



**Board of Control Meeting
March 23, 2022
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
5:30 PM
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Closed Session**
 - a. To convene in closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1
5. **Consent Agenda**
 - a. Approve minutes from the February 23, 2022 open session meeting and the January 12, 2022 finance committee meeting
 - b. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirement and Appointments of Licensed and Educational Support Personnel and the Appointments of Contracted staff as presented.
 - c. Accept the Financial Reports
 - 1) Treasurers Report--February 2022
 - 2) Revenue & Expenditure Reports--February 2022
 - 3) Gross Payrolls--February 2022
 - 4) Interim Payrolls--February 2022
 - 5) Bill List--March 2022
 - 6) Interim Checks--February 2022
 - d. Approve Infinitec Agreement for 2022-2023 as presented
 - e. Approve professional development agreement with Illinois Safe Schools Alliance
 - f. Approve parent workshops agreement with DPCP Corporation
 - g. Approve agreement with Tiffany Kelly for Hearing/Vision services
 - h. Approve SOPPA for Google Services
 - i. Approve destruction of the September 23, 2020 closed session recording
6. **Discussion Without Action**
 - a. Presentation--On the Road to 2023
 - b. Enrollment Update
 - c. Board Committee Updates
7. **Discussion with Action**
 - a. Adopt Resolution for Dismissal and Non-Renewal of First through Third Year Probationary teachers
 - b. Adopt resolution for dismissal of 4th year probationary teacher
 - c. Adopt resolution for the dismissal of educational support personnel employee for reasons other than reduction in force
 - d. Approve 2022-23 contract for Southeast School assistant program administrator

- e. Award bid for Southeast School maintenance work
 - f. Approve server refresh proposal
 - g. Approve disbursement of Medicaid funding to member districts
 - h. Approve plan regarding return of excess cash and pre-bill rates
 - i. Adopt resolution authorizing issuance of Individual Procurement Cards
 - j. Approve the classroom lease agreement with Maercker District 60 for 2022-23 as presented
8. **Closed Session**
- a. To convene in closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1
9. **Return to Open Session/Adjournment**

- a. Approved Minutes of the January 26, 2022 open session meeting
- b. Personnel Recommendations
 - 1) Accepted/Approved the Resignations, Retirement and Appointment of Educational Support Personnel and Appointments of Contracted Licensed and Educational Support Personnel as presented.
- c. Accepted the Financial Reports
 - 1) Treasurers Report--January 2022
 - 2) Revenue & Expenditure Reports--January 2022
 - 3) Gross Payrolls-- January 2022; \$1,629,956.96
 - 4) Interim Payrolls-- January 2022; \$625,626.61
 - 5) Bill List-- January 2022; \$1,195,908.21
 - 6) Interim Checks-- January 2022; \$476,525.04
- d. Approved SOPPAS for:
 - 1) Community HSD 99/Screencastify
 - 2) Everyday Speech, LLC
- e. Approved storage container rental
- f. Approved contract for professional development with Illinois Safe Schools Alliance
- g. Approved IEMA vaccination clinic agreement
- h. Approved destruction of August 23, 2020 closed session minutes

Upon roll call vote:

Ayes: Keeneyville School District #20
 Benjamin School District #25
 Winfield School District #34
 School District #45, DuPage County
 Salt Creek School District #48
 Maercker District #60
 Cass School District #63
 Center Cass School District #66
 Woodridge School District #68
 DuPage High School District #88
 Community High School District #94
 Community High School District #99
 Westmont Community Unit School District #201
 Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33
 Downers Grove School District #58
 Community Consolidated School District #180
 Elmhurst Community Unit School District #205

Ayes: 14 Districts Nays: 0 Districts Absent: 4 Districts

5. Discussion Without Action

- a. Executive Director Evaluation— Chairperson Rich asked that members get their evaluation tool to him within the next two weeks.
- b. Enrollment Update— Dr. McGuffin shared that the total net enrollment increased by two students.
- c. Board Committee Updates— Dr. McGuffin updated that the protocols committee will meet later in the spring; the policy committee will meet after work with IASB on transitioning policy processes; the finance committee next meets on March 9th.

6. Discussion with Action

a. Approve FY23 Tuition and Fee rates

I move to approve the FY23 tuition and fee rates as presented. This motion, made by Board Member Cross and seconded by Board Member Casey Maher, Passed.

Discussion included that a range has been initially presented and administration decided the 3.5% increase was prudent given the factors presented.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25
Winfield School District #34
School District #45, DuPage County
Salt Creek School District #48
Maercker District #60
Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
Community High School District #94
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33
Downers Grove School District #58
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 14 Districts Nays: 0 Districts Absent: 4 Districts

b. Approve intergovernmental agreement with CCSD 89

I move to approve the inter-governmental agreement with CCSD 89 as presented. This motion, made by Board Member Vazquez Drexler and seconded by Board Member Walloch, Passed.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25
Winfield School District #34
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Maercker District #60
Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
Community High School District #94
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 15 Districts Nays: 0 Districts Absent: 3 Districts

c. Approve Konica Minolta Agreement

I move to approve the 4-year agreement with Konika Minolta as presented. This motion, made by Board Member Casey Maher and seconded by Board Member Vazquez Drexler, Passed.

Discussion included the Board appreciating the work to get this agreement as well as the previous administration who had also negotiated a good agreement.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25
Winfield School District #34
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Maercker District #60
Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
Community High School District #94
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 15 Districts Nays: 0 Districts Absent: 3 Districts

d. Approve purchase of tokens for Multi-Factor Authentication (MFA)

I move to approve the purchase of YubiKey tokens for staff to support SASSED's MFA initiative. This motion, made by Board Member Lesniak and seconded by Board Member Buscemi, Passed.

Discussion included being able to track the distribution of devices by using SASSED's asset management program. It is a device that allows connection by multiple devices for authentication—it looks like a fob/memory stick. They will work on most staff devices and converters will be provided if needed.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25
Winfield School District #34
School District #45, DuPage County

Salt Creek School District #48
Downers Grove School District #58
Maercker District #60
Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
Community High School District #94
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 15 Districts Nays: 0 Districts Absent: 3 Districts

e. Authorize E-rate Agreements and Filings

I move to authorize the administration to enter into agreements and approve E-Rate filings to not exceed \$120,000 for 2022 scheduled work. This motion, made by Board Member Kielminski and seconded by Board Member Buscemi, Passed.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25
Winfield School District #34
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Maercker District #60
Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
Community High School District #94
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 15 Districts Nays: 0 Districts Absent: 3 Districts

f. Approve Return to Learn Update

I move to approve the return to learn plan updates as presented. This motion, made by Board Member Rich and seconded by Board Member Casey Maher, Passed.

Discussion—Dr. McGuffin presented the update to SASED’s Return to Learn Plan which included: strongly encouraging and recommending universal masking in all SASED classrooms and by SASED services; providing KN95 or N95 masks as requested by staff; strongly encouraging and recommending any staff member or student who is a close contact to wear a mask while at school, monitor symptoms, and test if symptoms appear--regardless of vaccination status; and, following the district’s procedure, where practices differ, if masks are required in that setting. Additional mitigation measures including filtration, social distancing, cleaning, handwashing, and covering coughs and sneezes were highlighted. Individuals who test positive should stay home for 5 days and return wearing a mask for days 6-10. Included in the presentation was the mask status of member districts as of 2/18/22. At this point, SASED’s mask status will continue through the school year unless guidance changes and ESY will be determined later. Dr. McGuffin reviewed with the Board locations where masking is required:

- All Early Childhood classrooms where students are not age eligible for vaccination, Staff required. Students strongly recommended. North DHH and MN EC, Willow Creek EC, Concord EC, El Sierra EC, Hillcrest EC.
- Willowbrook 3 MN classrooms, Kingsley, O’Neill, Hillcrest, Willow Creek, El Sierra, Addison Trail classrooms with medically fragile students. Staff required. Students strongly recommended.
- SASED Administrative Center and SASED Transition Programs, staff required. Students strongly recommended.
- Where practices differ in location, SASED staff and students are to follow the district’s procedure if masks are required in that setting.

There was discussion of early childhood classrooms, but due to the younger age of children who don’t have access to vaccinations, masks will be required, especially given their more complex level of care. Staff will be kept updated regarding district requirements through a shared Google document. It was noted that masks are still a federal requirement for transportation. Dr. McGuffin thanked staff for their dedication and perseverance.

Upon roll call vote:

Ayes: Keeneyville School District #20
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School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Maercker District #60
Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
Community High School District #94
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 15 Districts Nays: 0 Districts Absent: 3 Districts

g. Adopt TRS Supplemental Savings Plan Resolution

I move to adopt the TRS Supplemental Savings Plan Employer Participation Agreement resolution as presented. This motion, made by Board Member Kielminski and seconded by Board Member Walloch, Passed.

Upon roll call vote:

Ayes: Keeneyville School District #20
Benjamin School District #25
Winfield School District #34
School District #45, DuPage County
Salt Creek School District #48
Downers Grove School District #58
Maercker District #60
Cass School District #63
Center Cass School District #66
Woodridge School District #68
DuPage High School District #88
Community High School District #94
Community High School District #99
Westmont Community Unit School District #201
Lisle Community Unit School District #202

Nays: None

Absent: West Chicago Elementary School District #33
Community Consolidated School District #180
Elmhurst Community Unit School District #205

Ayes: 15 Districts Nays: 0 Districts Absent: 3 Districts

7. Adjournment—Motion made by Member Conover, seconded by Member Buscemi to adjourn the meeting at 6:08 p.m. Upon voice vote, motion carried.

Chairperson

Secretary



FINANCE COMMITTEE MEETING

January 12, 2022

SASED Administrative Center

2900 Ogden, Lisle, IL 60532

MINUTES

1. Meeting was convened at 5:37 p.m. with the following present:

Benjamin SD 25, Jack Buscemi
Winfield SD 34, Dr. Matt Rich
Woodridge SD 68, Tom Ruggio
Westmont SD 201, Leah Conover (arrived 5:57 p.m.)
Sue Caddy, Business Manager, Maercker SD 60

Also in attendance:

Dr. Melinda McGuffin, Executive Director, SASED
Don Robinson, Director for Business, SASED
Anita Howard, Recording Secretary, SASED

Absent: Salt Creek SD 48, Ray Kielminski

2. Motion made by Member Ruggio, seconded by Member Buscemi to approve the minutes from November 10, 2021. Upon voice vote, motion carried.
3. ESSER III Summary—Cooperatives have the same requirements as districts to get public comments. As a result, SASED has made necessary modifications and will wait to get approval. SASED did receive EBF funding for chrome books that were purchased.
4. Proposed Amended Budget—The current budget will be significantly over budget (approximately \$3 million) due to line items that were previously excluded and being over budget with substitutes, etc. due to covid/staffing and being forced to contract for staff as opposed to having our own hires. Mr. Robinson shared that it will be late February before it's possible to know what the current budget really looks like, and it is possible there will be a very large difference between revenues and expenditures. Further general discussion included revising the budget process, tuition billing and the fund balance.
5. Budget Assumptions for FY23—General discussion included that the billing and budget process needs to be revised. On a long-term basis, the plan of administration is to get a firm handle on costs for tuition and provide funds back to membership. One impact is if the current personnel plan is sustainable adding administration is not expecting many retirements. The RIF timeline doesn't align with the budget development and this year has a more compressed calendar. Another area being looked at is creating more leasing efficiencies although leases aren't a major impact on the budget. This year more leases were entered into because of the need for social distancing. Enrollment has stayed stable, and it won't be possible to know social distancing requirements for next year until the summer. The salary schedule was changed for the first time in five years. There are so many unpredictable variables in the budget that a 2.5%-3.5% increase will be what's presented to the full board. Further discussion is needed about OT/PT services and rates.
6. Tuition Billing—The desire it so move to a single fixed tuition charge which would help districts especially who put students in higher cost programs. It is important to recognize that SASED and DWC are two different entities. Discussions need to focus on efficiency and ways to track time and billing with OT/PT services being the most difficult track. Another point is to share that previous tuition numbers weren't complete indicators and by developing truer numbers, there would be more equity and acceptance, especially if each district received five years of historical data. The fixed tuition would be implemented in 2023-24 with a plan in place in October.



Implementation conversations would include CSBOs of the districts which will assist with superintendents' acceptance. Administration will review the DWC VI program because it is housed at the administrative center and the area is crowded with Transition and VI students.

7. Adjournment--Motion made by Member Conover, seconded by Member Rich to adjourn the meeting at 6:37 p.m. Upon voice vote, motion carried.

Chairperson

Secretary

PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Hopkins, Alison	Teacher/VI Salt Creek	Tuition	8/11/2021	6/6/2022	Personal reasons
Johnson, Eileen	Teacher Southeast School	Tuition	1/7/2019	3/25/2022*	Husband transferred

*Revised Last Day Worked

2. Resignations/Retirements/Terminations – Educational Support Staff

Erb, Jeanette	1:1 Teacher Assistant	User Fee Dist. #58	8/14/2012	8/12/2022	Retiring
Klemm, Carrie	10-month Admin. Asst. DHH Program – .60 F.T.E.	Tuition	8/1/2018	3/18/2022	Accepted another position
Pierce, Patrick	1:1 Teacher Assistant	User Fee Dist. #68	11/8/2021	3/1/2022*	Personal reasons

*Revised Last Day Worked

3. Appointments – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Dugan, Patrick	Teacher/VI Albright	Tuition	2/28/2022		\$17,079.15 Prorated from \$49,102.00
Ward, Kristen	IST/SI Specialist IST/SI Program .40 F.T.E.	Local Funds	3/1/2022		\$10,692.71 Prorated from \$77,226.00

4. Appointments – Educational Support Staff

Moten, Jorie	1:1 Teacher Assistant	User Fee Dist. #C127.5	2/22/2022	\$16.04	
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5. Appointments – Licensed – Contracted

Cox, Elizabeth	Teacher/ Southeast	Tuition	02/22/2022	\$70.00	
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6. Appointments – Educational Support Staff – Contracted

Beles, Amanda	Medical/Teacher Assistant MN/Hillcrest ProCare Therapy	User Fee Dist. #68	03/10/2022	\$67.00
Dominguez, Norma	Medical/Teacher Assistant MN/Willowbrook Soliant	User Fee Dist. #94	03/07/2022	\$70.00
Gatziolis, Joseph	Medical/Teacher Assistant VI/Salt Creek Soliant	Tuition	02/28/2022	\$75.00
Siegel, Steven	Medical/Teacher Assistant MN/Willowcreek EDU Healthcare	User Fee Dist. #66	03/03/2022	\$55.00

NOTE: The Administration assures the Board that all of the above salaries are within Board approved ranges and/or schedules.

FOR INFORMATION ONLY

1. Leaves of Absences/FMLA – Administration Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Capio, Michele	SIIS/AT Program Administrator	03/10/2022 – Intermittent Leave

2. Leaves of Absences/FMLA – Licensed Staff

Benjamin, William	Teacher/MN	05/18/2022 – 06/01/2022
Zendol Carr, Jennifer	Speech Language Pathologist/DHH	02/14/2022 – 06/02/2022

3. Leaves of Absences/FMLA – Registered Staff

Bradley, Lisa	OTA	03/18/2022 – 03/25/2022
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4. Leaves of Absences/FMLA – Educational Support Staff

Marshall, Shaynee	Teaching Assistant/MN	02/22/2022 – 04/04/2022
Schmidtke, Karen	Teaching Assistant/STARS	01/27/2022 – 2/16/2022

From: **Alison Hopkins** <ahopkins@sased.org>
Date: Thu, Mar 17, 2022 at 1:59 PM
Subject: Resignation
To: Human Resources <hr@sased.org>

To whom it may concern,
I'd like to submit my resignation for the end of this school year.
Alison Hopkins

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On Fri, Feb 25, 2022, 6:49 PM Eileen Johnson <ejohnson@sased.org> wrote:
I would like to update the date of my letter of resignation. My final date will be March 25, 2022.

Thank you,
Eileen

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Kindest regards,

Eileen Johnson

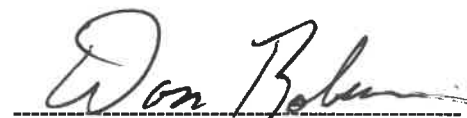
Special Education Teacher
Southeast Alternative School
(630) 548-7102

"When educating the minds of our youth, we must not forget to educate their hearts."

~Dalai Lama

School Association for Special Education in DuPage County
Treasurer's Report
February 28, 2022

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	EDUCATION FUND	SELF FUNDED DENTAL INSUR	FSA	SELF FUNDED MEDICAL INSUR	TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance					
Investments	<u>16,478,190.18</u>	<u>354,172.46</u>	<u>(25,105.55)</u>	<u>1,002,456.11</u>	<u>17,809,713.20</u>
December Activity					
Interest Earned	5,363.71				5,363.71
Record Health Fund Transfers	(29,458.79)	3,045.07	(5,528.53)	31,942.25	-
Cash Receipts	3,892,626.39	759.76		5,834.85	3,899,221.00
Cash Disbursements - General	(1,881,110.35)		(15,046.99)		(1,896,157.34)
- Payroll	(1,614,590.48)				(1,614,590.48)
Subtotal	<u>372,830.48</u>	<u>3,804.83</u>	<u>(20,575.52)</u>	<u>37,777.10</u>	<u>393,836.89</u>
Ending Balance	<u>16,851,020.66</u>	<u>357,977.29</u>	<u>(45,681.07)</u>	<u>1,040,233.21</u>	<u>18,203,550.09</u>
Investment - Demand Deposit - Fifth Third Bank	8,561,204.94	356,110.57	(30,634.08)	1,034,398.36	9,921,079.79
IL School District Liquid Asset Fund	20,425.71				20,425.71
Fifth Third Securities	<u>8,262,044.59</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>8,262,044.59</u>
	<u>16,843,675.24</u>	<u>356,110.57</u>	<u>(30,634.08)</u>	<u>1,034,398.36</u>	<u>18,203,550.09</u>



Don Robinson, Treasurer

**DuPage West Cook Intergovernmental Agreement with School Association for Special Education in DuPage County as fiscal agent
Treasurer's Report
February 28, 2022**

CASH ACTIVITY REPORT

Beginning Balance 2/1/2022	15,214.44
December Activity - Interest Earned	0.28
Ending Balance*	<u>15,214.72</u>

*This balance is incorporated as a component of the SASSED Treasurer's Report.

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
February 28, 2022

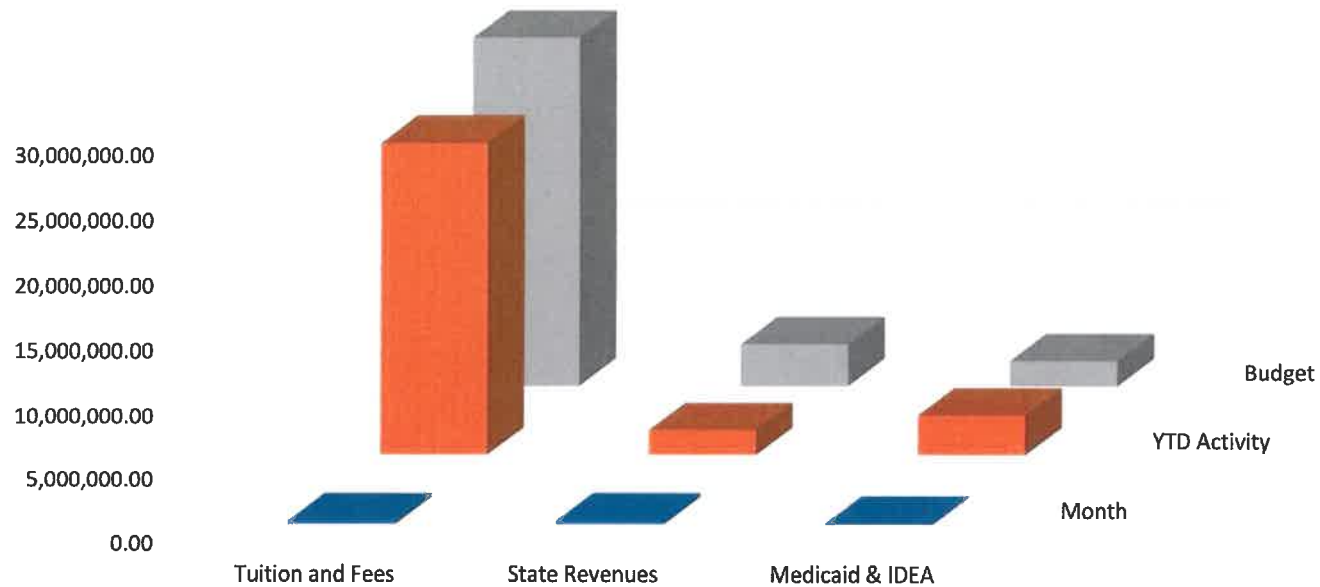
	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
EDUCATION FUND					
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	5,210.99	0.01%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	15,214.72	0.01%	Money Market	ISDLAF	Money Market Mutual Fund
	20,425.71				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	8,561,204.94	0.10%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	1,308,315.79	0.10%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	51,559.06	0.05%	N/A	Fifth Third Bank	Collateralized Deposit
	9,921,079.79				
FIFTH THIRD SECURITIES					
Federated Hermes Trs Inst	7,121.29	0.01%	Money Market	Fifth Third Securities, Custodian	Money Market Mutual Fund
Certificates of Deposit - short-term	1,714,995.30	Varies	Various, < 1 yr	Fifth Third Securities, Custodian	FDIC Insured
Certificates of Deposit - long-term	3,185,000.00	Varies	Various, > 1 yr	Fifth Third Securities, Custodian	FDIC Insured
U S Treasuries	2,354,928.00	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Agencies	1,000,000.00	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
Corporate Bonds	-				
Municipal Bonds	-				
Other assets, including prepaid interest					
	8,262,044.59				
	18,203,550.09	TOTAL			

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
28-Feb-22**

SASED PROGRAMS

<u>Program</u>	<u>Feb-22 Monthly Activity</u>	<u>2021-22 FYTD Activity</u>	<u>2021-22 Original Budget</u>	<u>% YTD</u>
Tuition and Fees	243,332.04	23,979,325.58	26,711,173.00	<u>89.8%</u>
State Revenues	254,510.00	1,958,047.40	3,199,607.00	<u>61.2%</u>
Medicaid & IDEA	51,549.14	3,093,296.65	1,921,532.00	<u>161.0%</u>
Total	<u>549,391.18</u>	<u>29,030,669.63</u>	<u>31,832,312.00</u>	<u>91.2%</u>

SASED PROGRAM REVENUE

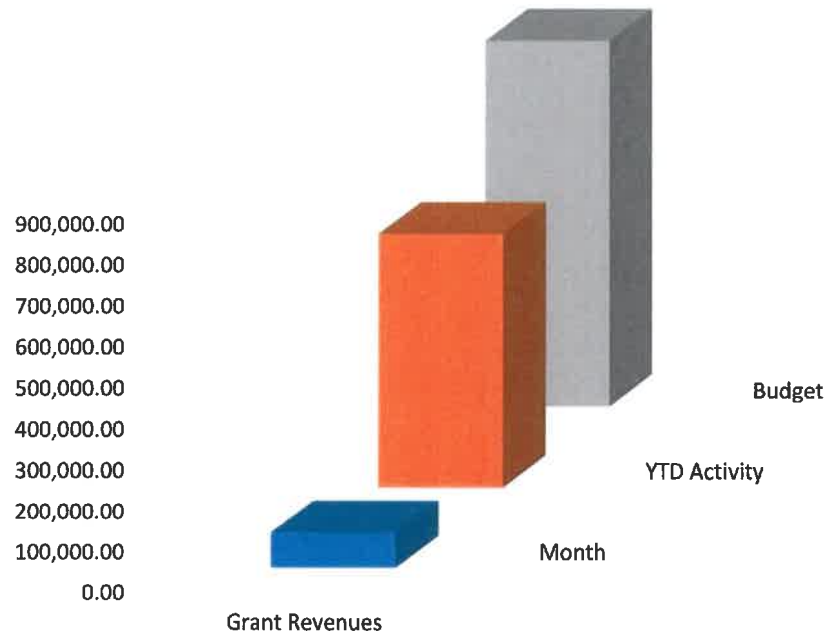


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
28-Feb-22**

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Feb-21 Monthly Activity</u>	<u>2021-22 FYTD Activity</u>	<u>2021-22 Original Budget</u>	<u>% YTD</u>
Grant Revenues	<u>87,056.35</u>	<u>619,809.37</u>	<u>894,487.00</u>	<u>69.3%</u>

EXTERNAL GRANT REVENUE



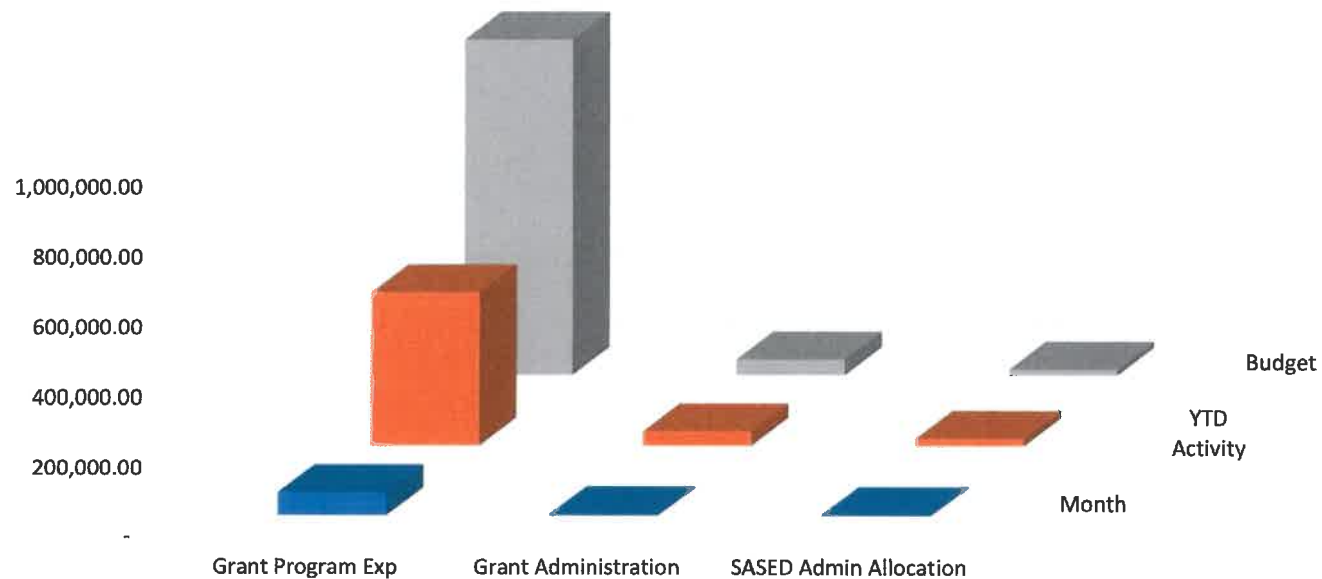
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY EXPENDITURE REPORTING

28-Feb-22

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Feb-22 Monthly Activity</u>	<u>2021-22 FYTD Activity</u>	<u>2021-22 Original Budget</u>	<u>% YTD</u>
Grant Program Exp	66,160.03	437,606.71	959,486.00	<u>45.6%</u>
Grant Administration	3,839.82	40,940.95	45,018.00	<u>90.9%</u>
SASED Admin Allocation	<u>3,341.46</u>	<u>21,080.55</u>	<u>17,270.00</u>	<u>122.1%</u>
Total	<u>73,341.31</u>	<u>499,628.21</u>	<u>1,021,774.00</u>	<u>48.9%</u>

EXTERNAL GRANT EXPENDITURES



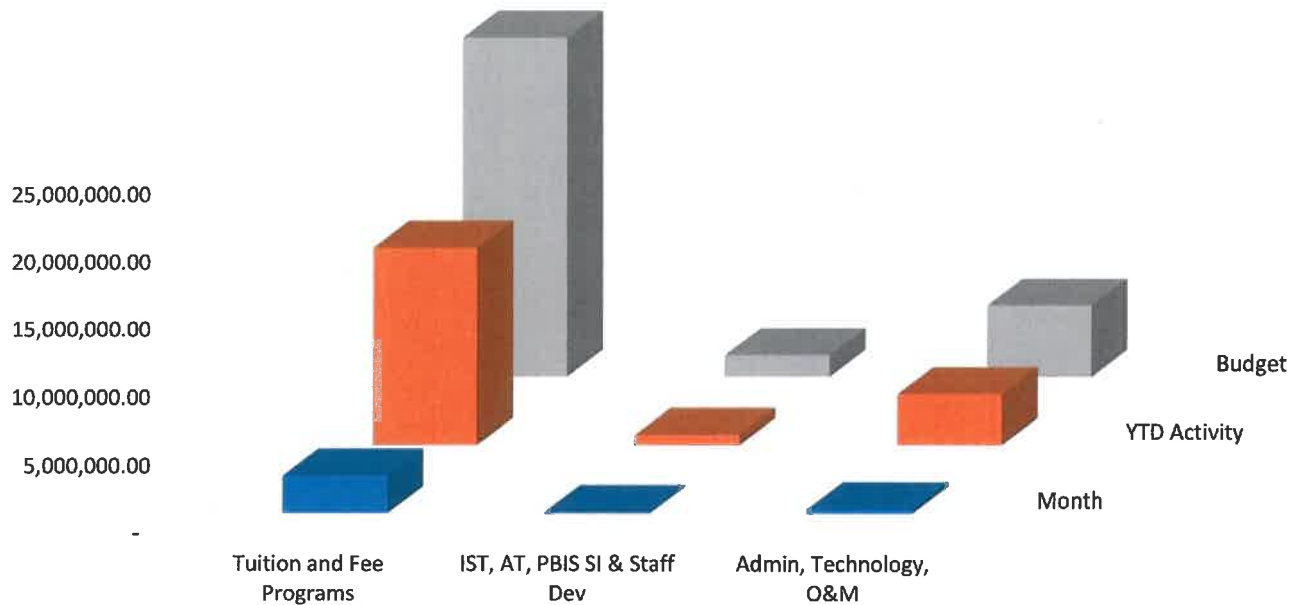
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY EXPENDITURE REPORTING

28-Feb-22

SASED PROGRAMS

<u>Program</u>	<u>Feb-22</u> <u>Monthly Activity</u>	<u>2021-22</u> <u>FYTD Activity</u>	<u>2021-22</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Tuition and Fee Programs	2,756,117.42	14,613,933.85	24,987,334.00	<u>58.5%</u>
IST, AT, PBIS SI & Staff Dev	99,208.14	754,718.71	1,603,804.00	<u>47.1%</u>
Admin, Technology, O&M	317,302.86	3,744,684.48	5,309,680.00	<u>70.5%</u>
	<u>3,172,628.42</u>	<u>19,113,337.04</u>	<u>31,900,818.00</u>	<u>59.9%</u>

SASED PROGRAM EXPENDITURES



GROSS PAYROLL

February 2022 \$1,614,090.48

TOTAL SALARY	:	1,614,090.48
TOTAL DEDUCTIONS	:	578,681.81
TOTAL EMPLOYEES	:	353

***** End of report *****

INTERIM PAYROLL LIABILITIES

February 2022 \$572,720.04

2/15/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
212200512	SASED EDUCATION ASSOCIATION	2/15/2022	\$3,378.65	
212200513	SASED SUPPORT STAFF ASSOCIATION	2/15/2022	\$1,345.89	
		2 ACH Check(s) For a Total of		\$4,724.54
101026	STATE DISBURSEMENT UNIT	2/15/2022	\$456.00	
		1 Computer Check For a Total of		\$456.00
202100238	CPI QUALIFIED PLAN CONSULTANTS	2/15/2022	\$25,927.06	
202100239	ILLINOIS DEPT OF REVENUE	2/15/2022	\$32,102.57	
202100242	TEACHERS RETIREMENT (2.2%)	2/15/2022	\$2,402.01	
202100243	TEACHERS RETIREMENT SYSTEM	2/15/2022	\$37,786.10	
202100244	THIS (TRS HEALTH) FUND	2/15/2022	\$6,553.30	
202100245	MB FINANCIAL (FEDERAL)	2/15/2022	\$60,728.49	
202100246	MB FINANCIAL BANK (FICA-E)	2/15/2022	\$33,000.83	
202100247	MB FINANCIAL BANK (FICA-W)	2/15/2022	\$33,000.83	
202100248	THE OMNI GROUP	2/15/2022	\$1,958.00	
202100249	ILLINOIS DEPT OF REVENUE	2/15/2022	\$83.39	
202100250	ILLINOIS DEPT OF REVENUE	2/15/2022	\$35.00	
202100251	TEACHERS RETIREMENT (FED)	2/15/2022	\$398.87	
		12 Wire Transfer Check(s) For a Total of		\$233,976.45
		2 ACH Checks For a Total of		\$4,724.54
		1 Computer Check For a Total of		\$456.00
		Total for 15 Manual, Wire Tran, ACH & Computer Checks		\$239,156.99
		Net Amount		\$239,156.99
10	EDUCATION FUND			\$239,156.99

2/28/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
212200592	SASED EDUCATION ASSOCIATION	2/28/2022	\$3,378.65	
212200593	SASED SUPPORT STAFF ASSOCIATION	2/28/2022	\$1,345.89	
		2 ACH Check(s) For a Total of		\$4,724.54
101088	GLENN STEARNS, CHAP 13 TRUSTEE	2/28/2022	\$1,125.00	
101089	STATE DISBURSEMENT UNIT	2/28/2022	\$456.00	
101090	UNITED WAY OF NAPERVILLE	2/28/2022	\$20.00	
		3 Computer Check(s) For a Total of		\$1,601.00
202100240	IMRF (EMPLOYEES CONT)	2/15/2022	\$19,620.91	
202100241	IMRF (EMPLOYERS CONT)	2/15/2022	\$27,796.10	
202100252	CPI QUALIFIED PLAN CONSULTANTS	2/28/2022	\$25,933.91	
202100253	ILLINOIS DEPT OF REVENUE	2/28/2022	\$31,809.92	
202100254	IMRF (EMPLOYEES CONT)	2/28/2022	\$19,429.29	
202100255	IMRF (EMPLOYERS CONT)	2/28/2022	\$27,490.70	
202100256	TEACHERS RETIREMENT (2.2%)	2/28/2022	\$2,398.47	
202100257	TEACHERS RETIREMENT SYSTEM	2/28/2022	\$37,729.80	
202100258	THIS (TRS HEALTH) FUND	2/28/2022	\$6,543.55	
202100259	MB FINANCIAL (FEDERAL)	2/28/2022	\$60,003.47	
202100260	MB FINANCIAL BANK (FICA-E)	2/28/2022	\$32,724.92	
202100261	MB FINANCIAL BANK (FICA-W)	2/28/2022	\$32,724.92	
202100262	THE OMNI GROUP	2/28/2022	\$1,958.00	
202100263	ILLINOIS DEPT OF REVENUE	2/28/2022	\$239.22	
202100264	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	2/28/2022	\$435.46	
202100265	TEACHERS RETIREMENT (FED)	2/28/2022	\$398.87	
		16 Wire Transfer Check(s) For a Total of		\$327,237.51
		2 ACH Checks For a Total of		\$4,724.54
		3 Computer Checks For a Total of		\$1,601.00
		Total for 21 Manual, Wire Tran, ACH & Computer Checks		\$333,563.05
		Net Amount		\$333,563.05
10	EDUCATION FUND			\$333,563.05

BILLS PAYABLE LIST – SASED PROGRAMS

March 24, 2022 \$ 428,894.04

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
03/24/2022	101118	OFFICE DEPOT	School/Classroom Supplies	79.49
03/24/2022	101118	OFFICE DEPOT	Office Supplies: Batteries, File Folders, Pens, White Out & Post it Notes	56.28
03/24/2022	101118	OFFICE DEPOT	thermometers for southeast alternative kitchen	20.36
03/24/2022	101118	OFFICE DEPOT	OT/PT OFFICE SUPPLIES	27.99
03/24/2022	101118	OFFICE DEPOT	OT/PT OFFICE SUPPLIES	144.67
			Totals for checks	328.79

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
03/24/2022	101123	WINFIELD SCHOOL DIST	SASED Student Meals January	284.96
03/24/2022	101124	CICERO SCHOOL DIST #	2021 ESY Refund	948.00
03/24/2022	101125	WESTMONT CUSD #201	SASED Student Meals January	881.85
03/24/2022	101125	WESTMONT CUSD #201	SASED Student Meals December	39.40
03/24/2022	101126	ADVOCATE OCCUPATIONA	J. Vance-Crow	307.00
03/24/2022	101127	AMERICANEAGLE.COM, I	Shared Server Hosting and Maintenance	225.00
03/24/2022	101130	ARAMARK CHICAGO LOCK	Aramark Conference Center Room Rental for Upcoming CPI training on 10/6, 10/15, 10/28,11/9,11/22,12/2, 12/14, 1/3,1/13,2/9/, 2/24,3/9,3/15,4/7,4/20,5/11,5/24	700.00
03/24/2022	101130	ARAMARK CHICAGO LOCK	Aramark Conference Center Room Rental for Upcoming CPI training on 10/6, 10/15, 10/28,11/9,11/22,12/2, 12/14, 1/3,1/13,2/9/, 2/24,3/9,3/15,4/7,4/20,5/11,5/24	700.00
03/24/2022	101130	ARAMARK CHICAGO LOCK	Aramark Conference Center Room Rental for Upcoming CPI training on 10/6, 10/15, 10/28,11/9,11/22,12/2, 12/14, 1/3,1/13,2/9/, 2/24,3/9,3/15,4/7,4/20,5/11,5/24	700.00
03/24/2022	101130	ARAMARK CHICAGO LOCK	Aramark Conference Center Room Rental for Upcoming CPI training on 10/6, 10/15, 10/28,11/9,11/22,12/2, 12/14, 1/3,1/13,2/9/, 2/24,3/9,3/15,4/7,4/20,5/11,5/24	700.00
03/24/2022	101130	ARAMARK CHICAGO LOCK	Aramark Conference Center Room Rental for Upcoming CPI training on 10/6, 10/15, 10/28,11/9,11/22,12/2, 12/14, 1/3,1/13,2/9/, 2/24,3/9,3/15,4/7,4/20,5/11,5/24	700.00
03/24/2022	101130	ARAMARK CHICAGO LOCK	Aramark Conference Center Room Rental for Upcoming CPI training on 10/6, 10/15, 10/28,11/9,11/22,12/2, 12/14, 1/3,1/13,2/9/, 2/24,3/9,3/15,4/7,4/20,5/11,5/24	700.00
03/24/2022	101130	ARAMARK CHICAGO LOCK	Aramark Conference Center Room Rental for Upcoming CPI training on 10/6, 10/15, 10/28,11/9,11/22,12/2, 12/14, 1/3,1/13,2/9/, 2/24,3/9,3/15,4/7,4/20,5/11,5/24	1,400.00
03/24/2022	101130	ARAMARK CHICAGO LOCK	10/12/21	700.00
03/24/2022	101130	ARAMARK CHICAGO LOCK	Aramark Conference Center Room Rental for Upcoming CPI training on 10/6, 10/15, 10/28,11/9,11/22,12/2, 12/14, 1/3,1/13,2/9/, 2/24,3/9,3/15,4/7,4/20,5/11,5/24	700.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			24	
03/24/2022	101131	AYA HEALTHCARE INC.	D. Munoz 1/3/22 to 1/31/22 and Mileage Reimbursement	15,198.92
03/24/2022	101132	BARCUS, COURTNEY	Co-presenter for 5.5 hour speaking commitment on the topic of : Data Based Individualization for 2022 SASED Spring Institute on March 4, 2022.	1,100.00
03/24/2022	101133	BELL, RACHEL	Reimbursement - Aldi	12.33
03/24/2022	101133	BELL, RACHEL	Reimbursement - Target, Aldi	81.61
03/24/2022	101134	BERWYN GARAGE	MN05 Brake Inspection & Certification	949.97
03/24/2022	101134	BERWYN GARAGE	MN04 Brake Inspection & Certification	1,437.06
03/24/2022	101134	BERWYN GARAGE	MN01 Safety Inspection	503.00
03/24/2022	101134	BERWYN GARAGE	MN02 Safety Inspection	1,897.66
03/24/2022	101134	BERWYN GARAGE	MN03 Service	1,453.77
03/24/2022	101135	BLUEPRINT SEL PARTNE	Jan/Feb Planning	4,000.00
03/24/2022	101136	BRIGHT MORNING CONSU	The Art of Coaching 101, March 2022 registration for Michele Capio and Kristen Ward - SiiS Coaches	1,300.00
03/24/2022	101137	CENTER FOR AAC AND A	Language Acquisition through Motor Planning (LAMP), March 3, 2022 for the following: Claire Smith, SiiS, Colleen Chorazyczeski, Ashley Ciecko, Erin Sanzenbacher, Katherine Looney & Kristen Jones all from MN	385.50
03/24/2022	101138	CLOSING THE GAP	One year membership for Closing the Gap for Bri Bolin, AT coach	449.00
03/24/2022	101139	CORRAL, TARA	Registration Fee and Lodging/ISD	368.90
03/24/2022	101139	CORRAL, TARA	Mileage Reimbursement 12/8/22 to 2/11/22	197.94
03/24/2022	101140	CREATIVE EXCHANGE	Music Therapy-Salt Creek February 2022	600.00
03/24/2022	101140	CREATIVE EXCHANGE	Music Therapy-Addison Trail February 2022	300.00
03/24/2022	101140	CREATIVE EXCHANGE	Music Therapy - STARS February 2022	825.00
03/24/2022	101140	CREATIVE EXCHANGE	Music Therapy - DHH February 2022	600.00
03/24/2022	101140	CREATIVE EXCHANGE	Music Therapy - Albright February 2022	300.00
03/24/2022	101140	CREATIVE EXCHANGE	Music Therapy - SE February 2022	900.00
03/24/2022	101140	CREATIVE EXCHANGE	Music Therapy - Swartz February 2022	600.00
03/24/2022	101140	CREATIVE EXCHANGE	Music Therapy - Transition February 2022	600.00
03/24/2022	101141	CUNA MUTUAL GROUP	Contract #012-1653-4	62.50
03/24/2022	101142	CURALINC, LLC	Employee Assistance Program	2,007.60

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/24/2022	101143	DPCP CORPORATION	April-June, 2022 Presenter for 5.5 hour speaking commitment with Dr. Don Parker on the topic "Burning Up Instead of Burning Out: Improving School Leader and Teacher Performance While Improvement Physical, Intellectual, and Emotional Health" for 2022 SASED Spring Institute on March 4, 2022.	3,500.00
03/24/2022	101144	EDU HEALTHCARE, LLC	M. Walsh 1/31/22 to 2/1/22	770.00
03/24/2022	101144	EDU HEALTHCARE, LLC	J. Daniels 1/31/22 to 2/4/22	1,575.00
03/24/2022	101144	EDU HEALTHCARE, LLC	J. Daniels 2/7/22 to 2/11/22	1,477.35
03/24/2022	101144	EDU HEALTHCARE, LLC	M. Walsh 1/18/22 to 1/21/22	1,621.95
03/24/2022	101144	EDU HEALTHCARE, LLC	J. Daniels 2/15/22 to 2/18/22	1,274.85
03/24/2022	101144	EDU HEALTHCARE, LLC	J. Daniels 2/22/22 to 2/25/22	1,274.85
03/24/2022	101144	EDU HEALTHCARE, LLC	M. Lane 2/22/22 to 2/25.22	1,181.25
03/24/2022	101145	ENGLER CALLAWAY BAAS	Professional Development	1,592.50
03/24/2022	101145	ENGLER CALLAWAY BAAS	General School Law 12/28/21 to 1/31/22	3,699.50
03/24/2022	101146	EVERYDAY SPEECH LLC	Everyday speech subscription	3,038.89
03/24/2022	101147	EXUCOM SYSTEMS	FaxFinder X50 Series 4 Channel Bundle - Standard Edition	7,195.50
03/24/2022	101148	FINESTACK, LIZBETH	Presenter for 2.5 hour speaking commitment on the topic "Narrative Dynamic Assessment: in School-Based Practice: Can We Make It Work? " for 2022 SASED Spring Institute on March 4, 2022.	700.00
03/24/2022	101150	FOXHIRE, LLC	Perla Vargas Varela Week Ending 2/11/22	2,555.00
03/24/2022	101150	FOXHIRE, LLC	Beth Kern Week Ending 2/11/22	2,981.25
03/24/2022	101150	FOXHIRE, LLC	Jacqueline Rozek Week Ending 2/11/22	2,737.50
03/24/2022	101150	FOXHIRE, LLC	Samantha Avgerinos Week Ending 2/11/22	2,737.50
03/24/2022	101150	FOXHIRE, LLC	Beth Kern Week Ending 2/18/22	2,385.00
03/24/2022	101150	FOXHIRE, LLC	Jacqueline Rozek Week Ending 2/18/22	2,244.75
03/24/2022	101150	FOXHIRE, LLC	Samantha Avgerinos Week Ending 2/18/22	2,737.50
03/24/2022	101150	FOXHIRE, LLC	Perla Vargas Varela Week Ending 2/18/22	2,664.50
03/24/2022	101150	FOXHIRE, LLC	Beth Kern Week Ending 2/25/22	2,385.00
03/24/2022	101150	FOXHIRE, LLC	Jacqueline Rozek Week Ending 2/25/22	2,190.00
03/24/2022	101150	FOXHIRE, LLC	Samantha Avgerinos Week Ending 2/25/22	2,190.00
03/24/2022	101150	FOXHIRE, LLC	Perla Vargas Varela Week	2,190.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/24/2022	101150	FOXHIRE, LLC	Ening 2/25/22 Perla Vargas Varela Week Ending 3/4/22	2,591.50
03/24/2022	101150	FOXHIRE, LLC	Samantha Avggerinos Week Ending 3/4/22	2,111.16
03/24/2022	101150	FOXHIRE, LLC	Jacqueline Rozek Week Ending 3/4/22	2,518.50
03/24/2022	101150	FOXHIRE, LLC	Beth Kern Week Ending 3/4/22	2,981.25
03/24/2022	101151	FRONTLINE TECHNOLOGI	13899 Absent Management Training - R. Rojas	695.00
03/24/2022	101152	FUZZY FEET, LLC	Chair glides	64.40
03/24/2022	101153	HEARTLAND ALLIANCE H	Audiology/DHH	201.25
03/24/2022	101153	HEARTLAND ALLIANCE H	MN	210.00
03/24/2022	101154	HEINTZELMAN, SARA	Co-presenter for 5.5 hour speaking commitment on the topic of : Leveling up your Teacher Talk for 2022 SASED Spring Institute on March 4, 2022.	1,500.00
03/24/2022	101155	IDVILLE	Badge Holders	252.46
03/24/2022	101156	ILLINOIS STATE POLIC	Fingerprinting	41.50
03/24/2022	101157	J. J. KELLER & ASSOC	LLP FED.IL ENG COMBO PSTR SUB LY	108.70
03/24/2022	101158	KENNEDY, MICHAEL	Presenter for 5.5 hour speaking commitment on the topic "All I Needed to Know About Being an Effective Teacher I Learned In Kindergarten: Effective Practices for Every Adult in the Building" for 2022 SASED Spring Institute on March 4, 2022.	1,000.00
03/24/2022	101159	KRAUSE, JESSICA	Mileage Reimbursement 12/1/21 to 12/15/21	31.02
03/24/2022	101160	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 2/5/22	11,249.40
03/24/2022	101160	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 02/12/22	16,549.64
03/24/2022	101160	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending: 2/19/22	11,805.59
03/24/2022	101160	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 2/26/22	10,584.67
03/24/2022	101161	MICROSONIC INC.	T. Diehl	61.00
03/24/2022	101161	MICROSONIC INC.	J. Huerta Pa	114.00
03/24/2022	101161	MICROSONIC INC.	J. Flores	52.00
03/24/2022	101161	MICROSONIC INC.	B. Stevenson	116.00
03/24/2022	101161	MICROSONIC INC.	E. Cerda	57.00
03/24/2022	101161	MICROSONIC INC.	T. Groff	9.00
03/24/2022	101161	MICROSONIC INC.	A. Juarez	52.00
03/24/2022	101161	MICROSONIC INC.	A. Juarez	70.00
03/24/2022	101161	MICROSONIC INC.	S. Elliott	93.00
03/24/2022	101162	MIDLAND PAPER	Copy Paper	1,885.83
03/24/2022	101162	MIDLAND PAPER	Copy Paper	778.00
03/24/2022	101163	PADDOCK PUBLICATIONS	111661 Maintenance Work Bid	312.80
03/24/2022	101164	PASSMORE, AMANDA	Co-presenter for 5.5 hour	1,100.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			speaking commitment on the topic of : Data Based Individualization for 2022 SASED Spring Institute on March 4, 2022.	
03/24/2022	101165	PEEBLES, ANETTA	Shipping for PO 2082200020	5.00
03/24/2022	101165	PEEBLES, ANETTA	Chew face masks	41.00
03/24/2022	101166	PHILLIP'S FLOWERS	217018	145.90
03/24/2022	101167	PLANSOURCE	C7778 February 2022 ACA/PEPM	1,886.62
03/24/2022	101168	PORTO, JOSEPH	Spring Institute 2022 Presenter - Leading Major Change in Education: " What the Beatles Can Teach Us"	1,500.00
03/24/2022	101169	PREFERRED MEAL SYSTE	Transition Center	2,721.05
03/24/2022	101169	PREFERRED MEAL SYSTE	Southeast Alternative	7,311.46
03/24/2022	101169	PREFERRED MEAL SYSTE	Price Corrections	654.60
03/24/2022	101170	PROCARE THERAPY	J. brown 1/31/22 to 2/4/22	1,680.00
03/24/2022	101170	PROCARE THERAPY	82888 J. Brown 2/7/22 to 2/11/22	1,344.00
03/24/2022	101170	PROCARE THERAPY	J. Brown 2/14/22 to 2/18/22 SE	1,680.00
03/24/2022	101170	PROCARE THERAPY	J. Brown 2/22/22 to 2/24/22	1,008.00
03/24/2022	101171	PROVANTAGE LLC	Air Purifiers	3,102.00
03/24/2022	101172	RICOH USA, INC.	Docuware Cloud Base Mid Term Additional Storage	2,128.00
03/24/2022	101173	SAFE'N'CLEAR, INC.	8/13/21 Westmont Jr High Facemasks	559.99
03/24/2022	101173	SAFE'N'CLEAR, INC.	clear masks for Room #223 @ ATHS	129.99
03/24/2022	101174	SARATHY, PADMAJA	Presenter for 5.5 hour speaking commitment on the topic of : Transform Transition- Melt Down to Calm Down for 2022 SASED Spring Institute on March 4, 2022.	2,200.00
03/24/2022	101175	SCHOOL NURSE SUPPLY	Disposable Children's Masks	84.25
03/24/2022	101176	SECURLY	Internet security software	688.00
03/24/2022	101176	SECURLY	Internet security software	4,403.20
03/24/2022	101177	SIGN LANGUAGE INTERP	1/19/22 to 1/31/22	3,591.00
03/24/2022	101177	SIGN LANGUAGE INTERP	2/1/22 to 2/15/22 DHH	4,394.25
03/24/2022	101177	SIGN LANGUAGE INTERP	2/16/22 to 2/28/22	2,992.50
03/24/2022	101178	SOLIANT	33664 Dates: 1/31/22 to 2/4/22	4,500.00
03/24/2022	101178	SOLIANT	33664 Dates: 2/7/22 to 2/11/22	5,437.50
03/24/2022	101178	SOLIANT	33664 Dates: 2/14/22 to 2/18/22	2,662.50
03/24/2022	101178	SOLIANT	2/22/22 to 2/25/22	3,975.00
03/24/2022	101179	SONITROL CHICAGOLAND	Fire Security Services 3/1/22 to 5/31/22	633.00
03/24/2022	101180	SUBURBANITE BOWL INC	Jan/Feb Bowling	312.85
03/24/2022	101181	TEACHING STRATEGIES,	Teaching Strategies Gold Renewal for 22-23 school year	720.00
03/24/2022	101182	THE STEPPING STONES	SASE 1501 Dates: 1/9/22 to 1/22/22	25,424.85
03/24/2022	101182	THE STEPPING STONES	SSE 1501 Dates: 1/23/22 to	29,717.50

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			2/5/22	
03/24/2022	101182	THE STEPPING STONES	SASE1501 Dates: 2/6/22 to 2/19/22	27,154.40
03/24/2022	101183	TIERNEY	Clevertouch Board for North School	2,787.29
03/24/2022	101184	UCP SEQUIN OF GREATE	Skyle Eye Gaze for iPad Pro, IPad pro and Tabletop Stand for Skyle	325.76
03/24/2022	101184	UCP SEQUIN OF GREATE	Skyle Eye Gaze and IPad Pro 12.9	252.00
03/24/2022	101185	UNIQUE PRODUCTS AND	Filter-Solution E1720	23.18
03/24/2022	101186	UNITED SEATING & MOB	Revise PO 3002200030 with new discount	907.20
03/24/2022	101187	URBAN, JESSICA	Mileage Reimbursement 2/3/22 to 2/28/22	47.27
03/24/2022	101188	US AIR PURIFIERS	Air Purifiers	1,821.86
03/24/2022	101189	U.S. POSTAL SERVICE	Postage	2,000.00
03/24/2022	101190	WPS	OT PT Assessment Form	271.70
Totals for checks				326,437.95

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/24/2022	212200607	DUPAGE COUNTY SCHOOL	SASED Student Meals January	1,663.00
03/24/2022	212200608	SALT CREEK SCHOOL DI	2/5/22 Sunbelt Staffing	181.00
03/24/2022	212200608	SALT CREEK SCHOOL DI	SASED Student Meals January	987.61
03/24/2022	212200609	CENTER CASS DISTRICT	SASED Student Meals January	241.56
03/24/2022	212200610	COMMUNITY HS DISTRIC	FY22 Transition Refund	41,196.00
03/24/2022	212200611	2955, LLC	April 2022 Rent for 2900 Ogden Avenue, Lisle, IL	47,272.02
03/24/2022	212200612	AHN, MAY	Mileage Reimbursement 2/1/22 to 2/28/22	166.35
03/24/2022	212200613	AL WARREN OIL CO., I	Delivery 2/18/22	596.39
03/24/2022	212200613	AL WARREN OIL CO., I	C08708 Delivery 2/24/22	708.90
03/24/2022	212200613	AL WARREN OIL CO., I	3/3/22 Delivery	738.95
03/24/2022	212200613	AL WARREN OIL CO., I	C08708 3/1 0/22 Delivery	901.58
03/24/2022	212200614	ALDRICH, DANA	Mileage Reimbursement 2/23/22	5.91
03/24/2022	212200615	ALEXANDER, BRITTANY	Reimbursement - Registration Fee EC DHH Teacher	200.00
03/24/2022	212200616	ARVANS, SUSAN	Mileage Reimbursement 12/1/21 to 1/25/22	15.59
03/24/2022	212200617	BARAJAZ, DINA	Mileage Reimbursement 12/1/21 - 12/17/21	26.74
03/24/2022	212200618	BELL, MATTHEW	Mileage reimbursement 2/9/22 to 2/22/22	31.03
03/24/2022	212200619	BOCZKOWSKI, DEBRA	Mileage Reimbursement 12/1/21 to 12/20/21	173.65
03/24/2022	212200620	BOOTSMA, KRISTY	Mileage Reimbursement 2/1/22 to 2/28/22	89.28
03/24/2022	212200621	CARRASQUILLO, ELIZAB	Mileage Reimbursement 2/1/22 to 2/24/22	210.91
03/24/2022	212200622	CASTALDO, CARRIE	Mileage Reimbursement 11/30/21 to 1/14/22	41.48
03/24/2022	212200623	CIECKO, ASHLEY	Mileage Reimbursement 2/11/22 to 2/28/22	22.82
03/24/2022	212200624	CORSELLO, KRISTINE	Mileage Reimbursement 11/15/21 to 12/17/21	139.54
03/24/2022	212200624	CORSELLO, KRISTINE	Reimbursement - Teachers Pay Teachers	27.06
03/24/2022	212200625	CREAGAN, HELEN	Mileage Reimbursement 2/1/22 to 2/28/22	85.94
03/24/2022	212200626	DIXON, KENNEDI	March 2022 Travel Allowance	400.00
03/24/2022	212200627	DORCHACK, MARIA	Mileage Reimbursement 2/1/22 to 2/28/22	131.22
03/24/2022	212200628	FANUKA, CASEY	Mileage Reimbursement 1/3/22 to 1/21/22	85.64
03/24/2022	212200628	FANUKA, CASEY	Mileage Reimbursement 12/8/21	17.92
03/24/2022	212200629	FLENTGE, LAUREN	Mileage Reimbursement 3/7/22	6.61
03/24/2022	212200630	FORTUNA, CHRISTINA	Mileage Reimbursement 12/2/21 to 12/9/21	8.96
03/24/2022	212200631	GENIN, SHERILYN	Mileage Reimbursement 1/3/22 to 2/15/22	36.15
03/24/2022	212200632	GROHN, JULIE	March 2022 Travel Allowance	400.00
03/24/2022	212200633	HANSMEYER, DEBORAH	Reimbursement - Bus Driver Permit Renewal Fee	4.00
03/24/2022	212200634	HOMAN, JULIA	Mileage Reimbursement 2/1/22 to 2/25/22	249.62
03/24/2022	212200635	HUNTLEY, EMILEE	Mileage Reimbursement 12/7/21 to 12/10/21	35.70

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
03/24/2022	212200635	HUNTLEY, EMILEE	Mileage Reimbursement 2/1/22 to 2/25/22	80.27
03/24/2022	212200635	HUNTLEY, EMILEE	Mileage Reimbursement 2/2/22 to 2/28/22	72.05
03/24/2022	212200636	JACOBSON, ELIZABETH	Reimbursement - Woodman's Walmart, Valli, Dollar Tree	27.85
03/24/2022	212200637	JESKE, ERIKA	Mileage Reimbursement 1/7/22 to 1/31/22	140.40
03/24/2022	212200637	JESKE, ERIKA	Mileage Reimbursement 2/1/22 to 2/28/22	115.95
03/24/2022	212200638	KADEN, PATRICIA	Mileage Reimbursement 1/20/22 to 1/26/22	31.59
03/24/2022	212200639	KLEIN, NICOLE	Mileage Reimbursement 2/9/22 to 2/16/22	13.40
03/24/2022	212200640	LOHRENZ, ASHLEY	Mileage Reimbursement 2/1/22 to 2/28/22	292.46
03/24/2022	212200641	LONG, MARTHA	Mileage Reimbursement 2/9/22 to 2/24/22	10.30
03/24/2022	212200642	MARTIN, CHRISTINE	March 2022 Travel Allowance	400.00
03/24/2022	212200643	MC CULLOUGH, LISA	Reimbursement AIER Vision Conference Registration Fee	51.80
03/24/2022	212200644	MCGUFFIN, MELINDA	March 2022 Travel Allowance	400.00
03/24/2022	212200645	MEDEARIS, CHRISTOPHE	Mileage Reimbursement 12/1/21 to 2/28/22	349.99
03/24/2022	212200646	MOROZ, KRISTYN	Mileage Reimbursement 2/1/22 to 2/28/22	190.71
03/24/2022	212200647	MOYNIHAN, LYNN	Mileage Reimbursement 2/2/22 to 2/24/22	148.25
03/24/2022	212200648	MUELLER, KIMBERLY	Mileage Reimbursement 8/26/21 to 12/17/21	791.69
03/24/2022	212200649	MURPHY, MEGAN	Mileage Reimbursement 2/7/22 to 2/28/22	31.94
03/24/2022	212200650	NARDI, TRACEY	Reimbursement - Metra, Dollar Tree	53.50
03/24/2022	212200651	PADDEN, JODI	Mileage Reimbursement 12/1/21 to 12/9/21	64.96
03/24/2022	212200652	PEAHL, KIRSTIN	Reimbursement - Metra, Ventra	48.75
03/24/2022	212200653	PETERSON, COLLEEN	Mileage Reimbursement 1/6/22 to 2/24/22	81.55
03/24/2022	212200654	PETERSEN, JENNIFER	Mileage Reimbursement 1/3/22 to 2/28/22	62.07
03/24/2022	212200655	POLLAK, ANGELA	Mileage Reimbursement 1/10/22 to 1/31/22	17.32
03/24/2022	212200655	POLLAK, ANGELA	Mileage Reimbursement 2/1/22 to 2/28/22	21.65
03/24/2022	212200656	ROBERTS, RUTH	Mileage Reimbursement 1/6/22 to 1/31/22	53.53
03/24/2022	212200656	ROBERTS, RUTH	Mileage Reimbursement 2/1/22 to 2/28/22	66.59
03/24/2022	212200657	ROBINSON, DONALD	March 2022 Travel Allowance	400.00
03/24/2022	212200658	SCHMIDT, KIRSTEN	Reimbursement - Baamboozle Subscription	103.87
03/24/2022	212200659	SHANAHAN, KERRY	Mileage Reimbursement 2/1/22 to 2/24/22	321.37
03/24/2022	212200660	SMITH, CLAIRE	Mileage Reimbursement 1/31/22 to 2/28/22	357.50

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<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
03/24/2022	212200661	SOBERON, SAMANTHA	Mileage Reimbursement 2/1/22 to 2/28/22	42.71
03/24/2022	212200662	WALSH, ANNA	Mileage Reimbursement 2/7/22 to 3/3/22	102.86
03/24/2022	212200663	WAWCZAK, ELIZABETH	Mileage Reimbursement 11/22/21 to 12/21/22	76.90
03/24/2022	212200664	YOUNG, KAREN	Mileage Reimbursement 1/27/22	4.39
Totals for checks				102,127.30

BILLS PAYABLE LIST – GRANTS

March 24, 2022 \$ 16,698.69

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
03/24/2022	101119	COMMUNITY SCHOOL DIS	FY22 STEP Grant Transition	5,264.63
03/24/2022	101119	COMMUNITY SCHOOL DIS	FY22 STEP Grant WWSHS	2,707.26
03/24/2022	101119	COMMUNITY SCHOOL DIS	FY22 STEP Grant WNHS	1,690.70
03/24/2022	101120	CAMERON PRINTING	Printing for site	517.65
03/24/2022	101121	SIMPLE MACHINES MARK	Website support	275.63
03/24/2022	101122	WROBBEL, TAMMY	Travel/Phone/Internet Feb 2022	473.67
Totals for checks				10,929.54

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<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
03/24/2022	212200600	ACCOUNTABILITY SOLUT	A.S. FY 2022 Main Contract	3,200.00
03/24/2022	212200601	BAIN, AMY	Phone/Internet February 2022	95.15
03/24/2022	212200602	KREMER, ANN	Travel/Phone/Internet Feb 2022	396.93
03/24/2022	212200603	REISING RECHNER, PAM	Travel/Phone/Internet Feb 2022	932.34
03/24/2022	212200604	ROPARS, EMILY	Phone/Internet/Supplies Feb 2022	114.72
03/24/2022	212200605	SCHACKMANN, JULIE	Travel/Phone/Internet	905.01
03/24/2022	212200606	TOKAT, TALIN	Phone/Internet Feb 2022	125.00
			Totals for checks	5,769.15

INTERIM CHECKS

February 2022 \$ 406,188.72

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
02/04/2022	101010	AMERICAN HERITAGE LI	W6508	1,155.72
02/04/2022	101011	DUPAGE COUNTY PUBLIC	13515817-01 Service Dates: 09/27/21 to 12/30/21	115.40
02/04/2022	101012	GUARDIAN - ALTERNATE	00519548 January 2022	17,799.00
02/04/2022	101013	KONICA MINOLTA BUSIN	166679/1673302 Prof Services project Mgt Charges	600.00
02/04/2022	101014	LAUTERBACH & AMEN, L	Final Billing - Audit	2,000.00
02/04/2022	101015	NET56	February 2022	22,413.28
02/04/2022	101015	NET56	Internet Access/Connectivity Feb 2022	3,813.37
02/04/2022	101016	VERIZON WIRELESS	480514606-00001 Dec 26 to Jan 25	4.11
02/04/2022	101016	VERIZON WIRELESS	480335060-00001 Dec 20 to Jan 19	104.45
02/04/2022	101016	VERIZON WIRELESS	380335400-00001 Dec 20 to Jan 19	789.38
02/04/2022	101016	VERIZON WIRELESS	385780586-00001 Dec 20 to Jan 19	3.41
02/04/2022	101016	VERIZON WIRELESS	685742208-00001 Dec 20 to Jan 1	15.79
02/04/2022	101016	VERIZON WIRELESS	285824433-00001 Dec 20 to Jan 19	2.83
02/04/2022	101016	VERIZON WIRELESS	480335060-00002 Dec 20 to Jan 19	2.83
02/04/2022	101016	VERIZON WIRELESS	980338541-00001 Dec 20 to Jan 19	11.74
02/04/2022	101017	VSP OF ILLINOIS, NFP	30079160 February 2022	1,957.14
02/04/2022	101017	VSP OF ILLINOIS, NFP	30079160 February 2022 COBRA	87.62
02/10/2022	101018	HEALTH CARE SERVICE	6573182296 January 2022	327,742.77
02/10/2022	101019	KONICA MINOLTA BUSIN	166679 Dates: 1/1/21 to 1/31/22	3,316.69
02/10/2022	101019	KONICA MINOLTA BUSIN	166679 Dates: 1/4/22 to 2/3/22	299.49
02/10/2022	101020	KONICA MINOLTA PREMI	1/22/22 to 2/22/22 Contract #500-0601077-000	2,275.00
02/10/2022	101020	KONICA MINOLTA PREMI	500-05418-958000	728.71
02/10/2022	101021	NICOR GAS	28692110001 Dates: 1/1/22 to 2/1/22	596.40
02/10/2022	101022	T-MOBILE	976288363	611.20
02/10/2022	101023	UNIVERSAL PREMIUM	SN814 Period 1/16/22 to 1/31/22	577.10
02/10/2022	101023	UNIVERSAL PREMIUM	District 99 Fuel for Buses	363.85
02/10/2022	101024	VERIZON WIRELESS	680514606-00001 Dec 26 to Jan 25	9.19
02/10/2022	101025	WEISS SNOW REMOVAL,	Snow Removal 1/23/22 to 1/28/22	2,889.50
02/10/2022	101025	WEISS SNOW REMOVAL,	2/2/22 to 2/4/22 Snow Removal	2,305.60
Totals for checks				392,591.57

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<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
02/18/2022	101084	CONSTELLATION NEW EN	1629898 Period: 12/27/21 to 1/27/22	5,007.71
02/18/2022	101085	UNIVERSAL PREMIUM	SN814 Week Ending 2/15/22	950.24
02/18/2022	101085	UNIVERSAL PREMIUM	District 99 (Bus #4) Fuel	148.97
02/18/2022	101086	VANGUARD ENERGY SERV	400641	2,425.72
02/18/2022	101087	VERIZON WIRELESS	780335060-00001 Jan 2 to Feb 1	18.72
02/18/2022	101087	VERIZON WIRELESS	880335634-00001 Jan 2 to Feb 1	2.83
Totals for checks				8,554.19

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<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
02/24/2022	101091	GUARDIAN	March 2022	1,106.96
02/24/2022	101092	HUMAN SERVICES MANAG	TOD Contract for Services	1,529.12
02/24/2022	101093	VERIZON WIRELESS	380381311-00001 Jan 14 to Feb 13	56.13
02/24/2022	101094	WEISS SNOW REMOVAL,	Snow Removal SE 2/9/22 to 2/11/22	583.90
02/24/2022	101094	WEISS SNOW REMOVAL,	Snow Removal 2/17/22 to 2./19/22	1,449.75
Totals for checks				4,725.86

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<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
02/04/2022	212200504	DAHL, LAURA	Reimbursement classroom materials for cooking/jobs	23.76
02/04/2022	212200505	GOES, JENNIFER	Reimbursement Books & Classroom Materials	42.53
02/04/2022	212200505	GOES, JENNIFER	Reimbursement - Books & Yoga Mats	45.94
02/04/2022	212200506	HUNT, KARA	Reimbursement - Cooking/Snak Supplies	19.81
02/04/2022	212200507	NOESEN, JULIE	Reimbursement - Classroom Supplies	25.00
02/04/2022	212200508	SANZENBACHER, ERIN	Reimbursement - IPad Case, Low Profile Velcro for Adapted PODD books	45.95
02/10/2022	212200509	CIECKO, ASHLEY	Reimbursement PPE, Office Supplies, Therapy	49.08
02/10/2022	212200510	NOESEN, JULIE	Reimbursement for snacks/tape	28.20
02/10/2022	212200511	ZACHARSKI, LAURA	Reimbursement - Transition	20.90
02/10/2022	212200511	ZACHARSKI, LAURA	FIN Reimbursement Mayuga, Dooley	15.93
			Totals for checks	317.10

To: Illinois Directors of Special Education
From: Peggy Childs, Executive Vice President
Richard Brown, Executive Director
Jenn Skalitzky, Membership Relations
Date: February 9, 2022
RE: Infinitec FY23 Agreement for Services



Infinitec
infinite potential through technology



We are writing to invite you to participate in the services provided by INFINITEC. Infinitec provides state of the art assistive and instructional technology equipment services, technical support, information, and an online classroom. The online classroom contains over 1000 videos that are appropriate for teacher re-licensure, Human Resources' commonly required presentations, paraprofessional training, assistive technology (AT) and other priority topics. Coalition members have shared the following feedback about Infinitec:

- **At your fingertips PD options** which can easily be grouped by topic and pushed out for use with **licensed & classified staff**. The PD even addresses issues like **Ethics** requirements.
- We value the **1000 online presentations for credit** addressing topics such as autism, communication, paraprofessional, reading and writing.
- Our district continues to provide on-demand training utilizing the **administrative learning management system, Engage**, that provides administrators with ability to track their staff progress in completing assigned training with ease.
- We appreciate the ability to add our own customized content via **Private Content**.
- Others could never recreate the **Para PD** anywhere close to the price.
- We are pleased that upon our request Infinitec has added many online paraprofessional webinars in the areas of **AT, Behavior, Executive Function, Google Classroom** and **AAC**.
- We value the **National Speakers** sponsored by Infinitec.
- It is so important that Infinitec has added **closed captioning** for the online presentations.
- We certainly use the volume discounts on software made available via the **Group Buy**.
- We value the Infinitec **Coalition Professional Learning Networks** that supports problem solving, sharing of resources, exchange of ideas and joint projects among AT practitioners.
- We are particularly pleased that Infinitec is not just a packaged service but rather Infinitec develops services as the field identify needs (e.g. Trauma Informed; Cultural Diversity).
- Infinitec delivers **Customer Responsive Services**; not just a product.

We are delighted that we have been able to offer a steady rate for Infinitec participation over the past 6 years. The FY23 Illinois Infinitec Coalition participation fee will move to **.70 cents** per child (Pre-K through 21 years old) enrolled in each agency's local school district(s). This count will be based on the prior year Fall Housing Report as submitted to ISBE. The minimum fee assessed will be **\$1,275** and the maximum is **\$45,999**. * (maximum applies to school districts and individual cooperatives with total student enrollment of up to 74,000 students). If the rate increase had been spread over 6 years, it would have been a 2.7% increase annually. To complement membership fees, Infinitec also pursues fund development and grants to offset costs that allows us to offer affordable and responsive quality services.

We are looking forward to another year of wonderful training and further strengthening the Illinois assistive and educational technology services provided to students with learning differences. Expansion projects we are exploring for FY23 include: automated Learning Templates; micro credentialing and app development.

If you have any questions or need an Engage training, please contact Jenn Skalitzky, jskalitzky@ucpnet.org. We appreciate your continued participation in Infinitec.

2/1/22

Infinitec Responsibilities

Infinitec will provide the following services to Organization:

Information and Expertise Resources

- Access to Infinitec website (<http://www.myinfinitec.org>) which will be available 24 hours a day/7 days a week
- Networking opportunities with other assistive technology service providers
- Access to phone, email, and web-based technical assistance with Infinitec

Training Resources

- Provide access to Infinitec sponsored webinars and seminars
- Provide access to Video Training Programs streamed via the Infinitec website on priority topics including many of the state required trainings.
- Provide access to Engage Online Training Administration System
 - The ENGAGE Online Training Administration System from Infinitec engages the Organization's staff in online training enabling the Organization to assign or recommend presentations from the 1000+ myinfinitec.org Online Classroom. ENGAGE also allows the Organization to produce activity reports that help track the progress staff members are making on their assigned or recommended activities.
 - PRIVATE CONTENT: The Private Content feature offers Infinitec Coalition members and Organizations the ability to post their internally developed training modules, supporting documents, external links and related quizzes in the Infinitec Online Classroom, where they will be made available privately and exclusively to that Organization's staff

Equipment Resources

- Infinitec Assistive Technology Library
- Group Buy Offerings (i.e. discounts for volume purchases) for specific software/equipment available annually (e.g. from April 15 through December 15)

ORGANIZATION Responsibilities

Organization agrees to:

- Work with the Infinitec representatives to contribute non-monetary resources to benefit the entire Infinitec program including but not limited to such items as PowerPoint™ presentations, video training presenters, Sheets, Tip Sheets etc.
- Provide payment for access fees and services within 60 days of billing.
- Identify Organization representative to participate in scheduled network trainings to coordinate the provision of services from Infinitec for their Organization

Both Parties agree to the following:

- Duration of Agreement. The term of this agreement shall be from beginning July 1, 2022 and extending through the end of the business day on June 30, 2023.
- Renewal of Agreement. This agreement may be renewed for additional one-year periods by providing written notification to Infinitec of intent to renew by end of April of each year. Renewal is subject to the following:
 - Payment-in-full of all membership and program service fees incurred within 60 days of the billing date..
 - Return of all equipment loaned on or before the return due date.
- Fees. The annual membership fee is equal to the amount of \$0.70 times each student enrolled in each organization. This count will be based on the previous Fall's annual Organization's student enrollment count form filed with the ISBE. The minimum fee assess will be \$1,275 and the maximum is \$45,999.
 - Collaboration/Training is provided as requested via an additional fee for service
 - Fees are charged for Coalition trainings hosted around the State.
 - Equipment rental fee of 5% per month of the replacement cost of the item borrowed and graduated fees beyond 3 months. Designated rental credit will be applied towards purchase of the equipment rented.
- Disclaimer: All information from Infinitec is provided "as-is," and all warranties, express or implied, are disclaimed (including but not limited to the disclaimer of any implied warranties of merchantability and fitness for a particular purpose). No advice or information, whether oral or written, obtained by Organization from Infinitec shall create any warranty, representation, or guarantee not expressly stated in this Agreement. We do not provide legal advice nor enter into any attorney-client privilege.

- **Limitation of Liability:** Infinitec’s liability under this Agreement is limited to the price paid by Organization for the services to be provided hereunder. In no event shall Infinitec be liable to Organization or any other person for any indirect, incidental, special, exemplary or consequential damages, including, but not limited to, lost profits, loss of business, personal injury or accidental damages suffered or incurred by Organization or any other person. The foregoing limitation also includes Organization’s claims based on the claims of third parties.
- Both Parties shall comply with all laws, rules, and regulations pursuant to the Family Educational Rights and Privacy Act, 20 USC 1232g ("FERPA"). Organization acknowledges that certain information about Organization’s students could be contained in records maintained by Infinitec and that this information can be confidential by reason of FERPA and related Organization policies. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities. Infinitec shall comply with all other applicable federal and state laws and regulations regarding the confidential and secure treatment of Personally Identifiable Information and Personal Health Information. This includes, but is not limited to: Health Insurance Portability and Accountability Act (“HIPAA”); Protection of Pupil Rights Amendment (“PPRA”), Children’s Online Privacy Protection Rule, 15 U.S.C. 6501-6505 (“COPPA”); Individuals with Disabilities Education Act, 20 U.S.C. 33 (“IDEA”); and the Illinois School Student Records Act, 105 ILCS 10/1, *et seq.*
- This Agreement shall be governed by the laws of Illinois.

Executed on the date last written below, by and between:

1, Print Name of District/Cooperative Authorized Leader with Title:

Dr. Melinda McGuffin, Executive Director

2. Signature of District/Cooperative Authorized Leader **Date**

Signature of UCP Seguin/Infinitec EVP **Date**

UCP Seguin/Infinitec FEIN #: **36-2894174**



INFINITEC FY23 LETTER of AGREEMENT

By APRIL 20, 2022, please review and complete information requested.

Please return a signed copy of Agreement Pages 1-4 & District Info Sheet via scan to membership@ucpnet.org or fax to 708.444.4204, attention Jenn Skalitzky

Please call with questions

708-444-8460 x265

Infinitec Assistive Technology Coalition Letter of Agreement July 1, 2022 to June 30, 2023

This agreement is made between UCP Seguin of Greater Chicago – Infinitec (“Infinitec”), and:

School Association for Special Education in DuPage

Please Print ORGANIZATION Name (“Organization”)

2900 Ogden

ORGANIZATION Address

Lisle, IL

60532

City, State

Zip Code

Dr. Melinda McGuffin

mmcguffin@sased.org

Director of Special Education

Email Address

630/955-8112

Phone Number

Member Agency Agreement with Infinitec

I understand it is my agency's responsibility to maintain this equipment in good, clean, working condition. I have read the attached Infinitec Billing and Service procedures and will advise my agency of these policies. I understand that this equipment is being provided on a monthly rental basis. Monthly fees accrue for each 1 to 30 days that the device is out of the Infinitec Assistive Technology Coalition Center. There is no partial month billing. It is the responsibility of my agency to pay fees within 60 days of billing. I understand that this device may be rented for 90 days. If there is no waiting list, the device rental will continue beyond the initial 90 days, at the graduated rental fee schedule outlined below, until the renting agency elects to return the equipment. If there is a waiting list, the device may be recalled at any point after the initial 90 days of rental.

I also understand that if this equipment is irreparably damaged, lost, or stolen during my rental time, I agree to notify the Assistive Technology Coalition Center. I understand that my agency/District will be billed to replace the item(s).

My agency may choose to retain and purchase the rented equipment, rather than return it. The equipment purchased by my agency will be the same equipment currently rented. I understand that 3 months is the maximum rental credit my agency will receive towards the purchase cost. However, if the agency pays rental fees for equipment for 14 continuous months, then ownership of the device will be transferred to that agency. iOS devices are an exception: iOS devices are rented at a flat monthly rate and cannot be purchased.

Infinitec Billing & Service Procedures

Effective July 1, 2018

EQUIPMENT RENTAL PROGRAM

The primary goal of the Assistive Technology Equipment Rental Program is to ensure that member agencies have current equipment when needed for **trial usage** prior to purchase of equipment.

Items are rented only upon receipt of agreement signed by AT Coalition authorized liaison.

Information needed for equipment rental agreement includes:

- Name of member agency making request
- Name of Assistive Technology Specialist recommending usage
- Name of student (classroom & teacher if for classroom usage)
- Student's birth date
- Name of student's school of attendance with phone #, fax number, address and contact person
- Name/number of attending district
- Name/number of resident district
- Dates of rental
- Name of device and any required accessories
- Signature of Coalition Liaison and District Representative
- Shipping preference with shipping destination and contact person

RENTAL FEES

0-3 mos.	5% of equipment cost per month - creditable towards purchase
4-6 mos.	7% of equipment cost per month—not creditable towards purchase
7-12 mos.	10% of equipment cost per month—not creditable towards purchase
13-14 mos.	15% of equipment cost per month—not creditable towards purchase

If agency pays rental fees for 14 continuous months, then ownership of the device will be transferred to that agency.

*iOS devices are an exception: iOS devices are rented at a flat rate and cannot be purchased.

Member agency pays for shipping plus a handling fee of 20% of the shipping cost.

BILLING

Equipment billing begins date item leaves equipment library.

Note:

- Rental is based on monthly (30 day) increments
- Equipment may be rented maximum of 3 months, unless:
- If no pending requests for equipment, then rent may continue for additional months.
- If the item is not returned to equipment library within 30 days of the rental start date, the next month's rate is charged---no partial month billings. This applies year round including summer months.
- If item is returned within 5 business days, the invoice is voided, with only a \$10 restocking fee and shipping costs, if applicable, applied. Please refer to "Five Day Loan Policy" for specific guidelines for use of this provision, located at www.myinfinitec.org under "Member Center" > Forms > Member Equipment Forms.
- If user chooses to retain rather than return the device, then up to 3 months of "paid rental" on the item will be credited towards purchase price of equipment. When purchasing, please be advised that the equipment being purchased is the equipment currently on loan with the student.
- Member agency will pay within 60 days of invoice.
- If any invoices are unpaid for over 90 days, then new equipment may be put on hold until member agency pays delinquent invoices.

TRANSFER OF OWNERSHIP & WARRANTY

Device warranties begin on the date the device is purchased by UCP Seguin-Infinitec. Upon purchase by a member agency, the manufacturer's warranty is transferred to the new owner. UCP Seguin-Infinitec contacts the vendor and transfers ownership of the device and all warranty information to the new owner.

TIMELY RETURN OF DEVICES

Per the Infinitec AT Coalition Device Rental Agreement:

"I understand that this equipment is being provided on a monthly rental basis. Monthly fees accrue for each 1 to 30 days that the device is out of the Infinitec Assistive Technology Coalition Center. There is no partial month billing. It is the responsibility of my agency to pay fees within 60 days of billing. I understand that this device could be recalled at any point after the initial 90 days. If there is no waiting list, the device(s) may be rented beyond 90 days."

Due to the high demand for particular devices, the equipment committee has established rules to ensure all members have prompt access to high-demand devices for trial purposes. Please read the following policy, carefully considered by the Equipment Committee:

If it is necessary to call a device back to the Infinitec AT library, a two-week notice will be given in writing to both the signer of the request and to the district/agency. If the device is not returned within the two-week timeframe, the rent will double. If the device is not returned by the next month, the device will be billed to the renter in full (cost of device).

What to Do In Case of Device Malfunction/Breakdown

These steps were developed by members of the Equipment Committee to expedite solutions and minimize costs to your organization.

Reminder: You are strongly urged NOT to attempt hardware repairs yourself. Please be aware that altering or attempting to fix the device in any way other than replacing the batteries (where applicable) VOIDS the device warranty and results in costs of repair that will be charged to your organization.

Step 1: Infinitec Troubleshooting

Please call Infinitec to troubleshoot a device problem. You can reach Amy Broadway-Ducat at 708-444-8460 ext. 242 or via email at abroadway-ducat@ucpnet.org

Step 2: Vendor Troubleshooting

You may be asked to call technical support for the device you are renting and troubleshooting with the vendor. Often, it helps to expedite the repair if the person that is having difficulty with the device is the person describing it to technical support. If the issue cannot be resolved, the vendor may provide you with a Return Authorization (RA) number, and the device will need to go into the factory for repair.

Step 3: Return the Device to Infinitec

Documentation: Please put any notes as to the nature of the malfunction/breakdown, along with any other pertinent information in a note in the box, when the device is returned. (This would include an RA number, where applicable.) Your rental contract will be stopped, and you will not forfeit any rental time.

PLEASE DO NOT SEND THE DEVICE DIRECTLY TO THE VENDOR FOR REPAIR. Infinitec keeps track of warranty and repair information, and as owners of the device, need to be the party to send the device in for repair.

If possible, the device may be exchanged for another, if the same type of device is available so that there is no delay while repairs are made.

Step 4: Infinitec Returns Device to Vendor for Repair

Step 5: Infinitec will return the device and restart the rental contract upon return of the repaired device (unless an exchange was completed).

Upon completion of rental, or in the event of malfunction, the device should be returned to:

Infinitec
Attn: Amy Broadway-Ducat
7550 W. 183rd St.
Tinley Park, IL 60477

Return shipment of the device is the responsibility of the renting member, and may be done with the member's shipper of choice (e.g.; UPS, FedEx, USPS, etc.) The device is the responsibility of the renting member until it is physically back to Infinitec, and as such, Infinitec suggests insuring the device during shipment.

District Information Form

Please list information for each district served by your agency.

This is helpful to ensure UCP/Infinitec knows which districts are eligible to participate in coalition activities. Secondly, the numbers of districts and schools are helpful for pursuing grants, etc.

Please complete and attach District Information Form to Membership Renewal and scan to membership@ucpnet.org, fax 708-444-4204, or mail to: J. Skalitzky - UCP/Infinitec - 7550 W. 183rd St. - Tinley Park, IL 60477 by **April 20, 2022**



Infinitec

infinite potential through assistive technology

Name of School District	School District Number (#)	Superintendent	Number of Schools
Keeneyville School District	20	Dr. Omar Castillo	4
Benjamin School District	25	Dr. Jim Woell	2
West Chicago Elementary SD	33	Kristina Davis	8
Winfield School District	34	Dr. Matt Rich	2
School District 45	45	Dr. Anthony Palmisano	9
Salt Creek School District	48	Dr. Jake Chung	3
Downers Grove School District	58	Dr. Kevin Russell	14
Maercker School District	60	Dr. Sean Nugent	3
Cass School District	63	Mark Cross	2
Center Cass School District	66	Dr. Andrew S. Wise	3
Woodridge School District	68	Dr. Patrick Broncato	7
DuPage High School District	88	Dr. Jean Barbanente	2
Community High School District	94	Dr. Moses Cheng	1
Community High School District	99	Dr. Henry Thiel	3
Community Consolidated SD	180	Dr. Thomas Schneider	2
Community Unit SD	201	Kevin Carey	5
Lisle Community SD	202	Dr. Keith Filipiak	3



Infinitec Assistive Technology Coalition Center

7550 West 183rd Street * Tinley Park, IL 60477

Attn: Heather Miller Schwarz, hmiller@ucpnet.org

Phone (815) 370-3710 Fax (708) 570-3366

REQUEST FOR INFINITEC COALITION SERVICES TRAINING

Coalition (check one): North Southwest West Mid-State Southern IL

Cooperative/Member Agency Name: _____

Referral Person: _____ Phone #: _____ Email: _____

Training Program: to request training on specific devices, strategies, or software.

Proposed Title of Training: _____

Briefly describe training program requested (include any specific equipment requests).

Training date requested: _____

Please check: Half Day (\$600 for 3 hours or less) Full Day (\$1,150 for 5 hours or less)
 Webinar (\$350 for 2 hours or less)

Time requested: Start _____ End _____

Preferred location: _____

Address of location: _____

Contact person for training: _____

Contact phone #: _____

Number of expected participants _____

If a computer/device training requested, please complete the following:

Average skill level of participants: Novice
 Moderate
 Advanced

If training site is not Infinitec:
Is there internet access? Yes
 No

Number of devices/computers available for training: _____

Coalition Liaison Signature (required) Date

*Liaison signature required prior to processing of request.



Infinitec Assistive Technology Coalition Center

7550 West 183rd Street * Tinley Park, IL 60477

Attn: Heather Miller

(708) 444-8460 ext. 243 * Fax (708) 570-3366

Collaboration Services (eff 7/1/22)

Face-to-Face Standard Collaboration (\$1,150.00)

- Required background information, IEP and video (preferred)
- Pre-visit phone call to gather information
- 1 collaborative visit
- 1 report (either standard or alternate funding format)
- 30 minute phone in to IEP meeting
- 1 hour follow up training via webinar or at Infinitec

Virtual Standard Collaboration (\$1,150.00)

- Required background information, IEP and video (required)
- Initial phone call to gather information
- Virtual SETT meeting with IEP team to determine features for trial
- AT devices and tools delivered to the student's customary learning environment for trials
- Virtual training with IEP team to discuss tools and strategies for trials (may be schedule before or after feature match sessions)
- 1-3 video feature match sessions with student and IEP team member(s) to try tools and identify AT features
- Follow up virtual meeting (may take place at the same time as the feature match sessions) to determine features and discuss AT trial plan.
- 1 report (either standard or alternate funding format)
- 30 minute phone in to IEP meeting
- 1 hour follow up training via webinar or at Infinitec

Extended Collaboration option 1 (\$1,500.00)

- Required background information, IEP and video (preferred)
- Pre-visit phone call to gather information
- 1 of 2 collaborative visits for initial observation and trials
- 2 of 2 collaborative visits for follow up observation or to provide training (following report)

- 1 report (either standard or alternate funding format)
- 30 minute phone in to IEP meeting
- 1 hour follow up training via webinar or at Infnitec

Extended Collaboration option 2 (\$1,500.00)

- Required background information, IEP and video (required)
- Pre-visit phone call to gather information
- 1 collaborative visits with two professionals
- 1 report (either standard or alternate funding format)
- 30 minute phone in to IEP meeting
- 1 hour follow up training via webinar or at Infnitec

AAC Coaching Collaboration (\$2,500.00)

- Paperwork includes three Infnitec forms, IEP and video
- Pre-visit phone call to gather information
- 1 collaborative visit
- 1 report (either standard or alternate funding format)
- 30 minute phone in to IEP meeting
- On-site Coaching Visit 1: 1 full day training
 - 2 hour overview of technique (training)
 - Goal setting for team (e.g., partner augmented input, prompting, vocabulary selection, etc.)
 - Identify team members for coaching (up to three members)
 - Vocabulary planning with daily schedule
 - Strategy demonstration by collaborator in real time
 - Baseline video
- On-site Coaching Visit 2: 2-3 hour visit (One hour per team member)
 - Further strategy demonstration by collaborator
 - Staff member performs strategy
 - Discussion
- Virtual Visit 3: 30 minutes with each team member
 - Pre-recorded video or live video of strategy by staff member
 - discussion
- Coaching Visit 4: 2-3 hour visit (One hour per team member)
 - Further strategy demonstration by collaborator
 - Staff member performs strategy
 - Discussion
 - Video of strategy to compare to baseline

INFINITEC District Count

District	19-20*	20-21*	21-22*	22-23
20	1419	1401	1353	
25	630	602	639	
33	3959	3833	3709	
34	319	308	338	
45	3360	3335	3163	
48	519	529	521	
58	5106	4931	4972	
60	1440	1343	1370	
63	813	820	803	
66	1097	1113	1098	
68	2995	2811	2817	
88	4011	3874	4015	
94	2030	2038	2092	
99	4981	4950	4916	
180	586	480	485	
201	1374	1300	1343	
202	1473	1482	1582	

* Yearly count used for upcoming year (ie. 19-20 used for 20-21, etc.)

21-22 counts as of 2/24/2022

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Illinois Safe Schools Alliance, a program of Public Health Institute of Metropolitan Chicago ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** SASED shall engage Contractor to provide the following services as agreed to by SASED and Contractor Appendix A
2. **TERM.** Contractor shall provide services to SASED pursuant to this Agreement during the period from April 25, 2022 ("Agreement Term").
3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, SASED shall pay Contractor for services as outlined in Appendix A of this agreement. Contractor must submit an invoice or signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
4. **EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.
5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED.
6. **CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to SASED.
7. **OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by SASED.

1. **TERMINATION.** This Agreement may be terminated early for the following reasons:
 - a. Mutual agreement, with fourteen (14) days' notice;
 - b. Permanent disability (inability to perform essential job functions with or without accommodation);
 - c. Death; or
 - d. Cause.

Termination for cause during the term of this Agreement shall be for any conduct, act, or failure to act by the Contractor, which, at the sole discretion of SASSED, is deemed detrimental to the best interests of SASSED.

2. **RETURN OF PROPERTY.** Upon termination or completion of the Agreement Term, Contractor will promptly return to SASSED all property belonging to SASSED, including without limitation: all computers, technology, office supplies, keys and any other property in any form.

3. **CONTINUING OBLIGATIONS.** Notwithstanding the termination of this Agreement for any reason, the provisions of Paragraph 6 of this Agreement will continue in full force and effect following such termination.

4. **NON-DISCRIMINATION.** Contractor agrees that she/he shall not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other status protected by law in its programs and/or activities.

5. **LIABILITY.** Contractor agrees to indemnify and hold harmless SASSED, its employees and agents, against any and all claims, damages, costs, losses, and/or expenses arising from or related to the performance of this Agreement. This includes but is not limited to reasonable attorney's fees.

6. **WAIVER.** The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

7. **SEVERABILITY.** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

8. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements,

whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASSED and Contractor.

9. **NOTICE.** Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

For Contractor: Public Health Institute of Metropolitan Chicago
180 North Michigan Avenue Suite 1200
Chicago, IL 60601

For SASSED: Dr. Mindy McGuffin, Executive Director
School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

10. **GOVERNING LAW.** The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

11. **BOARD APPROVAL.** This Agreement is subject to the approval of the SASSED Board of Control.

THEREFORE, SASSED and Contractor now voluntarily and knowingly execute this Agreement.

SASSED

By: _____
Executive Director

Date: _____

By: _____
Director of Business Operations

Date: _____

Contractor



Representative for Illinois Safe Schools Alliance, a program of Public Health Institute of Metropolitan Chicago

Date: February 16, 2022



**Independent Contractor Agreement – Professional Development
Appendix A**

Contractor/Consultant	Illinois Safe Schools Alliance, a program of <u>Public Health Institute of Metropolitan Chicago</u>
Address	180 North Michigan Avenue Suite 1200
Email Address	Chicago, IL 60601
Phone #	

I agree to enter into a contract with SASED in return for a payment in the amount of \$1000.00 for the following services: **A 2½ hour In-person workshop of Creating Affirming Learning Environments with Q and A for 20-35 licensed and non-licensed staff, along with reimbursement for travel expenses.**

This workshop will take place at the following date, time, place:

- **Date: April 25, 2022**
- **Time: 1:00 pm – 3:30 pm**
- **Location: In-person at SAC 2900 Ogden Ave, Lisle, IL 60532**

Estimated expenses for travel, meals (meals up to \$50.00 per day), etc. 56 miles @ \$.585 rate = \$ 32.76

Lodging requested: ___ No X N/A

If lodging is needed, SASED will handle reservations and payment (Must be pre-approved on contract).

Would you be willing to have participants contact you electronically after your presentation with follow up questions (e.g., listserv; email)? X Yes ___ No

Agreements:

I agree to submit all handouts for said presentation **no less than ten (10) business days prior to the workshop/seminar/event.**

I agree to indemnify and hold harmless, SASED, from all claims, suit, damages, costs, losses, and expenses in any manner arising from, arising out of, or connected with the performance of this agreement.

I agree that I shall not discriminate against any person in regard to this agreement or in the performance of this agreement because of sex, race, creed, color, age, religion, handicap or natural origin.

I understand that I **must submit an invoice including the appropriate purchase order number to SASED in order to initiate payment of this contract, and I understand payment will be made only after Board approval.**

This agreement may be terminated/cancelled by either party upon giving the other party fourteen (14) calendar days, written or verbal, notice of said termination/cancellation unless the termination/cancellation is due to an act of nature or a life-threatening emergency.

Contractor/Consultant: *Kevin D. Rute* **Date:** February 16, 2022
(Representative of Illinois Safe School Alliance, a program of Public Health Institute of Metropolitan Chicago)

SASED Admin Signature	Date
SASED Executive Director	Date
Account Code: 10E605 2210 3112 01 462000	PO# 3062200028



**Illinois Safe Schools Alliance
Professional Development Scope of Services Agreement**

Thank you for partnering with Illinois Safe Schools Alliance, a program of Public Health Institute of Metropolitan Chicago (PHIMC), for your professional development (PD) needs. This is an agreement between The School Association for Special Education in DuPage County (SASED) (partnering organization) and PHIMC based on consultation conversations between Michele Capiro (contact at partner organization) and Nicole Mincu, William Collier, and Meghana Menon (ISSA contacts).

Below is a summary of the agreed upon services:

Workshop Information	
Date of service: 4/25/2022	Time of workshops: 1 – 3:30
Location of service: SASED building; 900 Ogden Ave, Lisle, IL 60532	
Notes: In-person workshop for ~20-35 people; discussed potential for second workshop either same day or to be scheduled at another time. Michele will confirm this with a minimum of 4 weeks advanced notice.	

Service	Rate
2.5-hour workshop of Creating Affirming Learning Environments with Q & A	\$400 per hour x 2.5 hours = \$1000
Travel: 56 miles round trip @ \$.585/mile rate	\$32.76
TOTAL:	\$1032.76

Please sign this agreement and return to Alliance PD team at alliance.training@phimc.org.

Partner Organization Contact Info:

_____	_____	_____
Name	Date	Email
_____	_____	_____
Address	Phone Number	

PHIMC Internal Use Only:

Description	Intended Audience	Date/Time	Dollar Amount Charged

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Donald Parker and Claudia Parker ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** SASED shall engage Contractor to provide the following services as agreed to by SASED and Contractor Appendix A
2. **TERM.** Contractor shall provide services to SASED pursuant to this Agreement during the period from April 6, 2022, and April 12, 2022 ("Agreement Term").
3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, SASED shall pay Contractor for services as outlined in Appendix A of this agreement. Contractor must submit a signed "Contractor Request for Payment" form or invoice to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
4. **EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.
5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED.
6. **CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to SASED.
7. **OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by SASED.

1. **TERMINATION.** This Agreement may be terminated early for the following reasons:
 - a. Mutual agreement, with fourteen (14) days' notice;
 - b. Permanent disability (inability to perform essential job functions with or without accommodation);
 - c. Death; or
 - d. Cause.

Termination for cause during the term of this Agreement shall be for any conduct, act, or failure to act by the Contractor, which, at the sole discretion of SASSED, is deemed detrimental to the best interests of SASSED.

2. **RETURN OF PROPERTY.** Upon termination or completion of the Agreement Term, Contractor will promptly return to SASSED all property belonging to SASSED, including without limitation: all computers, technology, office supplies, keys and any other property in any form.

3. **CONTINUING OBLIGATIONS.** Notwithstanding the termination of this Agreement for any reason, the provisions of Paragraph 6 of this Agreement will continue in full force and effect following such termination.

4. **NON-DISCRIMINATION.** Contractor agrees that she/he shall not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other status protected by law in its programs and/or activities.

5. **LIABILITY.** Contractor agrees to indemnify and hold harmless SASSED, its employees and agents, against any and all claims, damages, costs, losses, and/or expenses arising from or related to the performance of this Agreement. This includes but is not limited to reasonable attorney's fees.

6. **WAIVER.** The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

7. **SEVERABILITY.** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

8. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements,



**Independent Contractor Agreement - Professional Development
Appendix A**

Contractor/Consultant	Donald Parker and Claudia Parker (DPCP Corporation)
Address	8817 S. Talman Ave.
Email Address	Evergreen Park, IL, 60805
Phone #	708-655-5679

I agree to enter into a contract with SASED in return for a payment in the amount of \$1500.00 for the following services: **A total of two (2) Parent Workshops outlined below:**

- **Date: April 6, 2022 - "Burning Up instead of Burning Out! Mental Health Awareness to improve physical, intellectual, and emotional health!"**
Time: 6:00 PM - 7:30 PM CST
- **Date: April 12, 2022 - "Building Relationships with Challenging Children."**
Time: 6:00 PM - 7:30 PM CST
- **Location: virtual - platform = Zoom**

Estimated expenses for travel, meals (meals up to \$50.00 per day), etc. \$ N/A

Lodging requested: Yes No N/A

If lodging is needed, SASED will handle reservations and payment (Must be pre-approved on contract).

Would you be willing to have participants contact you electronically after your presentation with follow up questions (e.g., listserv; email)? Yes No

Agreements:

I agree to submit all handouts for said presentation **no less than ten (10) business days prior to the workshop/seminar/event.**

I agree to have the sessions recorded and available on the SASED website.

I agree to indemnify and hold harmless, SASED, from all claims, suit, damages, costs, losses, and expenses in any manner arising from, arising out of, or connected with the performance of this agreement.

I agree that I shall not discriminate against any person in regard to this agreement or in the performance of this agreement because of sex, race, creed, color, age, religion, handicap or natural origin.

I understand that I **must submit an invoice including the appropriate purchase order number to SASED in order to initiate payment of this contract, and I understand payment will be made only after Board approval.**

This agreement may be terminated/cancelled by either party upon giving the other party fourteen (14) calendar days, written or verbal, notice of said termination/cancellation **unless** the termination/cancellation is due to an act of nature or a life-threatening emergency.

Contractor/Consultant:  Date: 3/11/2022
(Donald Parker, DPCP Corporation)

Contractor/Consultant:  Date: 3/11/2022
(Claudia Parker, DPCP Corporation)

SASED Admin Signature	Date
SASED Executive Director	Date
Account Code: 10E605 2210 3112 01 462000	PO# 3062200029

whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASSED and Contractor.

9. **NOTICE.** Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

For Contractor: Donald Parker and Claudia Parker
DPCP Corporation
8817 S. Talman Ave.
Evergreen Park, IL 60805

For SASSED: Dr. Mindy McGuffin, Executive Director
School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

10. **GOVERNING LAW.** The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

11. **BOARD APPROVAL.** This Agreement is subject to the approval of the SASSED Board of Control.

THEREFORE, SASSED and Contractor now voluntarily and knowingly execute this Agreement.

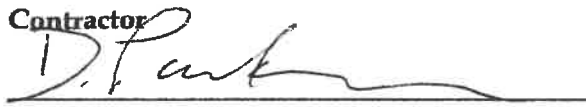
SASSED


By: _____
Executive Director

Date: _____

By: _____
Director of Business Operations

Date: _____

Contractor


Donald Parker, DPCP Corporation


Claudia Parker, DPCP Corporation

Date: 3/11/2022

Date: 3/11/2022

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Tiffany Kelly ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** SASED shall engage Contractor to provide the following services:
2. **TERM.** Contractor shall provide services to SASED pursuant to this Agreement during the period from March 18, 2022 -April 29, 2022 as the Agreement Term.
3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, SASED shall pay Contractor for services as outlined in Appendix A of this agreement. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
4. **EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.
5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED.
6. **CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to SASED.
7. **OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by SASED.
8. **TERMINATION.** This Agreement may be terminated early for the following reasons:
 - a. Mutual agreement, with fourteen (14) days' notice;

- b. Permanent disability (inability to perform essential job functions with or without accommodation);
- c. Death; or
- d. Cause.

Termination for cause during the term of this Agreement shall be for any conduct, act, or failure to act by the Contractor, which, at the sole discretion of SASSED, is deemed detrimental to the best interests of SASSED.

9. RETURN OF PROPERTY. Upon termination or completion of the Agreement Term, Contractor will promptly return to SASSED all property belonging to SASSED, including without limitation: all computers, technology, office supplies, keys and any other property in any form.

10. CONTINUING OBLIGATIONS. Notwithstanding the termination of this Agreement for any reason, the provisions of Paragraph 6 of this Agreement will continue in full force and effect following such termination.

11. NON-DISCRIMINATION. Contractor agrees that she/he shall not discriminate on the basis of an individual's actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, arrest or conviction record, genetic information or any other status protected by law in its programs and/or activities.

12. LIABILITY. Contractor agrees to indemnify and hold harmless SASSED, its employees and agents, against any and all claims, damages, costs, losses, and/or expenses arising from or related to the performance of this Agreement. This includes but is not limited to reasonable attorney's fees.

INSURANCE. During the term of this Agreement, Contractor shall maintain:

- General Liability and Professional Liability insurance coverage in at least the following amounts: one million dollars (\$1,000,000) per each occurrence; and three million dollars (\$2,000,000) in the aggregate. The insurance shall include a provision for Sexual Abuse and Molestation coverage in the amount of one million dollars (\$1,000,000) per occurrence/aggregate.
- Auto Liability insurance coverage in the amount of \$100,000 dollars (\$100,000) Combined Single Limit if autos are used during SASSED business

A certificate of insurance should be provided annually naming SASSED as an Additional Named Insured and its successors on a primary and non-contributory basis.

13. **WAIVER.** The failure of either party to enforce any provisions of this Agreement shall not be deemed a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

14. **SEVERABILITY.** If any part or parts of this Agreement shall be held unenforceable for any reason, the remainder of this Agreement shall continue in full force and effect. If any provision of this Agreement is deemed invalid or unenforceable by any court of competent jurisdiction, and if limiting such provision would make the provision valid, then such provision shall be deemed to be construed as so limited.

15. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASSED and Contractor.

16. **NOTICE.** Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

For Contractor: Tiffany Kelly
20067 Park Avenue
Lynwood, Illinois 60411

For SASSED: Dr. Mindy McGuffin, Executive Director
School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

17. **GOVERNING LAW.** The laws and regulations of the State of Illinois shall govern the validity of this Agreement, the construction of its terms and the interpretation of the rights and duties of the Parties.

18. **BOARD APPROVAL.** This Agreement is subject to the approval of the SASSED Board of Control.

THEREFORE, SASSED and Contractor now voluntarily and knowingly execute this agreement.

SASSED

By: M. McGuffin
Executive Director

Date: 3/18/2022

By: Don Bobwin Date: 3/18/2022
Director of Business Services/CSBO

CONTRACTOR

By: Jessamy J Date: 5/18/2022
Title: CTA

EXHIBIT A or SCOPE OF WORK



Appendix A

Screener
 Tiffany Kelly
kellytif@gmail.com
 773.617.9703

Start End Times by Site: See attached

Student Totals by Program

PROGRAM	STUDENT TOTAL and Dates	Vision	Total	Hearing	Total	Grand total
Multi-Needs	93- 4/5/22 and 1 TBD full day	93	651	93	651	1302
VISION	63-04/06/22	N/A	N/A	63	441	441
DHH	50-03/21/22	50	350	N/A	N/A	350
STARS	36- 4/11/22	36	252	36	252	504
SOUTHEAST	66- 04/22/22	66	462	66	462	924
Transition	13-3/18/22- Half day	13	91	13	91	182
Directions	19- 04/22/22	19	133	19	133	266
Project Search	11- Half Day- TBD	11	77	11	77	154
Total						\$4123

Scheduled Dates - Full Days on SASED Campus

- 6 Full Days- 3/18/22, 3/21/22, 04/05/22, 04/06/22, 4/22/22 and 1 TBD
- Half Days- 4/11/22, 4/11/22
- Target Date of Completion- 04/29/22

Recording

SASED will provide a list by district for results to be recorded

- Contractor will provide SASED with copies of the forms used to record results for SASED to approve and will then use approved form to record results

- Contractor will give a copy of the results to the teacher
- The contractor will keep the list by district and continue to record results for students at each location.
- At the completion of screening all students, the contractor will provide SASSED (Director of Programs and Services) with a master list of students completed.

Contract ID: 870307

SOPPA Addendum to the Agreement

1) **Purpose.** This Addendum (the "SOPPA Addendum") to the Agreement under which Google Workspace for Education Services (pka, G Suite for Education Services) are provided to Customer (the "Agreement") comply with the requirements of the Student Online Personal Protection Act ("SOPPA") effective as of July 1, 2021. For clarity, if SOPPA is updated or amended after this Addendum Effective Date, the parties will revise the terms of this Addendum, as necessary.

To the extent that any terms contained within the Agreement, or any terms contained within documents referred in the Agreement as forming part of the Agreement, conflict with the terms of this Addendum, the terms of this SOPPA Addendum will apply. Any capitalized terms not defined in this Addendum will have the meaning given to them in the Agreement.

2) **Student Online Personal Protection Act ("SOPPA").**

2.1) Family Education Rights and Privacy Act ("FERPA"), 20 U.S.C 1232g.

Notwithstanding anything to the contrary in the Agreement, and subject to the last sentence of this Section, the parties acknowledge that (a) Customer Data may include information from education records that are subject to the FERPA; and (b) to the extent that Customer Data includes such information, Google LLC ("Google") agrees to be considered a "School Official" (as that term is used in FERPA) and will comply with FERPA, as applicable to its provision of the Services as a School Official. This Section 2.1 (Family Education Rights and Privacy Act) applies only to Google Workspace for Education Services currently certified against ISO 27018 as described at <https://cloud.google.com/security/compliance>.

2.2) Additional Illinois Terms. The parties agree to the terms set forth in this Section 2.2:

- a) "Covered information" as used in this paragraph includes any and all information concerning a student by which a student may be individually identified and includes "Covered Information" as defined in 105 ILCS 85/5 as amended, "School Student Records" as defined in 105 ILCS 10/2 and "Personally Identifiable Information" as defined in 34 C.F.R. 99.3. For purposes of this Addendum Customer Personal Data (as defined in the Agreement) will have the same meaning as Covered information.
- b) Google agrees that all sharing, use, and storage of Covered Information will be performed in accordance with all applicable Federal and State laws.
- c) All Covered Information processed by Google remains the property of Customer and under its control. Google will only access or use Customer

Data to provide the Services and Technical Support Services to Customer or as otherwise instructed by Customer. Without limiting the generality of the preceding sentence, Google will not process Customer Data for Advertising purposes or serve Advertising in the Services. Google has implemented and will maintain administrative, physical, and technical safeguards to protect Customer Data, as further described in the Data Processing Amendment.

d) Categories of Customer Data. The categories of Customer Data are listed in Appendix 1 of the Data Processing Amendment. "Data Processing Amendment" means the then-current terms describing data protection and processing obligations with respect to Customer Data, as described at https://workspace.google.com/terms/dpa_terms.html.

e) Description of Services. A description of Google Workspace for Education Service provided by Google is set forth in the Services Summary located at https://workspace.google.com/terms/user_features.html.

f) Additional FERPA Statement. Pursuant to FERPA, Google will: (a) act as a school official with a legitimate educational interest; (b) perform an institutional service or function under the direct control of Customer with respect to the processing of Covered Information for which Customer would otherwise use employees; (c) use the covered information only for a purpose authorized by Customer under applicable law; and (d) not re-disclose it to third parties or Affiliates except as authorized under the Agreement or with permission from Customer or pursuant to court order, unless otherwise permitted under applicable law.

g) Data Incident. Pursuant to Section 7.2. of the Data Processing Amendment, in the event of a Data Incident, Google will provide details of the incident, as described in Section 7.2.2, which shall include, to the extent possible, (1) the nature of the Data Incident, the measures taken to mitigate the potential risks and the measures Google recommends Customer take to address the Data Incident, (2) Parents may contact Google to inquire about the Data Incident through the following link https://support.google.com/a/contact/edu_privacy, also available through the Contact Us section in the Google Workspace for Education Privacy Notice (3) the date or estimated date of the Data Incident, (4) what Customer Data was compromised or reasonably believed to have been compromised by the Data Incident.

h) Enhanced Liability Cap for Data Incidents under SOPPA. If a Data Incident is attributed to Google, Google will be liable for its own costs and expenses for its actions taken pursuant to Section 7.2 (Data Incidents) of the Data Processing Amendment, and for Customer's reasonable costs for legally required notification to parents whose Covered Information was

misappropriated and any fines or penalties that Customer must pay regulatory agencies solely as a result of any Data Incident attributed to Google. Notwithstanding anything to the contrary under the Agreement, Google's total aggregated liability under this sub-section 2.3(h) is limited to ONE HUNDRED THOUSAND US DOLLARS (\$100,000.00). Customer will be liable for any remaining costs and expenses incurred in investigating and remediating the Data Incident.

i) Data Deletion. Google will delete Customer Data in accordance with Section 6 (Data Deletion) of the Data Processing Amendment.

j) Publication. Customer will make available for public inspection on Customer's website or, if Customer does not have a website, then at Customer's administrative office, this Addendum along with the Data Processing Amendment, and the definition of "Services" set forth herein. "Services" means the then-current Core Services and Other Services described at https://workspace.google.com/terms/user_features.html.


k) Google shall not use or share Covered Information for the purposes of (i) Targeted Advertising, (ii) to amass a profile of a student other than in furtherance of providing the Services, or (iii) sell or rent a student's information. "Targeted Advertising" as used in this paragraph has the meaning set forth in 105 ILCS 85/5 as amended.

3) **Google Workspace for Education Privacy Notice**. Google Workspace for Education Privacy Notice is meant to help Google Workspace for Education users and parents understand what data and for what purposes such data is collected by Google during the provision of Google Workplace for Education Services. The Google Workspace for Education Privacy Notice includes information about Google privacy practices that are specific to Google Workspace for Education and summarizes the most relevant portions of the Google Privacy Policy, which provides additional examples and explanations that may be useful to Customers. Collected data includes information about Customers' payments and transactions, settings and configurations, product usage, and direct communications with Google, but excludes Customer or Customer End User personal information provided by Google through the services. "Google Workspace for Education Privacy Notice" means the notice at the following URL: https://workspace.google.com/terms/education_privacy.html or such other URL as Google may provide.

4) **Miscellaneous**. This SOPPA Addendum shall be governed by the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall solely be in the county of the Customer's administrative office. All other terms and conditions of the Agreement shall remain unchanged and in full force and effect.

Signed by the parties' authorized representatives on the dates below.

School Association for Special Education in Dupage County

DocuSigned by:
By: 
87840D93F344485...

Name: Melinda McGuffin

Title: Executive Director

Date: 18-Mar-2022

Google LLC ("Google")

DocuSigned by:
By: 
6CB75018275A43B...

Name: Philipp Schindler

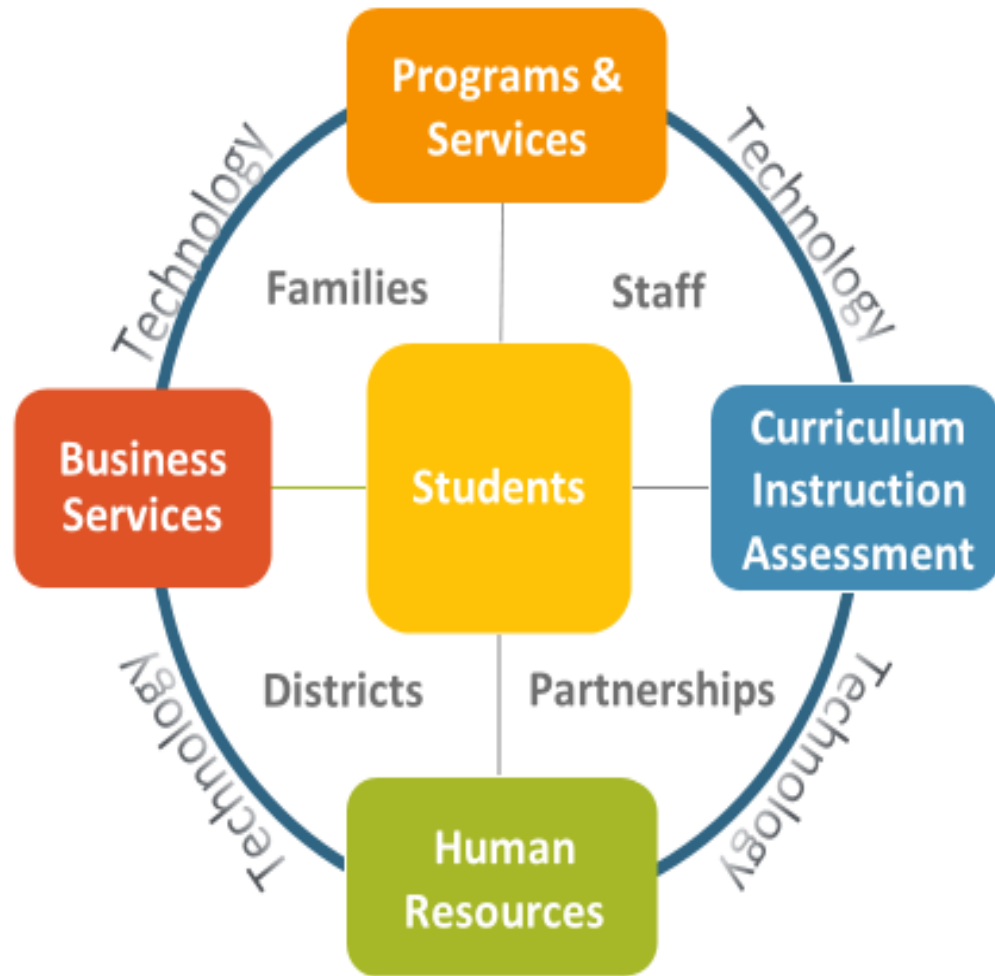
Title: Authorized Signatory

Date: 18-Mar-2022



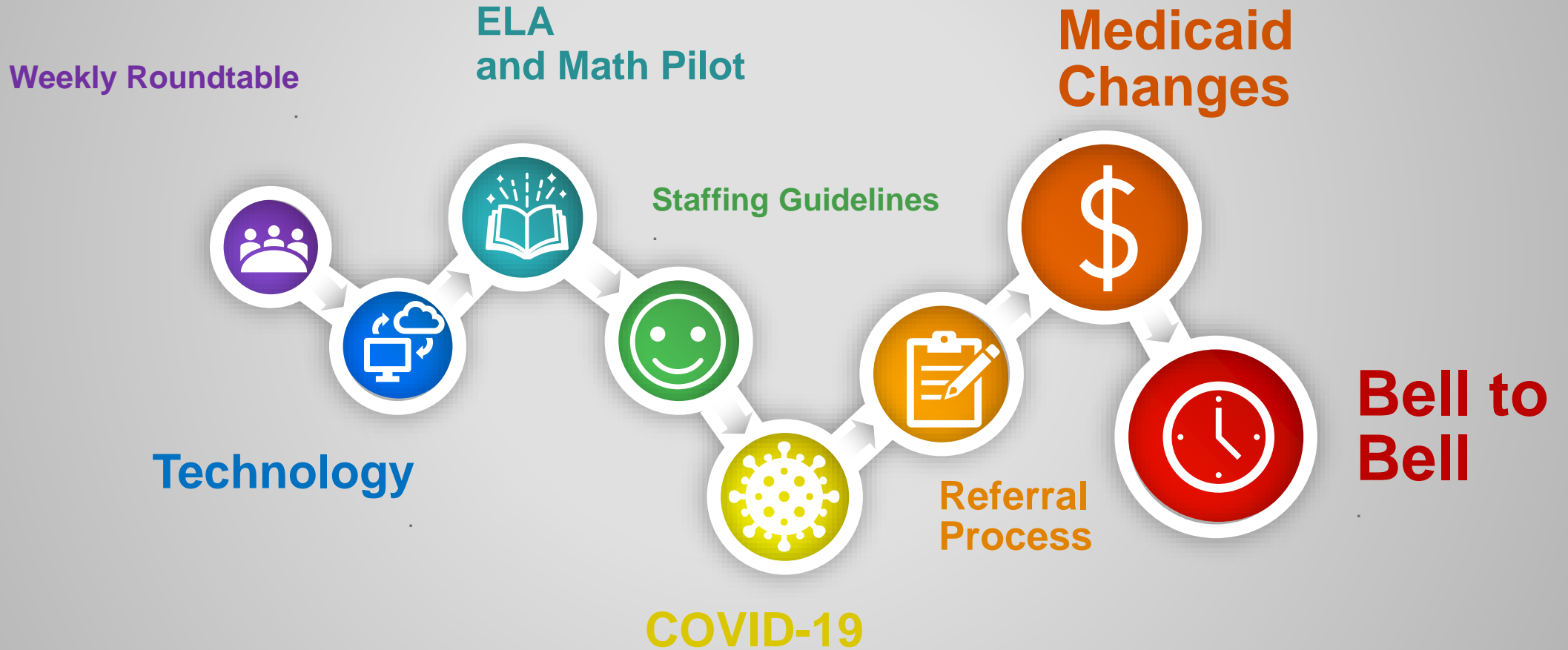
SASED

On the Road to 22-23
March 23, 2022

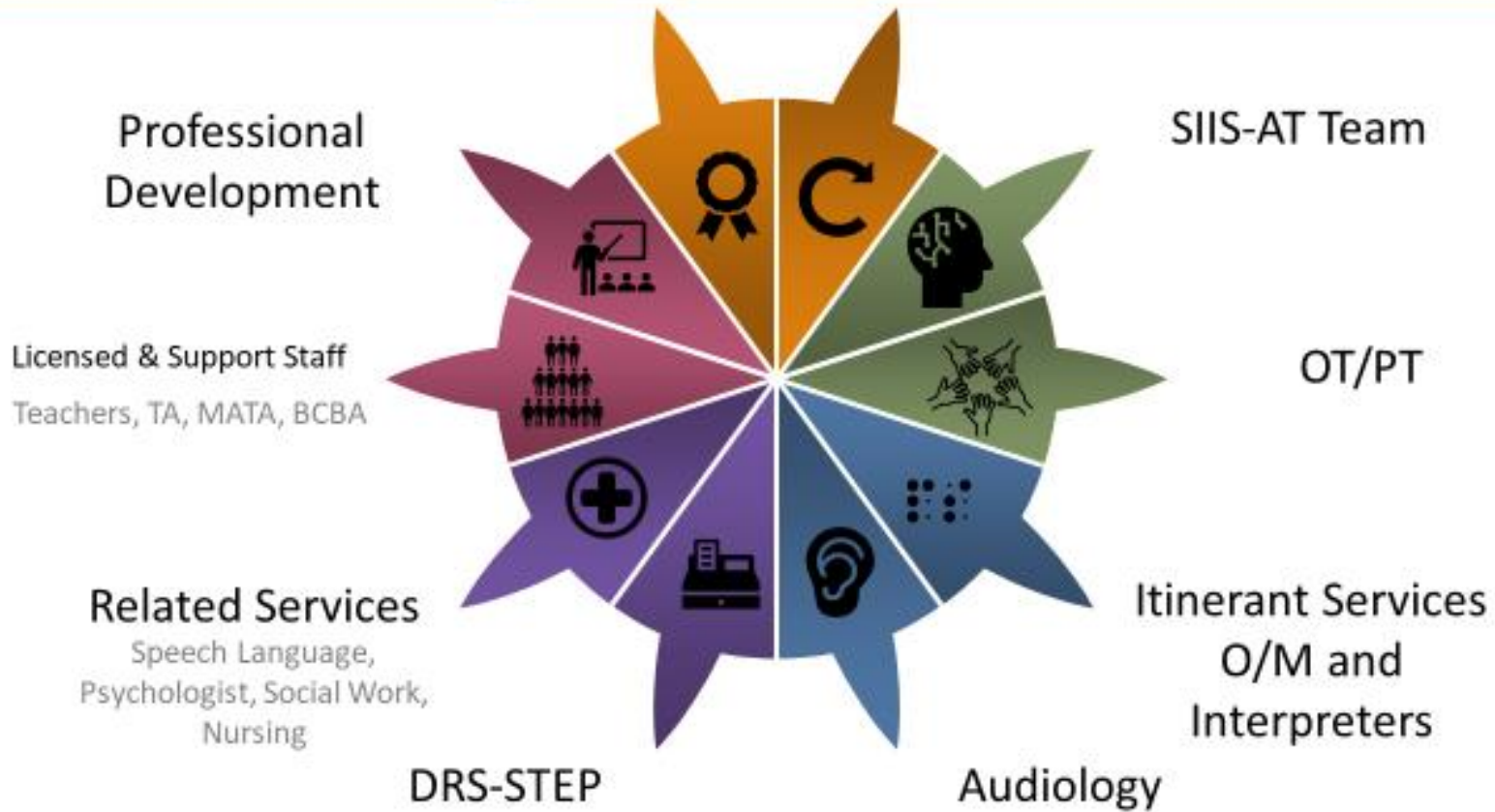


SASED Initiatives

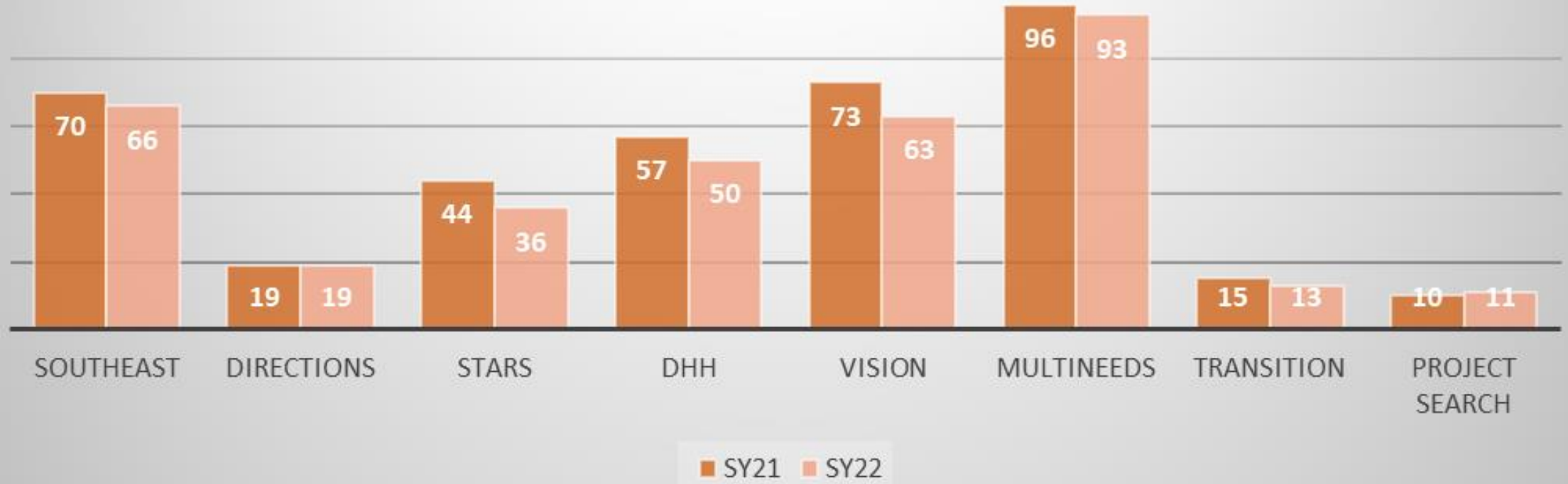
Continuous Improvement



Programs and Services



Program Enrollment March 21-March 22



Human Resources



By the numbers...

Open Positions

Central Office	2
Certified-licensed	7
Non-Certified	31

New Administrator for SY23



Job Fairs



385 Employees

Interviews Conducted



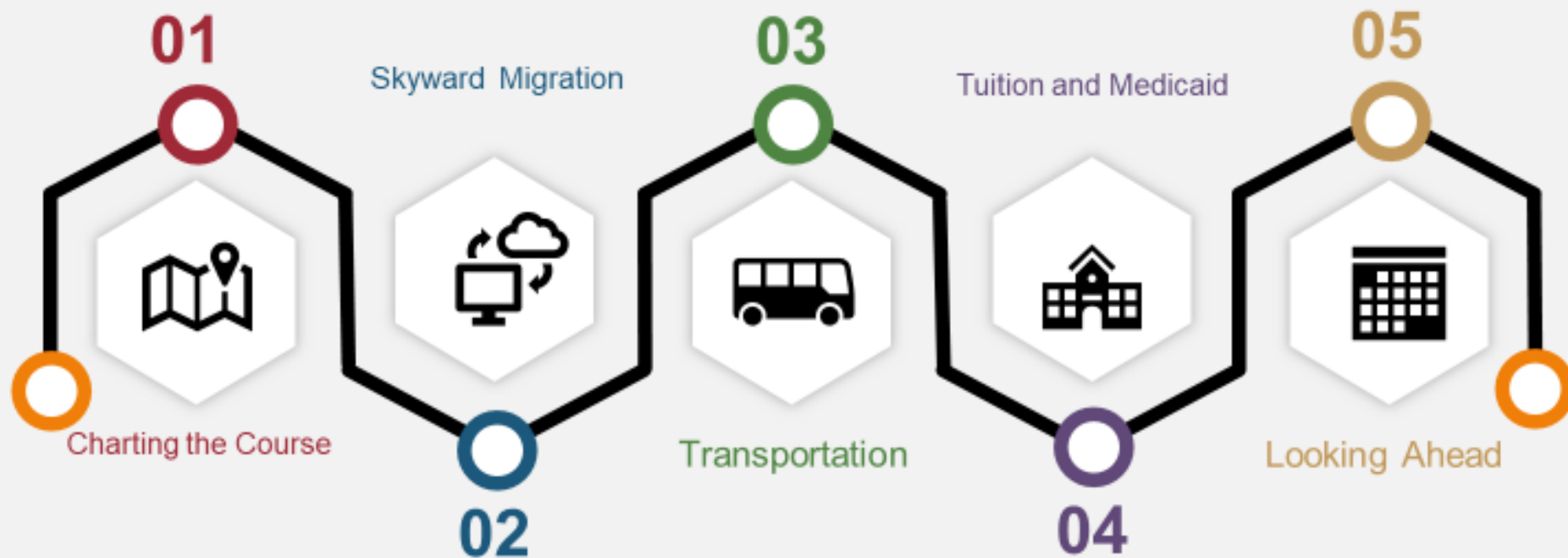
Resignations



Retirements



Business Office





On the Horizon |

Staffing Plan for Special Education Educators

SASED

2021-2022

Descriptions:

1: IEP Caseload: The range in this data reflects the varying needs of students on each Case Manager's IEP Caseload. Lower IEP Caseload numbers generally reflect higher student needs.

1. Annual Number of IEP Meetings: This number is calculated by dividing total students assigned by 3 then multiplying by 2 (domain & reeval) + caseload (AR)

2. Consultation with Certified Staff: Collaboration with teachers, related service personnel, ELL etc. on students not in preparation for IEP meetings.

3. Data Analysis: This includes benchmarking and individual problem solving data, FBA/BIP data, file reviews and review of private evaluation data.

4. Collaboration/Data Collection for IEP: This includes collaboration with teachers and related service personnel on FBA's, BIP's, goals, data gathering, programming etc. across settings.

5. Team Meetings: This includes individual problem-solving team meetings, transition team meetings for hospitalized students, PBIS team meetings, and GLT/PLT team meetings, among others.

6. Preparation Time per IEP (Domain/Reeval): Paperwork including domain forms, report writing, eligibility forms, etc.

7. Parent Communication: Including Domains, reevaluations, and communication for at-risk students.

8. Other: This could include, but is not limited to Medicaid Billing.

SASED Related Service Staffing Guidelines

Position: Social Worker

Assumptions: 8 hour Work day with 30 minute daily lunch

Total # of Students Assigned: 9-47	Direct Services IEP (delivered individually or in group): Ave = 840 min/wk; 168 min/day (fully staffed) ; current range = 71-541 min/day (includes only 0.5 at STARS currently)
Annual Number of IEP Meetings: 15-57 may not include progress review meetings; Ave = 36	Direct Services Groups (non-IEP minutes): 80 Min/day 400 min/wk used for calculation (on top of direct IEP) DHH 150/class/wk (30/day); MN would like to see 60/class/wk = 108/day; Vision 330 min/wk;
Average Length of IEP meeting: 90 Min	Consult IEP Services: Ave = 163 min/wk; Median = 100 min/wk; Range = 29-260 Minutes per Week (100 min used for calculation)
Average # IEPs per month: Ave= 4/mo; Range = 2- 6 1/wk used for calculation	Student Dysregulation Support & Risk/Threat Assessment: 180 minutes per event; currently SE - each BMS is scheduled to support the ABS room for 2.5 hr/day 1 event/wk used for calculation
IEP Caseload: Median = 27; current range = 9-34	Collaboration/Data Collection: 100-200 Minutes per Week (150 used for calculation)

Outside Therapist/Agencies Contacts: 15-30 min/week	Preparation Time per annual IEP: 60 Minutes per IEP; <i>SE/Dir do bulk of AR 90 min per IEP - used reeval prep for calculation</i>
Parent Communication: 60 Min Weekly	Reeval Time Prep per IEP: 200 Minutes per IEP (200 used for calculation)
Team Meetings⁵: 100 Minutes per Week	OTHER (Medicaid): 30 Minutes per Week
# of BIPs: Ave = ; Range =	Districts Assigned: Ave= 1.67 ; Range = 1-4 School Assigned: Ave= 2 ; Range = 1-6 Classrooms Assigned: Ave = 5 ; Range = 1.5- 9

(1 IEPs/wk + 1 IEP preps/wk + Ave/middle on all other calculations = 7.27 hours/day)

Program	Total combined sw + couns	# of SW as of 12/8 /21	Monthly Minutes per Therapist	Weekly	psych support	monthly min/sw+psy	Weekly w/ psych added	current per day	# of SW allocated	monthly w/ allocated	weekly w/ allocated	per day w/ allocated	Total # of classroom	Total # of buildings	Total # of students	Total sts/FE	Total # of students w/ min	# of students w/ direct	Cons min/mo	Dir min/mo
DHH	2366	1.2	1972	493	0.1	1820	455	91	1.6	1479	370	74	8	2	49	31	28	19	731	1635
Directions	7870	2	3935	984	0	3935	984	197	2	3935	984	197	3	1	18	9	19	19	300	7570
SE	25240	3	8413	2103	0.2	7888	1972	394	3.2	7888	1972	394	12	1	71	22	63	63	260	24980
MN	3110	2	1555	389	0.2	1414	353	71	2	1555	389	78	18	11	94	47	68	11	2070	1040
STARS	5410	0.4	5410	1353	0.1	5410	1353	541	1.5	3607	902	180	5	3	37	25	37	36	680	4730
Transition	1270	0.4	1270	318	0	1270	318	159	0.4	1270	318	159	2	1	15	>15	15	5	400	870
Vision	2768	1	2768	692	0.1	2516	629	126	1.5	1845	461	92	11	5	64	43	26	24	115	2653

Position: Psychologist

Assumptions: 8 hour Work day with 30 minute daily lunch

Total Number of Students Assigned: <i>current = 78-102</i>	Direct Services IEP (delivered individually or in group): 50-100 minutes per week 50 min/wk used for calculation
Annual Number of IEP Meetings¹: 54-84	Direct Services Groups (non-IEP minutes): 150 Minutes per Week used for calculation
Average Length of IEP Meeting: 90 minutes	Assessment for Reeval/IEP: 200-400 minutes per week 200 used for calculation
Average Number of IEPs per Month: 6-9 2/wk used for calculation	Data Analysis³: 200-400 minutes per week 200 used for calculation
IEP Caseload: N/A (although some currently carrying caseloads)	Student Dysregulation Support & Risk/Threat Assessment: 180 per event ; psychs participate equally to sw/bms; 1 event/wk used for calculation

Outside Therapist/Agencies Consult: 10-20 minutes per week	Collaboration/Data Collection: 200-400 minutes per week 200 used for calculation
Parent Communication ⁷ : 60-90 minutes per week	Preparation Time per IEP (Domain/Reeval) ⁶ : 300 minutes per IEP 300x 2 IEPs used for calculation = 600 min
Team Meetings ⁵ : 200 minutes per week	OTHER (Medicaid): 30 minutes per week
# of BIPs: Ave = ; Range =	Districts Assigned: Ave= 4 ; Range = 1-8 School Assigned: Ave= 6 ; Range = 1-11 Classrooms Assigned: Ave = 14 ; Range = 12-17
	Travel: 30/day; 150/wk

(2 IEPs/wk + 2 IEP preps/wk + lower limits on everything else = 7.37 hours/day)

	Program	# of students	# of districts	# of buildings	# of classrooms
Psych 1	SE & Dir	89	1	1	15
Psych 2	Vision & Tran	79	2	5	13
Psych 3	MN EC/elem & DHH	102	8	11	17
Psych 4	MN MS/HS & STARS	78 (includes 24 dir service)	5	6	12

Position: Speech Language Pathologist

Assumptions: 7.5 hour Work day with 30 minute daily lunch

Total # of Students Assigned: 12-89	Direct Services IEP (delivered individually or in group): Ave = 209 min/day; Range = 101-309 minutes per day 1045 min/wk used for calculation
Annual Number of IEP Meetings: Ave = 33; Range = 20-78	Direct Services Groups (non-IEP minutes): 80 Min/day 400 min/wk used for calculation
Average Length of IEP meeting: 90 Min	Consult IEP Services: Median = 84 min/wk; Ave = 121 Minutes per Week; Range = 16-222 min/wk (<i>median 84 min used for calculation</i>)
Average # IEPs per month: Ave = 4/mo; Range = 2-9/mo 1/wk used for calculation	Student Dysregulation Support & Risk/Threat Assessment: 30 minutes per week
IEP Caseload: Ave =20 ; Median = 16; Range= 12-47 Students	Collaboration/Data Collection IEP²: 200 Minutes per Week
Outside Therapist/Agencies Consult: 10 minutes per week	Preparation Time per IEP: 60 Minutes per IEP (100 min/wk used for calculation to account for IEP versus reeval)
Parent Communication: 60 Min Monthly 15 min/wk used for calculation	Reeval Time Prep per IEP: 200 Minutes per IEP - see above
Team Meetings⁵: 100 Minutes per Week	OTHER (Medicaid): 30 Minutes per Week
	Districts Assigned: Ave= ; Range = 1-2 School Assigned: Ave= ; Range = 1-3 Classrooms Assigned: Ave = ; Range = 1-13

(1 IEPs/wk + 1 IEP preps/wk and using ave for everything else = 7.01 hours/day)

of IEP Meetings calculated using 1 annual review for every student assigned + 2 additional meetings for 1/3 of assigned (domain & reeval)

Program	Total Minutes/ Month	# of SLPs Allocated	Monthly Minutes per Therapist	Weekly	Daily	Total Direct/ mo	Total Consult/mo	# of classrooms	# of buildings	Total # of students as of 12-1	sts/FTE	# of students w/ min (as of 9-21)	sts w/ min per FTE	Dir mo/therapist	Dir wk/th	Dir daily/t h	Con mo/th	Con wk/t h	Con daily /th
DHH	17200	3	5733	1433	287	15440	1760	8	2/no travel	49	16	47	16	5147	1287	257	587	147	29
Directions/SE	6245	1	6245	1561	312	6180	65	15	1	89	89	47	47	6180	1545	309	65	16	3
Multi-Needs	25510	4.6	5546	1386	277	21420	4090	18	11	94	20	87	19	4657	1164	233	889	222	44
STARS	11985	3	3995	999	200	10980	1005	5	3	37	12	37	12	3660	915	183	335	84	17
Transition	2350	0.4	2350	588	294	2020	330	2	1	15	>15	15	>15	2020	505	101	825	206	41
Vision	10060	2.7	3726	931	186	9500	560	11	5	64	24	35	13	3519	880	176	207	52	10

Position: OT

Assumptions: 7.5 hour Work day with 30 minute daily lunch

Total # of Students Assigned: N/A	Direct IEP Services: Ave= 521 min/wk (104 min/day); Range= 29-1396 min/wk
Annual Number of IEP Meetings: Ave = 83 ; Range = 50-118	Consult IEP Services: Ave = min/wk (min/day); Range = - min/wk
Average Length of IEP meeting: 90 Min	Total IEP Services: Ave = 1100 min/wk (220 min/day) Range = 166-293 min/day (1100 min/wk used for calculation)
Average # IEPs per month: Ave = 9; Range = 6-13 2/wk used for calculation	Building Support (non-IEP minutes): 60 Minutes per Week
IEP Caseload: Ave = 50 Students ; Range 30-71	Collaboration/Data Collection IEP²: 200 Minutes per Week
Outside Therapist/Agencies Consult: 10 minutes per week	Preparation Time per IEP: 60 Minutes per IEP
Parent Communication: 60 Min Monthly 15 min/wk used for calculation	Reeval Time Prep per IEP: 200 Minutes per IEP
Team Meetings⁵: 100 Minutes per Week	OTHER (Medicaid, DCFS): 30 Minutes per Week
Travel: = 30/day 150 min/wk used for calculation	# of districts: range=1-4 Schools Assigned:

(2 IEPs/wk + 2 IEP preps/wk and using ave for everything else = 7.02 hours/day)

Position: PT

Assumptions: 7.5 hour Work day with 30 minute daily lunch

Total # of Students Assigned: Ave = 35; Range = 14 (2days/wk) - 47	Direct IEP Services: Ave= 504 min/wk (101 min/day); Range= 160 (part-time) - 680 min/wk
Annual Number of IEP Meetings: Ave = 59 ; Range = 24-78	Consult IEP Services: Ave = 342 min/wk (68 min/day); Range = 167 (part time) - 588 min/wk
Average Length of IEP meeting: 90 Min	Total IEP Services: Ave= 768 min/wk (154 min/day); Range = 327 (part time) - 958 min/wk (768 min/wk used for calculation)
Average # IEPs per month: Ave = 7 ; Range = 3-9 2/wk used for calculation	Collaboration IEP/Data Collection: 200 min/wk

IEP Caseload: Ave = 35; Range = 14 (PartTime) - 47	Preparation Time per IEP: 60 Minutes per IEP 1 used for calculation
Outside Therapist/Agencies Consult: 10 minutes per week	Reeval Time Prep per IEP: 200 Minutes per IEP 1 used for calculation
Parent Communication: 60 Min Monthly 15 min/wk used for calculation	OTHER (Medicaid, DCFS): 30 Minutes per Week
Team Meetings⁵: 100 Minutes per Week	Travel: Range = 0-90 min/day 450 min/wk used for calculation
	Districts Assigned: Ave= 3 ; Range = 1-5 Schools Assigned: Ave= 7 ; Range = 3-11

(2 IEPs/wk + 2 IEP preps/wk and using ave for everything else = 6.71 hours/day)

Position: Hearing & Vision Itinerants

Assumptions: 7.5 hour Work day with 30 minute daily lunch

Total # of Students Assigned: current average = 32 (Hearing) & 40 (Vision)	Direct Services IEP: average of 1575-1945 Minutes per Month; 394-486 min/wk; 79-97 min/day
Annual Number of IEP Meetings: 53-67	Consult IEP Services: - average of 1373-1375 Minutes per Month; 343-344 min/wk
Average Length of IEP meeting: 90 Min	Total IEP Services: average 147-166 min/day (785 min/wk used for calculation)
Average # IEPs per month: 6-7 2/wk used for calculation	Collaboration/Data Collection IEP²: 200 Minutes per Week
IEP Caseload: current average = 32 (Hearing) & 40 (Vision)	Preparation Time per IEP: 60 Minutes per IEP 1 used for calculation
Outside Therapist/Agencies Consult: 10 minutes per week	Reeval Time Prep per IEP: 200 Minutes per IEP 1 used for calculation
Parent Communication: 60 Min Monthly 15 min/wk used for calculation	OTHER (Medicaid, DCFS): 30 Minutes per Week
Team Meetings⁵: 100 Minutes per Week	Travel: Range = 0-90 min/day 450/wk used for calculation
	Districts Assigned: Ave = 7 districts; range= 3 (part time)-11 Schools Assigned: Hearing Ave = 13; Range = 10-16 : Vision - not available

(2 IEPs/wk + 2 IEP preps/wk and using ave for everything else = 6.77 hours/day)

DHH				Direct/mo	Consult/mo	Total/mo	# of Students
Andersen	# of schools	11		1560	1500	3060	35
Boczkowski	# of schools	11		2340	1213	3553	27

Chaplin	# of schools	15		620	971	1591	27
Dorchack	# of schools	16		2240	1673	3913	32
Jeske	# of schools	10		2810	1300	4100	31
Lohrenz	<u># of schools</u>	<u>15</u>		<u>2097</u>	<u>1580</u>	<u>3677</u>	<u>40</u>
	Ave	13	Total	11667	8237	19894	32
			Ave	1945	1373	3316	
Vision				<u>Direct/mo</u>	<u>Consult/mo</u>	<u>Total/mo</u>	# of Students
Corsello	# of districts	7		2230	1573	3803	45
Seyler	# of districts	11		1068	2236	3304	46
McCullough	# of districts	7		1076	148	1224	17
Wawczak	# of districts	3		<u>980</u>	<u>717</u>	<u>1697</u>	28
	Ave	7	Total	<u>5354</u>	<u>4674</u>	<u>10028</u>	136
			Ave	1575	1375	2949	40

SASED Occupational and Physical Therapy

— 2021-22 —

Role of OT and PT in Schools

- Provide an accurate assessment of student needs in the learning environment
- Support teaching staff by providing information on how to interact safely and effectively with students
- Adapt programming and the school environment to meet individual student needs
- Provide therapeutic intervention as needed to allow the student to benefit from his/her individualized education program within the least restrictive environment.

SASED Occupational and Physical Therapy

Occupational Therapy

Students Served: 2,300

Weekly Minutes (Consult/Direct): 54,592

Referrals in Feb 2022: 185

OT Staff: 49 OT's (47.1 FTE)

Physical Therapy

Students Served: 382

Weekly Minutes (Consult/Direct): 8,791

Referrals in Feb 2022: 15

PT Staff: 10 PT's (9.9 FTE)

SASED OT's and PT's service students in over 80 member district buildings and SASED classrooms!

SASED OT's and PT's also provide MTSS/RTI support, in-services/training, resources, collaboration/consultation, screenings and evaluations for building/program teams.



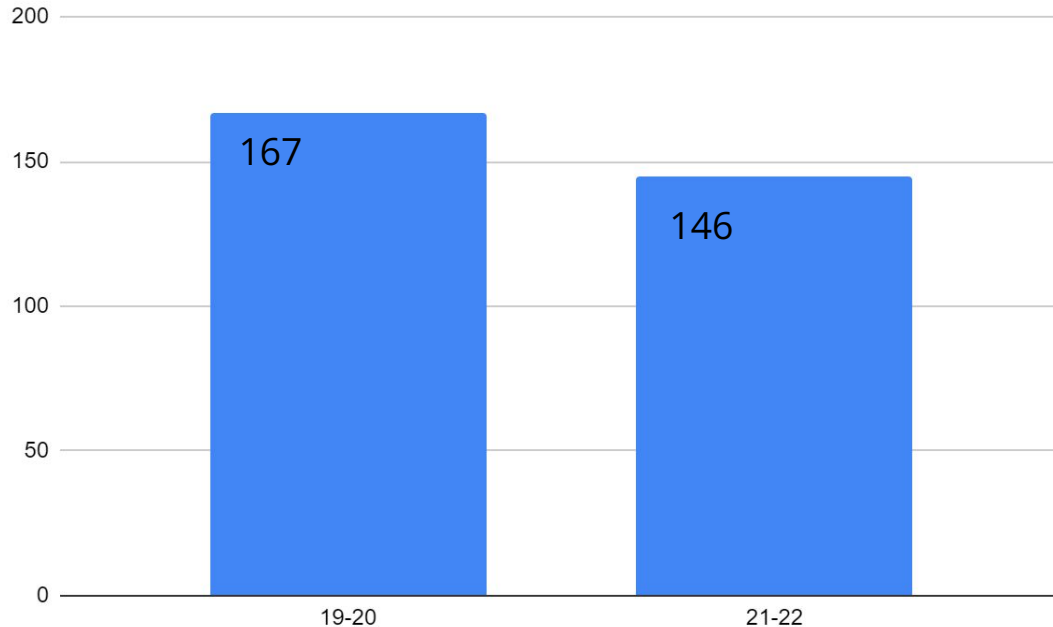
School
Improvement,
Instructional
Support and
Assistive
Technology Update



3/15/2022

SIIS Individual Student Referrals (YTD 3/15/2022)

Compare Student Referrals from 19-20 to 21-22



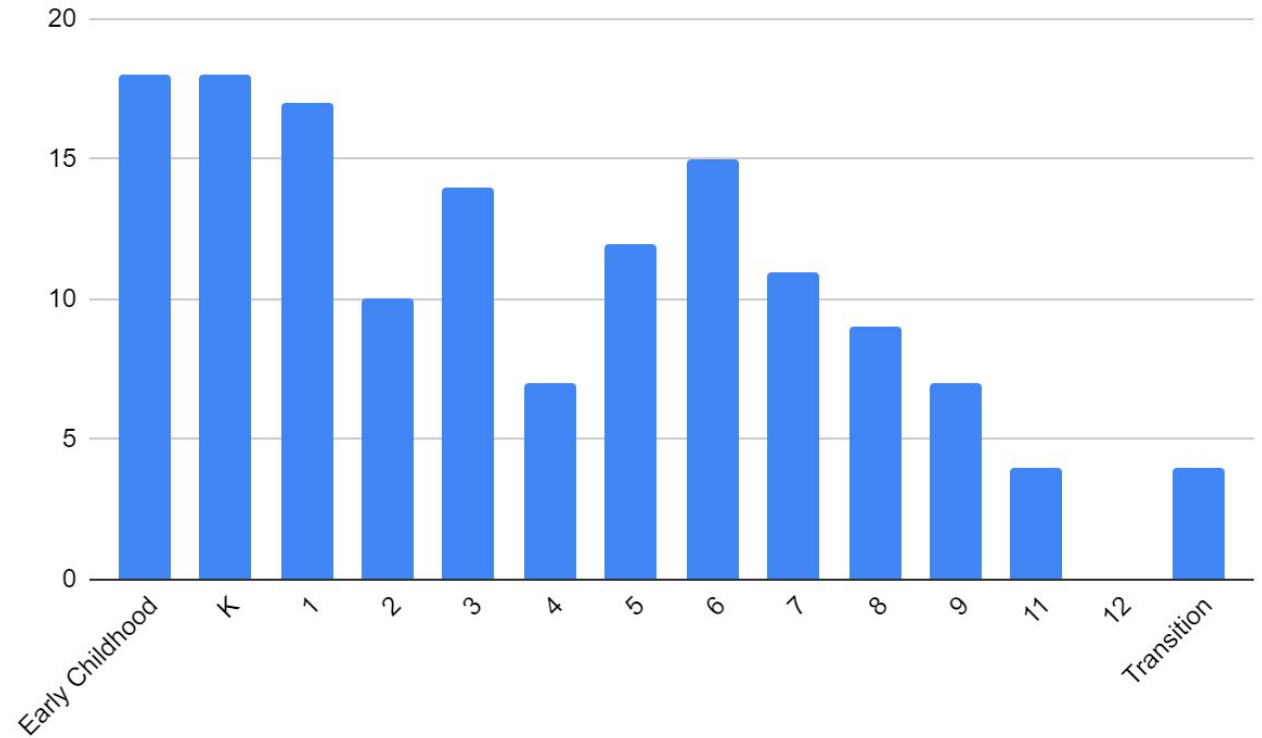
2019-2020

7 Full Time Coaches
6 Part Time Coaches

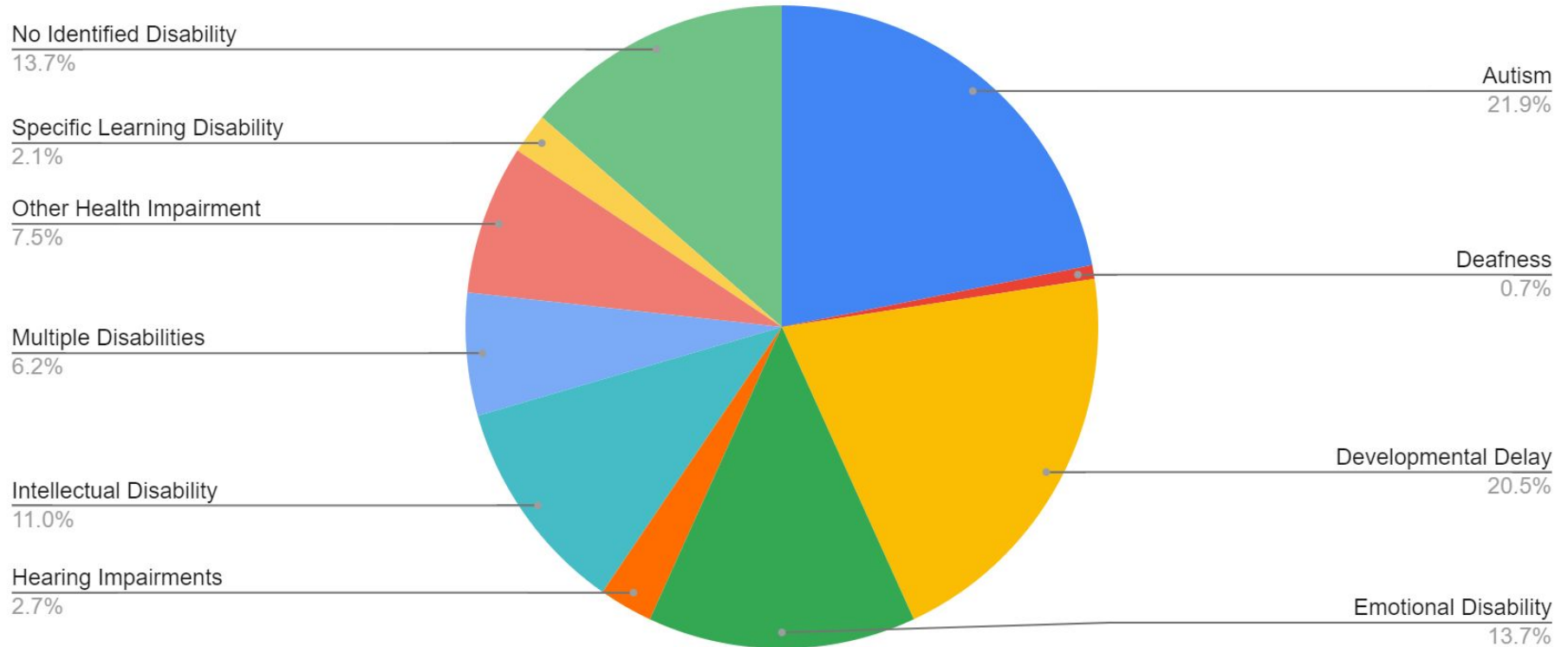
2021-2022

7 Full Time Coaches
4 Part Time Coaches

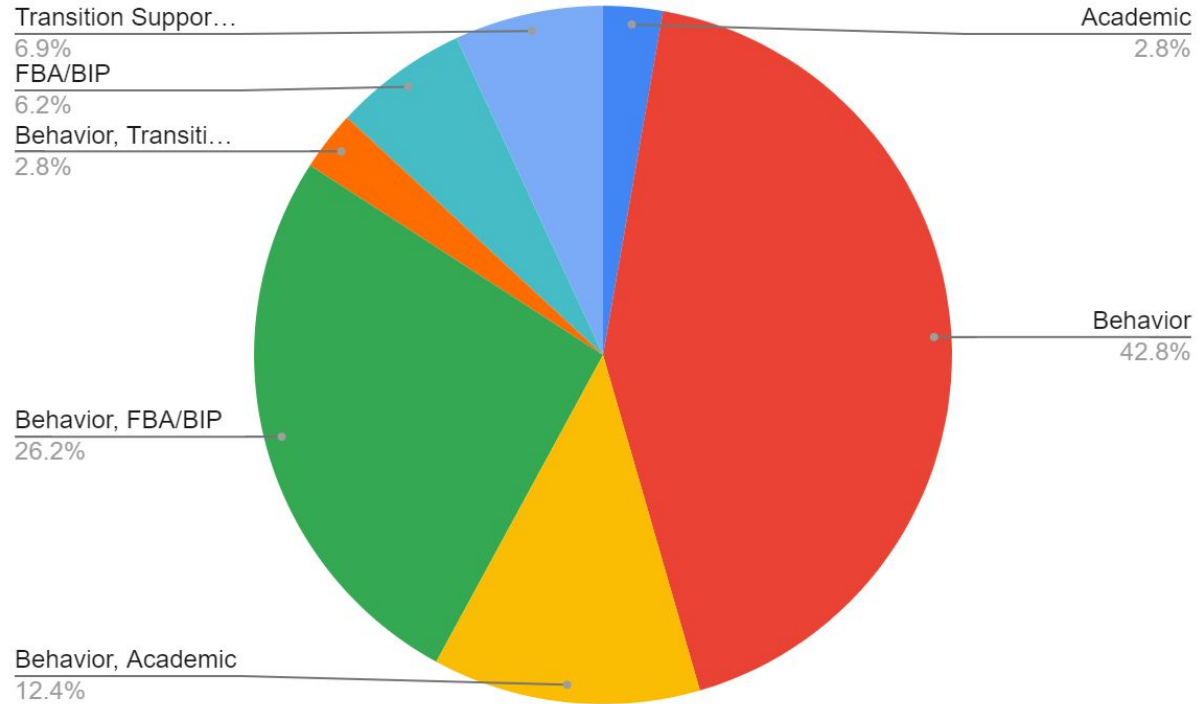
Referrals by Grade Level



Referrals by Disability



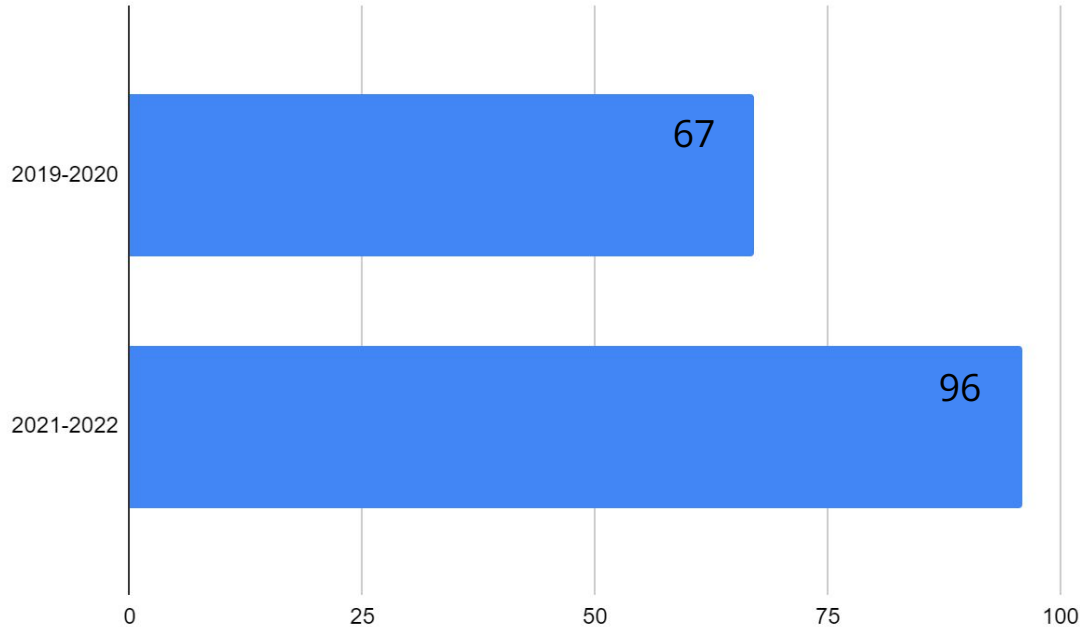
Referral Type



PD/Project Work

- 38 Full Day CPI Trainings
- 35 Scheduled Professional Development Opportunities in Districts/Programs
- 10 Multi District Trainings
- 60 Projects across Districts/Programs

Assistive Technology Referrals (YTD 3/15/22)



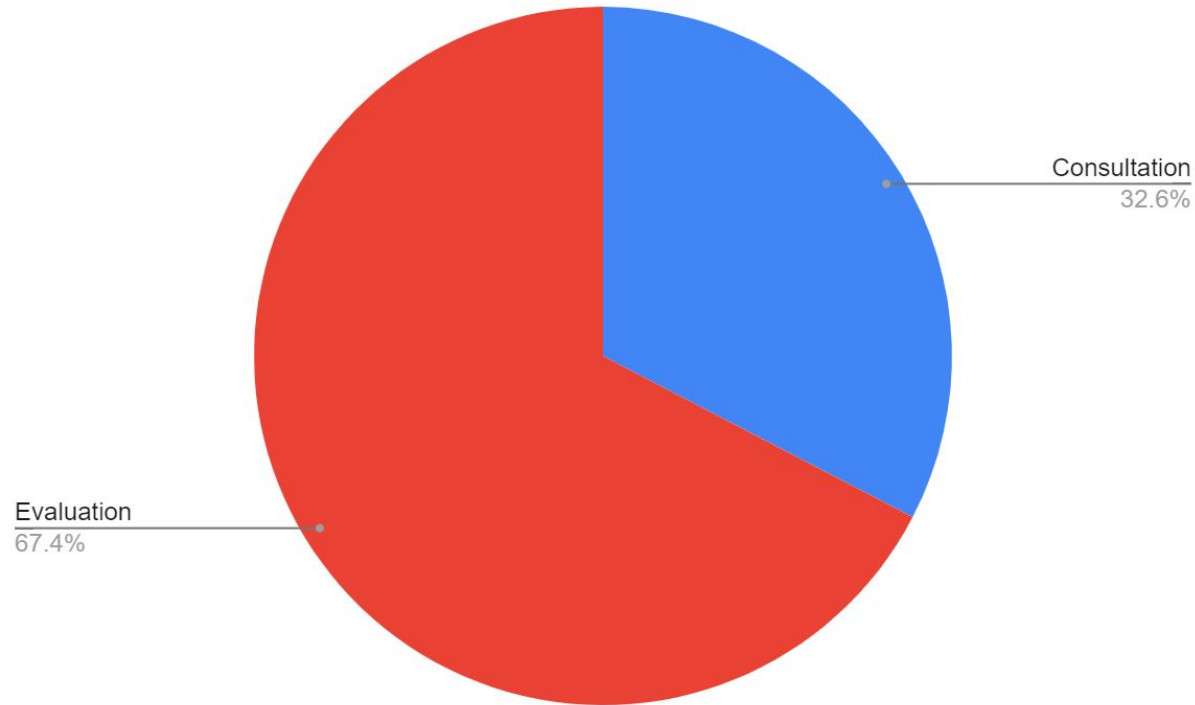
2019-2020

2 Full Time AT Coaches
1 Part Time AT Coach

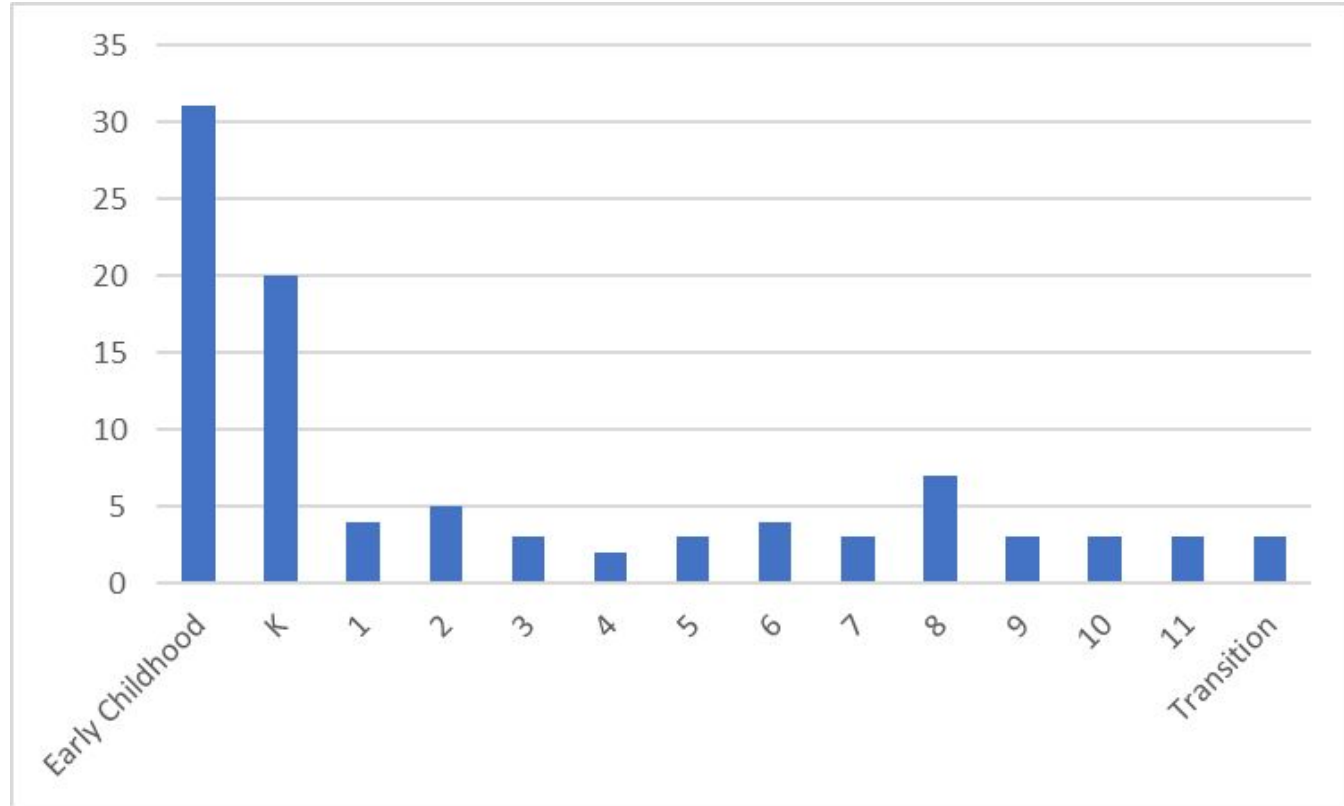
2021-2022

1 Full Time AT Coach

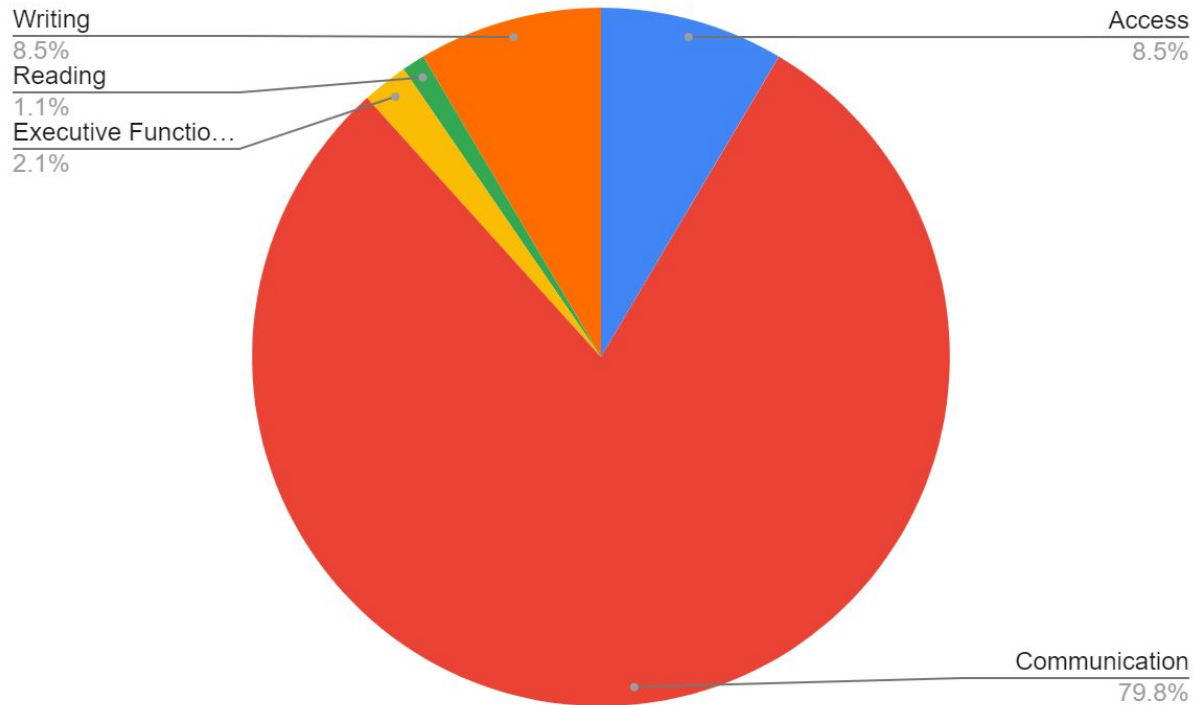
Evaluation vs. Consultation



AT Referrals by Grade Level



Primary AT Concern



Referral Forms

[SASED Assistive Technology Referral](#)

[SASED Request for Professional Development Services/Approval](#)

[SASED SIIS Team Individual Student Referral](#)

[SASED SIIS Team Project Referral](#)

[Training for Restraint and Time out \(CPI/Trauma/Restorative Practices\)](#)

Listing of Anticipated Classroom Leases and SASSED Sites

Benjamin 20	0
Keeneyville 20	2 Multi Needs classrooms
West Chicago 33	0
Winfield 34	2 Multi Needs classrooms, 1 office
Villa Park 45	4 DHH classrooms, 2 Multi Needs classrooms
Salt Creek 48	5 classrooms and 1 office and 1 office/storage space
Downers Grove 58	7 Multi Needs classrooms
Maercker 60	3 STARS classrooms
Cass 63	2 Multi-Needs classrooms, 2 STARS classrooms
Center Cass 66	3 Multi-Needs classrooms
Woodridge 68	0
DuPage High School 88	3 Vision, 2-3 Multi Needs
Community High School 99	1-2 or 0 Multi Needs classrooms
Community Consolidated 180	0
Westmont 201	1 DHH classroom
Lisle CUSD 202	0
Elmhurst 205	0
TOTAL	38 classrooms
Southeast/Directions	N/A
Transition	4 classrooms at Admin Center
Project SEARCH	1 Central DuPage Hospital

Human Resources Update March 23, 2022

Job Fairs

Mrs. Grohn has attended the following job fairs: ISU In-person, IASPA Virtual, NIU Virtual, ISU Virtual. We are also working to attend upcoming OT Job Fairs.

Interviews

Since July 1 we have held 199 interviews.

July - 51

August - 9

September - 27

October - 24

November - 22

December - 11

January - 30

February - 23

March (as of 11th) - 2

Resignations

- 29 SASSED staff
- 20 Contract Staff

Anticipated Retirements

FY 21-22 - 11

6 Certified

5 Non-certified

Open Positions for 21-22

Teachers Assistants - 28

Speech - 2 (SE and MN)

SW - 1 (STARS)

Signing Assistant - 1(DHH)

Asst Program Admin - 1(SE - Filled for 22-23)

OT - 2

Nurses (have fluctuated on need) - 2

Central office-2 (Benefits Specialist and Audiology Administrative Assistant)

We will share the 22-23 open positions in April as more of the staffing takes hold. As of right now there is a need for Multi Needs Teachers, Certified School Nurses (1-2), Occupational Therapists, Paraprofessionals, 1:1 Nurses.

SASED Recruitment Plan

Strategy	Strategy is Designed to Close this Gap:	Description	Possible Tactics	Team Action Items	Individual/s Responsible
Online Recruiting	Reaching most candidates	Most potential employees hired find new careers online. The newspaper want-ads are not an effective recruitment source for most of today's applicants. Placing vacancy announcements online is more effective and economical than using most traditional forms of advertising.	<ul style="list-style-type: none"> ▪ <i>IASA job bank</i> ▪ <i>Applitrack</i> ▪ <i>K12jobspot.com</i> ▪ <i>Indeed.org</i> ▪ <i>Agencies (Foxhire, Maxim, Stepping Stones, AYA Healthcare, ProCare, EduHealthcare)</i> ▪ <i>College and university sites through Handshake</i> ▪ <i>Specialty Sites</i> ▪ <i>LinkedIn</i> ▪ <i>Proactive Recruiting.</i> 	Staffing needs need to be determined earlier	HR
Campus Recruiting and Job Fairs	Need to improve overall applicant pool and improve diversity	Both teaching and paraprofessional applicants can be effectively recruited at job fairs sponsored by state workforce development agencies and universities. College recruiting can be a very effective method for attracting applicants for teaching jobs.	<ul style="list-style-type: none"> ▪ Send team of HR with a focus on diversity for the district– provides an opportunity for job seekers to ask both job specific and hiring process/benefits questions. 	<ul style="list-style-type: none"> ▪ Governors State ▪ St. Xaviers ▪ National Louis ▪ Spring Educator Fair (EIU, NIU, U of I, Northeastern Illinois, ISU) ▪ NIU ▪ ISU ▪ Illinois Principal Association 	HR
University Partnerships	Not enough applicants with specialized degrees in hard to fill positions	Developing a variety of recruitment strategies with area universities, community colleges.	<ul style="list-style-type: none"> ▪ Collaborate with university deans and professors to help generate student interest in the various fields of education ▪ Partner with alternative certification providers (Teach for America, New Teacher Project, Transition to Teaching) 	<p>Meet with universities</p> <p>Build relationships with alternative teacher placement programs</p>	HR

Targeted Recruitment	Lack of diversity in targeted job/s	You may need a more diverse workforce that better reflects the client population you serve. For example, you may need to recruit employees with specific language skills, or with specialized degrees (e.g., DHH VI SLP specialization).	Target community job fairs to increase diversity among new recruits.	Meetings with universities that specialize in identified areas	HR
Internships/ Student Teachers	Need to improve overall applicant pool	Interns sometimes are paid a stipend, but in most instances interns are fulfilling an academic requirement of the college or university. The potential payoff is having a “known” applicant who is familiar with Coop operations.	Provide opportunities to potential employees to participate in an internship program. The use of social workers, psychologists, public relations interns, etc. Student teachers have a semester long “on the job interview” to determine if they are a fit for the district and any potential opening.	Meetings with universities and colleges	HR
Word of Mouth	Need to improve overall applicant pool	If current employees are happy in their jobs, they become one of the best sources of recruitment.	<ul style="list-style-type: none"> Even if employees are not actively referring vacancies to friends and acquaintances, their positive “word of mouth” about the agency is a powerful recruitment source. 	Encourage SASSED employees to encourage others to apply for open positions	All SASSED employees
Employees as Recruiters	Need to improve overall applicant pool	The next step beyond “word of mouth” recruiting is encouraging employees to recruit others.	<ul style="list-style-type: none"> Issue periodic reminders to staff that vacancies exist and their referrals are appreciated. Offer “recruitment bonuses” to staff that refer applicants who are eventually hired. Tie the bonus to the successful completion of the probationary period. 	SASSED employees to encourage outside candidates to apply for positions	All SASSED employees

<p>Keeping Jobs Filled</p>	<p>Too many unfilled vacancies</p>	<p>Maintain a positive onboarding and mentoring program for all employees</p>	<p>Hire employees in anticipation of vacancies that are projected to occur. This would provide training for the incoming employee with a focus on learning from the exiting employee. This is especially useful for clerical employees and administrators.</p>	<p>Mentor Coordinator, P&S, and HR work on revamping and refreshing the mentoring program.</p> <p>Build an on onboarding program for all employees</p> <p>Say Interviews</p>	<p>HR</p>
<p>Maintain a pre-screened applicant pool</p>	<p>Too many applicants get hired with only the minimum credentials</p>	<p>Maintain a core pool of applicants that are potentially interested in a position with the district.</p>	<ul style="list-style-type: none"> ▪ Have a pool of pre-screened, interviewed applicants always available to be called for a second interview with the hiring supervisor. When using this approach, it's important to minimize the amount of time between the initial interview and the second interview to prevent top-quality applicants from being hired elsewhere. ▪ Human Resources will need to do continuous recruiting and screening, even when there are no current vacancies. 	<p>Applitrack</p>	<p>HR</p>

To: Board of Control
 From: Melinda McGuffin, Executive Director
 Date: March 23, 2022
 Re: Enrollment

Purpose:

The purpose of this memo is to update the Board of Control regarding SASED enrollment for the current school year.

Background:

The chart below shows the changes in enrollment for each SASED program. Rows highlighted in yellow reflect changes between February 2, 2022, and March 1, 2022. Page 2 of this document provides information on current student enrollment by member district.

	Southeast	Directions	STARS	MN	Vision	DHH	Transition	Project SEARCH	Total Enrollment
August, 2021 (as of 8/26/21)	60	19	37	98	64	45	15	11	349
September 2021 (as of 9/7/21)	63	19	37	100	64	46	15	11	355
October, 2021 (as of 10/1/21)	68	18	38	98	64	46	16	11	359
November, 2021 (as of 11/1/21)	69	16	38	96	65	49	15	11	359
December, 2021 (as of 12/1/21)	71	18	37	94	64	49	15	11	359
January, 2022	66	18	36	91	63	51	14	11	350
February, 2022	66	18	37	93	63	50	14	11	352
March, 2022	66	19	36	93	63	50	13	11	351
Gains 2/2/22-3/1/22	+2	+1	0	+2	0	+2	0	0	+7
Losses 2/2/22-3/1/22	-2	0	-1	-2	0	-2	-1	0	-8
Net Change 2/2/22-3/1/22	0	+1	-1	0	0	0	-1	0	-1

SASED Programs - Member & DWC Districts - Student Enrollment - March 1, 2022									
Member District	Southeast	Directions EL, MS, HS	STARS	Multi Needs	Vision	DHH	Transition	Project Search	District Total
20	2			4		1			7
25						2			2
33	4	1		2		2			9
34	2	1	1						4
45	7	2		2	1	3			15
48	3	1	1	2	1				8
58	1	2	13	16	2	1			35
60	2		6	11	1	2			22
63	1		4	2		1			8
66	1		1	6		2			10
68	6	1	5	9					21
88	1	2		5	4		4		16
94	6	1		2			2	1	12
99	8	3		6	7		1		25
180	3	1	4	7	1				16
201				5	2	1	3		11
202	3	3		9			3		18
205	9		1	2	2	3		2	19
DWC+ Kane/Will/Kendall	7	1		3	42	32		8	93
Total Enrollment	66	19	36	93	63	50	13	11	351

To: Board of Control
 From: Mindy McGuffin, Executive Director
 Date: March 23, 2022
 Re: Board Committee Updates

Purpose:

The purpose of this memo is to provide an update on the activities of the policy, finance, and negotiation committees.

Protocols Subcommittee
Mrs. Joanna Vazquez-Drexler (99)
Mr. Terry Walloch (D20)
Dr. Mark Cross (D63)
Dr. Andrew Wise (D66)

Policy Committee 2021-2022
Mrs. Joanna Vazquez-Drexler (99)
Dr. Jean Barbanente (88)
Mr. Ray Kielminski (48)
Mrs. Lynn Casey Maher (94)

Upcoming Policy Committee Meeting Dates: April 27
 Meetings begin at 5:30 at the SASED Administration Center

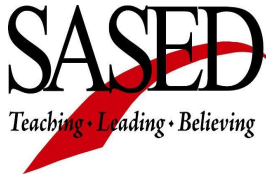
Finance Committee 2021-2022
Dr. Matt Rich (34)
Mr. Jack Buscemi (25)
Mr. Tom Ruggio (68)
Mrs. Leah Conover (201)
Mrs. Sue Caddy (Maercker 60)
Mr. Ray Kielminski (48)

Upcoming Finance Committee Meeting Dates: May 5.
 Meetings begin at 5:30 at the SASED Administration Center

The finance committee met on March 9, 2022. The committee approved the minutes from the January 12, 2022, meeting. The minutes are attached for your approval. In addition, the finance committee discussed new policies related to audit recommendations including: Fund balance policy 4:20 and Capital asset policy 4:80. Other items included a discussion on return of excess cash, pre-bill rates, and non-member surcharges, Medicaid distribution procedures, server refresh, southeast construction/maintenance grant items, transition program space and an informational item from Mr. Evans, Director of Operations and Business Services at Salt Creek D48 regarding lease rates.

The next scheduled policy meeting is set for April 23, pending work on the school board policies online process with IASB. Given the new Board of Control meeting start time, it is likely that a new date and time will be set.

The protocols subcommittee will convene later in the Spring on a date and time yet to be determined.



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Control
From: Julie Grohn, Director of Human Resources
Date: March 23, 2022
Re: Resolution for Non-Renewal of 1st-3rd year Probationary Teachers

Purpose:

The following licensed employees are not being recommended for renewal and a resolution authorizing dismissal has been prepared for Board adoption. These staff members shall be dismissed at the end of the 2021-2022 school term and not reemployed for the 2022-2023 school term, pursuant to Section 24-11 of the *Illinois School Code*.

Background: The Union President has been informed of the below staff being released. The staff members were told on the 18th of the upcoming Board action on their employment with SASED.

Next Steps: Staff will be provided with signed copies of the Non-renewal through personal delivery, US Mail, and Certified Mail.

1st - 3rd Year Probationary

Jennifer Furman	Social Worker	STARS and DHH
Amanda Hurt	Social Worker	SE
Grace McGuire	Teacher	DHH

**RESOLUTION FOR NON-RENEWAL AND DISMISSAL OF
FIRST, SECOND, AND/OR THIRD-YEAR PROBATIONARY TEACHERS**

WHEREAS, certain teachers are employed by the Board of Control of School Association for Special Education in DuPage (SASED) DuPage County, Illinois (“the Board”) as first, second, and/or third-year probationary teachers; and

WHEREAS, the Board has determined it necessary to non-renew and dismiss certain first, second, and/or third-year probationary teachers; and

WHEREAS, pursuant to Section 24-11 of the *Illinois School Code*, it is necessary to give such teachers written notice of non-renewal and dismissal at least forty-five (45) days prior to the end of the 2021-2022 school term that such teachers will not be re-employed for the 2022-2023 school term and will be dismissed at the end of the 2021-2022 school term.

NOW, THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. The following first, second, and/or third-year probationary teachers shall be non-renewed and not re-employed for the 2022-2023 school term and shall be dismissed at the end of the 2021-2022 school term:

Amanda Hurt
Jennifer Furman
Grace McGuire

Section 2. The aforementioned teachers shall be given written notice of the non-renewal of employment and dismissal by certified mail with return receipt requested, at least forty-five (45) days before the end of the 2021-2022 school term in accordance with Section 24-11 of the *Illinois School Code* in a form substantially similar to Exhibit A attached hereto.

Section 3. This Resolution shall be in full force and effect upon its adoption.

Member _____ moved that the foregoing resolution be adopted and Member _____ seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

The Board Chairperson declared the motion carried and the Resolution duly adopted.

Board of Control of School Association for Special
Education in DuPage (SASED)

DuPage County, Illinois

By: _____

Board Chairperson

Date: March 23, 2022

Attest: _____

Secretary

Exhibit A

**NOTICE OF NON-RENEWAL AND DISMISSAL FROM EMPLOYMENT
FIRST, SECOND OR THIRD-YEAR PROBATIONARY TEACHER**

AMANDA HURT
1012 ROSEWOOD
NAPERVILLE, IL 60563

Dear Ms. Hurt:

You are hereby notified that your employment will not be renewed for the 2022-2023 school term and you are dismissed from your employment as a probationary teacher by the Board of Control of School Association of Special Education in DuPage County (SASED) DuPage County, Illinois, effective at the end of the 2021-2022 school term.

Dated this 23th day of March, 2022

Board of Control of School Association for Special
Education in DuPage County
DuPage County, Illinois

By: _____
Board Chairperson

Attest:

Secretary

SENT BY:

- (1) CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED **AND**
(2) FIRST CLASS MAIL **OR** PERSONAL DELIVERY WITH RECEIPT

Exhibit A

**NOTICE OF NON-RENEWAL AND DISMISSAL FROM EMPLOYMENT
FIRST, SECOND OR THIRD-YEAR PROBATIONARY TEACHER**

JENNIFER FURMAN
1650 RUBY DR
PINGREE GROVE, IL 60140

Dear Ms. Furman:

You are hereby notified that your employment will not be renewed for the 2022-2023 school term and you are dismissed from your employment as a probationary teacher by the Board of Control of School Association of Special Education in DuPage County (SASED) DuPage County, Illinois, effective at the end of the 2021-2022 school term.

Dated this 23th day of March, 2022

Board of Control of School Association for Special
Education in DuPage County
DuPage County, Illinois

By: _____
Board Chairperson

Attest:

Secretary

SENT BY:

- (1) CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED **AND**
- (2) FIRST CLASS MAIL **OR** PERSONAL DELIVERY WITH RECEIPT

Exhibit A

**NOTICE OF NON-RENEWAL AND DISMISSAL FROM EMPLOYMENT
FIRST, SECOND OR THIRD-YEAR PROBATIONARY TEACHER**

GRACE McGUIRE
1503 S ELIZABETH ST.
LOMBARD, IL 60148

Dear Ms. McGuire:

You are hereby notified that your employment will not be renewed for the 2022-2023 school term and you are dismissed from your employment as a probationary teacher by the Board of Control of School Association of Special Education in DuPage County (SASED) DuPage County, Illinois, effective at the end of the 2021-2022 school term.

Dated this 23th day of March, 2022

Board of Control of School Association for Special
Education in DuPage County
DuPage County, Illinois

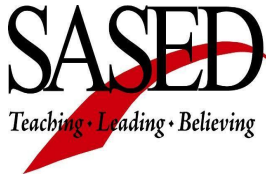
By: _____
Board Chairperson

Attest:

Secretary

SENT BY:

- (1) CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED **AND**
(2) FIRST CLASS MAIL **OR** PERSONAL DELIVERY WITH RECEIPT



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Control
From: Julie Grohn, Director of Human Resources
Date: March 23, 2022
Re: Resolution for Non-Renewal of 4th year Probationary Teachers

Purpose:

The following licensed employees are not being recommended for renewal and a resolution authorizing dismissal has been prepared for Board adoption. These staff members shall be dismissed at the end of the 2021-2022 school term and not reemployed for the 2022-2023 school term, pursuant to Section 24-11 of the *Illinois School Code*.

Background: The Union President has been informed of the below staff being released. The staff members were told on the 18th of the upcoming Board action on their employment with SASED.

Next Steps: Staff will be provided with signed copies of the Non-renewal through personal delivery, US Mail, and Certified Mail.

4th Year Probationary

Timothy Morton	Teacher	SE
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**RESOLUTION FOR NON-RENEWAL OF EMPLOYMENT AND DISMISSAL
OF FOURTH YEAR PROBATIONARY TEACHER**

WHEREAS, the Board of Control of the School Association for Special Education in DuPage County has heard the report of the Executive Director concerning the performance of probationary teachers; and

WHEREAS, the Board has determined it necessary to non-renew the employment of and to dismiss a certain fourth-year probationary teacher; and

WHEREAS, pursuant to Section 5/24-12 of the *Illinois School Code*, it is necessary to give a fourth-year probationary teacher a written notice of non-renewal and dismissal, and the reason therefor, at least forty-five (45) days prior to the end of the current school term that such teacher will not be re-employed for the following school term and will be dismissed at the end of the current school term.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education as follows:

Section 1. The following fourth-year probationary teacher shall not be re-employed for the 2022-2023 school term, shall be dismissed at the end of the 2021-2022 school term, and shall receive a written notice of dismissal and nonrenewal of employment in a form substantially similar to Exhibit A attached hereto: Timothy Morton. The reason(s) for such teacher's dismissal is the following: Performance.

Section 2. The aforementioned teacher shall be given written notice of non-renewal of employment and dismissal, and the reason therefor, by regular mail, certified mail, return receipt requested, and by personal delivery with receipt, at least forty-five (45) days before the end of the 2021-2022 school term in accordance with Section 5/24-12 of the *Illinois School Code* in a form substantially similar to Exhibit A.

Section 3 This Resolution shall be in full force and effect upon its passage.

Member _____ moved that the foregoing resolution be adopted and Member seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

The Board Chairperson declared the motion carried and the Resolution duly adopted.

BOARD OF CONTROL OF The School Association for Special Education in DuPage County
(SASED)

By: _____
Board Chairperson

Attest: _____
Secretary

Date: March 23, 2022

Exhibit A

**NOTICE OF NON-RENEWAL OF EMPLOYMENT AND DISMISSAL
OF FOURTH-YEAR PROBATIONARY TEACHER**

MR TIMOTHY MORTON
5550 ABBEY DR APT 1F
LISLE, IL 60532

Dear Mr. Morton:

You are hereby notified that your employment will not be renewed for the 2022-2023 school term, and you have been dismissed as a teacher for The School Association for Special Education in DuPage County (SASED) effective at the end of the 2021-2022 school term. The reason for your dismissal is as follows: Performance.

This Notice of Non-renewal of Employment and Dismissal is being sent to you pursuant to a Resolution of the Board of Control of The School Association for Special Education in DuPage County, which was adopted at a meeting held on March 23, 2022.

BOARD OF CONTROL OF The School Association for Special Education in DuPage County

BY: _____
Board Chairperson

Attest: _____
Secretary

Date: _____



School Association for Special Education in DuPage

Mindy McGuffin, Ed.D.
Executive Director

**RESOLUTION FOR THE DISMISSAL OF EDUCATIONAL SUPPORT EMPLOYEE FOR
REASONS OTHER THAN REDUCTION -IN-FORCE**

The following educational support personnel employee is being dismissed and a statement authorizing dismissal has been prepared for Board adoption. This staff member shall be dismissed as of March 23, 2022 and not reemployed.

Patricia Cerney

Lead Job Coach

RESOLUTION FOR DISMISSAL
OF
EDUCATIONAL SUPPORT PERSONNEL

WHEREAS, SASSED is a joint agreement operating under Section 5/10-22.31 of the *Illinois School Code* through its Board of Control (“the Board”); and

WHEREAS the following education support personnel employee is employed by the Board of Control of the School Association for Special Education in DuPage County, Illinois (“SASED”) during the 2019-2020 school term; and

WHEREAS, the Board of Control has received and reviewed information, reports and recommendations from its administrative staff regarding the performance and/or attendance of said educational support personnel employee; and

WHEREAS, the Board of Control has determined that said educational support personnel shall be dismissed for reasons other than reduction-in-force.

NOW, THEREFORE, BE IT RESOLVED by the SASSED Board of Control as follows:

Section 1: The following named educational support personnel employee shall be dismissed from employment effective March 23, 2022 for reasons other than reduction-in-force as set forth in the Notice and Statement of Dismissal attached as Exhibit A and incorporated by reference:

<u>Name</u>	<u>Position</u>
Patricia Cerney	Lead Job Coach

Section 2: The said employee shall be given written notice of dismissal by first class mail, certified mail return receipt requested, in a form substantially similar to Exhibit A attached hereto.

Section 3: This Resolution shall be in full force and effect upon its passage.

Member _____ moved that the foregoing resolution be adopted and
Member _____ seconded the motion.

Adopted this 23rd day of March 2022, by the following vote:

Ayes: _____

Nays: _____

Absent: _____

BOARD OF CONTROL OF SASED

By: _____
Chairperson

Attest: _____
Secretary

Exhibit A

WRITTEN NOTICE AND STATEMENT OF DISMISSAL
OF EDUCATIONAL SUPPORT PERSONNEL

March 23, 2022

PATRICIA CERNEY
1716 77TH STREET
NAPERVILLE, IL 60565

Dear Patricia Cerney:

At its meeting held on March 23, 2022, the Board of Control of the School Association for Special Education in DuPage County, Illinois ("SASED"), resolved to dismiss you for reasons other than reduction-in-force. The reason for your dismissal is for violation of Board Policy 5:120, Employee Ethics, Conduct and Conflict of Interest.

Your last day of employment at SASED is March 18, 2022.

Sincerely,

Board of Control
School Association for Special Education in
DuPage County, Illinois

By: _____
Chairperson

Attest: _____
Secretary

C: Personnel File

Sent by First Class Mail, Certified Mail,
Return Receipt Requested, and FedEx delivery

ASSISTANT PROGRAM ADMINISTRATOR

EMPLOYMENT AGREEMENT

July 1, 2022 through June 30, 2023

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between LaShaunda Sandifer (“the Assistant Program Administrator”) and the Board of Control of (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Assistant Program Administrator for a term of one (1) year commencing on July 1, 2022 and terminating on June 30, 2023 at an annual salary of Eighty Thousand and No/100 Dollars (\$80,000). The Assistant Program Administrator shall work a Two Hundred Twenty (220) work-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.

2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Assistant Program Administrator’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the Assistant Program Administrator’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Assistant Program Administrator’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Assistant Program Administrator does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Assistant Program Administrator did not have the option of choosing to receive the contributed amounts directly, instead of having

such contributions paid by the BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Assistant Program Administrator's future services, knowledge and experience.

3. The termination date of this Agreement may be extended by mutual agreement, pursuant to the terms of Section H, with or without a modification of the annual salary provisions.
4. During the term of this Agreement, the Assistant Program Administrator shall hold a valid Professional Educator License.

B. BENEFITS

1. The Assistant Program Administrator shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
2. The Assistant Program Administrator shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.1 above.
3. The Assistant Program Administrator shall be afforded paid leave for a State or Federal holiday which the Board of Control has determined also to be a school holiday. The Assistant Program Administrator will be eligible for consideration for benefits and other privileges as are set forth in the then-applicable policies of SASED for administrative personnel, or as the BOARD may otherwise approve.

C. POWERS AND DUTIES

1. The Assistant Program Administrator shall devote maximum attention and energy to the business of SASED. The Assistant Program Administrator shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Assistant Program Administrator. The Assistant Program Administrator may attend, and teach with the prior approval of the

Director of Programs and Services; university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and, engage in writing activities and speaking engagements. The Assistant Program Administrator may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Assistant Program Administrator's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of Assistant Program Administrator.
2. The BOARD may terminate this Agreement by written notice to the Assistant Program Administrator at any time after the Assistant Program Administrator has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Assistant Program Administrator may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Assistant Program Administrator shall be entitled to appear before the BOARD to discuss such causes. If the Assistant Program Administrator chooses to be accompanied by legal counsel, she shall bear any of her costs therein involved. Such meeting shall be conducted in closed session. Nothing shall prohibit the Board from suspending the Administrator without pay pending completion of the requirements of this section. After the effective date of dismissal the Administrator shall not be

entitled to further payments of compensation of any kind under this Contract.

E. EVALUATION

The Director of Programs and Services, Assistant Director for Programs and Services or Program Administrator shall evaluate the Assistant Program Administrator's performance on an ongoing basis and shall meet with the Assistant Program Administrator at least once during the Contract Term to discuss and evaluate performance, goals, working relationship, rapport and understanding in accordance with an evaluation plan established by the Executive Director. Failure of the Executive Director or designee to complete an evaluation does not preclude termination or non-renewal of this Contract. After such evaluation, the Parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the Assistant Program Administrator.

F. CONTINUED EMPLOYMENT

The Assistant Program Administrator's basic employment with SASED is as a teacher subject to the Illinois School Code, including, but not limited to, the probationary and tenure provisions of Article 24 of the Code. The Assistant Program Administrator's assignment is strictly on a yearly basis for which entitlement to continued employment may not be claimed beyond the term of this Contract. Notwithstanding the provisions of this Contract, the Board may, at its option, and in accordance with Section 10-23.8b of the *Illinois School Code*, if applicable, terminate this Contract at the end of any school year (i.e., June 30) and either non-renew the employment of the Assistant Program Administrator or reclassify the Assistant Program Administrator to a teaching position with a concomitant reduction of salary and benefits that is uniform/based upon a reasonable classification as provided in the Collective Bargaining Agreement between the Board and its teachers.

G. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Assistant Program Administrator and to the BOARD Chairperson.

H. AMENDMENTS

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Assistant Program Administrator, and appended to this Agreement.

I. MISCELLANEOUS

1. This Agreement has been executed in Illinois and shall be governed in accordance with the laws of the State of Illinois in every respect.
2. Paragraph headings and numbers have been inserted for convenience of reference only. If there is any conflict between such headings and numbers and the text of this Agreement, the text shall control.
3. This Agreement shall be executed in one or more counterparts, each of which shall be considered an original and all of which taken together shall be considered one and the same instrument.
4. This Agreement contains all the terms agreed upon by the parties with respect to the subject matter of this Agreement and supersedes all prior agreements, arrangements, and communications between the parties concerning such subject matter, whether oral or written.
5. This Agreement shall be binding upon and inure to the benefit of the Assistant Program Administrator, her successors, assigns, heirs, executors, and personal representatives, and shall be binding upon, and inure to the benefit of the BOARD, its successors and assigns.

Assistant Program Administrator


LaShaunda Sandifer

Date: 03/17/2020

SASED Board of Control

By: _____
Chairperson

Attest: _____
Secretary

Date: _____



To: Board of Control
From: Don Robinson, Director of Business Services
Date: March 23, 2022
Re: Southeast Construction and Maintenance Grants Memo

Purpose: To update the Board of Control and seek approval for FY22 and FY23 construction and maintenance work

Background: SASED has a \$50,000 school maintenance grant from FY20. These are matching grants, meaning SASED needs to match spend \$50,000 of its funds to receive the \$50,000 grant funds. Total expenditures to date for the FY20 grant equal \$38,200. SASED needs to either spend an additional \$61,800 by June 30, 2022 or return the unused funds. In addition, we have applied for another \$50,000 school maintenance grant for FY22. That application is still in process as of March 17 and if approved would add \$100,000, or a total of \$161,800 available to spend.

There was a bid opening March 17, 2022, after which our architect met with Larry McCarthy and me. All the following work would be at Southeast. I am sharing the architect's summary of our recommendations. The Base Bid Work came in lowest bid at \$144,000. The additional playground Alternate Bid Work came in at \$44,000. Combined, the \$188,000 would all be done this summer with the work spanning two fiscal years in anticipation of receiving the second maintenance grant.

The mill and overlay asphalt work are not recommended because the life expectancy extension is modest. A better plan would be to budget a full depth replacement next summer, currently estimated at \$50,000.

Base Bid Work: all recommended

- Renovate the Janitor Closet and relocate the washer and dryer from Westmont JH
- Remove existing shower in the Janitor Closet
- New exterior door and frame for the mobile classroom
- Replace the existing flooring in the toilet room of the mobile classroom
- Replace existing wood chips in the playground with 12" depth of wood chips
- New sidewalk to playground
- Replace (1) swing in playground with a handicap-accessible swing

Alternate Bid Work:

- Create additional playground space to include a basketball hoop and tether ball pole - recommended
- Replace existing plastic playground border with concrete curb - rejected
- Mill and overlay existing asphalt around the mobile - rejected
- Full depth replacement for the asphalt around the mobile – defer to summer 2023

Next Steps: Recommend the Board of Control award the contract for the 2022 maintenance work at Southeast Alternative School to Ashlaur Construction Company, Inc. for the Base Bid and Alternate No. 2 in the amount of \$188,000.00



March 17, 2022

Mr. Don Robinson
School Association for Special Education in DuPage County (SASED)
2900 Ogden Avenue
Lisle, Illinois 60532

RE: **2022 MAINTENANCE WORK
AT SOUTHEAST ALTERNATIVE SCHOOL
PROJECT NO. 21142**

Dear Mr. Robinson,

On Thursday, March 17, 2022 at 10:00 A.M, three (3) sealed bids were opened for the 2022 Maintenance Work at Southeast Alternative School. The low base bid was submitted by Ashlaur Construction Company, Inc. of Calumet City, Illinois in the Base Bid amount of \$144,000.00.

We have contacted Brandon Jones of Ashlaur Construction Company, Inc. We reviewed the construction schedule and discussed the scope of work involved to successfully complete the project and they have confirmed their bid.

ARCON Associates, Inc. recommends that the School Association for Special Education in DuPage County (SASED), award the contract for the 2022 Maintenance Work at Southeast Alternative School to Ashlaur Construction Company, Inc. for the Base Bid and Alternate No. 2 in the amount of \$188,000.00.

Attached is the Bid Tabulation sheet for your review. Please contact me if you have any questions.

Sincerely,
ARCON Associates, Inc.

A handwritten signature in black ink, appearing to read "VP Trinh".

VP Trinh, GGP, LEED AP
Principal

VPT/rac
J:\1 SASED\21142 2022 Maintenance Work\1 Docs\Corr\21142L001.docx

Project: 2022 Maintenance Work at Southeast Alternative School

Owner: School Association For Special Education In DuPage County (SASED)

Project No.: 21142

Bid Date/Time: Thursday, March 17, 2022 at 10:00 AM



	CONTRACTOR	BASE BID	ALTERNATE NO. 1: LOOSE FILL RUBBER NUGGETS	ALTERNATE NO. 2: CONCRETE PAVEMENT PLAYCOURT	ALTERNATE NO. 3: CONCRETE CURB AND LOOSE FILL RUBBER NUGGETS	ALTERNATE NO. 4: MILL AND OVERLAY	ALTERNATE NO. 5: FULL DEPTH ASPHALT REPLACEMENT	TOTAL BID
1	Ashlaur Construction Company, Inc.	\$144,000.00	\$59,000.00	\$44,000.00	\$118,500.00	\$14,980.00	\$38,000.00	\$188,000.00
2	Blue Reef LLC	NO BID						
3	Construction, Inc.	\$160,000.00	\$85,000.00	\$35,000.00	\$32,000.00	\$27,000.00	\$72,000.00	\$195,000.00
4	Kandu Construction, Inc.	\$567,000.00	\$17,000.00	\$46,000.00	\$53,000.00	\$27,000.00	\$47,000.00	\$613,000.00
5								
6								
7								
8								
9								



To: Board of Control
From: Don Robinson, Director of Business Services
Date: March 23, 2022
Re: Server Refresh Memo

Purpose: To seek approval of a server refresh proposal

Background: SASED currently has servers deployed at 2900 Ogden and at Southeast. 2900 Ogden's core server infrastructure includes a cluster of four physical Hewlett-Packard servers connected to separate Dell/EMC storage (SAN). Southeast has a single physical Hewlett-Packard server, including storage. All servers are Generation 8 releases (2015) and are approaching end-of-life. As a result of their age, the current support renewal quotes are \$12,995 for the servers and \$10,392 for the SAN.

Server needs have changed significantly since the last server refresh. Many software companies either prefer or require their applications to be hosted at a "cloud" company. As an example, last December SASED migrated its Skyward finance/HR/payroll suite to ISCorp, Skyward's only approved hosting vendor. Cloud hosting can sometimes be more economical and stable than onsite hosting. These industry changes allow SASED to replace the current server and storage infrastructure with less powerful servers. Net56's recommended solution is two rack-mounted servers at 2900 Ogden and one rack-mounted server at Southeast. The 2900 Ogden servers are sized to be fully redundant, meaning a failure in one server could be remediated by migrating all virtual servers (VMs) to the surviving server. These servers would use internal solid-state-drives (SSD) for storage, resulting in faster and more affordable storage performance compared to our current infrastructure.

I am sharing below the body of an email sent to the Finance Committee on March 17

On March 10, I asked Howard Lim (Net56 CIO) to revise Net56's Server Refresh proposal from three servers to two servers; one at 2900 Ogden and one at Southeast. This was following the Wednesday Finance Committee meeting discussion of their first refresh proposal. Howard called back last Friday and spoke with Dr. McGuffin and me.

Howard met with Net56's CTO, who oversees all network designs and IP schemas. They walked me through an analysis of the original proposed model and the revised idea of using one server at each site. Here is the analysis:

Currently, the two buildings are on different VLANs and subnets. They are two independent local networks with an internet connection between each other. Setting up these two buildings as a single local network over the internet would require purchasing two new routers and reconfiguring the core network to bridge Southeast and 2900 Ogden.

In addition, placing all the load from 2900 Ogden on a single server would result in needing a server with more resources, meaning a more expensive server purchase.

If SASED wants the two servers to be redundant, the Southeast server would need to be the same size as the large 2900 Ogden server. Southeast currently has significantly less resource requirements, and if viewed independently, would require a less powerful and less costly solution.

All these factors, when combined, means the incremental cost of the three-server model compared to the two-server model is modest. The three-server model would not require a core network redesign, router purchases, and requires less implementation labor compared to the two-server model.

At the upcoming Board of Control meeting the administration will present the original proposal with the additional information based on the input from Net 56 for review and consideration.



Total funds budgeted for IT hardware and end user devices for FY22 are \$164,490. Net expenditures to date equal \$96,950, leaving \$67,540 available. The available amount could increase if SASED receives additional Emergency Connectivity Fund (ECF) funding. SASED was approved for \$49,995 ECF funds for Chromebook purchase reimbursements. SASED also filed for a \$44,000 purchase reimbursement for HP laptops and is waiting for a decision. The proposed budgetary estimates from Net56 are included on the following page. If approved, the work would likely occur in May – June of this year.

Next Steps: Requesting the Board of Control approve the server refresh plan as presented, not to exceed the budgetary estimate on the following page

2022 Server Refresh - Budgetary Estimate	
2900 Ogden	
Dell PowerEdge Server: \$15,000-18,000	18,000
Dell PowerEdge Server: \$15,000-18,000	18,000
Southeast	
Dell PowerEdge Server: \$12,000-15,000	15,000
Cabling	
6 x Cisco Direct-Attach Active Optical Cables	1,300
Microsoft	
Defender for Endpoint Server	1,400
Windows Datacenter License	2,500
VMware	
vSphere and vCenter License	10,000
	6,000
Total	72,200

Notes:

1. Servers include 3 years of 24x7 support with Next Business Day Onsite Support
2. SASED currently licenses Microsoft Defender and Datacenter licenses



To: Board of Control
From: Don Robinson, Director of Business Services
Date: March 23, 2022
Re: Medicaid Update Memo

Purpose: To update the Board of Control and receive approval for a change in Medicaid procedures

Background: SASED provides Medicaid-eligible services to students. In addition, districts may soon be able to be reimbursed for care for non-IEP students, commonly referred to as “free care,” as allowed by the Centers for Medicare & Medicaid Services (CMS) since December 2014. Medicaid reimbursement follows the provider, meaning all Medicare reimbursement comes to SASED for claims related to our staff. SASED has traditionally retained reimbursements where the service was provided by SASED staff to students enrolled in tuition programs and where staff provided direct service to students at the resident district. The effect is SASED being paid twice, once in the tuition charge or direct service fee and again with the Medicaid reimbursement. The administration proposes all Medicaid reimbursements be distributed by check to the home district.

Next Steps: Approve a change in Medicaid distribution practices that result in all Medicaid reimbursements being distributed to the student’s home district



To: Board of Control
From: Don Robinson, Director of Business Services
Date: March 23, 2022
Re: Cash Management Planning Memo

Purpose: Discuss and receive approval for a Return of Excess Cash, Pre-bill Rates, and Non-member Surcharges recommendations

Background:

Return of Excess Cash The administration should develop strategies to return SASED's excess cash holdings to its member districts in alignment with the upcoming Fund Balance policy while being mindful of MOE implications.

Budgeting using staff position control and an optimal number of students in each classroom will result in ongoing operating deficits because the optimized staff/student ratio will never occur throughout SASED. This is an ongoing strategy to return cash to member districts. I believe this approach will be even more effective if SASED adopts a single, blended tuition charge.

A second means would be to rebate cash to member districts, preferably in January or later. The difficulty with this option could be determining a fair way to allocate the distribution to member districts. Methods could use single- or multi-year data such as student enrollment, services and tuition billings, or a combination of metrics. District enrollment might be the easiest approach because the data is verifiable.

Pre-bill Rates The business office should create a means of providing fixed pricing for services, other than when issuing refunds. SASED approves pre-bill rates early in the calendar year for the fiscal year beginning in July. The Finance Committee provided guidance of a 2.5 – 3.5% increase range at January's meeting. Across the board increases of 3.5%, except Credit Recovery and ESY, were then approved at last month's Board of Control meeting.

Traditionally the business office team uses these pre-bill rates for billing early in the fiscal year. I am recommending the following:

1. Designate the approved pre-bill rates as not-to-exceed caps for the upcoming fiscal year.
2. Analyze financial performance near the current fiscal year-end to determine if the pre-bill rates could be reduced to lower final bill rates.
3. Designate the final rate (either the pre-bill rates, or if applicable, revised lower rates) to be a fixed commitment.
4. If applicable, issue refund checks if final program costs are less than final rates revenues.

Non-member Surcharges SASED levies a \$5,000 fee to non-members enrolling in a tuition program. There are DWC exceptions. I recommend that amount be doubled to \$10,000 for SASED programs and a proposal be sent to DuPage West Cook recommending the same fee change.

Next steps: Requesting the Board of Control approve the following procedural changes;

1. Prepare annual budgets with planned operating deficits
2. Explore a cash rebate sometime after January 2023
3. Approve changing the non-member charge from \$5,000 to \$10,000 and making the same recommendation to DuPage West Cook



To: Board of Control
From: Don Robinson, Director of Business Services
Date: March 23, 2022
Re: p-Card Resolution Memo

Purpose: Adopt a resolution authorizing SASED participation in a p-Card program

Background: The Board of Control previously approved a resolution to participate in a procurement card (p-Card) program managed by Illinois Association of School Business Officials (IASBO) and the Bank of Montreal (BMO). That program was tabled due to COVID. BMO now requires a new, timely resolution as part of its application.

IASBO formed the p-Card program many years ago. IASBO currently licenses their program to twenty-five states and is used by more than 1,300 school districts. P-Cards can significantly reduce purchasing costs while strengthening internal controls. The cards are issued at no cost and would be managed internally at SASED. I would be the program administrator and one of the business office staff would assist. Those of us managing the program would not be p-Card users. BMO and IASBO provide support, including implementation. BMO and Skyward have developed and maintain a direct interface, allowing SASED staff to import transactions to its finance system. I have experience with IASBO's p-Card program, having implemented the program at two other school districts/cooperatives. Finally, participants vest rebates with all purchases. Last fiscal year, IASBO issued \$5.4 million in cash rebates, including \$1.7 million to Illinois school districts and cooperatives.

Next steps: Requesting the Board of Control adopt the resolution authorizing participation in IASBO's p-Card program

Resolution Authorizing Issuance of Individual Procurement Cards

WHEREAS, the Board of Control of School Association for Special Education in DuPage County (SASED) has the authority to enter into an agreement with the Bank of Montreal for purchasing cards (p-Card);

NOW, THEREFORE, BE IT RESOLVED by the Board of Control of School Association for Special Education in DuPage County that the Chairperson is authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of SASED under such terms and conditions as approved by the Board of Control.

The Board of Control authorizes SASED's Executive Director and Director of Business Services to execute a p-Card program agreement on its behalf.

Member _____ moved that the foregoing resolution be adopted and Member _____ seconded the motion. Upon a roll call vote being taken, the members voted as follows:

AYES: _____

NAYS: _____

ABSENT: _____

The President declared the motion carried and the Resolution duly adopted.

ADOPTED THIS 23rd DAY OF March 2022.

BOARD OF CONTROL OF SCHOOL ASSOCIATION FOR
SPECIAL EDUCATION IN DUPAGE COUNTY

By: _____
President

Attest: _____
Secretary

LEASE

1. PARTIES: The parties to this Lease are the Board of Education **Maercker School District #60**, DuPage County, Illinois, having its principal offices at 1 S. Cass Avenue, Suite 202, Westmont, Illinois ("Lessor"), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois ("Lessee"), collectively referred to herein as the "Parties." The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

2. PREMISES: Lessor hereby leases to Lessee and Lessee hereby leases from Lessor the following described premises:

One Autism classroom at Maercker School, 5827 S. Cass Avenue, Westmont, IL
Two Autism classrooms at Holmes School, 5800 Holmes Avenue, Clarendon Hills, IL

including all furnishings and ordinary school equipment present in said four (4) classrooms as of the effective date of this Lease. Lessor shall make available when needed by Lessee on a non-exclusive basis, Lessor's programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee's use of facilities of common benefit will substantially disrupt or conflict with Lessor's use, Lessor will confer with Lessee in advance to make mutually agreeable alternative arrangements.

3. TERM: This Lease shall be for a term of one year commencing on August 11, 2022 and continuing until August 10, 2023. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. If the Parties cannot mutually agree on rent for the additional consecutive school year term, this Lease shall immediately terminate at midnight (12:00am) on August 11, 2023. The Lessee shall notify the Lessor of any such renewal request in writing by March 15, 2023 and the Lessor shall accept or decline the renewal request by April 21, 2023 in writing.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the initial Lease year (August 11, 2022 through August 10, 2023) it is hereby agreed that the rent amount is as follows:

	Location	
LEVEL #1 (Storage)		
LEVEL #2 (Office Space)		
LEVEL #3 (Classroom)	One Autism classroom at Maercker School	\$23,000.00
	Two Autism classrooms at Holmes School	\$46,000.00
	TOTAL	\$69,000.00

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before

January 1, 2023, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

6. REGULATION OF STUDENTS AND CLASSROOMS: Lessee shall adhere to all of Lessor's policies and procedures and applicable law during the pendency of this Lease and during any consecutive school year terms (if renewed). In addition, Lessor shall adhere to all applicable laws during pendency of this lease and during any consecutive school terms (if renewed). Lessor shall have the right to establish additional, reasonable rules and regulations governing Lessee's use of the premises, including, but not limited to:

- a. The conduct of Lessee, its agents, employees, students, or persons entering or on Lessor's premises, including that which is leased.
- b. Lessee's reasonable use of the classroom

7. ASSIGNMENT SUBLETTING: Lessee shall neither sublet the premises or any part thereof nor assign this Lease or permit by any act or default any transfer of Lessee's interest by operation of law, or offer the premises or any part thereof for lease or sublease, nor permit the use thereof for lease or sublease, nor permit the use thereof for any purpose other than as above mentioned, without in each case, the written consent of Lessor.

8. SURRENDER OF PREMISES: Lessee shall quit and surrender the premises and the school equipment provided by Lessor at the end of the term, with all keys thereto. Lessee shall not make any alterations in the premises without the written consent of Lessor; and all alterations which may be made by either party thereto upon the premises, except movable furniture, fixtures, shelves and bulletin boards put in at the expense of Lessee, shall be the property of Lessor, and shall remain upon and be surrendered with the premises as a part thereof at the termination of this Lease.

9. NO WASTE OR MISUSE: Lessee will use the building utilities in a reasonable manner. Lessee will pay all costs and/or damages to Lessor's premises caused by waste or misuse of facilities. Further, Lessee will reimburse Lessor, or bear its own cost for, repairs and/or damages to any of Lessor's property caused by Lessee or Lessee's members, volunteers, employees, students, and agents.

10. TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING: At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If Lessee defaults by failing to pay rent, or any part thereof, or by breaching any of the covenants herein, it shall be lawful for the Lessor to immediately send notice of such failure or breach to Lessee. Within 30 calendar days of the date on which such notice was sent by Lessor, Lessee shall have the right to cure such failure and/or breach. However, if Lessee fails to cure said failure or breach within 30 calendar days of the date on which such notice was sent by Lessor, the Lease will immediately terminate. In the event of such termination, Lessee will remain responsible for rent attributable to the period prior to termination. If Lessor believes that it is entitled to additional damages due to Lessee's breach and the termination, the following procedures will apply: Lessor will provide Lessee with written notice of the alleged damages. Within 14 days after the notice is received, Lessor and Lessee will convene a meeting to confer in good faith and attempt to reach agreement regarding the dispute. Participants in the meeting will include representatives with decision-making authority for each Party. In the event that the Parties are unable to reach a resolution at the meeting, Lessor may inform Lessee in writing that Lessor reasonably believes that the differences

between the Parties are not likely to be resolved through further negotiations. In that event, the Parties may agree to submit the dispute to mediation or arbitration.

11. PROPERTY INSURANCE, UTILITY SERVICE, REPAIRS AND REPLACEMENT:

Lessor assumes full responsibility for providing at its expense adequate insurance to protect the classrooms, including the contents thereof owned by Lessor; from fire, lightning, vandalism, water damage or other perils. Lessee assumes full responsibility for providing at its expense adequate insurance to protect its property within said classrooms. Lessor, at its own cost and expense, shall keep the air-conditioning, heating, electrical, plumbing and all other mechanical equipment in good repair, condition and working order and shall furnish any and all said parts, mechanisms and devices required thereof. Any major repairs or replacements to said mechanical equipment, to the roof, exterior walls and structural portions of the building, shall be made by the Lessor. Lessee shall, at the expiration of the term of the Lease return the leased premises to Lessor in the same condition as received by Lessee at the commencement of the term of this Lease, ordinary wear and tear and acts of God excepted. Any repairs or replacements made necessary by the damage, waste, or misuse of the premises by Lessee, its agents, employees, volunteers, or students, shall be made promptly by the Lessee, at its own expense and in a manner to prevent liens from attaching as a result thereof.

12. LIABILITY INSURANCE AND INDEMNIFICATION: Lessor shall maintain adequate Liability insurance to insure against claims for bodily injury including Sexual Misconduct and property damage resulting from the use of the Lessor's premises. Said Liability insurance shall name SASSED, its Board, Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis. In addition, Lessee shall purchase General Liability coverage with a \$1,000,000 per occurrence limit, \$2,000,000 General Aggregate and \$500,000 Damage to Rented Premises Each Occurrence limit. Said General Liability coverage should name the Lessor and its members, agents, and employees as additional insureds on a primary and non-contributory basis to insure against any claim or claims brought by any party or parties against Lessor for bodily injury, including Sexual Misconduct, resulting from acts occasioned by any negligence or recklessness or willful conduct of Lessee, its agents, employees, students, or other persons on Lessor's premises, including that leased to Lessee, for Lessee's purposes. Certificates of Insurance for both Lessee or Lessor shall be on file at SASSED offices and Lessor's offices. All insurance required of Lessee pursuant to this Lease must not be cancelled or altered unless the insureds are given at least 30 calendar days' prior written notice of such cancellation or alteration.

Each party to this Lease agrees to indemnify, defend and hold harmless the other party and its Board(s), Board members, employees, volunteers and agents, against and from any and all liabilities, damages, claims, demands, judgements, causes of action, costs, expense (including reasonable attorneys' fees), and losses (collectively "Loss") arising directly or indirectly in connection with or as a result of this Lease, but only to the extent the Loss is caused solely by a negligent act or omission of the indemnifying party or its Board, Board members, employees, volunteers, agents, and students.

13. SUCCESSORS: This Lease shall be binding upon, apply and inure to the benefit of Lessor and Lessee and their respective successors and assignees.

14. SERVICE LEVELS: The rental fees paid to the Lessor shall be based upon the usage needs of the Lessee. The usage needs are defined as follows:

LEVEL I:

Regular classroom or equivalent space, including use of utilities, garbage, snow removal and lawn cutting. This usage is typically associated with usage of the space for storage.

LEVEL II:

Includes all items in LEVEL I plus janitorial service, supplies and general maintenance. This usage is typically associated with usage of the space for general office.

LEVEL III:

Includes all items included in LEVEL I and LEVEL II plus a proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. This level indicates that the SASSED staff and students are an integral part of the building. Student fees required by the Lessor for students attending these programs are billed to SASSED. SASSED staff has access to general supplies, copy machine, etc. as do all other staff. Postage can be accumulated by the Lessor and invoiced to SASSED separately. Lessor will provide internet access in sufficient quantity to meet the reasonable needs of SASSED faculty and students. However, Lessor makes no guarantee that its provision of internet access will be uninterrupted, and will not be responsible for any interruptions in internet service. Lessor will provide access to Lessor's technology staff to allow for SASSED's computers to be integrated into the Lessor's network, to access the internet and troubleshoot problems. Lessee and Lessee's employees, agents, volunteers, and students shall be responsible for adhering to Lessor's policies and procedures governing acceptable use of technology and acceptable conduct when accessing Lessor's network. Lessor will not be required to provide technology equipment or trouble shoot technology issues directly related to hardware or software used by SASSED. However, the Lessor's technology staff will be available to assist in resolving network problems that are the result of Lessor's acts or omissions. This assistance shall be communicated to and coordinated with SASSED technology staff except in cases of emergency. SASSED teachers working with students included in Lessor's classroom programs will be allowed to participate in Lessor's staff meetings and activities that relate to those classroom programs. Lessee is solely responsible for its own students and staff during the pendency of this Lease.

15. CHOICE OF LAW/VENUE: This Lease shall be interpreted in accordance with Illinois law, without regard to any conflict of law principles. Both Parties agree that venue for any dispute arising under this Lease is proper in a court of law in the Circuit Courts of DuPage County, Illinois or, if applicable, the United States District Court for the Northern District of Illinois.

16. AUTHORITY: Each Party's signatory to this Lease represents and warrants that it has the legal authority to sign this Lease and bind each Party to its obligations.

17. NO JOINT VENTURE: The Parties agree that this Lease does not confer joint venture or employer status on either Party. Accordingly, each Party is responsible for their own members, employees, agents, volunteers, and students, and shall not be responsible for the other Party's obligations with respect to collective bargaining and other employment matters, as well as student issues.

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the ^{1ST}~~15TH~~ day of March, 2022.

THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 60
1 S. Cass Avenue, Suite 202
Westmont, IL 60559

SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE (SASED)
2900 Ogden Avenue
Lisle, IL 60532

By:




Its President

By:

SASED Executive Director

ATTEST:



Secretary

ATTEST:

SASED Director of Business Services/CSBO

