructions.

The school year ended without incident and we look forward to ESY.

### **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 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 independently, 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 have wrapped up volunteering this month for the 2022-23 school year at New2You, Meals on Wheels, Catholic Charities, Sarah's Inn and PAEC Academy. We are looking to pick up some new locations in the fall.

We have four graduating students this year, who are all working, so our employed students will drop down to 5 until the fall. We look forward to getting our new students prepared and ready to interview

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 Spring NWEA MAP Test was conducted May 8-12. We had twelve students raise their RIT Score by ten or more points and earn the Firehouse Sub Incentive. We look forward to focusing on the scores, recommendations, and interventions needed to help all the students reach their personal best scores for the Fall NWEA Testing.

The Class of 2023 Seniors had their PAEC Graduation Commencement on May 24, 2023. We had a small class graduating this year, but we are very proud of the students that stayed focused and were determined to graduate even after the trials and tribulations that they faced attending school during the pandemic. We were honored to have Ms. Clark-Smith from the PAEC Board attend the ceremony along with several family members, friends, staff, and organizations that have worked with PAEC during the year. The Graduates were recognized by

the staff with the students having their traditional last hallway lap and a small ceremony in the gym. After the ceremony, the Graduates had their senior trip to Scene 75 in Romeoville.

Finally, we ended the school year by finishing projects and preparing for finals. Ms. Ginley's Art Class created birdhouses during the Fourth Quarter and hung them in the tree right outside the Art Room. The students were excited to be able to celebrate the end of the school year once their finals were completed. The staff helped organize some fun activities such as art projects, games, and movies for all the students to enjoy along with a BBQ. We are grateful for the PLCCA Organization which came out to play a basketball game with the students. It was a very close game, however, the PAEC Students won the First End of The Year PLCCA Basketball Challenge.

### **Transitioning Students**

The students are reminded about the criteria to be mainstreamed daily. PAEC staff accurately keeps track of the quarterly progress which is reflected by the data collected on the student's daily point sheets and input into the quarterly reports and grades. Once a student meets the criteria to mainstream the IEP Team will meet to discuss possible half-time or full-time transitioning. Currently, 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 one positive covid test in May.

Physical Management & Time Out	0
Police Calls	2
Restorative Meeting	4
Ambulance	1

### **22-23 Enrollment- 52 Students**

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

#### **Updates**

Mr. Loving reports that the work training programs are finished for the year. It was another great experience for the kids. He hopes we can secure more transportation next year to expand the program, especially since our enrollment is anticipated to significantly increase.

Mr. Loving states that the mentor program with Proviso Township Youth Program has concluded for the school year and will resume in the fall.

Mr. Loving states that the Financial Literacy Workshops with Wintrust Bank have also ended for the year. Each of the participating students received a certificate of completion. This workshop will be offered again next school year.

Four of our students interviewed for the three PAEC Custodial Summer positions. The interviews went well and three students were selected for hire.

Dr. Bujalka has finished meeting with students for the year. Planning is underway for the next school year.

Career Day was on 05/05/2023. We had a total of 10 people/organizations participate representing the following careers: music, graphic design, sales/management, medical, automotive, firefighter/EMT, veterinary, therapeutic, human services, and interviewing skills. Each student was able to hear 8 presentations. The day went great, and positive feedback was received from students, presenters, and the staff.

Former Student Updates - 2022 graduate (RB) scheduled to graduate in August for EMT, 2022 graduate (MW) going to schools for nails and working full-time.

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

The Creativity Club had our end-of-the-year celebration. We shared lunch and drew. Two guests participated sharing art supplies, techniques, and positive energy with the students. The students were very inspired and asked that they return next year.

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

We had a final trip with My Block. My Hood. My City. on 05/25/2023. All of their participating students including our seven went paintballing and received lunch. Students were able to participate in up to 3 "missions". All had a great time.

### **PAEC Intervention Team**

As the Behavior Intervention Team wraps up the 2022/2023 academic school year, we are excited to begin the next year by presenting a 'Big Ideas in Behavior Management' training for teachers and staff within the Proviso Township Districts. The Behavior Intervention Team also continues to establish a consistent system to keep track of all student records. Coaches are in the midst of finalizing files and preparing to maintain this system during the next school year. The Behavior Coordinator will be implementing an improved system for the Coaches who serve in District 209, as they will also be responsible for establishing and maintaining student files for the following school year.

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.

The Behavior Coordinator also sent out an annual survey to school personnel who utilized the behavior team services, as we continue to improve our interventions and support.

**Total number of PAEC Behavior Intervention Coaches: 10**

**There were a total of 1 individual student referral submitted in May. There were a total of 0 classroom referrals submitted in May.**

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

The two Coaches assigned to PAEC Academy have completed interventions and support. One Coach will be assigned to one student who transitioned to Academy in the month of April as a 1:1 staff during summer school. If the student continues to exhibit disruptive behaviors, she will continue to work with him as a Coach during the next school year.

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

Jefferson Primary - Coaches have completed interventions and support for individual students and classroom referrals. As of now, they will not immediately begin working with any student that has been previously referred during the next year.

Whittier Primary - No referrals were made.

**District 92** - Lindop School

No referrals were made. Coaches have concluded interventions and support provided for first-grade and second-grade students.

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

Coaches have completed interventions and support from the second-grade class. The Behavior Team will be providing the 'Big Ideas' training to teachers based upon the Principal's request.

Grant Primary - No referrals made.

Grant Elementary - The Coach assigned will most likely transition into the classroom immediately during the next year to continue implementing interventions for the assigned student.

**District 93** - Hillside Elementary

One student was referred due to exhibiting defiant and oppositional behavior. A Coach was assigned and will continue to work with him the following school year.

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

During the month of May, one Coach assigned to Proviso West resigned. There are a total of 4 Coaches at 209; 1 is assigned to East and 3 assigned to West.

The Assistant Director and Behavior Coordinator are in the process of conducting interviews for both open positions for the following year.

### **PAEC OT/PT Department**

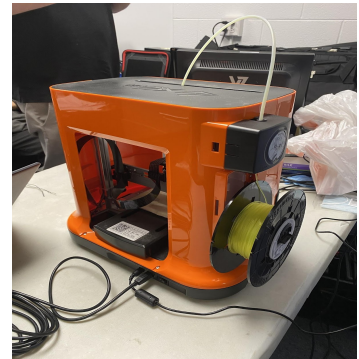
**Staff adjustments:** We are currently staffed for OT, PT, and AT. Currently working on FTE projections and assignments for next school year.

### **Activities of the department:**

1. The Lead OT/PT/AT attended the PAEC & NSRS Partnership meeting on Zoom to discuss how Prom went and future collaborations on 5-01-23 from 11:00 AM - 12:00 PM
2. The AT Department conducted their monthly meeting in-person on 5-03-23 from 8:30 AM -

9:30 AM.

3. The OT/PT department participated with their assigned classrooms for the Talent Show at PAEC Center on 05-03-23.
4. Our AT Team & OT/PT Team has helped run the Orthotic Clinic on 05-10-23 with Gwen Blunk, an orthotist from Hanger Clinic at PAEC Center.
5. The OT/PT department conducted their monthly meeting via in-person and Zoom on 5-11-23 from 11:30 AM to 3:00 PM.
6. The OT/PT/AT Lead and OTs assigned to D87 attended a Google Read & Write Zoom meeting on 5-31-23 from 2:00 PM - 2:45 PM to introduce new Texthelp for Education and Don Johnston representatives assigned to D87, how the year went using the Read & Write program and features, and to discuss what training and how training would occur in the next school year.
7. The OT/PT and AT Departments are working hard to complete their end-of-year tasks, including logging sessions, finishing IEPs, Medicaid billing, equipment returns, and more.
8. The Lead OT/PT/AT is working on determining needs and assignments and caseloads for ESY.
9. The OT/PT Department is preparing 1 OT and 1 PT for the D88 Preschool screenings on 6-14-23 from 1:00 PM - 4:00 PM.
10. One of our OTs, Thelma Segbawu, successfully completed her training for Rhythmic Movement Training International Consultant and received her certificate of licensure.
11. A donation of a Da Vinci Mini 3D printer-6"x6"x6" Volume was made by Ms.Thadani. See Donation letter.
12. Some equipment that came in during the month of May that was ordered were Large Vrico Chairs and the Go Talk 4+ Lite. See pictures below



### **PAEC Psychologist Department**

Dr. Michael Cermak will be attending the Loyola-Cicero Community Mental Health Summer Institute from June 5-6th at Loyola University Maywood Campus.

Ms. Dayle Ashley-Harding retired from PAEC after 34 years! Ms. Ashley-Harding spent time with all of the PAEC programs and member districts and her contributions are too many to list but she always took the time and opportunity to mentor future school psychologists by being a practicum or intern supervisor to many over the years.

## **PAEC Social Work Department**

1. Mr. Michael Irgang, MSW (PAEC School Social Worker-PAEC Elementary Program) has resigned from his school social work position, with June 30, 2023, as his last day of employment.
2. Ms. Niane Serrano (PAEC School Social Work Intern-PAEC Elementary Program), has accepted the school social work position at PAEC Elementary, replacing Mr. Michael Irgang, with her first day being August 16, 2023.
3. Ms. Diane Maybank, MSW (PAEC School Social Worker-Proviso West High School) school social work contract will not be renewed for the 2023-24 school year, with her last day of employment being June 14, 2023.
4. Ms. Amy Lee, LCSW (PAEC School Social Worker-Proviso West High School) school social work contract will be renewed for the 2023-24 school year, with her first day being September 5, 2023.
5. Ms. Nicole Pena, MSW (PAEC School Social Worker-PAEC Academy/PAEC Center) school social work contract will be renewed for the 2023-24 school year, with her placement full time at PAEC Academy, with her first day being August 16, 2023.
6. Ms. Lakishia S. Waddell, MSW has accepted the PAEC school social work position at Proviso East High School for the 2023-24 school year, with her first day being September 5, 2023.
7. Ms. Kenya Dockens, LCSW (PAEC School Social Worker-Hillside School) has been involved in facilitating the Erin's Law Presentation by Pillars to grades 6<sup>th</sup>-8<sup>th</sup>. Topics covered during the presentation include: Teen Dating Violence, Healthy Relationship, Consent, Safe Touches, and Cyber Safety. Ms. Dockens continues to facilitate MTSS Groups, focusing on peer pressure, managing negative reactions to stress, and healthy coping. Additionally, Ms. Dockens is the Co-Chair of the Diversity Fair at Hillside school, whereby she coordinated and facilitated a community event that included student performances, cultural displays and activities. Ms. Dockens has attended the following Professional Developments: West 40 Training on Trauma Informed Restorative Practices in School and Equity think Tank Training.
8. Ms. Mandy Ross, LCSW (PAEC School Social Worker-Proviso East High School) continues 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. Additionally Ms. Ross has attended field trips with the Spanish Class, has been completing the final SDS Reports, FBA & BIP paperwork for students whose IEP meetings have been scheduled during the last 2-3 weeks.
9. Ms. Donna Kuchera, MSW Ms. Amy Lee, MSW and Ms. Diana Maybank, MSW (PAEC School Social Workers-Proviso West High School) continue to provide social work services to the students on their caseload and have been working with the students on the following: Healthy Coping Strategies, Good Communication Skills, Problem Solving Skills and Relationship Concerns. Ms. Kuchera and Ms. Lee have been working with Dr. Thomas on the possibility of starting MTSS Groups during the 2023-24 school year; thus they have been attending presentations on starting up such an initiative. Ms. Kuchera and Ms. Lee,

also, attended the Restorative Practices Training. Additionally, as members of the Wellness Warriors, Ms. Kuchera and Ms. Lee helped create a trifold brochure on available community services (i.e., housing, food pantries, emergency services, counseling services, etc.) to be handed out to students and parents.

10. Mr. Saumil Patel, MSW, Ms. Nicole Pena, MSW and Ms. Jill Collins, MSW (PAEC School Social Workers-PAEC Center School) continue to provide social work services to the students/families on their caseload, as well as assist with Prom follow-ups and networking with New Star Special Recreation and wrapping up with The Answer, Inc. regarding the Bullying Prevention Program. Additionally, Mr. Patel, Ms. Pena and Ms. Collins are working on providing outside resources for parental consideration.

11. Ms. Monette Carlos-Barnes, LCSW (PAEC School Social Worker-PAEC Early Childhood Program) continues to provide social work services to the early childhood students and their parents. This month, Ms. Carlos-Barnes hosted another toilet training parent meeting on May 18, 2023, with a parent potluck as part of the event. During Ms. Carlos's SEL groups, she covered the topic of sharing and taking turns. Additionally, Ms. Carlos-Barnes has been completing the final annual reviews, Transitional Play Based Assessments and outcomes paperwork for students whose IEP meetings have been scheduled during the last 2-3 weeks.

12. Ms. Dana Gutmann, LCSW; Ms. Lisa Allen, 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: 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 First Therapy/Comfort Dogs visit will occur on Tuesday, June 20, 2023 during summer school.

13. 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

14. PAEC SW Dept.'s schedule for next year's (2023-24) Professional Developments:

**\*Aug. 25, 2023-Training Topic:** Mandated Reporting & Implicit Bias

Speaker: Miriam Itzkowitz, MSW, LCSW-10am-12pm (Virtual)

**\*Sept. 29, 2023 – Training 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 – Training Topic:** Cognitive Behavioral Therapy

Speaker: Brian Bethel – 10am-1pm (Virtual)



**\*Jan. 19, 2024 – Training 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 - Training Topic:** Calming the Storm: Helping Students with Mood Disorders  
Speaker: Cherie Catron – 10am-1pm (Virtual)

**\*April 19, 2024 – Training Topic:** Developing a Self-Care Plan  
Speaker: Sharon Bryant-10am-1:00pm (In-Person)  
**PAEC SW Dept. Meeting** – 2pm-3pm

15. LAN 60 Meetings:

- Wednesday, October 18, 2023 – 1:00pm-2:30pm
- Wednesday, December 20, 2023 – 1:00pm-2:30pm
- Wednesday, February 21, 2024 – 1:00pm-2:30pm
- Wednesday, April 17, 2024 – 1:00pm-2:30pm

16. ISSW-SCC (Ill. School Social Work & Coordinators Council) Meetings:

- Friday, October 13, 2023 – 10:00am-1:00pm
- Friday, March 15, 2024 – 10:00am-1:00pm

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

- The Speech/Language department had our final meeting for the 2022/23 school year on Thursday, May 25th in the PAEC Center board room.
- The following SLPs will be provided S/L services during ESY: Emilie Predl, Rica Guerrero, Catlin Carroll, Cody Hurder, Angie Lally, and Kirsten Driscoll.
- Direct PAEC hired SLP, Kirsten Driscoll, submitted her resignation. Contracted SLP from Therapy Care, Michaela McCabe, will not be returning for next school year. Contracted SLP from the Stepping Stones Group, Christie Moran, will not be returning for next school year.
- Ella Krikorian, CF-SLP from the Stepping Stones group has been hired for the opening at Marshall Elementary in D88.
- The Lead SLP will be working to fill the openings for SLPs for the upcoming school year and is interviewing candidates.
- The Lead SLP attended a meeting on June 1st with administrators and related service providers from D87 to discuss procedures for kindergarten observations for the purpose of balancing classes in the fall.
- The Lead SLP attended the Management meeting on June 1st at PAEC Center.

#### **PAEC Special Olympics**

There were no updates for the month of May.

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

**VIII. BOARD CORRESPONDENCE**

**IX. CLOSED SESSION**

A. Increase in the number of vacation days after forty-plus years of service

***Recommended Motion:***

**I move to recommend to the Executive Board to approve the increase in vacation days for personnel that have been employed forty-plus years as discussed in Closed Session.**

**X. NEXT MEETING**

The next PAEC Executive Board meeting is scheduled for Thursday, August 10, 2023. District #93 will be facilitating the meeting.

**XI. ADJOURNMENT**

MJ/TL