



**Board of Control Meeting
October 26, 2022
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
6:00 PM
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
 - a. Approve Open and Closed Session Minutes from 9-28-22 Board of Control Meeting
 - b. Approve Minutes from 12-8-21 Policy Committee Meeting
 - c. Personnel Recommendations
 - 1) Accept/Approve the Resignation and Retirement of Educational Support Personnel as presented.
 - d. Approve the Authorization to Release November 2022 disbursements prior to the December 2022 Board of Control Meeting
 - e. Accept the Financial Reports
 - 1) Treasurers Report
 - 2) Revenue & Expenditure Reports
 - 3) Gross Payrolls--
 - 4) Interim Payrolls--
 - 5) Bill List--
 - 6) Interim Checks--
 - f. Approve the Plan Source Open Enrollment
 - g. Approve the SASED Staff Flu Voucher
 - h. Approve the Weiss Snow Removal Contract for SY23 at Southeast
 - i. Initial Reading of SASED Policy 2:230 - Public Participation at School Board Meetings and Petitions to the Board
 - j. Initial Reading of SASED Policy 4:10 - Fiscal and Business Management
 - k. Initial Reading of SASED Policy 4:70 - Resource Conservation
 - l. Initial Reading of SASED Policy 4:80 - Accounting and Audits
 - m. Initial Reading of SASED Policy 4:180 - Pandemic Preparedness; Management; and Recovery
 - n. Initial Reading of SASED Policy 5:70 - Religious Holidays
 - o. Initial Reading of SASED Policy 5:80 - Court Duty
 - p. Initial Reading of SASED Policy 5:240 - Suspension
 - q. Initial Reading of SASED Policy 5:270 - Employment At-Will, Compensation, and Assignment
 - r. Initial Reading of SASED Policy 6:80 - Teaching About Controversial Issues
 - s. Initial Reading of SASED Policy 6:140 - Education and Homeless Issues
 - t. Initial Reading of SASED Policy 6:290 - Homework
 - u. Initial Reading of SASED Policy 7:15 - Student and Family Privacy Rights
 - v. Initial Reading of SASED Policy 7:190 - Student Behavior
 - w. Initial Reading of SASED Policy 7:190-AP4 - Administrative Procedure - Use of Isolated Time Out, Time Out, and Physical Restraint
 - x. Initial Reading of SASED Policy 7:230 - Misconduct by Students with Disabilities
 - y. Approve to Remove SASED Policy 7:232 - Use of Isolated Time Out and Physical Restraint

- z. Initial Reading of SASED Policy 7:270 - Administering Medicines to Students
 - aa. Initial Reading of SASED Policy 7:285 - Anaphylaxis Prevention, Response and Management Program (previously Food Allergy)
 - bb. Approve SOPPA for Global Grid for Learning (GG4L)
 - cc. Approve the Intergovernmental Agreement for SY22-23 with Marquardt SD 15 at Southeast
 - dd. Approve the Intergovernmental Agreement for SY22-23 with North Palos SD 117 Vision Program
 - ee. Approve the Intergovernmental Agreement for SY22-23 with Marquardt SD 15 Multi-Needs Program
 - ff. Approve the Intergovernmental Agreement for SY22-23 with CASE
 - gg. Approve the Agreement between SASED and Cue College for Professional Development for DHH Staff in the amount of \$360
5. **Discussion Without Action**
- a. Informational/Correspondence
 - 1) SASED Strategic Plan Update
 - 2) SASED Budget Progress Report
 - 3) Enrollment Update
6. **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 120/2 (c) (1)
 - b. Collective negotiating matters between the public body and its employees or its representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2 (c) (2)
 - c. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes (5 ILCS 120/2.06) (from Ch.102,par.42.06)
7. **Discussion with Action**
- a. Insurance Renewal
8. **Adjournment**

2. Secretary Pro-Tem Nomination/Roll Call

I move to approve the nomination of Mark Cross, District 63, as the pro-tem Secretary for the September 28, 2022 meeting, made by Member Rich and seconded by Member Kielminski, passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	Winfield School District 34	Dr. Matt Rich
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Cass School District 63	Mark Cross
	Center Cass School District 66	Dr. Andrew Wise
	Woodridge School District 68	Tom Ruggio
	Community High School District 94	Lynn Casey-Maher
	Community Consolidated School District 180	Dr. Tom Schneider
	Westmont Community Unit School District 201	Lean Conover
	Lisle Community Unit School District 202	Steve Lesniak
	Elmhurst Community Unit School District 205	Beth Hosler
Nays:	None	
Absent:	West Chicago Elementary School District 33	Dr. Kristina Davis
	School District 45, DuPage County	Dr. Anthony Palmisano
	DuPage High School District 88	Dr. Jean Babanente
	Community High School District 99	Joanna Vazquez-Drexler

Ayes: 14 Districts **Nays:** none **Absent:** 4 Districts

Upon roll call vote, motion carried.

3. Pledge of Allegiance

4. Public Comment
No public comments

5. FOIA Request
FOIA request from Chicago Tribune-Pro Publica was acknowledged and responded to by administration.

6. Consent agenda
I move to approve the following consent agenda items as presented. This motion, made by Member Cross and seconded by Member Buscemi, Passed.

- 1) Approved the Open Session Minutes from the 8-17-22 Board of Control Meeting.
- 2) Approved the Closed Session Minutes from the 8-17-22 Board of Control Meeting.
- 3) Approved the Minutes from the 5-5-22 Finance Committee Meeting.
- 4) Approved the Personnel Recommendations
 - a) Accepted/Approved the Resignations, Retirements, Appointments and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contracts Staff as presented.
- 5) Approved the Financial Reports
 - a) Treasurer's Report - August 2022

- b) Revenue & Expenditure Reports - August 2022
- c) Gross Payrolls - \$379,304.92
- d) Interim Payrolls - \$139,825.46
- e) Bill List - \$645,785.23
- f) Interim Checks - \$1,247,073.77
- 6) Approved the Lincoln Memorial University 5-year Agreement
- 7) Approved the Intergovernmental Agreement for SY22-23 with Aurora West SD 129 Directions Program for Student A
- 8) Approved the Intergovernmental Agreement for SY22-23 with Fairmont SD 89 Vision Program for Student A
- 9) Approved the Intergovernmental Agreement for SY22-23 with Huntley SD 158 for Student A
Approved the Intergovernmental Agreement for SY22-23 with Palos SD 128 Vision Program for Student A
- 10) Approved the Intergovernmental Agreement for SY22-23 with Consolidated High SD 230 Vision Program for Student A
- 11) Approved the Intergovernmental Agreement for SY22-23 with Consolidated High SD 230 Vision Program for Student B
- 12) Approved Staff Recognition and Appreciation Budget in the amount of \$15,000
- 13) Approved the Hiring of ESY Staff for FY23
- 14) Approved SOPPA with Flip -Winfield 34
- 15) Approved Maercker D60 Sensory Room Contract for SY22-23
- 16) Approved Fingerprinting Pilot in collaboration with D25, D33, D34, D94 with a charge of \$44/person
- 17) Approved moving forward with a 3-year Contract with Evaluwise for \$20,600 - Replacing current TalentEd/Perform software based on staff and administrator feedback. Contract will be presented for Board Approval at the next Board Meeting.
- 18) Approved the Agreement SASED and DBT/Meredith Quarello in the amount of \$2,112 for a PD Session on October 11, 2022
- 19) Approved the Creation of a New Position for a Part-Time Courier for 15 hrs/week at \$13.50/hr
- 20) Approved the Pay Ranges for Non-Certified Staff Not in Bargaining Unit
- 21) Approved the Pay Range for an Assistant Director of Business Services (CSBO) at \$85,000-\$110,000 per year
- 22) Approved the Pay Range for an Interim Assistant Director of Business Services (CSBO) at \$500-\$650 per day
- 23) Approved the Pay Range for a Business Office Assistant at \$20-\$24 per hour

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	Winfield School District 34	Dr. Matt Rich
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Cass School District 63	Mark Cross
	Center Cass School District 66	Dr. Andrew Wise
	Woodridge School District 68	Tom Ruggio
	Community High School District 94	Lynn Casey-Maher
	Community Consolidated School District 180	Dr. Tom Schneider
	Westmont Community Unit School District 201	Lean Conover
	Lisle Community Unit School District 202	Steve Lesniak
	Elmhurst Community Unit School District 205	Beth Hosler

Nays: none

Absent:	West Chicago Elementary School District 33 School District 45, DuPage County DuPage High School District 88 Community High School District 99	Dr. Kristina Davis Dr. Anthony Palmisano Dr. Jean Babanente Joanna Vazquez-Drexler
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Ayes: 14 Districts **Nays:** none **Absent:** 4 Districts

Upon roll call vote, motion carried.

7. Discussion Without Action

- 1) Informational/Correspondence
Written correspondence was shared regarding the Goal Ball Tournament, IMRF Staff Report and Certified and Licensed Staff Compensation report.
- 2) Enrollment Update
There was discussion regarding enrollment numbers. Dr. McGuffin shared that the only students from outside the membership are students who have been in continuous enrollment since before COVID-19 started. Questions and discussion focused on lower enrollment impact on tuition cost, concerns about the structural deficit and its impact on cooperative costs and sustainability of current programs and services at current enrollment levels. Dr. McGuffin will report back to the Board on enrollment trends and program capacity. Enrollment impact and opportunities should be a part of SASSED’s strategic planning.
- 3) Board Committee Updates
Mr. Mark Cross, Superintendent, presented the information that was discussed during the Protocols Committee meeting in September. The Protocols Committee met in continuation of the Board Self-Evaluation Workshop with IASB held in March 2021. Efforts are focused on streamlining, efficiency and effective communication in preparation for, during and after meetings. Next steps include further discussion and research on the current SASSED governance structure and the work and membership of the board committees. Dr. McGuffin will research the governance structure of other cooperatives. The Protocols Committee will continue to meet as needed.
- 4) End of Year Report Update
Report was presented by Mrs. Christine Martin with no questions from members of the Board. District’s data will be sent to special education administrators in October.
- 5) Strategic Planning Progress Update
Update was presented by Dr. McGuffin. Individual interviews have started, focus groups are being held next week, and the survey is being prepared for October distribution. Committee will meet in November-December. Draft of the strategic plan is anticipated to be presented at the joint board meeting in January 2023.

8. Closed Session

I move to recess to closed session at 6:52pm for the purpose of discussing the items listed in the Closed Session Agenda. This Motion, made by Member Casey-Maher and seconded by Member Kielminski, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20 Benjamin School District 25 Winfield School District 34 Salt Creek School District 48 Downers Grove School District 58 Maercker District 60 Cass School District 63	Terry Walloch Jack Buscemi Dr. Matt Rich Ray Kielminski Emily Hanus Dr. Sean Nugent Mark Cross
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Center Cass School District 66
Woodridge School District 68
Community High School District 94
Community Consolidated School District 180
Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

Dr. Andrew Wise
Tom Ruggio
Lynn Casey-Maher
Dr. Tom Schneider
Steve Lesniak
Beth Hosler

Nays: none

Absent: West Chicago Elementary School District 33
School District 45, DuPage County
DuPage High School District 88
Community High School District 99
Westmont Community Unit School District 201

Dr. Kristina Davis
Dr. Anthony Palmisano
Dr. Jean Babanente
Joanna Vazquez-Drexler
Lean Conover (Left at 6:40pm)

Ayes: 13 Districts **Nays:** none **Absent:** 5 Districts

Upon roll call vote, motion carried.

I move to convene from closed session and return to open session at 7:02pm. This Motion, made by Member Wise and seconded by Member Kielminski, Passed.

Upon Roll Call Vote:

Ayes: Keeneyville School District 20
Benjamin School District 25
Winfield School District 34
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
Community High School District 94
Community Consolidated School District 180
Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

Terry Walloch
Jack Buscemi
Dr. Matt Rich
Ray Kielminski
Emily Hanus
Dr. Sean Nugent
Mark Cross
Dr. Andrew Wise
Tom Ruggio
Lynn Casey-Maher
Dr. Tom Schneider
Steve Lesniak
Beth Hosler

Nays: none

Absent: West Chicago Elementary School District 33
School District 45, DuPage County
DuPage High School District 88
Community High School District 99
Westmont Community Unit School District 201

Dr. Kristina Davis
Dr. Anthony Palmisano
Dr. Jean Babanente
Joanna Vazquez-Drexler
Lean Conover (Left at 6:40pm)

Ayes: 13 Districts **Nays:** none **Absent:** 5 Districts

Upon roll call vote, motion carried.

9. Discussion With Action

- 1) Approved Executive Director's Goals as presented.

I move to approve the Executive Director's Goals as presented. This motion, made by Member Wise and seconded by Member Nugent, Passed.

**POLICY COMMITTEE MEETING
December 8, 2021 - 5:30 PM
SASED Administration Center
2900 Ogden Ave., Lisle, IL 60532**

Minutes

The meeting was called to order at 5:41 p.m. with the following in attendance:

- Ray Kielminski, Salt Creek District 48
- Dr. Jean Barbanents, DuPage High School District 88
- Joanna Vazquez Drexler, Community High School District 99
- Dr. Melinda McGuffin, SASED Executive Director
- Anita Howard, SASED Exec. Asst./Recording Board Secretary

The committee reviewed each policy as outlined below and agreed to the PRESS and staff changes as presented and discussed:

November 2021 PRESS

A. No Change/Non-Substantive Changes

1. 2:20, Powers and Duties of the School Board, Indemnification
2. 2:105, Ethics and Gift Ban
3. 3:50, Administrative Personnel Other Than the Executive Director
4. 3:60, Administrative Responsibility of the Program Administrator
5. 4:80, Accounting and Audits
6. 4:110, Transportation
7. 4:120, Food Services
8. 4:150, Facility Management and Building Programs
9. 4:175, Convicted Child Sex Offender; Screening, Notifications
10. 5:10, Equal Employment Opportunity and Minority Recruitment
11. 5:200, Terms and Conditions of Employment and Dismissal
12. 5:210, Resignations
13. 5:220, Substitute Teachers
14. 5:250, Leaves of Absences
15. 5:330, Sick Days, Vacation, Holiday and Leaves
16. 6:20, School Year Calendar and Day
17. 7:10, Equal Educational Opportunities
18. 7:20, Harassment of Students Prohibited
19. 7:30, Student Assignment and Intra-District Transfer
20. 7:50, School Admissions and Student Transfers To and From Non-District Schools
21. 7:60, Residence
22. 7:150, Agency and Police Interviews
23. 7:200, Suspension Procedures
24. 7:210, Expulsion Procedures
25. 7:310, Restrictions of Publications; Elementary Schools
26. 7:345, Use of Educational Technologies; Student Data Privacy and Security
27. 8:70, Accommodating Individuals with Disabilities
28. 8:100, Relations With Other Organizations and Agencies

B. Substantive Changes

1. 2:110, Qualifications, Term and Duties of Board Officers
2. 2:120, Board Member Development
3. 2:150, Committee
4. 2:220, School Board Meeting Procedure
5. 2:260, Uniform Grievance Procedure
6. 3:40, Executive Director
7. 4:60, Purchases and Contracts
8. 4:160, Environmental Quality of Building and Grounds
9. 4:170, Safety
10. 5:20, Workplace Harassment Prohibited
11. 5:30, Hiring Process and Criteria
12. 5:50, Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco and Cannabis Prohibition
13. 5:90, Abused and Neglected Child Reporting
14. 5:100, Staff Development Program
15. 5:120, Employee Ethics; Conduct; and Conflict of Interest
16. 5:125, Personal Technology and Social Media; Usage and Conduct
17. 5:150, Personnel Records
18. 5:184, Leaves, Holidays and Vacations
19. 5:185, Family and Medical Leave
20. 5:260, Student Teachers
21. 6:50, School Wellness
22. 6:60, Curriculum Content
23. 6:120, Education of Children with Disabilities
24. 6:180, Extended Instructional Programs
25. 6:340, Student Testing and Assessment Program
26. 7:70, Attendance and Truancy
27. 7:80, Release Time for Religious Instruction/Observance
28. 7:160, Student Appearance
29. 7:180, Prevention of and Response to Bullying, Intimidation and Harassment
30. 7:190, Student Behavior
31. 7:240, Conduct Code for Participants in Extracurricular Activities
32. 7:250, Student Support Services
33. 7:260, Exemption from Physical Education
34. 7:290, Suicide and Depression Awareness and Prevention
35. 7:340, Student Records

C. New Policies

1. 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
2. 7:315, Restrictions on Publications; High Schools

The meeting was adjourned at 6:25 p.m.

Chairperson

Secretary

PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Ficht, W. Maggie	1:1 Teacher Assistant	User Fee Dist. #180	8/10/2022	10/28/2022	Personal reasons
Morgan, Joni	1:1 Teacher Assistant	User Fee Dist. #58	8/17/2010	5/30/2023	Retiring
Rincon, Maria	12-month Admin. Asst. VI Program	Tuition	8/22/2022	8/24/2022	Personal reasons
Sleeper, Katherine	1:1 Medical/Teacher Assistant	User Fee Dist. #99	5/3/2021	11/30/2022	Relocating

2. 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>
Wilkinson, Jessica	Teacher Transition Program	Tuition	10/11/2022		\$72,621.80 Prorated from \$92,155.00

3. Appointments – Educational Support Staff

Gostevcic, Ammar	Technology Services Specialist – Level 1 Administrative Center	Local Funds	10/3/2022		\$32,042.31 Prorated from \$43,000.00
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4. Appointments – Licensed Staff - Contracted

Smith, Bonnie	School Nurse/STARS & DHH Programs Maxim	Tuition	10/11/2022	\$110.00	
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5. Appointments – Registered Staff – Contracted

Ban, Eliza	RN/MN Program Maxim	User Fee Dist. #15	9/28/2022	\$75.00	
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6. Appointments – Educational Support Staff – Contracted

Bevely, Dicie	1:1 Teacher Asst./MN Winfield – Maxim	User Fee Dist. #33	10/4/2022	\$50.00	
Hillesheim, Nadia	1:1 Teacher Asst./MN Concord Stepping Stones	User Fee Dist. #180	8/10/2022	\$38.00	

6. Appointments – Educational Support Staff – Contracted - continued

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Johnson, Victoria	1:1 Teacher Asst./MN O’Neill-Maxim	User Fee Dist. #68	10/17/2022	\$50.00	
Lechuga, Lorena	Teacher Asst. Southeast-Soliant	Tuition	8/10/2022	\$60.00	
Mims, Melissa	1:1 Teacher Asst./VI Addison Trail-Soliant	User Fee Dist. #87	8/10/2022	\$60.00	
Nicholson, Tamika	1:1 Teacher Asst./MN Winfield Stepping Stones	User Fee Dist. #205	10/17/2022	\$38.00	
Rapsky, Debbie	1:1 Teacher Asst./MN Kingsley-Maxim	User Fee Dist. #202	8/10/2022	\$40.00	

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 – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Noesen, Julie	Teacher/MN Concord	9/26/2022 – 10/13/2022

2. Leaves of Absences/FMLA – Educational Support Staff

Moten, Jorie	Teacher Assistant/VI Albright	10/14/2022 – 1/30/2023
Stojkovic, Ashley	Teacher Assistant/MN Kingsley	12/13/2022 – 3/24/2023



School Association for Special Education in DuPage
Melinda McGuffin, Ed.D.
Executive Director

To: Board of Control
From: Don Robinson, Direct of Business Services, CSBO
Date: October 26, 2022
Re: Authorization to release November 2022 disbursements prior to the December 2022 Board of Control meeting

Purpose: To pay November invoices in a timely manner.

Background: The next scheduled board meeting will be held December 7, 2022, which creates a six-week span before bills can be approved and paid. This increment is typically four weeks. The business office would like to do a check run on November 18, 2022. The bills would be subject to ratification at the December 7, 2022 board meeting and would be included on the bill list

Next Steps: The Administration respectfully requests permission to pay the November bills on November 18, 2022 prior to the ratification of said bills at the Board of Control meeting to be held on December 7, 2022.

**School Association for Special Education in DuPage County
Treasurer's Report
September 30, 2022**

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	<u>EDUCATION</u>	<u>SELF</u>	<u>FSA</u>	<u>SELF</u>	<u>TOTAL</u>
	<u>FUND</u>	<u>FUNDED</u>	<u>INSUR</u>	<u>FUNDED</u>	<u>EDUCATION</u>
	<u>FUND</u>	<u>INSUR</u>	<u>INSUR</u>	<u>INSUR</u>	<u>FUND</u>
CASH ACTIVITY REPORT					
Beginning Balance	10,413,648.62	378,180.60	(29,880.29)	860,084.12	11,622,033.05
Investments					
Septemer Activity					
Interest Earned	7,740.26				7,740.26
Gains/(Losses) on Sales of Securities	-				-
Record Health Fund Transfers	144,171.96	(3,852.93)	1,591.53	(141,910.56)	-
Cash Receipts	3,474,865.19	1,559.88		4,171.88	3,480,596.95
Cash Disbursements - General	(1,416,193.40)		(5,780.68)		(1,421,974.08)
- Payroll	(1,672,006.95)				(1,672,006.95)
Subtotal	<u>538,577.06</u>	<u>(2,293.05)</u>	<u>(4,189.15)</u>	<u>(137,738.68)</u>	<u>394,356.18</u>
Ending Balance	<u>10,952,225.68</u>	<u>375,887.55</u>	<u>(34,069.44)</u>	<u>722,345.44</u>	<u>12,016,389.23</u>
Investment - Demand Deposit - Fifth Third Bank	5,616,302.64	374,327.67	(28,288.76)	718,173.56	6,680,515.11
IL School District Liquid Asset Fund	20,540.27				20,540.27
Fifth Third Securities	5,315,333.85	-	-	-	5,315,333.85
	<u>10,952,176.76</u>	<u>374,327.67</u>	<u>(28,288.76)</u>	<u>718,173.56</u>	<u>12,016,389.23</u>



Don Robinson, Treasurer

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
September 30, 2022**

	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
EDUCATION FUND					
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	5,238.50	0.374%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	15,301.77	0.475%	Money Market	ISDLAF	Money Market Mutual Fund
	20,540.27				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	5,616,302.64	.14%/.15%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	1,038,513.61	0.09%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	25,698.86	0.14%	N/A	Fifth Third Bank	Collateralized Deposit
	6,680,515.11				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	9,705.85	Varies	Money Market	Fifth Third Securities, Custodian	Money Market Mutual Fund
Certificates of Deposit - short-term	-	Varies	Various, < 1 yr	Fifth Third Securities, Custodian	FDIC Insured
Certificates of Deposit - long-term	2,450,000.00	Varies	Various, > 1 yr	Fifth Third Securities, Custodian	FDIC Insured
U S Treasuries - short-term	-	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Treasuries - long term	1,855,628.00	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Agencies - long term	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	-				
	5,315,333.85				
	12,016,389.23	TOTAL			

**DuPage West Cook Intergovernmental Agreement with School Association for Special Education in DuPage County as fiscal agent
Treasurer's Report
September 30, 2020**

CASH ACTIVITY REPORT

Beginning Balance 9/1/2022	15,274.20
September Activity - Interest Earned	27.57
Ending Balance*	<u>15,301.77</u>

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

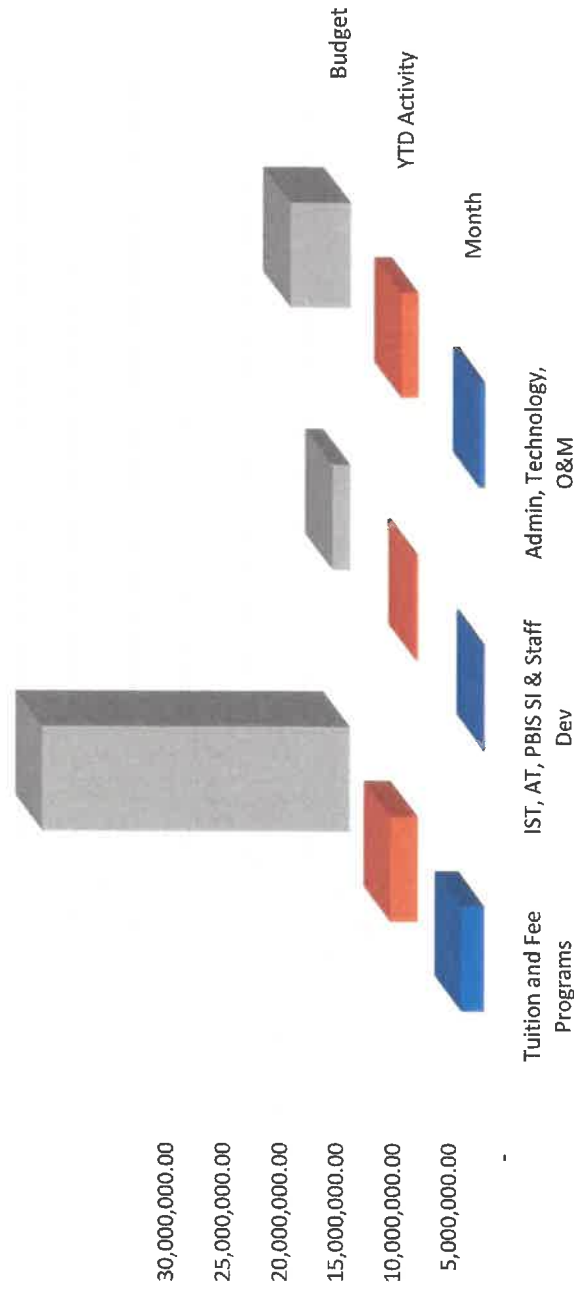
**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING**

30-Sep-22

SASED PROGRAMS

<u>Program</u>	<u>Sep-22</u>	<u>2022-23</u>	<u>2022-23</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Tuition and Fee Programs	2,071,119.69	2,413,430.09	27,186,823.00	<u>8.9%</u>
IST, AT, PBIS SI & Staff Dev	166,565.29	248,055.47	1,613,561.00	<u>15.4%</u>
Admin, Technology, O&M	532,939.95	1,536,361.93	5,373,158.00	<u>28.6%</u>
	<u>2,770,624.93</u>	<u>4,197,847.49</u>	<u>34,173,542.00</u>	<u>12.3%</u>

SASED PROGRAM EXPENDITURES



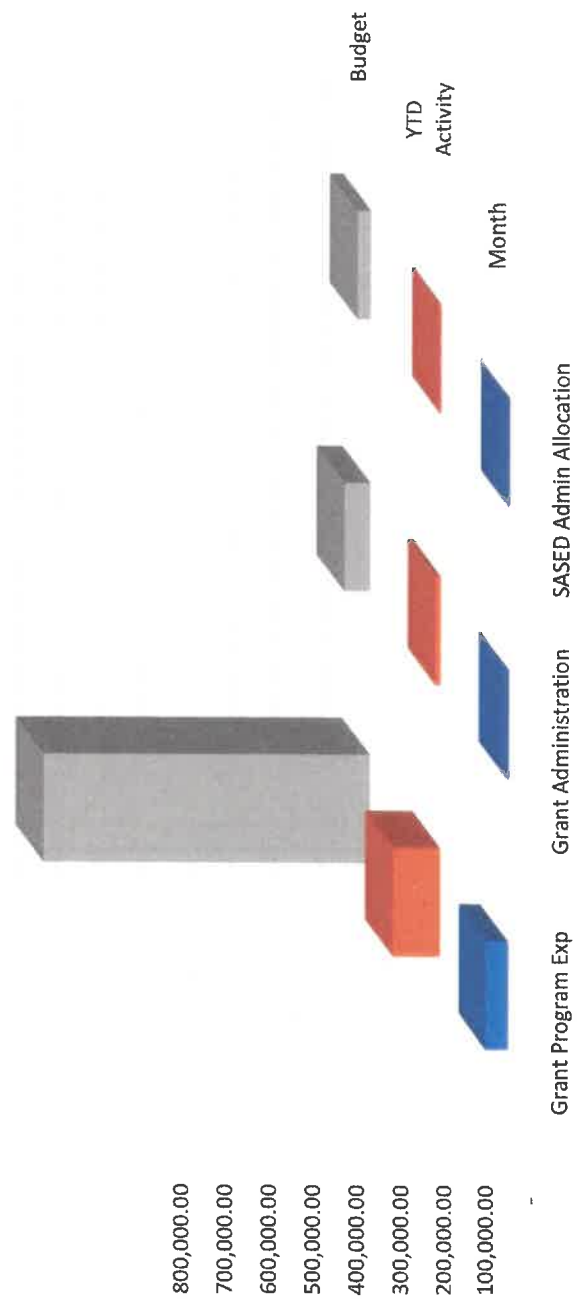
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY EXPENDITURE REPORTING

30-Sep-22

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Sep-22</u> Monthly Activity	<u>2022-23</u> FYTD Activity	<u>2022-23</u> Original Budget	<u>%</u> YTD
Grant Program Exp	50,778.63	108,389.40	745,835.00	<u>14.5%</u>
Grant Administration	4,031.58	12,217.50	59,363.00	<u>20.6%</u>
SASED Admin Allocation	1,487.54	3,823.02	31,356.00	<u>12.2%</u>
Total	<u>56,297.75</u>	<u>124,429.92</u>	<u>836,554.00</u>	<u>14.9%</u>

EXTERNAL GRANT EXPENDITURES



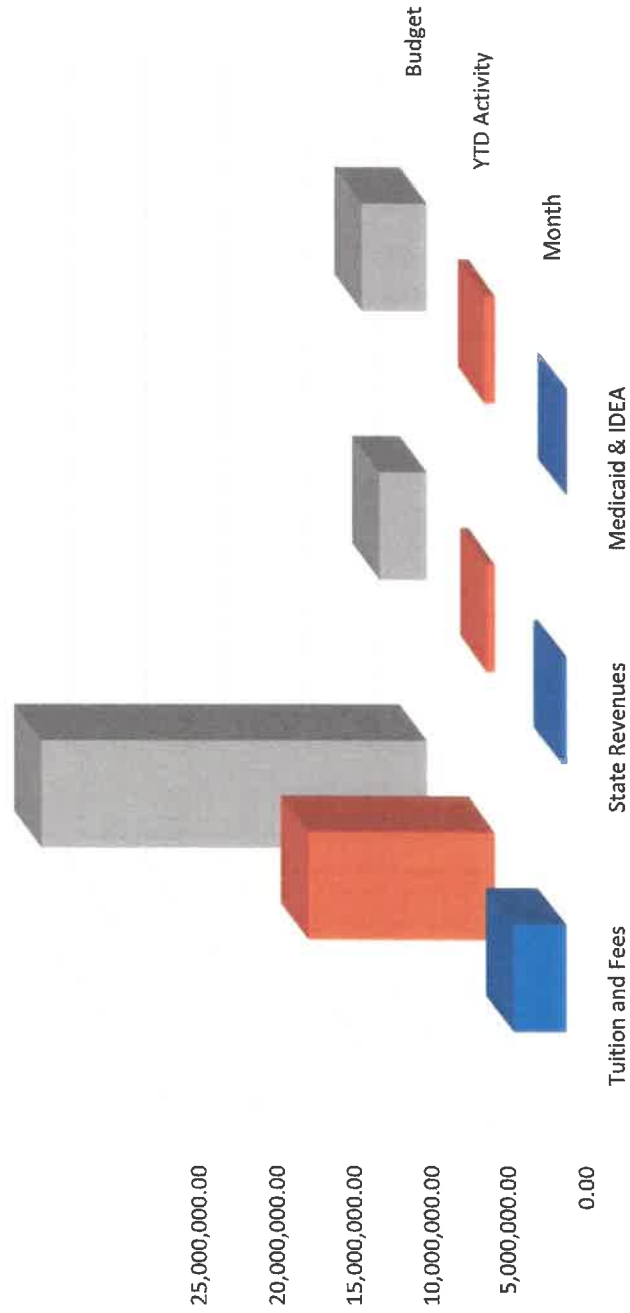
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY REVENUE REPORTING

30-Sep-22

SASED PROGRAMS

Program	Sep-22 Monthly Activity	2022-23 FYTD Activity	2022-23 Original Budget	% YTD
Tuition and Fees	3,262,943.00	12,160,208.23	24,790,200.00	49.1%
State Revenues	254,510.00	566,358.56	3,098,857.00	18.3%
Medicaid & IDEA	0.00	719,252.32	4,236,000.00	17.0%
Total	3,517,453.00	13,445,819.11	32,125,057.00	41.9%

SASED PROGRAM REVENUE

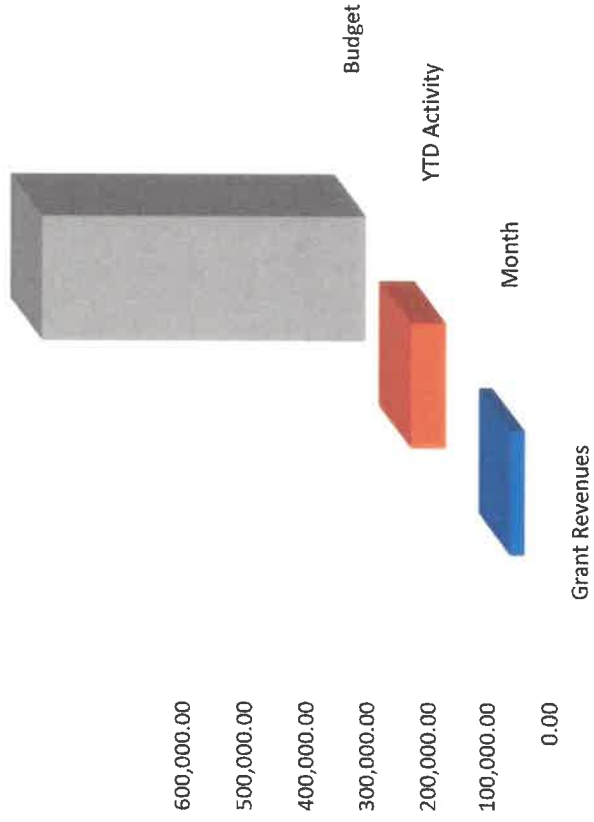


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
30-Sep-22**

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Sep-22</u>	<u>2022-23</u>	<u>2022-23</u>	<u>%</u>
<u>Grant Revenues</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
	<u>22,745.01</u>	<u>57,962.81</u>	<u>527,611.00</u>	<u>11.0%</u>

EXTERNAL GRANT REVENUE



GROSS PAYROLL

September 2022 \$ 1,672,006.95

TOTAL SALARY	:	1,672,006.95
TOTAL DEDUCTIONS	:	575,614.10
TOTAL EMPLOYEES	:	330

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

INTERIM PAYROLL LIABILITIES

September 2022 \$ 588,659.73

9/15/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300096	SASED EDUCATION ASSOCIATION	9/15/2022	\$2,973.01	
222300097	SASED SUPPORT STAFF ASSOCIATION	9/15/2022	\$1,156.65	
		2 ACH Check(s) For a Total of		\$4,129.66
101767	STATE DISBURSEMENT UNIT	9/15/2022	\$172.26	
101768	STATE DISBURSEMENT UNIT	9/15/2022	\$456.00	
		2 Computer Check(s) For a Total of		\$628.26
202200091	CPI QUALIFIED PLAN CONSULTANTS	9/15/2022	\$19,884.82	
202200092	ILLINOIS DEPT OF REVENUE	9/15/2022	\$34,651.79	
202200095	TEACHERS RETIREMENT (2.2%)	9/15/2022	\$2,703.61	
202200096	TEACHERS RETIREMENT SYSTEM	9/15/2022	\$41,952.69	
202200097	THIS (TRS HEALTH) FUND	9/15/2022	\$7,318.42	
202200098	MB FINANCIAL (FEDERAL)	9/15/2022	\$70,204.14	
202200099	MB FINANCIAL BANK (FICA-E)	9/15/2022	\$33,973.78	
202200100	MB FINANCIAL BANK (FICA-W)	9/15/2022	\$33,973.78	
202200101	THE OMNI GROUP	9/15/2022	\$1,923.00	
202200102	TEACHERS RETIREMENT (FED)	9/15/2022	\$425.68	
		10 Wire Transfer Check(s) For a Total of		\$247,011.71
		2 ACH Checks For a Total of		\$4,129.66
		2 Computer Checks For a Total of		\$628.26
		Total for 14 Manual, Wire Tran, ACH & Computer Checks		\$251,769.63
		Net Amount		\$251,769.63
10	EDUCATION FUND			\$251,769.63

9/30/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300168	BAY, JULIE D	9/30/2022	\$600.00	
222300169	CANNATA, SAM	9/30/2022	\$600.00	
222300170	DIAMOND, NANETTE	9/30/2022	\$600.00	
222300171	SASED EDUCATION ASSOCIATION	9/30/2022	\$3,208.93	
222300172	SASED SUPPORT STAFF ASSOCIATION	9/30/2022	\$1,156.65	
222300173	SCHROEDER, LYNN A	9/30/2022	\$600.00	
222300174	SMITH, LISA	9/30/2022	\$600.00	
				7 ACH Check(s) For a Total of \$7,365.58
101874	STATE DISBURSEMENT UNIT	9/30/2022	\$172.26	
101875	STATE DISBURSEMENT UNIT	9/30/2022	\$456.00	
101876	UNITED WAY OF NAPERVILLE	9/30/2022	\$20.00	
				3 Computer Check(s) For a Total of \$648.26
202200093	IMRF (EMPLOYEES CONT)	9/15/2022	\$19,703.23	
202200094	IMRF (EMPLOYERS CONT)	9/15/2022	\$27,734.02	
202200103	ILLINOIS DEPT OF REVENUE	9/15/2022	(\$130.36)	
202200104	IMRF (EMPLOYEES CONT)	9/15/2022	(\$127.56)	
202200105	IMRF (EMPLOYERS CONT)	9/15/2022	(\$203.24)	
202200106	MB FINANCIAL (FEDERAL)	9/15/2022	(\$278.05)	
202200107	MB FINANCIAL BANK (FICA-E)	9/15/2022	(\$211.23)	
202200108	MB FINANCIAL BANK (FICA-W)	9/15/2022	(\$211.23)	
202200109	ILLINOIS DEPT OF REVENUE	9/15/2022	\$130.36	
202200110	IMRF (EMPLOYEES CONT)	9/15/2022	\$127.56	
202200111	IMRF (EMPLOYERS CONT)	9/15/2022	\$203.24	
202200112	MB FINANCIAL (FEDERAL)	9/15/2022	\$278.05	
202200113	MB FINANCIAL BANK (FICA-E)	9/15/2022	\$211.23	
202200114	MB FINANCIAL BANK (FICA-W)	9/15/2022	\$211.23	
202200115	ILLINOIS DEPT OF REVENUE	9/15/2022	(\$40.38)	
202200116	IMRF (EMPLOYEES CONT)	9/15/2022	(\$38.44)	
202200117	IMRF (EMPLOYERS CONT)	9/15/2022	(\$61.24)	
202200118	MB FINANCIAL (FEDERAL)	9/15/2022	(\$61.22)	
202200119	MB FINANCIAL BANK (FICA-E)	9/15/2022	(\$65.34)	
202200120	MB FINANCIAL BANK (FICA-W)	9/15/2022	(\$65.34)	
202200121	ILLINOIS DEPT OF REVENUE	9/15/2022	\$40.38	
202200122	IMRF (EMPLOYEES CONT)	9/15/2022	\$38.44	
202200123	IMRF (EMPLOYERS CONT)	9/15/2022	\$61.24	
202200124	MB FINANCIAL (FEDERAL)	9/15/2022	\$61.22	
202200125	MB FINANCIAL BANK (FICA-E)	9/15/2022	\$65.34	
202200126	MB FINANCIAL BANK (FICA-W)	9/15/2022	\$65.34	
202200127	CPI QUALIFIED PLAN CONSULTANTS	9/30/2022	\$19,939.90	
202200128	ILLINOIS DEPT OF REVENUE	9/30/2022	\$33,290.10	
202200129	IMRF (EMPLOYEES CONT)	9/30/2022	\$18,690.33	
202200130	IMRF (EMPLOYERS CONT)	9/30/2022	\$26,153.50	
202200131	TEACHERS RETIREMENT (2.2%)	9/30/2022	\$2,633.50	
202200132	TEACHERS RETIREMENT SYSTEM	9/30/2022	\$40,865.40	
202200133	THIS (TRS HEALTH) FUND	9/30/2022	\$7,128.71	
202200134	MB FINANCIAL (FEDERAL)	9/30/2022	\$65,695.01	

202200135	MB FINANCIAL BANK (FICA-E)	9/30/2022	\$32,022.92	
202200136	MB FINANCIAL BANK (FICA-W)	9/30/2022	\$32,022.92	
202200137	THE OMNI GROUP	9/30/2022	\$1,923.00	
202200138	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	9/30/2022	\$635.46	
202200139	ILLINOIS DEPT OF REVENUE	9/30/2022	\$12.58	
202200140	TEACHERS RETIREMENT (FED)	9/30/2022	\$425.68	
		40 Wire Transfer Check(s) For a Total of	\$328,876.26	
		7 ACH Checks For a Total of	\$7,365.58	
		3 Computer Checks For a Total of	\$648.26	
		Total for 50 Manual, Wire Tran, ACH & Computer Checks	\$336,890.10	
		Net Amount	\$336,890.10	
10	EDUCATION FUND		\$336,890.10	

BILLS PAYABLE LIST – FLOW THROUGH

October 28, 2022 \$194,732.48

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10/27/2022	101905 WEST CHICAGO SCHOOL	Medicaid Fee For Service for Services Provided 4/22 to 6/22	31,919.12
10/27/2022	101906 WINFIELD SCHOOL DIST	Medicaid Fee For Service for Services Provided 4/22 to 6/22	12.98
10/27/2022	101907 WESTMONT CUSD #201	Medicaid Fee For Service for Services Provided 4/22 to 6/22	87.48
		Totals for checks	32,019.58

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/27/2022	222300178	KEENEYVILLE DISTRICT	Medicaid Fee For Service for Services Provided 4/22 to 6/22	14,913.46
10/27/2022	222300179	BENJAMIN SCHOOL DIST	Medicaid Fee For Service for Services Provided 4/22 to 6/22	311.58
10/27/2022	222300180	DUPAGE COUNTY SCHOOL	Medicaid Fee For Service for Services Provided 4/22 to 6/22	52,384.65
10/27/2022	222300181	SALT CREEK SCHOOL DI	Medicaid Fee For Service for Services Provided 4/22 to 6/22	5,358.42
10/27/2022	222300182	DOWNERS GROVE DISTRI	Medicaid Fee For Service for Services Provided 4/22 to 6/22	1,402.91
10/27/2022	222300183	MAERCKER DISTRICT #6	Medicaid Fee For Service for Services Provided 4/22 to 6/22	2,123.73
10/27/2022	222300184	CASS SCHOOL DISTRICT	Medicaid Fee For Service for Services Provided 4/22 to 6/22	1,018.26
10/27/2022	222300185	CENTER CASS DISTRICT	Medicaid Fee For Service for Services Provided 4/22 to 6/22	6,958.10
10/27/2022	222300186	WOODRIDGE DISTRICT #	Medicaid Fee For Service for Services Provided 4/22 to 6/22	19,252.04
10/27/2022	222300187	DUPAGE HS DISTRICT #	Medicaid Fee For Service for Services Provided 4/22 to 6/22	7,543.60
10/27/2022	222300188	COMMUNITY HS DISTRIC	Medicaid Fee For Service for Services Provided 4/22 to 6/22	3,758.73
10/27/2022	222300189	COMMUNITY HS DIST #9	Medicaid Fee For Service for Services Provided 4/22 to 6/22	3,511.37
10/27/2022	222300190	COMMUNITY CONSOLIDAT	Medicaid Fee For Service for Services Provided 4/22 to 6/22	1,687.77
10/27/2022	222300191	LISLE CUSD #202	Medicaid Fee For Service for Services Provided 4/22 to 6/22	18,852.87
10/27/2022	222300192	ELMHURST CUSD #205	Medicaid Fee For Service for Services Provided 4/22 to 6/22	23,635.41
Totals for checks				162,712.90

BILLS PAYABLE LIST – GRANTS

October 28, 2022 \$9,112.30

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10/27/2022	101908	CAMERON PRINTING	Inclusion Brochures	771.00
10/27/2022	101909	SIMPLE MACHINES MARK	TM Support	118.13
10/27/2022	101909	SIMPLE MACHINES MARK	website support	118.13
			Totals for checks	1,007.26

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10/27/2022	222300193	ACCOUNTABILITY SOLUT	FY 2023 Contract for Services	2,925.00
10/27/2022	222300194	BAIN, AMY	Travel/Phone/Internet	107.40
10/27/2022	222300195	KREMER, ANN	Meeting Reimburement	80.98
10/27/2022	222300195	KREMER, ANN	Travel/Phone/Internet	491.70
10/27/2022	222300196	REISING RECHNER, PAM	Meeting Reimbursement	1,471.42
10/27/2022	222300196	REISING RECHNER, PAM	Phone/Internet	54.37
10/27/2022	222300197	ROPARS, EMILY	Meeting Reimbursement	72.88
10/27/2022	222300197	ROPARS, EMILY	Travel/Phone/Internet/Supplies	691.41
10/27/2022	222300198	SCHACKMANN, JULIE	Meeting Reimbursement	1,367.92
10/27/2022	222300198	SCHACKMANN, JULIE	Travel/Phone/Internet/Supplies	434.88
10/27/2022	222300199	TOKAT, TALIN	Meeting Reimbursement	109.70
10/27/2022	222300199	TOKAT, TALIN	Travel/Phone/Internet	297.38
			Totals for checks	8,105.04

BILLS PAYABLE LIST – SASSED PROGRAMS

October 28, 2022 \$ 646,478.71

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/27/2022	101910	ODP BUSINESS SOLUTIO	Cleaning Supplies	64.90
10/27/2022	101910	ODP BUSINESS SOLUTIO	Misc. MN Office Supplies	169.75
10/27/2022	101910	ODP BUSINESS SOLUTIO	supplies for kitchen	28.90
10/27/2022	101910	ODP BUSINESS SOLUTIO	Supplies	11.78
10/27/2022	101910	ODP BUSINESS SOLUTIO	Supplies	162.21
10/27/2022	101910	ODP BUSINESS SOLUTIO	supples for Ann Kremer	25.99
10/27/2022	101911	COMMUNITY CONSLTD SD	Reimbursement/Invoice paid by CASE Check #014163	3,277.47
10/27/2022	101912	AMBER MECHANICAL CON	Billing #4 of 4 Quarterly Billing	7,050.75
10/27/2022	101913	AMERICANEAGLE.COM, I	Shared Server Hosting and Maintenance	225.00
10/27/2022	101914	ANCORA PUBLISHING AN	CHAMPS DSC Fourth Edition Details: 2021 / Fourth Edition / 560 pp. ISBN: 978-1119651819 SKU: 181-9	192.60
10/27/2022	101915	APTA	Membership Renewal Colleen Peterson	565.00
10/27/2022	101916	BERWYN GARAGE	MN04 Service Call	150.00
10/27/2022	101916	BERWYN GARAGE	MN05 Service Call	150.00
10/27/2022	101916	BERWYN GARAGE	MN04 Service Call	166.30
10/27/2022	101916	BERWYN GARAGE	MN02 Service Call	154.59
10/27/2022	101917	CDW GOVERNMENT	CISCO Direct MR46-HW CISCO Direct Lic-Ent-3Yr	16,114.20
10/27/2022	101917	CDW GOVERNMENT	SIIG Universal Hybrid Dual 4K Video Docking Station - docking station - USB	4,600.56
10/27/2022	101917	CDW GOVERNMENT	SIIG Universal Hybrid Dual 4K Video Docking Station - docking station - USB	890.75
10/27/2022	101918	CHEM-CARE, INC.	Kitchen Towels/Toilet Tissue	2,150.00
10/27/2022	101918	CHEM-CARE, INC.	Paper Towels	1,287.10
10/27/2022	101919	CLASSIC LANDSCAPE, L	October 2022	1,207.50
10/27/2022	101920	CPI	Annual Membership Fee 9/1/22 to 9/1/23	2,400.00
10/27/2022	101920	CPI	Item Number: PWKB20NCI Nonviolent Crisis Intervention(R) 2nd Edition Participant Workbook	5,997.50
10/27/2022	101921	CREATIVE EXCHANGE	Music Therapy - AddisonTrail 9/6, 9/13, 9/20, 9/27	300.00
10/27/2022	101921	CREATIVE EXCHANGE	Music Therapy - Albright 9/6, 9/20, 9/27	225.00
10/27/2022	101921	CREATIVE EXCHANGE	Music Therapy - DHH 9/1, 9/6, 9/8, 9/13, 9/15, 9/20, 9/22, 6/27, 9/29	675.00
10/27/2022	101921	CREATIVE EXCHANGE	Music Therapy - Salt Creek 9/1, 9/6, 9/8, 9/13, 9/15, 9/20, 9/22, 9/27, 9/29	675.00
10/27/2022	101921	CREATIVE EXCHANGE	Music Therapy - SE 9/7, 9/14, 9/21, 9/28	900.00
10/27/2022	101921	CREATIVE EXCHANGE	Music Therapy - STARS 9/2, 9/9, 9/16, 9/23, 9/30	1,050.00
10/27/2022	101921	CREATIVE EXCHANGE	Music Therapy - Swartz 9/1, 9/6, 9/8, 9/13, 9/15, 9/20, 9/22, 9/27, 9/29	675.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
10/27/2022	101921	CREATIVE EXCHANGE	Music Therapy - Transition 9/2, 9/9, 9/16, 9/23, 9/30	750.00
10/27/2022	101922	CURRICULUM ASSOCIATE	curriculum	2,127.21
10/27/2022	101923	EDU HEALTHCARE, LLC	9/5/22 to 9/9/22	5,091.75
10/27/2022	101923	EDU HEALTHCARE, LLC	9/12/22 to 9/16/22	4,098.15
10/27/2022	101923	EDU HEALTHCARE, LLC	9/19/222 to 9/23/22	4,383.00
10/27/2022	101923	EDU HEALTHCARE, LLC	10/3/22 to 10/7/22	4,630.50
10/27/2022	101923	EDU HEALTHCARE, LLC	9/26/22 to 9/30/22	3,982.05
10/27/2022	101924	EDUPOINT EDUCATIONAL	Synergy Student Info System-Year 3 Parent VUE/Student VUE - Year 3 Online Registration - Year 3 TeacherVUE with Gradebook - Year 3 Cloud Hosting - Year 3	25,477.00
10/27/2022	101925	ENGLER CALLAWAY BAAS	General School Law August 2022	6,225.00
10/27/2022	101925	ENGLER CALLAWAY BAAS	Professional Development August	100.00
10/27/2022	101927	FOXHIRE, LLC	Beth Kern Week Ending 9/16/22	3,000.00
10/27/2022	101927	FOXHIRE, LLC	Samantha Avgerinos Week Ending 9/16/22	2,775.00
10/27/2022	101927	FOXHIRE, LLC	Emily Malone Week Ending 9/16/22	2,664.50
10/27/2022	101927	FOXHIRE, LLC	Kimberly Cossmann Week Ending 9/16/22	2,915.63
10/27/2022	101927	FOXHIRE, LLC	Samantha Avgerinos Week Ending 9/23/22	2,775.00
10/27/2022	101927	FOXHIRE, LLC	Emily Malone Week Ending 9/23/22	1,703.09
10/27/2022	101927	FOXHIRE, LLC	Casey Smith Week Ending 9/23/22	1,681.88
10/27/2022	101927	FOXHIRE, LLC	Tracie Glumac Week Ending 9/23/22	2,330.50
10/27/2022	101927	FOXHIRE, LLC	Kimberly Cossmann Week Ending 9/23/22	2,915.63
10/27/2022	101927	FOXHIRE, LLC	Beth Kern Week Ending 9/23/22	1,080.00
10/27/2022	101927	FOXHIRE, LLC	Neha Sharma Week Ending 10/7/22	3,084.38
10/27/2022	101927	FOXHIRE, LLC	Tracie Glumac Week Ending 10/7/222	2,370.00
10/27/2022	101927	FOXHIRE, LLC	Kimberly Cossmann Week Ending 10/7/22	2,915.63
10/27/2022	101927	FOXHIRE, LLC	Casey Smith Week Ending 10/7/22	2,803.13
10/27/2022	101927	FOXHIRE, LLC	Emily Malone Week Ending 10/7/22	2,226.50
10/27/2022	101927	FOXHIRE, LLC	Samantha Avgerinos Week Ending 10/7/22	2,682.50
10/27/2022	101927	FOXHIRE, LLC	Beth Kern Week Ending 10/7/22	3,000.00
10/27/2022	101927	FOXHIRE, LLC	Neha Sharma Week Ending 9/30/22	1,850.63
10/27/2022	101927	FOXHIRE, LLC	Tracie Glumac Week Endinig 9/30/22	2,370.00
10/27/2022	101927	FOXHIRE, LLC	Kimberly Cossmann Week Ending 9/30/22	2,915.63
10/27/2022	101927	FOXHIRE, LLC	Casey Smith Week Ending	2,803.13

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			9/30/22	
10/27/2022	101927	FOXHIRE, LLC	Emily Malone Week Ending	2,725.09
			9/30/22	
10/27/2022	101927	FOXHIRE, LLC	Samantha Avgerinos Week Ending 9/30/22	2,565.58
10/27/2022	101927	FOXHIRE, LLC	Beth Kern Week Ending 9/30/22	3,000.00
10/27/2022	101928	FUN AND FUNCTION	OT PT Consumable Supplies	27.94
10/27/2022	101929	GATOR CHEF	Refrigerator rental for Southeast meal program	950.00
10/27/2022	101929	GATOR CHEF	MILK COOLERS FOR MEAL PROGRAMS	9,298.57
10/27/2022	101930	HEARTLAND BUSINESS S	Service Ticket 1464980/Medicaid application	92.50
10/27/2022	101931	HEARTLAND ALLIANCE H	Audiology Interpreting	580.91
10/27/2022	101931	HEARTLAND ALLIANCE H	MN	220.00
10/27/2022	101931	HEARTLAND ALLIANCE H	DHH 8/10/22 to 8/31/22	260.75
10/27/2022	101931	HEARTLAND ALLIANCE H	Southeast/Directions	52.80
10/27/2022	101932	IL DEPT. OF FINANCIA	Fingerprint License - Veena Jose	150.00
10/27/2022	101933	INFINITEC	PODD Training on Alternative Access and Alternative Presentation by Linda Burkhart for Jennifer Kollor on 11-9 & 10-22.	90.00
10/27/2022	101934	JIM DHAMER PLUMBING	Repair	830.00
10/27/2022	101935	JASON JOBB	Tuition Reimbursement	2,481.58
10/27/2022	101935	JASON JOBB	Mielage Reimbursement 9/2/22 to 9/30/22	137.44
10/27/2022	101936	LARRY LOBERT & ASSOC	360 Assessments and feedback for 4 Program Coordinators/Preparation and facilitation of one-day on-site activities/Travel	5,500.00
10/27/2022	101937	LEARNING A-Z	Learning A-Z Licenses Reference Number 9923160	9,502.00
10/27/2022	101938	WILLIAM MACGILL & CO	Misc. Medical Items (school start)	264.34
10/27/2022	101939	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 9/17/22	19,457.90
10/27/2022	101939	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 9/24/22	21,564.00
10/27/2022	101939	MAXIM HEALTHCARE SER	792679 306156 Dates: 9/28/22 to 10/6/22	3,332.00
10/27/2022	101939	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 10/1/22	24,071.20
10/27/2022	101940	MICROSONIC INC.	Sam Elliott	12.00
10/27/2022	101940	MICROSONIC INC.	Sam Elliot	192.00
10/27/2022	101940	MICROSONIC INC.	Asma Ahmed	71.00
10/27/2022	101941	NATIONAL BRAILLE PRE	vision-Froehling	147.00
10/27/2022	101942	NCS PEARSON	OT PT Assessments	57.50
10/27/2022	101942	NCS PEARSON	OT PT Assessments	1,147.69
10/27/2022	101942	NCS PEARSON	WIAT-4 Response Booklets Qty 25 (Print) A103000190570 Qualification Level B	105.00
10/27/2022	101943	OTICON INC	Balance due on account	28.00
10/27/2022	101944	PCS INTERNATIONAL	3 Month Extreme Network	1,635.27

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Support Extnsion - Renewal Term	
10/27/2022	101945	PLANSOURCE	ACA and PEPM September 2022	2,220.12
10/27/2022	101946	PROCARE THERAPY	82888 Dates: 9/6/22 to 9/9/22	10,716.50
10/27/2022	101946	PROCARE THERAPY	82888 Dates: 9/12/22 to 9/16/22	11,599.50
10/27/2022	101946	PROCARE THERAPY	82888 Dates: 10/3/22 to 10/7/22	12,346.25
10/27/2022	101946	PROCARE THERAPY	82888 Dates: 9/26/22 to 9/30/22	11,639.50
10/27/2022	101946	PROCARE THERAPY	82888 Dates: 9/19/22 to 9/23/22	10,624.50
10/27/2022	101947	RAPTOR TECHNOLOGIES	Renewal #40447 Visitor Management Annual Access Fee	1,250.00
10/27/2022	101948	REDDY, CARLY	Tuition Reimbursement	946.30
10/27/2022	101948	REDDY, CARLY	Reimbursement Student Travel	60.00
10/27/2022	101949	RELIAS LLC	SEL courses for Molly Binder Relias Academy Verbal Behavior Bundle	109.65
10/27/2022	101950	SAVVAS LEARNING CO	curriculum	324.00
10/27/2022	101951	SCHOOL SPECIALTY LLC	Classroom Materials - Nicole Dombrow and Kristin Petrella	9.07
10/27/2022	101951	SCHOOL SPECIALTY LLC	Art Room Supplies - Patricia Schaffer	43.00
10/27/2022	101952	SOLIANT	33664 Dates: 9/6/22 to 9/9/22	13,949.25
10/27/2022	101952	SOLIANT	33664 Dates: 9/6/2022 to 9/10/2022	12,220.00
10/27/2022	101952	SOLIANT	33664 Dates: 9/26/22 to 9/30/22	30,632.63
10/27/2022	101952	SOLIANT	33664 Dates: 9/12/22 to 9/16/22	28,568.75
10/27/2022	101952	SOLIANT	33664 Dates: 9/19/22 to 9/23/22	34,931.25
10/27/2022	101953	SONOVA USA INC.	Add 19.99 shipping	11,926.21
10/27/2022	101953	SONOVA USA INC.	Repair	1,771.99
10/27/2022	101954	SUBURBAN DRIVE LINE	TR03 Safety Test	40.00
10/27/2022	101955	TEACHTOWN, INC.	Teachtown renewal	2,521.00
10/27/2022	101956	THE STEPPING STONES	Dates: 9/4/22 to 9/17/22	27,831.86
10/27/2022	101957	UCP SEQUIN/INFINITEC	Use Language Samples to Support Ongoing AAC Intervention for Bri Bolin September 17 thru December 17, 2022, Online	525.00
10/27/2022	101958	UNITED SEATING & MOB	Hoyer Lift Repair #4640	102.00
10/27/2022	101959	URBAN, JESSICA	Mileage Reimbursement 8/15/22 to 8/31/22	171.06
10/27/2022	101959	URBAN, JESSICA	Mileage Reimbursement 9/2/22 to 9/28/22	165.31
			Totals for checks	499,065.03

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/27/2022	222300200	SALT CREEK SCHOOL DI	2022 Summer School Rent	17,000.00
10/27/2022	222300201	CENTER CASS DISTRICT	Refund of Check #141375/Invoice Cancelled	37,151.00
10/27/2022	222300201	CENTER CASS DISTRICT	2022 Summer School Rent	17,000.00
10/27/2022	222300202	2955, LLC	November 2022 Rent for 2900 Ogden Avenue, Lisle, IL	48,234.12
10/27/2022	222300203	AHN, MAY	Mileage Reimbursement 9/1/22 to 9/30/22	173.23
10/27/2022	222300204	AL WARREN OIL CO., I	Delivery Date 8/18/22	289.34
10/27/2022	222300204	AL WARREN OIL CO., I	Delivery 9/22/22	439.32
10/27/2022	222300204	AL WARREN OIL CO., I	Delivery 9/29/22	355.33
10/27/2022	222300204	AL WARREN OIL CO., I	Delivery Date 10/13/22	288.75
10/27/2022	222300204	AL WARREN OIL CO., I	Delivery Date 10/6/22	463.94
10/27/2022	222300205	ALDRICH, DANA	Mileage Reimbursement 9/6/22 to 9/28/22	51.63
10/27/2022	222300206	ALEXANDER, BRITTANY	Reimbursement Baking Materials	20.54
10/27/2022	222300207	ANDERSEN, VERONICA	Mileage Reimbursement 8/15/22 to 8/31/22	80.44
10/27/2022	222300207	ANDERSEN, VERONICA	Mileage Reimbursement 9/1/22 to 9/28/22	202.56
10/27/2022	222300208	ARIANO, EMILIA	Reimbursement - Instructional Supplies	22.50
10/27/2022	222300208	ARIANO, EMILIA	Reimbursement - Community Trip/Classic Cinemas	136.00
10/27/2022	222300208	ARIANO, EMILIA	Reimbursement - Community Trip - Stardust Bowl	21.00
10/27/2022	222300208	ARIANO, EMILIA	Reimbursement - Instructional Materials/Vision	16.72
10/27/2022	222300208	ARIANO, EMILIA	Reimbursement - Instructional Supplies /Vision	10.00
10/27/2022	222300209	BARAJAZ, DINA	Mileage Reimbursement 8/15/22 to 8/31/22	44.64
10/27/2022	222300210	BELL, RACHEL	Reimbursement - ADL Materials/Vision	117.10
10/27/2022	222300210	BELL, RACHEL	Reimbursement - Classroom supplies	57.74
10/27/2022	222300210	BELL, RACHEL	Reimbursement - Classroom Supplies/Vision	119.31
10/27/2022	222300210	BELL, RACHEL	Reimbursement - Classroom Supplies/Vision	41.57
10/27/2022	222300211	BERGFELD, BETH	Mileage Reimbursement 8/11/22 to 8/31/22	36.25
10/27/2022	222300212	BOCZKOWSKI, DEBRA	Tuition Reimbursement	776.40
10/27/2022	222300213	BOLIN, BRIANNE	Mileage Reimbursement 9/7/22 to 9/30/22	167.00
10/27/2022	222300214	BRUSICH, WENDY	Reimbursement - Instrutlional supplies	19.40
10/27/2022	222300215	CALAWAY, KENNETH	Mileage Reimbursement 3/25/22 to 4/22/22	102.96
10/27/2022	222300216	CARRASQUILLO, ELIZAB	Mileage Reimbursement 9/2/22 to 9/29/22	241.03
10/27/2022	222300217	CHAPLIN, KRISTINE	Mileage Reimbursement 8/10/22 to 8/31/22	183.98
10/27/2022	222300217	CHAPLIN, KRISTINE	Mileage Reimbursement 9/1/22 to 9/30/22	221.89

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/27/2022	222300218	CIECKO, ASHLEY	Mileage Reimbursement 9/2/22 to 9/30/22	27.40
10/27/2022	222300219	CREAGAN, HELEN	Mileage Reimbursement 9/1/22 to 9/30/22	98.75
10/27/2022	222300220	DELEONARDIS, NICOLE	Mileage Reimbursement 9/14/22, 9/23/22	13.75
10/27/2022	222300221	DI VITO, PATRICIA	Reimbursement - Classroom Supplies/Vision	10.65
10/27/2022	222300222	DOMBROW, NICOLE	Tuition Reimbursement	3,829.67
10/27/2022	222300223	DORCHACK, MARIA	Mileage Reimbursement - 9/1/22 to 9/30/22	203.13
10/27/2022	222300224	DUGAN, PATRICK	Reimbursement - Classroom Supplies/vision	61.93
10/27/2022	222300224	DUGAN, PATRICK	Mileage Reimbursement 8/16/22 to 8/26/22	259.37
10/27/2022	222300225	FARRELL, LYSA	Mileage Reimbursement 8/17/22 to 9/22/22	106.58
10/27/2022	222300226	FORTUNA, CHRISTINA	Mileage Reimbursement 8/10/22 to 9/28/22	58.94
10/27/2022	222300227	GEBRE, AMY	Reimbursement - Rec & Leisure Bowling	113.00
10/27/2022	222300227	GEBRE, AMY	Reimbursement - Student Purchasing	39.27
10/27/2022	222300227	GEBRE, AMY	Reimbursement - Classroom supplies	54.82
10/27/2022	222300227	GEBRE, AMY	Reimbursement Walmart/Vision-Transition	61.49
10/27/2022	222300228	GRILL, MEGHAN	Mileage Reimbursement 9/6/22 to 9/29/22	74.13
10/27/2022	222300229	GROHN, JULIE	October 2022 Travel Allowance	400.00
10/27/2022	222300230	HOMAN, JULIA	Mileage Reimbursement 9/1/22 to 9/30/22	298.55
10/27/2022	222300231	HUNTLEY, EMILEE	Mileage Reimbursement 8/11/22 to 9/29/22	92.09
10/27/2022	222300231	HUNTLEY, EMILEE	Mileage Reimbursement 8/26/22 to 9/27/22	107.59
10/27/2022	222300231	HUNTLEY, EMILEE	Mileage Reimbursement 8/29/22 to 9/29/22	44.10
10/27/2022	222300232	JACKSON, JACQUELYN	Tuition Reimbursement	946.30
10/27/2022	222300233	JOHNSON, JULIA	Mileage Reimbursement 9/1/22 to 9/30/33	130.06
10/27/2022	222300234	LAREN, RICHARD	Reimbursement - Community Trip - Lombard Roller Rink	72.00
10/27/2022	222300235	LAYTON, MATTHEW	October 2022 Travel Allowance	400.00
10/27/2022	222300236	LOHRENZ, ASHLEY	Mileage Reimbursement 9/7/22 to 9/30/22	251.06
10/27/2022	222300237	LOONEY, KATHERINE	Mileage Reimbursement 9/12/22 to 9/28/22	41.60
10/27/2022	222300238	LOWE, SENGA	Reimbursement - Food for focus group with district CSBO's.	14.99
10/27/2022	222300238	LOWE, SENGA	Reimbursement - Food/Strategis Planning Focus Group	13.99
10/27/2022	222300239	MAGNUSON, LAURA	Reimbursement - Instructional Supplies	56.56

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/27/2022	222300240	MARTIN, CHRISTINE	October 2022 Travel Allowance	400.00
10/27/2022	222300241	MC CULLOUGH, LISA	Reimbursement - Ventra	15.00
10/27/2022	222300242	MCGUFFIN, MELINDA	October 2022 Travel Allowance	400.00
10/27/2022	222300242	MCGUFFIN, MELINDA	Reimbursement - Thank You Cards	8.29
10/27/2022	222300243	MCGUIRE, GRACE	Mileage Reimbursement 8/17/22 to 9/22/22	116.88
10/27/2022	222300244	MCKEE, AMY	Mileage Reimbursement 8/5/22 to 8/23/22	113.60
10/27/2022	222300245	MILOS, SHAWN	Tuition Reimbursement	3,105.00
10/27/2022	222300246	MOROZ, KRISTYN	Mileage Reimbursement 9/1/22 to 9/29/22	150.38
10/27/2022	222300247	MOYNIHAN, LYNN	Mileage Reimbursement 9/2/22 to 9/30/22	192.63
10/27/2022	222300248	MUCKIAN, RACHEL	Mileage Reimbursement 9/2/22 to 9/26/22	39.75
10/27/2022	222300249	NARDI, TRACEY	Tuition Reimbursement	1,358.78
10/27/2022	222300250	PEAHL, KIRSTIN	Tuition Reimbursement	3,312.04
10/27/2022	222300250	PEAHL, KIRSTIN	Reimbursement - O&M Vision	58.50
10/27/2022	222300251	PELLICANO, DARCEY	Mileage Reimbursement 8/17/22 to 9/20/22	92.94
10/27/2022	222300252	PETERSON, COLLEEN	Reimbursement - Registration Fee - Deciding Need & Amount of School Based OT/PT Services	199.00
10/27/2022	222300252	PETERSON, COLLEEN	Mileage Reimbursement 8/16/22 to 9/29/22	185.31
10/27/2022	222300253	PETRELLA, KRISTIN	Tuition Reimbursement	3,504.57
10/27/2022	222300254	ROBERTS, RUTH	Mileage Reimbursement 9/1/22 to 9/29/22	123.57
10/27/2022	222300255	ROBINSON, DONALD	Travel Allowance October 2022	400.00
10/27/2022	222300256	ROSALES, WALTER	Mileage Reimbursement 8/30/22 to 9/30/22	204.75
10/27/2022	222300257	ROSS, KATHLEEN	Mileage Reimbursement 7/5/22 to 8/30/22	102.88
10/27/2022	222300258	SADIKOT, ZARA	Mileage Reimbursement 8/24/22 to 10/6/22	42.50
10/27/2022	222300259	SEYLER, NICOLE	Reimbursement - Instructional Supplies/Vision	53.33
10/27/2022	222300259	SEYLER, NICOLE	Reimbursement - Itinerant Supplies/Vision	48.58
10/27/2022	222300260	SHANAHAN, KERRY	Mileage Reimbursement 9/1/22 to 9/27/22	221.16
10/27/2022	222300261	SMITH, CLAIRE	Mileage Reimbursement 9/1/22 to 9/30/22	409.37
10/27/2022	222300262	SZELIGA, KATHERINE	Reimbursement - Registration Fee - Deciding Need & Amount of School Based OT/PT Services	219.00
10/27/2022	222300263	THOMPSON, EVA	Mileage Reimburesment 8/23/22 to 9/29/22	60.30
10/27/2022	222300264	VANDERCAR, PATRICIA	Reimbursement - Instructional Suppleis	70.34
10/27/2022	222300265	WALSH, ANNA	Mileage Reimbursement 8/17/22 to 9/2/22	73.08
10/27/2022	222300266	WHITE, SHEILA	Mileage Reimbursement 7/8/22	164.69

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>

to 8/26/22

Totals for checks 147,413.68

INTERIM CHECKS

SEPTEMBER 2022 \$ 656,042.87

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
08/30/2022	101748	HYA CORPORATION	First Installment of the Consulting Fee for Strategic Planning	13,950.00
09/01/2022	101749	ALLIED BENEFIT SYSTE	A06120 August 2022	373.75
09/01/2022	101750	CONSTELLATION NEW EN	1629898 Period: 7/26/22 to 8/24/22	4,809.73
09/01/2022	101751	HOME DEPOT CREDIT SE	6035322005175868 August	1,096.00
09/01/2022	101752	IASA	Health, Life, Safety 9/13/22 Don Robinson	200.00
09/01/2022	101752	IASA	Health Life Safety & Compliance/Larry McCarthy	200.00
09/01/2022	101753	KONICA MINOLTA BUSIN	2/1/22 to 4/30/22	774.14
09/01/2022	101754	NET56	Internet Access/Connectivity September 2022	3,907.30
09/01/2022	101754	NET56	September 2022	23,062.18
09/01/2022	101755	T-MOBILE	979924297 Dates: 7/21/22 to 8/20/22	558.60
09/01/2022	101755	T-MOBILE	976288363 Dates: 7/21/22 to 8/20/22	611.20
09/01/2022	101756	VERIZON WIRELESS	685742208-00001 July 20 to Aug 19	14.28
09/01/2022	101756	VERIZON WIRELESS	380335400-00001 July 20 to Aug 19	1,021.02
09/01/2022	101756	VERIZON WIRELESS	80335060-00001 July 20 to Aug 19	42.59
09/01/2022	101756	VERIZON WIRELESS	285824433-00001 July 20 to Aug 19	2.84
09/01/2022	101756	VERIZON WIRELESS	480335060-00002 July 20 to Aug 19	5.06
09/01/2022	101756	VERIZON WIRELESS	980338541-00001 July 20 to Aug 19	5.47
09/01/2022	101756	VERIZON WIRELESS	385780586-00001 July 20 to Aug 1	3.43
09/01/2022	101757	VSP OF ILLINOIS, NFP	30079160 September 2022	1,780.43
09/01/2022	101757	VSP OF ILLINOIS, NFP	30079160 September 2022 COBRA	80.44
09/07/2022	101758	CASH	Petty Cash for Student Community Shopping	500.00
09/08/2022	101759	AMERICAN HERITAGE LI	W6508	1,039.00
09/08/2022	101760	DEARBORN NATIONAL LI	F021947-1 September 2022	5,986.67
09/08/2022	101761	GUARDIAN - ALTERNATE	00519548 August 2022	22,273.62
09/08/2022	101762	KONICA MINOLTA BUSIN	Coverage 8/1/22 to 8/19/22	385.97
09/08/2022	101763	KONICA MINOLTA PREMI	500-0601077-000 Dates: 8/22/22 to 9/22/22	2,275.00
09/08/2022	101764	NET56	Serice Ticket #647410	243.21
09/08/2022	101764	NET56	Licenses August 2022 Usage	201.96
09/08/2022	101765	UNIVERSAL PREMIUM	SN814 Dates 8/16/22 to 8/31/22	470.51
09/08/2022	101766	VERIZON WIRELESS	680514606-00001 July 26 to Aug 25	5.69
09/08/2022	101766	VERIZON WIRELESS	480514606-00001 July 26 to Aug 25	2.84
Totals for checks				85,882.93

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/29/2022	101877	DUPAGE COUNTY PUBLIC	Water/Sewage	85.49
09/29/2022	101878	GUARDIAN	September 2022	1,083.67
09/29/2022	101878	GUARDIAN	October 2022	1,035.10
09/29/2022	101879	HEALTH CARE SERVICE	IL1-025799 August 2022	452,930.62
09/29/2022	101880	MCGUINN, CAROL	CPI Training 8/12/22	465.00
09/29/2022	101881	N2Y INC.	Year 1 Renewal	44,006.70
09/29/2022	101881	N2Y INC.	Coach for Unique Learning System Interactive Webinar	7,680.00
09/29/2022	101882	NSN EMPLOYER SERVICE	Unemployment Claim Administration	923.13
09/29/2022	101883	VERIZON WIRELESS	480335060-00002 Aug 20-Sept 19	9.66
09/29/2022	101883	VERIZON WIRELESS	385780586-00001 Aug 20 - Sept 19	3.27
09/29/2022	101883	VERIZON WIRELESS	980338541-00001 Aug 20 to Sept 19	10.08
09/29/2022	101883	VERIZON WIRELESS	285824433-00001 Aug 20 to Sept 19	2.76
09/29/2022	101883	VERIZON WIRELESS	980514589-00002 Aug 17 - Sept 16	5.52
09/29/2022	101883	VERIZON WIRELESS	380381311-00001 Aug 14 - Sept 13	58.38
09/30/2022	101886	FIFTH THIRD BANK/MAS	MMAP	10,425.14
09/30/2022	101886	FIFTH THIRD BANK/MAS	SC	2,404.96
09/30/2022	101886	FIFTH THIRD BANK/MAS	AK	2,387.19
09/30/2022	101886	FIFTH THIRD BANK/MAS	DEC Conference Payment-Julie Schackmann	395.00
09/30/2022	101886	FIFTH THIRD BANK/MAS	Membership for DEC	215.00
09/30/2022	101886	FIFTH THIRD BANK/MAS	DEC Conference Registration	395.00
09/30/2022	101886	FIFTH THIRD BANK/MAS	DEC Conference Registration	395.00
09/30/2022	101886	FIFTH THIRD BANK/MAS	DEC Conference Registration	395.00
09/30/2022	101886	FIFTH THIRD BANK/MAS	DEC Conference Registration	395.00
09/30/2022	101886	FIFTH THIRD BANK/MAS	meeting location for EC LRE Stakeholders	860.98
09/30/2022	101886	FIFTH THIRD BANK/MAS	Westmont Locks for New Students	87.96
09/30/2022	101886	FIFTH THIRD BANK/MAS	8.31.22 WJH Zendol Carr	68.64
09/30/2022	101886	FIFTH THIRD BANK/MAS	Student Materials - Jessica Philips	37.98
09/30/2022	101886	FIFTH THIRD BANK/MAS	Instructional Materials - Nicole Dombrow	64.38
09/30/2022	101886	FIFTH THIRD BANK/MAS	Art supplies for Holmes	7.77
09/30/2022	101886	FIFTH THIRD BANK/MAS	Stachorek/CJH/Classroom Supplies	3.67
09/30/2022	101886	FIFTH THIRD BANK/MAS	First Aid Kits for STARS classrooms	69.40
09/30/2022	101886	FIFTH THIRD BANK/MAS	Colette's class Chair for sensory room	50.70
09/30/2022	101886	FIFTH THIRD BANK/MAS	STARS Office/Classroom Suplies	223.34
09/30/2022	101886	FIFTH THIRD BANK/MAS	Classroom supplies for CJH/Kaufmann	149.90
09/30/2022	101886	FIFTH THIRD BANK/MAS	Classroom supplies for Margo Kinetic Sand Item not included in original PO	19.95
09/30/2022	101886	FIFTH THIRD BANK/MAS	School Supplies for Maercker	48.00

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
			Storage bins	
09/30/2022	101886	FIFTH THIRD BANK/MAS	Sand and sandbag for the sensory swing located at Holmes	80.43
09/30/2022	101886	FIFTH THIRD BANK/MAS	Freestanding Garment Organizer	-6.94
09/30/2022	101886	FIFTH THIRD BANK/MAS	OT PT Assessment Forms	140.54
09/30/2022	101886	FIFTH THIRD BANK/MAS	OT PT Consumable Supplies 8-15-22	57.40
09/30/2022	101886	FIFTH THIRD BANK/MAS	Accessibyte All Access School Edition - Annual License	2,018.96
09/30/2022	101886	FIFTH THIRD BANK/MAS	BlueDog Ink order	441.98
09/30/2022	101886	FIFTH THIRD BANK/MAS	BlueDog Ink order	4,611.77
09/30/2022	101886	FIFTH THIRD BANK/MAS	vision	140.79
09/30/2022	101886	FIFTH THIRD BANK/MAS	Vision	370.26
09/30/2022	101886	FIFTH THIRD BANK/MAS	Vision	628.17
09/30/2022	101886	FIFTH THIRD BANK/MAS	VISION	71.95
09/30/2022	101886	FIFTH THIRD BANK/MAS	Office Supplies	73.07
09/30/2022	101886	FIFTH THIRD BANK/MAS	Hand Sanitizer	197.82
09/30/2022	101886	FIFTH THIRD BANK/MAS	Mouse Traps, Washer Hoses	110.10
09/30/2022	101886	FIFTH THIRD BANK/MAS	Disposable Gloves, Zip Lock Bags	619.29
09/30/2022	101886	FIFTH THIRD BANK/MAS	Multiplication Grids	10.99
			Totals for checks	536,965.92

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
			<u>AMOUNT</u>
09/01/2022	222300095	LISLE CUSD #202	Fy21 Autism Refund
			33,166.00
			Totals for checks
			33,166.00

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
09/22/2022	222300167	VANDERCAR, PATRICIA	Reimbursement/Vision	28.02
			Totals for checks	28.02



OPEN ENROLLMENT RENEWAL STATEMENT OF WORK

This Statement of Work for Open Enrollment Renewal Services (the "SOW") is effective as of the SOW Date listed below ("SOW Effective Date") and is between PlanSource Benefits Administration, Inc. ("PlanSource") and Client Name listed below. Notwithstanding any other agreement between the parties, this SOW is governed by the terms of the End User Services Agreement located at <https://plansource.com/eusa-agr> (the "Agreement"). All capitalized terms used but not defined herein have the respective meanings given to them in the Agreement. Unless expressly modified herein, all terms of the Agreement remain unchanged and in full force and effect. If there is a conflict between this SOW and the Agreement or any Prior Agreement, the SOW will control regarding the subject matter herein.

This SOW provides the details for the scope, pricing, delivery of plan renewal services PlanSource will deliver to End User based on the Renewal Type End User elects below (End User's annual benefit plan renewal is referred to as a "**Renewal**" and PlanSource's services under this SOW are collectively referred to as the "**Renewal Services**") and ongoing support as provided herein. The success of any Renewal is contingent upon each party fulfilling their respective responsibilities within the mutually agreed upon timeline for the open enrollment style elected. End User's failure to fulfill its responsibilities in this SOW may result in additional fees, activation delays and rescheduling of your open enrollment period.

Client Name:	School Association for Special Education
Type of Project:	OE Type 2

Customer Contact:	Dana Gerus
SOW Date:	9/28/2022
Description of work: Renewal + Configuration	

OPEN ENROLLMENT RENEWAL STATEMENT OF WORK

Estimated Total Timeline:	5 Weeks
Items to be Completed by the Client:	
<ul style="list-style-type: none"> • Participate in Guided Renewal Training. • Use Guided Renewal Tool to: <ul style="list-style-type: none"> • Specify enrollment dates • Specify active or passive enrollment • Confirm “No Changes” status for all carrier files • Provide details of new plans/carriers in the tool • Input all rate changes • Validate all changes • Copy coverages for passive enrollment • Fully complete all steps of Guided Renewal Tool • Update page content (if applicable) and • Update document library (if applicable). • Provide new EDI file mapping/structure as needed. • Perform system testing using provided testing scripts. 	
Items to be Completed by PlanSource:	
<ul style="list-style-type: none"> • Provide Guided Renewal Tool training via PlanSource University. • Extend payroll schedule and carrier billing into new plan year. • Sign-off that all tasks are complete prior to customer testing. • Provide testing scripts. • Assist with action items for any existing HCM/API Integrations or EOI Plug-Ins. • Recalculate salary-based benefits after benefit salary import. • Facilitate kick off meeting with Project Coordinator and weekly status calls. • Configure plan and carrier changes as outlined in End User deliverables. • Notify EDI team of any file changes. • Create populations for new plans. • Update EOI rules, plan pop-ups, HSA/FSA limits. • Update document request rules • Update formulas as needed. • Payroll API updates for new plan year. • Boost new integrations (EOI/page content) • Upload benefit salary import for recalculation of salary-based benefits. 	
<u>Data Conversions</u>	
<ul style="list-style-type: none"> • Importing passive elections for new carriers or plan changes will be at \$175.00 per hour and a separate Statement of Work (SOW) will be provided detailing the number of expected hours. 	
<u>Out of Scope Services</u>	
<ul style="list-style-type: none"> • \$175 per hour for any services or additional resources not outlined herein. A separate Statement of Work (SOW) will be provided detailing the number of expected hours. 	

Carrier Integrations

- Changes and New EDI files for **Boost Carriers** are included in the renewal.
- Structural changes to **existing EDI files** during renewal will be charged per the below schedule:
 - Payroll/Flex/COBRA file changes: \$750
 - Medical/Dental/Vision/Ancillary file changes: \$500
- New EDI files will be charged per the below schedule:
 - New Boost EDI files: \$0
 - New Non-Interim PlanSource Export (PSE): \$500
 - New Non-Boost EDI files*: \$1,250
 - New Non-PlanSource third party administrator FSA/HRA/HSA Integrations: \$1,250
 - New COBRA Integrations Non-Plansource third party administrator: \$2,500
 - HCM Partner Payroll Integrations – ADP, Paycor, & Ultimate Software**: \$2,500
 - HCM Non-Partner Payroll Integrations (two-way integration): \$5,000

*Carrier Connect files are included with the New Non-Boost EDI Files and are not subject to an additional charge

**Bamboo HR is included with the HCM Partner Payroll Integrations and is not subject to an additional charge

Please note that a separate Statement of Work will NOT be provided for carrier integration files

Estimated Biliable Hours	
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Product	Quantity	Price	Price Per Unit Basis	Frequency	First Billing Month
OE Renewal	1.00	USD 3,000.00		Annual	November 2022
TOTAL:					USD 3,000.00

Estimated Cost:	USD 3,000.00
Anticipated Completion Date:	11/6/2022

OPEN ENROLLMENT RENEWAL STATEMENT OF WORK

In order to complete the requests in this document, PlanSource may be required to make systemic changes to End User's database, as outlined herein. End User is responsible for carefully testing the results of any changes for accuracy within 10 days of the anticipated project completion date provided by PlanSource (the "Acceptance Period"). If during the Acceptance Period, End User identifies any defects or unintended results, End User must immediately notify PlanSource in writing (the "Defect Notice"), and PlanSource within 30 days of receipt of the Defect Notice, will correct the specified defect(s). If PlanSource does not receive a Defect Notice from End User within the Acceptance Period, PlanSource will assume there are no defects and will consider all data accurate and final. If PlanSource receives a Defect Notice from End User after the Acceptance Period, PlanSource will correct the defect(s) and bill End User at the hourly out of scope fee herein. PlanSource will not be responsible for any losses, liabilities, or expenses incurred by End User resulting from End User's or any of its any of its respective employees, agents, or representatives (collectively, "Authorized Users") failure to follow the requirements set forth herein. The anticipated project completion date is dependent on End User successfully completing all its responsibilities in this SOW and subject to change if End User does not complete such responsibilities.

By signing below, End User certifies that except as otherwise set forth herein, all End User Data and other requested information End User or any Authorized User provides to PlanSource for the Renewal Services is complete and accurate. End User acknowledges that PlanSource is under no obligation to review, edit, censor, control, or question the completeness or accuracy of any End User Data, and is not responsible for any losses or expenses that arise from End User's submission of incorrect, incomplete, or untimely End User Data. PlanSource, in its sole discretion, may charge the hourly out of scope fee herein to fix End User's incorrect, incomplete, or untimely submission of End User Data. Plansource will not be in breach of this SOW if it cannot take corrective action because End User does not agree to pay such out of scope fee.

Each party is signing this SOW on the SOW Effective Date by that party's authorized representative's signature, representing that it has read this SOW, understands it, and agrees to be bound by it.

Signature:

M. McGuffin

Name (Print):

~~Dana Gerus~~ Melinda McGuffin

Title:

Executive Director

Flu Program – Client Statement of Work

<u>Client Information</u>		<u>Billing Contact Information</u>	
Client Name	School Association for Special Education in DuPage County	Bill To	School Association for Special Education in DuPage County
Contact Name	Julie Grohn	Billing Contact	Julie Grohn
Phone Number	630-778-4500	Phone Number	630-778-4500
email	jgrohn@sased.org	email	jgrohn@sased.org
Address	2900 Ogden Ave	Address	2900 Ogden Ave
City, ST, Zip	Lisle, IL 60532	City, ST, Zip	Lisle, IL 60532

Flu Program Eligibility

Total Employees	480	Total Expected Participation	
Total Eligible to Participate	320	Total Participation Last Year	
Funding Type	Self Funded	Insurance Carrier	BCBS

Flu Marketing Materials

Flyer 8 ½ x 11	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> email <input type="checkbox"/> Mail	email Marketing to: Client
Poster 11 x 17	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> email <input type="checkbox"/> Mail	Spanish Materials Needed <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Flu Billing Details

Minimum 0 shots administered per event	Price per count below minimum: \$36.00
Specialty vaccines cannot be billed through insurance. Payment for these vaccines is due at the time of service.	
CVS Voucher: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (25 minimum)	CVS Quadrivalent Voucher Cost: \$40.00 CVS High Dose Voucher Cost: \$70.00
Walgreens Voucher: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (25 minimum)	Walgreens Quadrivalent Voucher Cost: \$47.00 Walgreens High Dose Voucher Cost: \$70.00
Vouchers cannot be billed through insurance. Vouchers are billed directly to client. There is a 25 voucher minimum.	

Performance Obligations in light of the COVID-19 pandemic, governmental measures or other force majeure events. CHC and Client agree that unexpected events beyond the Parties' control may impact the scheduled Flu Vaccine Event. CHC and Client are cognizant that the COVID-19 pandemic (or any future recurrence of a pandemic or other disease), as well as related governmental orders, laws, regulations or other actions, may delay, hinder, adversely affect and/or prevent CHC from providing contracted for services at the scheduled Flu Vaccine Event as well as the Client's ability to host the Flu Vaccine Event.

In recognition of the fact that CHC has incurred the cost of procuring the vaccine and staff necessary to fulfill its contractual obligation to the Client, the Client hereby agrees that, should a scheduled Flu Vaccine Event be cancelled due to a pandemic, disease and/or measures taken by any governmental authorities in response thereto, Client will utilize its best efforts to reschedule the cancelled Flu Vaccine Event to a date agreeable to the Parties on or before February 28, 2023.

CANCELLATION POLICY: Please note that a cancellation fee will apply for events cancelled with less than two weeks' notice. The fee is \$500 plus non-refundable travel costs incurred.

CHC will invoice the client for the services rendered on a monthly basis.

Payment Terms: Due on Receipt

Invoices that are 45 days past due are subject to a late payment fee of 1.5% per month of the total unpaid invoice amount.

This document is confidential and contains proprietary information.

No part of this document may be photocopied, reproduced by any means, stored in a retrieval system, transmitted in any form or by any means, or translated into another language.

The parties shall make no public disclosure of the information contemplated herein, except as required by law, and shall treat all such information concerning the other party as confidential, and shall preserve the confidentiality thereof.

I have reviewed, and I agree to the terms, minimums and price reflected in this document.

Client Name: School Association for Special Education in DuPage County

CHC Wellbeing, Inc.

By: M. McGuffin
Client Signature

By: Joan Knauss-Harwell

Name: Melinda McGuffin
Printed Name

Name: Joan Knauss-Harwell

Title: Executive Director
Title

Title: Managing Director

Date: 10/4/2022

Date: _____



Weiss Snow Removal, Inc.
165 Easy Street
Carol Stream, IL 60188
630-313-4626

SASED
2900 Ogden Avenue
Lisle, IL 60532

The effective date of this agreement is November 15th 2022 through April 1st 2023. This contract is established between SASED ("Customer") and Weiss Snow Removal, Inc. ("contractor")

This service agreement can be canceled at anytime for any reason by the Customer or Contractor with 30 days written notice. Weiss Snow Removal, Inc. proposes to provide the materials and labor to perform the following services at the following worksite in a substantial workmanlike manner:

6s331 Cornwall Rd.
 Naperville, IL 60540

Estimate Code: 68KZ5N6

Service Name	Estimate Description	Amount
Snow Plowing	Plow parking lots, driveways, and entrances.	155.00
*Spread Salt	Spread salt on parking lot, driveways, and entrances.	165.00
Snow Shoveling	Shovel sidewalks leading from parking lot to main entrances.	126.95
*Spread Calcuim Chloride Blend	Spread calcium chloride blend product on walkways and sidewalks leading from parking lot to main entrances.	126.95

Notwithstanding any previsions here-in to the contrary during Heavy Snow Events: defined as snowfall of 8" or more in 12 hours or less, or snowfall of 10" or more in 24 hours or less, snow removal will be billed on an hourly basis defined below.

- Truck with snow plow: \$105 per hour
- Laborer with a snow shovel/snowblower: \$49 per hour

Approved payment will be made within 60 days of receipt pf a proper bill or invoice. If payment is not issued to the payee within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made per the Illinois State Prompt Payment Act. This agreement is executed in Dupage County, Illinois. Any alteration or deviations from the above specifications involving additional costs will be billed as additional charges. The obligations of the Contractor are subject to delay caused by accidents or events beyond our control. Weiss Snow Removal, Inc. will provide proof of public liability insurance if requested. Weiss Snow Removal, Inc. may withdraw this proposal if not accepted and returned within 15 days.

*De-icing materials are to be applied to specified areas at the discretion of the Contractor. The decision as to when and how much material is to be applied is based on many factors including but not limited to: current ground temperature, current weather forecasts (from the national weather service) and future weather predictions. Customer is aware that weather conditions in the area may change rapidly and without notice and the Contractor assumes no liability as such. If customer desires (or deems necessary) salting or snow removal on a given day when Contractor has not performed said services, or additional service is needed, customer agrees to provide notice to the Contractor.

To accept the terms of this agreement sign, date, and return this contract to Weiss Snow Removal, Inc. with in 15 days.

Respectfully Submitted:

Craig Weiss
 Weiss Snow Removal, Inc.

Signature: _____ Printed Name: _____

Title: _____ Date: _____

Governance

Public Participation at Board Meetings and Petitions to the Board

At each regular and special open meeting, members of the public and SASED employees may comment to or ask questions of the Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Complete the Request For Public Participation form 2:230-E and submit it to the Recording Secretary.
2. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairperson. This includes following the directives of the Board Chairperson to maintain order and decorum for all.
3. Use a sign-in sheet, if requested.
4. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to three minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the Board Chairperson may allow a person to speak for more than three minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
5. Observe, when necessary and appropriate, the Board Chairperson's authority to:
 - a. Shorten the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak; and/or
 - b. Determine procedural matters regarding public participation not otherwise covered in Board policy.
6. Conduct oneself with respect and civility toward others and otherwise abide by SASED policy 8:30, Visitors to and Conduct on School Property.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

The Board generally will not act on a proposal, suggestion, or request when first presented by a member of the public during a Board meeting. A response will be made to the member of the public after a proper evaluation of a proposal, suggestion, or request has been completed.

Personal charges or complaints against individual employees of SASED will not be accepted at a public meeting of either SASED Board. Such charges or complaints shall be presented to the Executive Director, preferably in writing. All such charges or complaints will be investigated by the Executive Director and as appropriate reported to the Board of Control.

LEGAL REF.: [105 ILCS 5/10-6 and 5/10-16](#)
5 ILCS 120/2.06. Open Meetings Act
~~[105 ILCS 5/10-6 and 5/10-16](#)~~

CROSS REF.: 2:220 (Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on SASED Property)

ADOPTED: December 7, 2022

Operational Services

Fiscal and Business Management

The Executive Director is responsible for SASED's fiscal and business management. This responsibility includes annually preparing and presenting SASED's statement of affairs to the Governing Board and publishing it before December 1, as required by State law.

The Executive Director or designee shall ensure the efficient and cost-effective operation of SASED's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using SASED's electronic network shall complete an "Authorization for Electronic Network Access." In addition, based upon the location of a classroom, staff may be required to complete a lessor district's authorization form.

Budget Planning

SASED's fiscal year is from July 1 until June 30. The SASED Board of Control shall direct the Executive Director or his/her designee to prepare a budget. The Executive Director or his/her designee shall present to the Governing Board, no later than its first regular meeting in January, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for SASED's educational program. SASED's budget shall be entered upon the Ill.~~inois~~ State Board of Education's (ISBE) "[School District/Joint Agreement Budget Form](#)." To the extent possible, the tentative budget shall be balanced as defined by ~~the State Board of Education~~ ISBE guidelines. The Executive Director shall complete a tentative deficit reduction plan if one is required by ~~the State Board of Education~~ ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Executive Director's proposed budget, the Governing Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Recording Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the Governing Board.

Final Adoption Procedures

The Governing Board will meet to adopt a budget before September 1st or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ~~the State Board of Education~~ ISBE; if not balanced and if required by ~~the State Board of Education~~ ISBE,

the Governing Board will adopt a deficit reduction plan to balance SASED's budget within 3 years according to ~~State Board of Education~~ ISBE requirements.

The Governing Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting yea and nay shall be recorded in the minutes.

The Executive Director or designee shall perform each of the following:

1. Post SASED's final annual budget, itemized by receipts and expenditures, on SASED's internet website; notify parents/guardians that it is posted and provide the website's address.
2. Submit the annual budget, a deficit reduction plan if one is required by ~~State Board of Education~~ ISBE guidelines, and other financial information to ~~the State Board of Education~~ ISBE according to its requirements.

Budget Amendments

The Governing Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Executive Director or designee shall implement SASED's budget and provide the Board of Control with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Governing Board.

LEGAL REF.: ~~105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8 and 5/20-10.~~

35 ILCS 200/18-55 et seq.

~~105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8 and 5/20-10.~~

23 Ill. Admin. Code Part 100.

CROSS REF.: ~~4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks)~~

ADOPTED: December 7, 2022

Operational Services

Resource Conservation

The Executive Director or designee shall manage a program of energy and resource conservation for SASED that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in The School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the SASED's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the SASED's waste stream; and (c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by SASED.
4. Adherence to energy conservation measures.

LEGAL REF.: 105 ILCS 5/10-20.19c [and 5/19b](#).

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

ADOPTED: December 7, 2022

Operational Services

Accounting and Audits

SASED's accounting and audit services shall comply with the Requirements for Accounting, Budgeting, Financial Reporting, and Auditing, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board of Control. The Executive Director, in addition to other assigned financial responsibilities, shall report monthly on SASED's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Executive Director shall arrange an audit of SASED's funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board of Control and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board of Control member and to the Executive Director. The Executive Director shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Executive Director or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Executive Director shall review and discuss the Annual Financial Report with the Board of Control before it is submitted.

Inventories

The Executive Director or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by SASED pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. The Executive Director shall establish procedures for the management of property acquired by the SASED under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of ~~\$2500~~ \$1,000-\$5,000, depending on the item, and have an estimated useful life greater than one year. To be considered a capital asset for insurance coverage purposes, a capital item must be at or above a capitalization threshold of \$1,000 and have an estimated useful life greater than one year. The following Capitalization Table should be used when developing the estimated useful life and calculating the depreciation expense for an item using the straight-line depreciation method.

Capitalization Thresholds:

Land and Land Improvements	5,000
Buildings and Building Improvement	5,000
Infrastructure and site Improvements	50,000
Equipment and Furnishings	2,500
Technology and Software	1,000

Estimated Useful Lives:

<u>Buildings and Building Improvements (20-50 years)</u>	
HVAC and Boiler Systems	20-25 years
Roof and Gutter Systems	25-30 years
Electrical and Plumbing Systems	30-50 years
<u>Infrastructure and Site Improvements (20-50 years)</u>	
Parking Lots/Sidewalks/Curbs	20-25 years
Landscaping and Trees	25-30 years
Sewer and Lighting	30-50 years
<u>Equipment and Furnishings (5-20 years)</u>	
Office Equipment	5-15 years
Cars/Trucks	7-10 years
Telephones	10-12 years
Library Books	10-15 years
Tables/Desks/Chairs	10-15 years
Fixtures	15-20 years
<u>Technology and Software (5-10 years)</u>	
Computers	4-5 years
Software	5-7 years
Network Equipment	5-10 years
Technology Infrastructure	8-10 years

Disposition of SASED Property

The Executive Director or designee shall notify the Board of Control, as necessary, of the following so that the Board of Control may consider its disposition: (1) SASED personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Executive Director or designee may unilaterally dispose of personal property of a diminutive value. The Executive Director shall establish procedures for the disposition of property acquired by SASED under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Executive Director or designee shall: (1) require that all use of SASED property or equipment by employees is for SASED's convenience and best interests unless it is a Board of Control-approved fringe

benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of SASED property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, Payment Procedures. The Executive Director shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Executive Director or designee shall include checks written to reimburse revolving funds on the Board of Control's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board of Control must approve all bank accounts opened or established in SASED's or a SASED school's name or with SASED's Federal Employer Identification Number. All checks issued by SASED must be signed by either the [SASED Executive Director](#), Treasurer, or Board of Control Chairperson, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

Internal Controls

The Executive Director is primarily responsible for establishing and implementing a system of internal controls for safeguarding the SASED's financial condition; the Board of Control, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Executive Director or designee shall annually audit SASED's financial and business operations for compliance with established internal controls and provide the results to the Board of Control. The Board of Control may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill. Adm. Code 7000 et seq.
105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
Ill. Admin. Code Part 100.

CROSS REF.: 4: 10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

ADOPTED: December 7, 2022

Operational Services

Pandemic Preparedness: Management; and Recovery

The Board of Control recognizes that SASED will play an essential role along with member districts, the local health department and emergency management agencies in protecting the public's health and safety during a pandemic.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably.

To prepare the SASED community for a pandemic, the Executive Director or designee shall: (1) learn and understand how the roles that the federal, State, and local government; (2) in collaboration with our member districts form a pandemic planning team consisting of appropriate SASED personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic action plan; and (3) build awareness of the final plan among staff, students, and community.

Health and Safety Protocols

Employees, students, and visitors must comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing.

SASED's Executive Director or designee will notify employees, parents/guardians, and students of this policy and the governing procedures and protocols.

Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that the individual supplies appropriate and sufficient medical documentation and complies with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.

Employees, students, and visitors who fail or refuse to comply with health/safety protocols may be excluded from SASED/school grounds and school-related activities until compliance is achieved. In addition, employees and students will be subject to discipline for non-compliance.

Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Executive Director in consultation with the [Board of Control Chairperson. The Executive Director will make a closing recommendation for Southeast School and the SASED Transition Program. A member district Superintendent may also be consulted for programs hosted by member districts, and if necessary, at the direction of the Governor, Ill. Dept. of Public Health, SASED's local health department, emergency management agencies, and/or Regional Office of Education. Programs at SASED member district sites will abide by the host district's decision to close.](#)

During an emergency school closing, the Board ~~President~~ ~~Chairperson~~ ~~Superintendent~~ and the ~~Executive Director~~ may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, Board Policy Development, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that SASED may not be able to accomplish or implement due to a pandemic.

Board Meeting Procedure; No Physical Presence of Quorum and Participation by Audio or Video

A disaster declaration related to a public health emergency may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, ~~Board~~ ~~SASED Board of Control~~ Meeting Procedure, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures

The ~~Superintendent~~ ~~Executive Director~~ shall consult with the ~~Board~~ ~~Board of Control~~ to determine the extent to which continued payment of salaries and benefits will be made to ~~District~~ SASED employees, pursuant to Board policies 3:40, ~~Superintendent~~ ~~Executive Director~~, 3:50, Administrative Personnel Other Than the ~~Superintendent~~ ~~Executive Director~~, 5:35, Compliance with the Fair Labor Standards Act, 5:200, Terms and Conditions of Employment and Dismissal, and 5:270, Employment At-Will, Compensation, and Assignment, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the SASED to use Remote Learning Days or Blended Remote Learning Days, the Executive Director shall approve a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that SASED may not be able to provide due to the pandemic;
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.: 105 ILCS 5/10-16.7 5/10-20.5, 5/10-20.56 and 5/10-30.
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.
20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).
20 ILCS 3305/, Ill. Emergency Management Agency Act.
115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: December 7, 2022

General Personnel

Religious Holidays

The Executive Director or designee may grant to any employee a request for leave with or without pay at the discretion of the employee for the observation of a religious holiday of the employee's faith. These days will be used as personal leave days. Once two personal leave days have been used for religious observance, a third personal day will be granted for additional religious observance. Employees hired mid-year or part-time may receive this benefit on a pro rata basis.

LEGAL REF.: [Religious Freedom Restoration Act, 775 ILCS 5/5.](#) [775 ILCS 5/2-101 AND 5/2-102, III.](#)
[Human Rights Act.](#)
~~[Illinois Human Rights Act, 775 ILCS 5/2-101 and 5/2-102.](#)~~ [775 ILCS 35/155, Religious Freedom Restoration Act.](#)

ADOPTED: December 7, 2022

General Personnel

Court Duty

The Board of Control recognizes that service on a jury constituted by a state or federal court is an important civic responsibility.

Therefore, the Board of Control shall pay full salary to an employee during the period of time he or she is on jury duty at the request of a state or federal court, provided that all per diem monies paid to the employee by the court shall be remitted to the Board of Control.

All expenses, including travel, meals and lodging incurred by an employee as the result of service on a jury are the responsibility of the employee. Any remuneration by the court for such expenses shall be retained by the employee.

An employee should give at least 5 days' prior notice of pending court duty to SASED.

Subpoena

If a SASED employee is subpoenaed to testify on a matter involving SASED, it shall be considered a work assignment. Any compensation paid to the employee by the party requesting his or her appearance in court will be presumed to cover the cost of travel, parking, and miscellaneous expenses, and therefore, retained by the employee.

If a SASED employee is subpoenaed to testify on any other matter, the employee must either use a personal day(s) or receive one day's pay deduction for each day absent. If personal days are used, the employee will reimburse SASED the amount of any compensation received (less mileage) within one (1) week after it was received. If pay is deducted, the employee may keep any compensation received.

LEGAL REF.: 105 ILCS 5/10-20.7.; [705 ILCS 305/4.1, Jury Act](#)

ADOPTED: December 7, 2022

Professional Personnel

Suspension

Suspension Without Pay

The Board of Control may suspend without pay: (1) a professional employee, pending a dismissal hearing, or (2) a ~~teacher~~ **a professional employee** as a disciplinary measure ~~for up to 30 employment days~~ for misconduct that is detrimental to SASED. ~~Administrative staff members may not be suspended without pay as a disciplinary measure.~~

Misconduct that is detrimental to SASED includes:

1. Insubordination, including any failure to follow an oral or written directive from a supervisor;
2. Violation of Board policy or Administrative Procedure;
3. Conduct that disrupts or may disrupt the educational program or process;
4. Conduct that violates any State or federal law that relates to the employee's duties; and
5. Other sufficient causes.

The Executive Director or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Executive Director or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board of Control or Executive Director or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in SASED's best interests, (2) as a disciplinary measure for misconduct that is detrimental to SASED as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Executive Director or designee shall meet with the professional employee to present the allegations and give the professional employee an opportunity to refute the charges. The professional employee will be told the dates and times the suspension will begin and end.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to SASED all compensation and the value of all

benefits received by the employee during the suspension. The Executive Director will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 5-60(b).
105 ILCS 5/24-12.
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill.,
1975). Massie v. East St. Louis School District No.189, 561 N.E.2d 246 (Ill.App.5,
1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED: December 7, 2022

Educational Support Personnel

Employment At-Will, Compensation, and Assignment

Each provision, term, and condition of the following policy shall apply to all SASED employees except where a collective bargaining agreement offers a specific differing provision, term, or condition to a bargaining unit employee. In such case, the specific differing provision, term, or condition shall apply to the bargaining unit employee. In the absence of a specific differing provision, term, or condition, the policy shall be fully applicable to a bargaining unit employee.

Employment At-Will

Unless otherwise specifically provided, SASED employment is at-will, meaning that employment may be terminated by SASED or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in ~~Board of Control~~ Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Executive Director is authorized to make exceptions to employing non-licensed employees at-will, but shall maintain a record of positions or employees who are not at-will and the reason for the exception.

Compensation

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

The Executive Director or designee is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.: 105 ILCS 5/10-22.34 and 5/10-23.5.
Cook v. Eldorado Community Unit School District, No. 03-MR-32 (Ill.App.5, 2004).
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E. 2d 956 (Ill.App.1, 1985),
aff'd in part and remanded, 505 N.E.2d 314 (Ill. 1987).
Kaiser v. Dixon, 468 N.E. 2d 822 (Ill.App.2, 1984).

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35
 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions), 5:310 (Educational Support Personnel - Compensatory Time-Off)

ADOPTED: December 7, 2022

Instruction

Teaching About Controversial Issues

The Executive Director shall ensure that all SASED sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander.

SASED specifically reserves its right to stop any program or service sponsored activity that it determines violates this policy, is harmful to SASED or the students, or violates State or federal law.

LEGAL REF.: [Garcetti vs. Ceballos, 547 U.S. 410 \(2006\)](#)
[Mayer vs. Monroe Cnty. Cmty. Sch. Corp, 474 F.3d 477 \(7th Cir. 2007\)](#)

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies)

ADOPTED: December 7, 2022

Instruction

Education of Homeless Children

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child is defined as provided in the McKinney-Vento Homeless Assistance Act and the [III. Education for Homeless Children Act](#). Based on homeless status as determined by the [member](#) participating district and [eligibility](#) upon placement in SASED programs, SASED will provide appropriate services.

LEGAL REF.: [McKinney-Vento Homeless Assistance Act](#), 42 U.S.C. §11431 et seq., [McKinney- Vento Homeless Assistance Act](#).
[III. Education for Homeless Children Act](#), 105 ILCS 45/, [Education for Homeless Children Act](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment [and Intra-District Transfer](#)), 7:50 (School Admissions and Student Transfers To and From Non- District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADOPTED: December 7, 2022

Instruction

Homework

Homework is part of SASED's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. The Executive Director shall provide guidance to ensure that homework:

1. Is used to reinforce and apply previously covered concepts, principles, and skills;
2. Is not assigned for disciplinary purposes;
3. Serves as a communication link between the program and parents/guardians;
4. Encourages independent thought, self-direction, and self-discipline; and
5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Missed Homework

Students absent for a valid cause may make up missed homework in a reasonable timeframe per policy 7:70, Attendance and Truancy.

Cross Ref.: 7:70 (Attendance and Truancy)

ADOPTED: December 7, 2022

Students

Student and Family Privacy Rights

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must be approved by the Executive Director or designee, must advance or relate to educational objectives as identified in the SASED Strategic Plan, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified ~~and regardless of~~ or who created the survey.

Surveys Created by a Third Party

Before a SASED official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a SASED official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Surveys Requesting Personal Information

SASED officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including SASED) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child to participate in the activity described above. SASED shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Physical Exams or Screenings

No SASED official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term *invasive physical examination* means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by SASED policy.

Prohibition on Selling or Marketing Students' Personal Information Is Prohibited

No SASED official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless Otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the

purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.

5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a SASED official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

Notification of Rights and Procedures

The Executive Director or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, unless extended guardianship is granted, or the student is an emancipated minor.

Transfer of Rights

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: 20 U.S.C. §1232h Protection of Pupil Rights Act

105 ILCS 5/10-20.38.

325 ILCS 17/1 et seq. Children's Privacy Protection and Parental Empowerment Act,
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instruction Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:240 (Conduct Code for Participants in Extracurricular Activities, 7:300 (Extracurricular Athletics)

ADOPTED: December 7, 2022

Students

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

SASED/member district administrations are authorized to discipline students enrolled in SASED programs for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.

- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The authorized medical use of cannabis is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
 - (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or
 - (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- h. Drug paraphernalia, including devices that are or can be used to:
 - (a) ingest, inhale, or inject cannabis or controlled substances into the body; and
 - (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the **Weapons** section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular phone. Unless otherwise banned under this policy or by the Program Administrator, all electronic devices must be kept powered-off or silenced and out-of-sight during the regular school day unless:
 - (a) the supervising teacher grants permission;
 - (b) use of the device is provided in a student's individualized education program (IEP);
 - (c) it is used during the student's lunch period, or
 - (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a SASED/member district staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited, is prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Executive Director or designee.
21. Engaging in any activity, on or off campus, that violates the disciplinary rules or policies of a SASED member district, or interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or bears a nexus with school or school-related activities.
- ~~22. Participation in a plan with one or more persons to possess, purchase or obtain any items that are regulated or prohibited by this policy, or engage in any activity that is regulated or prohibited by this policy. Any student participating in such plan shall be subject to the same discipline as a student who otherwise violates this policy.~~
- ~~23. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.~~
- ~~24. Failing or refusing to comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing.~~
 - ~~a. The Executive Director or designee will notify parents/guardians and students of this policy and the governing procedures and protocols.~~
 - ~~b. Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that parents/guardians supply appropriate and sufficient medical documentation and comply with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols may be required.~~
 - ~~c. Students who fail or refuse to comply with health/safety protocols may be excluded from school and school-related activities until compliance is achieved. In addition, disciplinary measures may be imposed for non-compliance.~~

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored events.

Efforts, including the use of positive interventions and supports, and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Executive Director, Program Administrator or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the authority of SASED or a member district to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

SASED administration shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Administration shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost or damaged property
6. In-school suspension for a period not to exceed 5 school days. Program Administrator or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study, provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Program Administrator or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. SASED/member district will not provide transportation. Administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

9. Seizure of contraband: confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension from the bus, in accordance with Board policy 7:220, Bus Conduct and 7:230 Misconduct by Students with Disabilities.
11. Out of school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years, provided that the appropriate procedures regarding the discipline of students with disabilities are followed. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between ~~the District~~ SASED and local law enforcement agencies.
- ~~15. After school study or Saturday study, provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Program Administrator or designee.~~
- ~~16. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. SASED/member district will not provide transportation. Administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.~~
- ~~17. Any disciplinary measures specified within the student’s Individual Educational Plan.~~
- ~~18. Out of school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.~~
- ~~19. Suspension of bus riding privileges, in accordance with Board policy 7:220, Bus Conduct~~
- ~~20. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures regarding the discipline of students with disabilities are followed. An expelled student is prohibited from being on school grounds.~~

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. *Corporal punishment* is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint may only be used when a student's behavior presents an imminent danger of serious physical harm to the student or others, less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, there is no known medical contraindication to its use on the student, and the school staff member or members applying the intervention have been trained in its safe application, in accordance with 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill. Admin. Code Section 1.285), and SASED procedures.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled, subject to the *Individuals with Disabilities Education Act*, as amended, the *Illinois School Code*, and *Section 504 of the Rehabilitation Act of 1973*, and their respective rules and regulations, for a period of at least one calendar year but not more than 2 calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent of the student's district of residence, and the Superintendent's determination may be modified by the Board of the student's district of residence on a case-by-case basis. The Superintendent of the student's district of residence or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the SASED Board of Control or the Board of the district hosting a SASED program, permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Executive Director or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A SASED staff member shall immediately notify the office of the Program Administrator in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Program Administrator or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline of SASED and the member district in which the student resides. All disciplinary actions so imposed shall be consistent with and subject to applicable federal and State laws and regulations related to the discipline of students with disabilities, and consistent with such students' IEPs. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Executive Director or Program Administrator or the appropriate administrator from the student's district of residence are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed. SASED in collaboration with the district of residence may suspend a student from riding the bus in excess of ten school days for safety reasons.

Program Guides and Student Handbook

The Executive Director or designee, with input from the Parent Advisory Council, shall prepare disciplinary rules implementing SASED's disciplinary policies. [These disciplinary rules shall be presented annually to the Board for its review and approval.](#)

A program guide and/or student handbook, including SASED's disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or upon a student's enrollment.

Incorporated

by Reference: 7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint.

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools and Written or Electronic Material), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on SASED Property)

ADOPTED: December 7, 2022

Students

Administrative Procedure – Use of Isolated Time Out, Time Out, and Physical Restraint

This administrative procedure applies to all students. Isolated time out, time out, and physical restraint shall only be used if (i) the student's behavior presents an imminent danger of serious physical harm to the student or others, (ii) less restrictive and intrusive measures have been tried and proven to be ineffective in stopping the imminent danger of serious physical harm, (iii) there is no known medical contraindication to its use on the student, and (iv) the staff member(s) involved in the use of isolated time out, time out, or physical restraint have been trained in its safe application. SASED may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. Any use of isolated time out, time out, or physical restraint by any staff member shall comply with the Ill. State Board of Education (ISBE) rules, Section 1.285, "Requirements for the Use of Isolated Time Out, Time Out, and Physical Restraint."

A written record of each episode of isolated time out, time out, or physical restraint must be created by the Superintendent or designee using the ISBE Physical Restraint and Time Out form, available at: www.isbe.net/Pages/restraint-time-out.aspx

Isolated time out, time out, and physical restraint are defined as follows:

Isolated time out - the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. Isolated time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

Time out - a behavior management technique for the purposes of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with an adult trained under 23 Ill.Admin.Code §1.285(i) for part of the school day, only for a brief time, in a non-locked setting. Time out does not include a student-initiated or student-requested break, a student-initiated or teacher-initiated sensory break, including a sensory room containing sensory tools to assist a student to calm and de-escalate, an in-school suspension or detention, or any other appropriate disciplinary measure, including a student's brief removal to the hallway or similar environment.

Physical restraint - holding a student or otherwise restricting a student's movements using a specific, planned technique. A physical restraint shall not impair a student's ability to breathe or communicate normally, obstruct a student's airway, or interfere with a student's ability to speak.

Prone physical restraint is a physical restraint in which a student is held face down on the floor or other surface and physical pressure is applied to the student's body to keep the student in the prone position. Prone physical restraint is prohibited except in special education nonpublic facilities under 105 ILCS

5/14-7.02 when all of the criteria in 23 Ill.Admin.Code §1.285(d)(5) are met. 23 Ill.Admin.Code §1.285(d)(5)(F).

Supine physical restraint is a physical restraint in which a student is held face up on the floor or other surface and physical pressure is applied to the student's body to keep the student in the supine position. Supine physical restraint is prohibited unless all of the criteria in 23 Ill.Admin.Code §1.285(d)(6) are met.

Restraint does not include momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to prevent a student from completing an act that would result in potential physical harm the student or another or damage to property.

The following also apply:

1. The circumstances under which isolated time out, time out, or physical restraint will be applied are limited to when (a) a student's behavior presents an imminent danger of serious physical harm to the student or others, (b) other less restrictive and intrusive measures have been tried and proven ineffective at stopping the imminent danger of serious physical harm, (c) there is no known medical contraindication to its use on the student, and (d) the staff member(s) involved in the use of isolated time out, time out, or physical restraint have been trained in its safe application . 23 Ill.Admin.Code §1.285(j)(1).
2. The ISBE rules are adopted as the SASED's written procedure to be followed by staff for the use of isolated time out or physical restraint. 23 Ill.Admin.Code §1.285(j)(2).
3. Staff members shall inform the Program Administrator whenever isolated time out, time out, or physical restraint is used and the Program Administrator shall maintain the documentation required according to Section 1.285(j)(3). 23 Ill.Admin.Code §1.285(j)(3).
4. The Program Administrator will investigate and evaluate any incident that results in an injury to the affected student or other individual. 23 Ill. Admin. Code §1.285(j)(4).
5. The Executive Director or designee shall compile an annual review of the use of isolated time out, time out, or physical restraint. The Program Administrator shall report the following information to the Executive Director or designee in order to facilitate the report's compilation: 23 Ill.Admin.Code §1.285(j)(5).
 - a. The number of incidents involving the use of these interventions;
 - b. The location and duration of each incident;
 - c. Identification of the staff members who were involved;
 - d. Any injuries or property damage that occurred; and
 - e. The timeliness of parental or guardian notification, timelines of agency notification, and administrative review.

LEGAL REF.: 105 ILCS 5/10-20.33.
23 Ill.Admin.Code §§1.280 and 1.285.

ADOPTED: December 7, 2022

Students

Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The Executive Director or designee will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

SASED shall comply with the Individuals with Disabilities ~~Education Improvement Act of 2004~~ and the Illinois State Board of Education's Special Education rules when disciplining students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

LEGAL REF.: Individuals With Disabilities ~~Education Improvement~~ Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.
Gun-Free Schools Act, 20 U.S.C. §3351 et seq. 34 C.F.R. §§300.101, 300.530 - 300.536.
105 ILCS 5/10-22.6 and 5/14-8.05.
23 Ill.Admin.Code §226.400.
Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150 (Committees), 6:120 (Education of Children with Disabilities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct)

ADOPTED: December 7, 2022

REQUEST TO REMOVE POLICY

Students

Use of Isolated Time Out and Physical Restraint

Purpose and Definitions

The purpose of this Policy is to govern the use of isolated time out and/or physical restraint with students to ensure the safety of self or others.

Isolated time out (commonly referred to as “seclusion”) means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.

Physical restraint means holding a student or otherwise restricting his or her movements. Physical restraint includes only the use of specific, planned techniques. Physical restraint does not include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices, accomplished with limited force and designed to: (1) prevent a student from completing an act that would result in potential physical harm to him/herself or another, or damage to property, or (2) remove a disruptive student who is unwilling to leave the area.

Isolated time out and physical restraint, as defined in this Policy, are permitted only as a response to behavior that impacts a safe and orderly environment for learning, and only to the extent that their use is necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used to administer discipline to (i.e., punish) to individual students.

The use of isolated time out or physical restraint shall comply with the Illinois State of Education (ISBE) rules, “Requirements for the Use of Isolated Time Out and Physical Restraint” at 23 Ill. Admin. Code Section 1.285 and SASED’s written procedures.

This Policy does not apply to the restriction of a student’s movement when that restriction is for a purpose other than the maintenance of a safe and orderly environment, such as the appropriate use of a safety belt in motor vehicles.

Written Procedures

SASED’s Parent Advisory Council, along with other staff and individuals with knowledge and expertise in the development and implementation of behavioral interventions, will form a committee to develop, implement, and monitor procedures on the use of behavioral interventions for students. The committee shall review the State Board of Education’s guidelines on the use of behavioral interventions and use them as a non-binding reference.

Written procedures governing the use of isolated time out and physical restraint shall be developed by the Executive Director. These procedures will be developed with input from SASED’s Parent Advisory Council along with other staff and individuals with knowledge and expertise in the development and implementation of behavioral interventions.

SASED staff must follow these written procedures whenever isolated time out or physical restraint is used. SASED staff shall document each use of isolated time out or physical restraint as set forth in the written procedures.

Information to Parents/Guardians

SASED will furnish a copy of this Policy and the behavioral intervention procedures to parents/guardians of all students within 15 days after their adoption or amendment by the Board of Control or at the time an IEP is first implemented for a student; all students shall be informed annually of the existence of this Policy and the procedures. At the annual IEP review, a copy of this Policy shall be given to the parents/guardians. The Policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parents/guardians.

LEGAL REF.: 105 ILCS 5/10-20.14, 10-20.33, and 14-8.05(c)
23 Illinois Admin. Code A.a. 1.280, 1.285

ADOPTED: June 22, 2011

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school/program dispense the medication to the child and otherwise follow SASED's procedures on dispensing medication.

Students may receive prescription and non-prescription medication at school only when the student's parent/guardian has submitted the completed "Authorization for Administration of Medication Form". No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering prescribed medication with the exception of diastat which is to be administered by an RN or LPN.

The Program Administrator shall include this policy in the student handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form (SMA)."

The Executive Director will ensure an emergency action plan is developed for each self-administering student.

A student may self-administer medication required under a qualifying plan provided the student's parent/guardian has completed a signed SMA form. A qualifying plan means: Asthma Action Plan, Individual Health Care Action Plan, IL Food Allergy Emergency Action Plan and Treatment Authorization Form or plan pursuant to Section 504 of Federal Rehabilitation Act of 1973 or a plan pursuant to IDEA.

SASED shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication including epinephrine injectors, asthma medication or medicines under a qualifying plan, or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless SASED and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication or medicines under a qualifying plan, or the storage of any medication by school personnel.

SASED Supply of Undesignated Epinephrine Auto-Injectors

The Executive Director or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors for use in the Alternative School program at Southeast School in the name of SASED and provide or administer them as necessary according to State

law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of SASED or one of its schools. A school/program nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each Program Administrator and/or his corresponding school nurse shall maintain a list of the names of trained personnel who have received a Statement of Certificate pursuant to State Law.

~~This section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASED a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill SASED's prescription for undesignated school epinephrine auto-injectors. Upon any administration of an undesignated epinephrine auto-injector, the Executive Director or designee(s) must ensure all notifications required by State law and administrative procedures occur. Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. 7:270 Page 2 of 2 No one, including without limitation parents/guardians of students, should rely on SASED for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.~~

~~The Building Principal/Program Administrator shall provide a copy of this policy to the parents/guardians of students.~~

SASED Supply of Undesignated Opioid Antagonists

~~The Building Principal/Program Administrator~~ Executive Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists in the name of ~~the District~~ SASED and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of ~~the District~~ SASED or one of its schools. A school/program nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

SASED Supply of Undesignated Glucagon

~~The Building Principal/Program Administrator~~ Executive Director or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of ~~the District~~ SASED in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school/program nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the SASED;
 - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a SASED-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of SASED, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. SASED may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

SASED's Supply of Undesignated Asthma Medication section of the policy is void whenever the [Building Principal/Program Administrator](#) Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASED a prescription for undesignated asthma medication from a physician or advanced

practice nurse licensed to practice medicine in all its branches, or (2) fill SASED's prescription for undesignated school asthma medication.

SASED's Supply of Undesignated Epinephrine Injectors section of the policy is void whenever the ~~Building Principal/Program Administrator~~ Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASED a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill SASED's prescription for undesignated school epinephrine injectors.

SASED's Supply of Undesignated Opioid Antagonists section of the policy is void whenever the ~~Building Principal/Program Administrator~~ Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASED a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill SASED's prescription for undesignated school opioid antagonists.

SASED's Supply of Undesignated Glucagon section of the policy is void whenever the ~~Building Principal/Program Administrator~~ Executive Director or designee is, for whatever reason, unable to: (1) obtain for SASED a prescription for glucagon from a qualifying prescriber, or (2) fill SASED's prescription for undesignated school glucagon.

The Administration of Medical Cannabis section of the policy is void and SASED reserves the right not to implement it if SASED is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent Executive Director or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on SASED for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act
720 ILCS 550/, Cannabis Control Act. 23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (~~Food Allergy~~ Anaphylaxis Prevention, Response, and Management Program)

ADOPTED: December 7, 2022

Students

Food Allergy Anaphylaxis Prevention, Response, and Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger anaphylaxis food-allergic reaction. Students at risk for anaphylaxis benefit from a School Board policy that coordinates a planned response in the event of an anaphylactic emergency. Anaphylaxis food-allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators is a severe systemic allergic reaction from exposure to allergens that is rapid in onset and can cause death. Common allergens include animal dander, fish, latex, milk, shellfish, tree nuts, eggs, insect venom, medications, peanuts, soy, and wheat. A severe allergic reaction usually occurs quickly; death has been reported to occur within minutes. An anaphylactic reaction can also occur up to one to two hours after exposure to the allergen.

While it is not possible for SASED to completely eliminate the risks of exposure to allergens an anaphylactic emergency when a student is at school, an Food Allergy Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, and students, health care providers, emergency medical services, and the community helps SASED reduce these risks and provide accommodations and proper treatment for allergic anaphylactic reactions.

The Executive Director or designee shall develop and implement a Food Allergy Anaphylaxis Prevention, Response, and Management Program for the prevention and treatment of anaphylaxis that:

1. Fully implements the following goals established in The School Code: (a) identifying students with food allergies, relates to the care and response to a person having an anaphylaxis reaction, (b) preventing exposure to known allergens, addresses the use of epinephrine in a school setting, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, provides a full food allergy and prevention of allergen exposure plan, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management aligns with 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
2. Ensures staff members receive appropriate training, including: (a) an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management, and (b) training required by law for those staff members acting as trained personnel, as provided in 105 ILCS 5/22-30 and 23 Ill.Admin.Code §1.540.
3. Implements and maintains a supply of undesignated epinephrine in the name of SASED, in accordance with policy 7:270, Administering Medicines to Students.
- 2.4. Follows and references the applicable best practices specific to SASED's needs in the joint State Board of Education and Ill. Dept. of Public Health publication Guidelines for Managing Life-Threatening Food Allergies in Schools, available at Centers for Disease Control and Prevention's Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education

Programs and the National Association of School Nurses Allergies and Anaphylaxis Resources/Checklists.

www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf. 5. Provides annual notice to the parents/guardians of all students to make them aware of this policy.

3-6. Complies with State and federal law and is in alignment with Board policies.

Monitoring

Pursuant to State law and policy 2:240, Board Policy Development, the Board monitors this policy at least once every three years by conducting a review and reevaluation of this policy to make any necessary and appropriate revisions. SASED's Executive Director or designee shall assist the Board with its reevaluation and assessment of this policy's outcomes and effectiveness. Any updates will reflect any necessary and appropriate revisions.

LEGAL REF.: 105 ILCS 5/2-3. 182,149 and 5/10-22.39(e), and 5/22-30.
23 Ill.Admin.Code §1.540.

[Guidelines for Managing Life-Threatening Food Allergies in Schools \(Guidelines\), Anaphylaxis Response Policy for Illinois Schools](#), jointly published by ~~the State Board of Education and Ill. Dept. of Public Health~~ ISBE.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:180 Prevention of and Response to Bullying, Intimidation and Harassment, 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100, (Relations with Other Organizations and Agencies)

ADOPTED: December 7, 2022

Standard Student Data Privacy Agreement

IL-NDPA v1.0a

School District or LEA

School Association for Special Education in DuPage

and

Provider

Global Grid for Learning(GG4L)

This Student Data Privacy Agreement (“DPA”) is entered into on the date of full execution (the “Effective Date”) and is entered into by and between:

[School Association for Special Educat^{2800 Ogden Avenue Lisle Illinois 60532}], located at [] (the “Local Education Agency” or “LEA”) and
[Global Grid for Learning(GG4L)], located at [1101 Marina Village Pkwy., Suite 201 Alameda, CA 94602] (the “Provider”).

WHEREAS, the Provider is providing educational or digital services to LEA.

WHEREAS, the Provider and LEA recognize the need to protect personally identifiable student information and other regulated data exchanged between them as required by applicable laws and regulations, such as the Family Educational Rights and Privacy Act (“FERPA”) at 20 U.S.C. § 1232g (34 CFR Part 99); the Children’s Online Privacy Protection Act (“COPPA”) at 15 U.S.C. § 6501-6506 (16 CFR Part 312), applicable state privacy laws and regulations and

WHEREAS, the Provider and LEA desire to enter into this DPA for the purpose of establishing their respective obligations and duties in order to comply with applicable laws and regulations.

NOW THEREFORE, for good and valuable consideration, LEA and Provider agree as follows:

1. A description of the Services to be provided, the categories of Student Data that may be provided by LEA to Provider, and other information specific to this DPA are contained in the Standard Clauses hereto.
2. **Special Provisions. Check if Required**
 - If checked, the Supplemental State Terms and attached hereto as **Exhibit “G”** are hereby incorporated by reference into this DPA in their entirety.
 - If checked, LEA and Provider agree to the additional terms or modifications set forth in **Exhibit “H”. (Optional)**
 - If Checked, the Provider, has signed **Exhibit “E”** to the Standard Clauses, otherwise known as General Offer of Privacy Terms
3. In the event of a conflict between the SDPC Standard Clauses, the State or Special Provisions will control. In the event there is conflict between the terms of the DPA and any other writing, including, but not limited to the Service Agreement and Provider Terms of Service or Privacy Policy the terms of this DPA shall control.
4. This DPA shall stay in effect for three years. Exhibit E will expire 3 years from the date the original DPA was signed.
5. The services to be provided by Provider to LEA pursuant to this DPA are detailed in **Exhibit “A”** (the “Services”).
6. **Notices.** All notices or other communication required or permitted to be given hereunder may be given via e-mail transmission, or first-class mail, sent to the designated representatives below.

The designated representative for the LEA for this DPA is:

Name: Mindy McGuffin Title: Executive Director
Address: 2900 Ogden Avenue Lisle Illinois 60532
Phone: 630-955-8112 Email: mmcguffin@sased.org

The designated representative for the Provider for this DPA is:

Name: Wallace E. Reeves Title: SVP Client Operations
Address: 1101 Marina Village Pkwy, Suite 201, Alameda CA 94501
Phone: 510-629-6145 Email: wallace.reeves@gg4l.com

IN WITNESS WHEREOF, LEA and Provider execute this DPA as of the Effective Date.

LEA: School Association for Special Education in DuPage

By:  Date: 07/20/2022
Printed Name: Mindy McGuffin Title/Position: Executive Director

Provider: Global Grid for Learning(GG4L)

By: Wallace E. Reeves Digitally signed by Wallace E. Reeves
Date: 2022.07.20 12:57:56 -04'00' Date: 07/20/2022
Printed Name: Wallace E. Reeves Title/Position: SVP, Client Ops

STANDARD CLAUSES

Version 1.0

ARTICLE I: PURPOSE AND SCOPE

- 1. Purpose of DPA.** The purpose of this DPA is to describe the duties and responsibilities to protect Student Data including compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time. In performing these services, the Provider shall be considered a School Official with a legitimate educational interest, and performing services otherwise provided by the LEA. Provider shall be under the direct control and supervision of the LEA, with respect to its use of Student Data
- 2. Student Data to Be Provided.** In order to perform the Services described above, LEA shall provide Student Data as identified in the Schedule of Data, attached hereto as **Exhibit "B"**.
- 3. DPA Definitions.** The definition of terms used in this DPA is found in **Exhibit "C"**. In the event of a conflict, definitions used in this DPA shall prevail over terms used in any other writing, including, but not limited to the Service Agreement, Terms of Service, Privacy Policies etc.

ARTICLE II: DATA OWNERSHIP AND AUTHORIZED ACCESS

- 1. Student Data Property of LEA.** All Student Data transmitted to the Provider pursuant to the Service Agreement is and will continue to be the property of and under the control of the LEA. The Provider further acknowledges and agrees that all copies of such Student Data transmitted to the Provider, including any modifications or additions or any portion thereof from any source, are subject to the provisions of this DPA in the same manner as the original Student Data. The Parties agree that as between them, all rights, including all intellectual property rights in and to Student Data contemplated per the Service Agreement, shall remain the exclusive property of the LEA. For the purposes of FERPA, the Provider shall be considered a School Official, under the control and direction of the LEA as it pertains to the use of Student Data, notwithstanding the above.
- 2. Parent Access.** To the extent required by law the LEA shall establish reasonable procedures by which a parent, legal guardian, or eligible student may review Education Records and/or Student Data correct erroneous information, and procedures for the transfer of student-generated content to a personal account, consistent with the functionality of services. Provider shall respond in a reasonably timely manner (and no later than forty five (45) days from the date of the request or pursuant to the time frame required under state law for an LEA to respond to a parent or student, whichever is sooner) to the LEA's request for Student Data in a student's records held by the Provider to view or correct as necessary. In the event that a parent of a student or other individual contacts the Provider to review any of the Student Data accessed pursuant to the Services, the Provider shall refer the parent or individual to the LEA, who will follow the necessary and proper procedures regarding the requested information.
- 3. Separate Account.** If Student-Generated Content is stored or maintained by the Provider, Provider shall, at the request of the LEA, transfer, or provide a mechanism for the LEA to transfer, said Student-Generated Content to a separate account created by the student.

4. **Law Enforcement Requests.** Should law enforcement or other government entities (“Requesting Party(ies)”) contact Provider with a request for Student Data held by the Provider pursuant to the Services, the Provider shall notify the LEA in advance of a compelled disclosure to the Requesting Party, unless lawfully directed by the Requesting Party not to inform the LEA of the request.
5. **Subprocessors.** Provider shall enter into written agreements with all Subprocessors performing functions for the Provider in order for the Provider to provide the Services pursuant to the Service Agreement, whereby the Subprocessors agree to protect Student Data in a manner no less stringent than the terms of this DPA.

ARTICLE III: DUTIES OF LEA

1. **Provide Data in Compliance with Applicable Laws.** LEA shall provide Student Data for the purposes of obtaining the Services in compliance with all applicable federal, state, and local privacy laws, rules, and regulations, all as may be amended from time to time.
2. **Annual Notification of Rights.** If the LEA has a policy of disclosing Education Records and/or Student Data under FERPA (34 CFR § 99.31(a)(1)), LEA shall include a specification of criteria for determining who constitutes a school official and what constitutes a legitimate educational interest in its annual notification of rights.
3. **Reasonable Precautions.** LEA shall take reasonable precautions to secure usernames, passwords, and any other means of gaining access to the services and hosted Student Data.
4. **Unauthorized Access Notification.** LEA shall notify Provider promptly of any known unauthorized access. LEA will assist Provider in any efforts by Provider to investigate and respond to any unauthorized access.

ARTICLE IV: DUTIES OF PROVIDER

1. **Privacy Compliance.** The Provider shall comply with all applicable federal, state, and local laws, rules, and regulations pertaining to Student Data privacy and security, all as may be amended from time to time.
2. **Authorized Use.** The Student Data shared pursuant to the Service Agreement, including persistent unique identifiers, shall be used for no purpose other than the Services outlined in Exhibit A or stated in the Service Agreement and/or otherwise authorized under the statutes referred to herein this DPA.
3. **Provider Employee Obligation.** Provider shall require all of Provider’s employees and agents who have access to Student Data to comply with all applicable provisions of this DPA with respect to the Student Data shared under the Service Agreement. Provider agrees to require and maintain an appropriate confidentiality agreement from each employee or agent with access to Student Data pursuant to the Service Agreement.
4. **No Disclosure.** Provider acknowledges and agrees that it shall not make any re-disclosure of any Student Data or any portion thereof, including without limitation, user content or other non-public information and/or personally identifiable information contained in the Student Data other than as directed or

permitted by the LEA or this DPA. This prohibition against disclosure shall not apply to aggregate summaries of De-Identified information, Student Data disclosed pursuant to a lawfully issued subpoena or other legal process, or to subprocessors performing services on behalf of the Provider pursuant to this DPA. Provider will not Sell Student Data to any third party.

5. **De-Identified Data:** Provider agrees not to attempt to re-identify de-identified Student Data. De-Identified Data may be used by the Provider for those purposes allowed under FERPA and the following purposes: (1) assisting the LEA or other governmental agencies in conducting research and other studies; and (2) research and development of the Provider's educational sites, services, or applications, and to demonstrate the effectiveness of the Services; and (3) for adaptive learning purpose and for customized student learning. Provider's use of De-Identified Data shall survive termination of this DPA or any request by LEA to return or destroy Student Data. Except for Subprocessors, Provider agrees not to transfer de-identified Student Data to any party unless (a) that party agrees in writing not to attempt re-identification, and (b) prior written notice has been given to the LEA who has provided prior written consent for such transfer. Prior to publishing any document that names the LEA explicitly or indirectly, the Provider shall obtain the LEA's written approval of the manner in which de-identified data is presented.
6. **Disposition of Data.** Upon written request from the LEA, Provider shall dispose of or provide a mechanism for the LEA to transfer Student Data obtained under the Service Agreement, within sixty (60) days of the date of said request and according to a schedule and procedure as the Parties may reasonably agree. Upon termination of this DPA, if no written request from the LEA is received, Provider shall dispose of all Student Data after providing the LEA with reasonable prior notice. The duty to dispose of Student Data shall not extend to Student Data that had been De-Identified or placed in a separate student account pursuant to section II 3. The LEA may employ a "Directive for Disposition of Data" form, a copy of which is attached hereto as **Exhibit "D"**. If the LEA and Provider employ Exhibit "D," no further written request or notice is required on the part of either party prior to the disposition of Student Data described in Exhibit "D."
7. **Advertising Limitations.** Provider is prohibited from using, disclosing, or selling Student Data to (a) inform, influence, or enable Targeted Advertising; or (b) develop a profile of a student, family member/guardian or group, for any purpose other than providing the Service to LEA. This section does not prohibit Provider from using Student Data (i) for adaptive learning or customized student learning (including generating personalized learning recommendations); or (ii) to make product recommendations to teachers or LEA employees; or (iii) to notify account holders about new education product updates, features, or services or from otherwise using Student Data as permitted in this DPA and its accompanying exhibits

ARTICLE V: DATA PROVISIONS

1. **Data Storage.** Where required by applicable law, Student Data shall be stored within the United States. Upon request of the LEA, Provider will provide a list of the locations where Student Data is stored.
2. **Audits.** No more than once a year, or following unauthorized access, upon receipt of a written request from the LEA with at least ten (10) business days' notice and upon the execution of an appropriate confidentiality agreement, the Provider will allow the LEA to audit the security and privacy measures that are in place to ensure protection of Student Data or any portion thereof as it pertains to the delivery of services to the LEA . The Provider will cooperate reasonably with the LEA and any local, state, or federal

agency with oversight authority or jurisdiction in connection with any audit or investigation of the Provider and/or delivery of Services to students and/or LEA, and shall provide reasonable access to the Provider's facilities, staff, agents and LEA's Student Data and all records pertaining to the Provider, LEA and delivery of Services to the LEA. Failure to reasonably cooperate shall be deemed a material breach of the DPA.

3. **Data Security.** The Provider agrees to utilize administrative, physical, and technical safeguards designed to protect Student Data from unauthorized access, disclosure, acquisition, destruction, use, or modification. The Provider shall adhere to any applicable law relating to data security. The provider shall implement an adequate Cybersecurity Framework based on one of the nationally recognized standards set forth set forth in **Exhibit "F"**. Exclusions, variations, or exemptions to the identified Cybersecurity Framework must be detailed in an attachment to **Exhibit "H"**. Additionally, Provider may choose to further detail its security programs and measures that augment or are in addition to the Cybersecurity Framework in **Exhibit "F"**. Provider shall provide, in the Standard Schedule to the DPA, contact information of an employee who LEA may contact if there are any data security concerns or questions.
4. **Data Breach.** In the event of an unauthorized release, disclosure or acquisition of Student Data that compromises the security, confidentiality or integrity of the Student Data maintained by the Provider the Provider shall provide notification to LEA within seventy-two (72) hours of confirmation of the incident, unless notification within this time limit would disrupt investigation of the incident by law enforcement. In such an event, notification shall be made within a reasonable time after the incident. Provider shall follow the following process:
 - (1) The security breach notification described above shall include, at a minimum, the following information to the extent known by the Provider and as it becomes available:
 - i. The name and contact information of the reporting LEA subject to this section.
 - ii. A list of the types of personal information that were or are reasonably believed to have been the subject of a breach.
 - iii. If the information is possible to determine at the time the notice is provided, then either (1) the date of the breach, (2) the estimated date of the breach, or (3) the date range within which the breach occurred. The notification shall also include the date of the notice.
 - iv. Whether the notification was delayed as a result of a law enforcement investigation, if that information is possible to determine at the time the notice is provided; and
 - v. A general description of the breach incident, if that information is possible to determine at the time the notice is provided.
 - (2) Provider agrees to adhere to all federal and state requirements with respect to a data breach related to the Student Data, including, when appropriate or required, the required responsibilities and procedures for notification and mitigation of any such data breach.
 - (3) Provider further acknowledges and agrees to have a written incident response plan that reflects best practices and is consistent with industry standards and federal and state law for responding to a data breach, breach of security, privacy incident or unauthorized acquisition or use of Student Data or any portion thereof, including personally identifiable information and agrees to provide LEA, upon request, with a summary of said written incident response plan.

- (4) LEA shall provide notice and facts surrounding the breach to the affected students, parents or guardians.
- (5) In the event of a breach originating from LEA's use of the Service, Provider shall cooperate with LEA to the extent necessary to expeditiously secure Student Data.

ARTICLE VI: GENERAL OFFER OF TERMS

Provider may, by signing the attached form of "General Offer of Privacy Terms" (General Offer, attached hereto as **Exhibit "E"**), be bound by the terms of **Exhibit "E"** to any other LEA who signs the acceptance on said Exhibit. The form is limited by the terms and conditions described therein.

ARTICLE VII: MISCELLANEOUS

1. **Termination.** In the event that either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or has been terminated. Either party may terminate this DPA and any service agreement or contract if the other party breaches any terms of this DPA.
2. **Effect of Termination Survival.** If the Service Agreement is terminated, the Provider shall destroy all of LEA's Student Data pursuant to Article IV, section 6.
3. **Priority of Agreements.** This DPA shall govern the treatment of Student Data in order to comply with the privacy protections, including those found in FERPA and all applicable privacy statutes identified in this DPA. In the event there is conflict between the terms of the DPA and the Service Agreement, Terms of Service, Privacy Policies, or with any other bid/RFP, license agreement, or writing, the terms of this DPA shall apply and take precedence. In the event of a conflict between Exhibit H, the SDPC Standard Clauses, and/or the Supplemental State Terms, Exhibit H will control, followed by the Supplemental State Terms. Except as described in this paragraph herein, all other provisions of the Service Agreement shall remain in effect.
4. **Entire Agreement.** This DPA and the Service Agreement constitute the entire agreement of the Parties relating to the subject matter hereof and supersedes all prior communications, representations, or agreements, oral or written, by the Parties relating thereto. This DPA may be amended and the observance of any provision of this DPA may be waived (either generally or in any particular instance and either retroactively or prospectively) only with the signed written consent of both Parties. Neither failure nor delay on the part of any Party in exercising any right, power, or privilege hereunder shall operate as a waiver of such right, nor shall any single or partial exercise of any such right, power, or privilege preclude any further exercise thereof or the exercise of any other right, power, or privilege.

5. **Severability.** Any provision of this DPA that is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions of this DPA, and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. Notwithstanding the foregoing, if such provision could be more narrowly drawn so as not to be prohibited or unenforceable in such jurisdiction while, at the same time, maintaining the intent of the Parties, it shall, as to such jurisdiction, be so narrowly drawn without invalidating the remaining provisions of this DPA or affecting the validity or enforceability of such provision in any other jurisdiction.
6. **Governing Law; Venue and Jurisdiction.** THIS DPA WILL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF THE LEA, WITHOUT REGARD TO CONFLICTS OF LAW PRINCIPLES. EACH PARTY CONSENTS AND SUBMITS TO THE SOLE AND EXCLUSIVE JURISDICTION TO THE STATE AND FEDERAL COURTS FOR THE COUNTY OF THE LEA FOR ANY DISPUTE ARISING OUT OF OR RELATING TO THIS DPA OR THE TRANSACTIONS CONTEMPLATED HEREBY.
7. **Successors Bound:** This DPA is and shall be binding upon the respective successors in interest to Provider in the event of a merger, acquisition, consolidation or other business reorganization or sale of all or substantially all of the assets of such business. In the event that the Provider sells, merges, or otherwise disposes of its business to a successor during the term of this DPA, the Provider shall provide written notice to the LEA no later than sixty (60) days after the closing date of sale, merger, or disposal. Such notice shall include a written, signed assurance that the successor will assume the obligations of the DPA and any obligations with respect to Student Data within the Service Agreement. The LEA has the authority to terminate the DPA if it disapproves of the successor to whom the Provider is selling, merging, or otherwise disposing of its business.
8. **Authority.** Each party represents that it is authorized to bind to the terms of this DPA, including confidentiality and destruction of Student Data and any portion thereof contained therein, all related or associated institutions, individuals, employees or contractors who may have access to the Student Data and/or any portion thereof.
9. **Waiver.** No delay or omission by either party to exercise any right hereunder shall be construed as a waiver of any such right and both parties reserve the right to exercise any such right from time to time, as often as may be deemed expedient.

EXHIBIT "A"
DESCRIPTION OF SERVICES

Sharing of roster between organization's student information system (SIS) and the organization's consuming applications, as directed by the organization.

EXHIBIT "B"
SCHEDULE OF DATA

Category of Data	Elements	Check if Used by Your System
Application Technology Meta Data	IP Addresses of users, Use of cookies, etc.	<input type="checkbox"/>
	Other application technology meta data-Please specify:	<input type="checkbox"/>
Application Use Statistics	Meta data on user interaction with application	<input type="checkbox"/>
Assessment	Standardized test scores	<input type="checkbox"/>
	Observation data	<input type="checkbox"/>
	Other assessment data-Please specify:	<input type="checkbox"/>
Attendance	Student school (daily) attendance data	<input type="checkbox"/>
	Student class attendance data	<input type="checkbox"/>
Communications	Online communications captured (emails, blog entries)	<input type="checkbox"/>
Conduct	Conduct or behavioral data	<input type="checkbox"/>
Demographics	Date of Birth	<input type="checkbox"/>
	Place of Birth	<input type="checkbox"/>
	Gender	<input type="checkbox"/>
	Ethnicity or race	<input type="checkbox"/>
	Language information (native, or primary language spoken by student)	<input type="checkbox"/>
	Other demographic information-Please specify:	<input type="checkbox"/>
Enrollment	Student school enrollment	<input checked="" type="checkbox"/>
	Student grade level	<input checked="" type="checkbox"/>
	Homeroom	<input checked="" type="checkbox"/>
	Guidance counselor	<input type="checkbox"/>
	Specific curriculum programs	<input type="checkbox"/>
	Year of graduation	<input type="checkbox"/>
	Other enrollment information-Please specify:	<input type="checkbox"/>
Parent/Guardian Contact Information	Address	<input type="checkbox"/>
	Email	<input checked="" type="checkbox"/>

Category of Data	Elements	Check if Used by Your System
	Phone	<input checked="" type="checkbox"/>
Parent/Guardian ID	Parent ID number (created to link parents to students)	<input checked="" type="checkbox"/>
Parent/Guardian Name	First and/or Last	<input checked="" type="checkbox"/>
Schedule	Student scheduled courses	<input checked="" type="checkbox"/>
	Teacher names	<input checked="" type="checkbox"/>
Special Indicator	English language learner information	<input type="checkbox"/>
	Low income status	<input type="checkbox"/>
	Medical alerts/ health data	<input type="checkbox"/>
	Student disability information	<input type="checkbox"/>
	Specialized education services (IEP or 504)	<input type="checkbox"/>
	Living situations (homeless/foster care)	<input type="checkbox"/>
	Other indicator information-Please specify:	<input type="checkbox"/>
Student Contact Information	Address	<input type="checkbox"/>
	Email	<input checked="" type="checkbox"/>
	Phone	<input checked="" type="checkbox"/>
Student Identifiers	Local (School district) ID number	<input type="checkbox"/>
	State ID number	<input type="checkbox"/>
	Provider/App assigned student ID number	<input checked="" type="checkbox"/>
	Student app username	<input type="checkbox"/>
	Student app passwords	<input type="checkbox"/>
Student Name	First and/or Last	<input checked="" type="checkbox"/>
Student In App Performance	Program/application performance (typing program-student types 60 wpm, reading program-student reads below grade level)	<input type="checkbox"/>
Student Program Membership	Academic or extracurricular activities a student may belong to or participate in	<input type="checkbox"/>
Student Survey Responses	Student responses to surveys or questionnaires	<input type="checkbox"/>
Student work	Student generated content; writing, pictures, etc.	<input type="checkbox"/>
	Other student work data -Please specify:	<input type="checkbox"/>
Transcript	Student course grades	<input type="checkbox"/>
	Student course data	<input type="checkbox"/>

Category of Data	Elements	Check if Used by Your System
	Student course grades/ performance scores	<input type="checkbox"/>
	Other transcript data - Please specify:	<input type="checkbox"/>
Transportation	Student bus assignment	<input type="checkbox"/>
	Student pick up and/or drop off location	<input type="checkbox"/>
	Student bus card ID number	<input type="checkbox"/>
	Other transportation data – Please specify:	<input type="checkbox"/>
Other	<p>Please list each additional data element used, stored, or collected by your application:</p> <p>Teacher or staff, middle Last, First, Middle name</p> <p>Teacher email</p> <p>Location (school/program)</p> <p>Phone</p>	<input type="checkbox"/>
None	No Student Data collected at this time. Provider will immediately notify LEA if this designation is no longer applicable.	<input type="checkbox"/>

EXHIBIT "C" DEFINITIONS

De-Identified Data and De-Identification: Records and information are considered to be De-Identified when all personally identifiable information has been removed or obscured, such that the remaining information does not reasonably identify a specific individual, including, but not limited to, any information that, alone or in combination is linkable to a specific student and provided that the educational agency, or other party, has made a reasonable determination that a student's identity is not personally identifiable, taking into account reasonable available information.

Educational Records: Educational Records are records, files, documents, and other materials directly related to a student and maintained by the school or local education agency, or by a person acting for such school or local education agency, including but not limited to, records encompassing all the material kept in the student's cumulative folder, such as general identifying data, records of attendance and of academic work completed, records of achievement, and results of evaluative tests, health data, disciplinary status, test protocols and individualized education programs.

Metadata: means information that provides meaning and context to other data being collected; including, but not limited to: date and time records and purpose of creation Metadata that have been stripped of all direct and indirect identifiers are not considered Personally Identifiable Information.

Operator: means the operator of an internet website, online service, online application, or mobile application with actual knowledge that the site, service, or application is used for K–12 school purposes. Any entity that operates an internet website, online service, online application, or mobile application that has entered into a signed, written agreement with an LEA to provide a service to that LEA shall be considered an "operator" for the purposes of this section.

Originating LEA: An LEA who originally executes the DPA in its entirety with the Provider.

Provider: For purposes of the DPA, the term "Provider" means provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Student Data. Within the DPA the term "Provider" includes the term "Third Party" and the term "Operator" as used in applicable state statutes.

Student Generated Content: The term "Student-Generated Content" means materials or content created by a student in the services including, but not limited to, essays, research reports, portfolios, creative writing, music or other audio files, photographs, videos, and account information that enables ongoing ownership of student content.

School Official: For the purposes of this DPA and pursuant to 34 CFR § 99.31(b), a School Official is a contractor that: (1) Performs an institutional service or function for which the agency or institution would otherwise use employees; (2) Is under the direct control of the agency or institution with respect to the use and maintenance of Student Data including Education Records; and (3) Is subject to 34 CFR § 99.33(a) governing the use and re-disclosure of Personally Identifiable Information from Education Records.

Service Agreement: Refers to the Contract, Purchase Order or Terms of Service or Terms of Use.

Student Data: Student Data includes any data, whether gathered by Provider or provided by LEA or its users, students, or students' parents/guardians, that is descriptive of the student including, but not limited to,

information in the student's educational record or email, first and last name, birthdate, home or other physical address, telephone number, email address, or other information allowing physical or online contact, discipline records, videos, test results, special education data, juvenile dependency records, grades, evaluations, criminal records, medical records, health records, social security numbers, biometric information, disabilities, socioeconomic information, individual purchasing behavior or preferences, food purchases, political affiliations, religious information, text messages, documents, student identifiers, search activity, photos, voice recordings, geolocation information, parents' names, or any other information or identification number that would provide information about a specific student. Student Data includes Meta Data. Student Data further includes "Personally Identifiable Information (PII)," as defined in 34 C.F.R. § 99.3 and as defined under any applicable state law. Student Data shall constitute Education Records for the purposes of this DPA, and for the purposes of federal, state, and local laws and regulations. Student Data as specified in **Exhibit "B"** is confirmed to be collected or processed by the Provider pursuant to the Services. Student Data shall not constitute that information that has been anonymized or De-Identified, or anonymous usage data regarding a student's use of Provider's services.

Subprocessor: For the purposes of this DPA, the term "Subprocessor" (sometimes referred to as the "Subcontractor") means a party other than LEA or Provider, who Provider uses for data collection, analytics, storage, or other service to operate and/or improve its service, and who has access to Student Data.

Subscribing LEA: An LEA that was not party to the original Service Agreement and who accepts the Provider's General Offer of Privacy Terms.

Targeted Advertising: means presenting an advertisement to a student where the selection of the advertisement is based on Student Data or inferred over time from the usage of the operator's Internet web site, online service or mobile application by such student or the retention of such student's online activities or requests over time for the purpose of targeting subsequent advertisements. "Targeted Advertising" does not include any advertising to a student on an Internet web site based on the content of the web page or in response to a student's response or request for information or feedback.

Third Party: The term "Third Party" means a provider of digital educational software or services, including cloud-based services, for the digital storage, management, and retrieval of Education Records and/or Student Data, as that term is used in some state statutes. However, for the purpose of this DPA, the term "Third Party" when used to indicate the provider of digital educational software or services is replaced by the term "Provider."

EXHIBIT "D"
DIRECTIVE FOR DISPOSITION OF DATA

Provider to dispose of data obtained by Provider pursuant to the terms of the Service Agreement between LEA and Provider. The terms of the Disposition are set forth below:

1. Extent of Disposition

Disposition is partial. The categories of data to be disposed of are set forth below or are found in an attachment to this Directive:

[]

Disposition is Complete. Disposition extends to all categories of data.

2. Nature of Disposition

Disposition shall be by destruction or deletion of data.

Disposition shall be by a transfer of data. The data shall be transferred to the following site as follows:

[]

3. Schedule of Disposition

Data shall be disposed of by the following date:

As soon as commercially practicable.

By []

4. Signature

Authorized Representative of LEA

Date

5. Verification of Disposition of Data

Authorized Representative of Company

Date

EXHIBIT "F"
DATA SECURITY REQUIREMENTS

Adequate Cybersecurity Frameworks
2/24/2020

The Education Security and Privacy Exchange ("Edspex") works in partnership with the Student Data Privacy Consortium and industry leaders to maintain a list of known and credible cybersecurity frameworks which can protect digital learning ecosystems chosen based on a set of guiding cybersecurity principles* ("Cybersecurity Frameworks") that may be utilized by Provider .

Cybersecurity Frameworks

	MAINTAINING ORGANIZATION/GROUP	FRAMEWORK(S)
<input type="checkbox"/>	National Institute of Standards and Technology	NIST Cybersecurity Framework Version 1.1
<input type="checkbox"/>	National Institute of Standards and Technology	NIST SP 800-53, Cybersecurity Framework for Improving Critical Infrastructure Cybersecurity (CSF), Special Publication 800-171
<input checked="" type="checkbox"/>	International Standards Organization	Information technology — Security techniques — Information security management systems (ISO 27000 series)
<input type="checkbox"/>	Secure Controls Framework Council, LLC	Security Controls Framework (SCF)
<input type="checkbox"/>	Center for Internet Security	CIS Critical Security Controls (CSC, CIS Top 20)
<input type="checkbox"/>	Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD(A&S))	Cybersecurity Maturity Model Certification (CMMC, ~FAR/DFAR)

Please visit <http://www.edspex.org> for further details about the noted frameworks.

*Cybersecurity Principles used to choose the Cybersecurity Frameworks are located here

EXHIBIT "G" - Supplemental SDPC (Student Data Privacy Consortium) State Terms for Illinois

Version IL-NDPAv1.0a (Revised March 15, 2021)

This **Exhibit G**, Supplemental SDPC State Terms for Illinois ("Supplemental State Terms"), effective simultaneously with the attached Student Data Privacy Agreement ("DPA") by and between School Association for Special Education in DuPage

"LEA") and Global Grid for Learning(GG4L) (the "Local Education Agency" or "Provider"), is incorporated in the attached DPA and amends the DPA (and all supplemental terms and conditions and policies applicable to the DPA) as follows:

1. **Compliance with Illinois Privacy Laws.** In performing its obligations under the Agreement, the Provider shall comply with all Illinois laws and regulations pertaining to student data privacy, confidentiality, and maintenance, including but not limited to the Illinois School Student Records Act ("ISSRA"), 105 ILCS 10/, Mental Health and Developmental Disabilities Confidentiality Act ("MHDDCA"), 740 ILCS 110/, Student Online Personal Protection Act ("SOPPA"), 105 ILCS 85/, Identity Protection Act ("IPA"), 5 ILCS 179/, and Personal Information Protection Act ("PIPA"), 815 ILCS 530/, and Local Records Act ("LRA"), 50 ILCS 205/.

2. **Definition of "Student Data."** In addition to the definition set forth in **Exhibit C**, Student Data includes any and all information concerning a student by which a student may be individually identified under applicable Illinois law and regulations, including but not limited to (a) "covered information," as defined in Section 5 of SOPPA (105 ILCS 85/5), (b) "school student records" as that term is defined in Section 2 of ISSRA (105 ILCS 10/2(d)) (c) "records" as that term is defined under Section 110/2 of the MHDDCA (740 ILCS 110/2), and (d) "personal information" as defined in Section 530/5 of PIPA.

3. **School Official Designation.** Pursuant to Article I, Paragraph 1 of the DPA Standard Clauses, and in accordance with FERPA, ISSRA and SOPPA, in performing its obligations under the DPA, the Provider is acting as a school official with legitimate educational interest; is performing an institutional service or function for which the LEA would otherwise use its own employees; is under the direct control of the LEA with respect to the use and maintenance of Student Data; and is using Student Data only for an authorized purpose and in furtherance of such legitimate educational interest.

4. **Limitations on Re-Disclosure.** The Provider shall not re-disclose Student Data to any other party or affiliate without the express written permission of the LEA or pursuant to court order, unless such disclosure is otherwise permitted under SOPPA, ISSRA, FERPA, and MHDDCA. Provider will not sell or rent Student Data. In the event another party, including law enforcement or a government entity, contacts the Provider with a request or subpoena for Student Data in the possession of the Provider, the Provider shall redirect the other party to seek the data directly from the LEA. In the event the Provider is compelled to produce Student Data to another party in compliance with a court order, Provider shall notify the LEA at least five (5) school days in advance of the court ordered disclosure and, upon request, provide the LEA with a copy of the court order requiring such disclosure.

5. **Notices.** Any notice delivered pursuant to the DPA shall be deemed effective, as applicable, upon receipt as evidenced by the date of transmission indicated on the transmission material, if by e-mail; or four (4) days after mailing, if by first-class mail, postage prepaid.

6. **Parent Right to Access and Challenge Student Data.** The LEA shall establish reasonable procedures pursuant to which a parent, as that term is defined in 105 ILCS 10/2(g), may inspect and/or

copy Student Data and/or challenge the accuracy, relevance or propriety of Student Data, pursuant to Sections 5 and 7 of ISSRA (105 ILCS 10/5; 105 ILCS 10/7) and Section 33 of SOPPA (105 ILCS 85/33). The Provider shall respond to any request by the LEA for Student Data in the possession of the Provider when Provider cooperation is required to afford a parent an opportunity to inspect and/or copy the Student Data, no later than 5 business days from the date of the request. In the event that a parent contacts the Provider directly to inspect and/or copy Student Data, the Provider shall refer the parent to the LEA, which shall follow the necessary and proper procedures regarding the requested Student Data.

7. Corrections to Factual Inaccuracies. In the event that the LEA determines that the Provider is maintaining Student Data that contains a factual inaccuracy, and Provider cooperation is required in order to make a correction, the LEA shall notify the Provider of the factual inaccuracy and the correction to be made. No later than 90 calendar days after receiving the notice of the factual inaccuracy, the Provider shall correct the factual inaccuracy and shall provide written confirmation of the correction to the LEA.

8. Security Standards. The Provider shall implement and maintain commercially reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect Student Data from unauthorized access, destruction, use, modification, or disclosure, including but not limited to the unauthorized acquisition of computerized data that compromises the security, confidentiality, or integrity of the Student Data (a "Security Breach"). For purposes of the DPA and this Exhibit G, "Security Breach" does not include the good faith acquisition of Student Data by an employee or agent of the Provider or LEA for a legitimate educational or administrative purpose of the Provider or LEA, so long as the Student Data is used solely for purposes permitted by SOPPA and other applicable law, and so long as the Student Data is restricted from further unauthorized disclosure.

9. Security Breach Notification. In addition to the information enumerated in Article V, Section 4(1) of the DPA Standard Clauses, any Security Breach notification provided by the Provider to the LEA shall include:

- a. A list of the students whose Student Data was involved in or is reasonably believed to have been involved in the breach, if known; and
- b. The name and contact information for an employee of the Provider whom parents may contact to inquire about the breach.

10. Reimbursement of Expenses Associated with Security Breach. In the event of a Security Breach that is attributable to the Provider, the Provider shall reimburse and indemnify the LEA for any and all costs and expenses that the LEA incurs in investigating and remediating the Security Breach, without regard to any limitation of liability provision otherwise agreed to between Provider and LEA, including but not limited to costs and expenses associated with:

- a. Providing notification to the parents of those students whose Student Data was compromised and regulatory agencies or other entities as required by law or contract;
- b. Providing credit monitoring to those students whose Student Data was exposed in a manner during the Security Breach that a reasonable person would believe may impact the student's credit or financial security;
- c. Legal fees, audit costs, fines, and any other fees or damages imposed against the LEA

as a result of the security breach; and

- d. Providing any other notifications or fulfilling any other requirements adopted by the Illinois State Board of Education or under other State or federal laws.

11. Transfer or Deletion of Student Data. The Provider shall review, on an annual basis, whether the Student Data it has received pursuant to the DPA continues to be needed for the purpose(s) of the Service Agreement and this DPA. If any of the Student Data is no longer needed for purposes of the Service Agreement and this DPA, the Provider will provide written notice to the LEA as to what Student Data is no longer needed. The Provider will delete or transfer Student Data in readable form to the LEA, as directed by the LEA (which may be effectuated through Exhibit D of the DPA), within 30 calendar days if the LEA requests deletion or transfer of the Student Data and shall provide written confirmation to the LEA of such deletion or transfer. Upon termination of the Service Agreement between the Provider and LEA, Provider shall conduct a final review of Student Data within 60 calendar days.

If the LEA receives a request from a parent, as that term is defined in 105 ILCS 10/2(g), that Student Data being held by the Provider be deleted, the LEA shall determine whether the requested deletion would violate State and/or federal records laws. In the event such deletion would not violate State or federal records laws, the LEA shall forward the request for deletion to the Provider. The Provider shall comply with the request and delete the Student Data within a reasonable time period after receiving the request.

Any provision of Student Data to the LEA from the Provider shall be transmitted in a format readable by the LEA.

12. Public Posting of DPA. Pursuant to SOPPA, the LEA shall publish on its website a copy of the DPA between the Provider and the LEA, including this Exhibit G.

13. Subcontractors. By no later than (5) business days after the date of execution of the DPA, the Provider shall provide the LEA with a list of any subcontractors to whom Student Data may be disclosed or a link to a page on the Provider's website that clearly lists any and all subcontractors to whom Student Data may be disclosed. This list shall, at a minimum, be updated and provided to the LEA by the beginning of each fiscal year (July 1) and at the beginning of each calendar year (January 1).

14. DPA Term.

- a. **Original DPA.** Paragraph 4 on page 2 of the DPA setting a three-year term for the DPA shall be deleted, and the following shall be inserted in lieu thereof: "This DPA shall be effective upon the date of signature by Provider and LEA, and shall remain in effect as between Provider and LEA 1) for so long as the Services are being provided to the LEA or 2) until the DPA is terminated pursuant to Section 15 of this Exhibit G, whichever comes first. The Exhibit E General Offer will expire three (3) years from the date the original DPA was signed."
- b. **General Offer DPA.** The following shall be inserted as a new second sentence in Paragraph 1 of Exhibit E: "The provisions of the original DPA offered by Provider and accepted by Subscribing LEA pursuant to this Exhibit E shall remain in effect as between Provider and Subscribing LEA 1) for so long as the Services are being provided to Subscribing LEA, or 2) until the DPA is terminated pursuant to Section 15 of this Exhibit G, whichever comes first."

15. **Termination.** Paragraph 1 of Article VII shall be deleted, and the following shall be inserted in lieu thereof: "In the event either Party seeks to terminate this DPA, they may do so by mutual written consent so long as the Service Agreement has lapsed or been terminated. One party may terminate this DPA upon a material breach of this DPA by the other party. Upon termination of the DPA, the Service Agreement shall terminate."
16. **Privacy Policy.** The Provider must publicly disclose material information about its collection, use, and disclosure of Student Data, including, but not limited to, publishing a terms of service agreement, privacy policy, or similar document.
17. **Minimum Data Necessary Shared.** The Provider attests that the Student Data request by the Provider from the LEA in order for the LEA to access the Provider's products and/or services is limited to the Student Data that is adequate, relevant, and limited to what is necessary in relation to the K-12 school purposes for which it is processed.
18. **Student and Parent Access.** Access by students or parents/guardians to the Provider's programs or services governed by the DPA or to any Student Data stored by Provider shall not be conditioned upon agreement by the parents/guardians to waive any of the student data confidentiality restrictions or a lessening of any of the confidentiality or privacy requirements contained in this DPA.
19. **Data Storage.** Provider shall store all Student Data shared under the DPA within the United States.
20. **Exhibits A and B.** The Services described in Exhibit A and the Schedule of Data in Exhibit B to the DPA satisfy the requirements in SOPPA to include a statement of the product or service being provided to the school by the Provider and a listing of the categories or types of covered information to be provided to the Provider, respectively.

EXHIBIT "H"
Additional Terms or Modifications
Version _____

LEA and Provider agree to the following additional terms and modifications:

This is a free text field that the parties can use to add or modify terms in or to the DPA. If there are no additional or modified terms, this field should read "None."

None

**INTERGOVERNMENTAL AGREEMENT
BETWEEN SASSED AND CASE FOR ADAPTIVE PE SERVICES**

This Agreement is made and entered into on the date set forth below, by and between the Board of Control of The School Association for Special Education in DuPage County (“SASED”) and the Board of Directors of The Cooperative Association for Special Education (“CASE”).

WHEREAS, pursuant to the Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3), units of local government and school districts are authorized to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, SASSED and CASE have determined that it is in their best and mutual interests to contract with each other for CASE to provide a licensed teacher to provide Adaptive Physical Education services for students attending SASSED programs;

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Term and Termination: This Agreement shall be in effect beginning on the date when the Agreement is fully executed and ending on June 30, 2023, except that either party may sooner terminate this Agreement for any reason upon thirty (30) days’ prior written notice to the other party.
2. Adaptive PE Services: On the terms and conditions set forth in this Agreement, CASE will provide a properly licensed Adaptive PE teacher to provide services to certain students identified by SASSED who are attending a SASSED program located at Keeneyville ESD 20, Keeneyville, IL (the “Students”). The scope of services is set forth in the Keeneyville Purchased Service Staff document attached as Exhibit A (the “Services”).
3. SASED’s Responsibilities:
 - a. SASSED shall prepare and maintain a proper and adequate IEPs for the Students.
 - b. The terms of this Agreement notwithstanding, SASSED remains ultimately responsible for the Students’ educational services, and remains responsible for providing the Students with a free appropriate public education (FAPE) in the least restrictive environment.
 - c. In the event of a dispute or challenge by a Student’s parent/guardian or Student (including but not limited to a due process request, State complaint, request for mediation, Office for Civil Rights complaint, or Illinois Department of Human Rights complaint), SASSED shall be responsible for all costs associated with the defense thereof (including but not limited to attorney’s fees).
 - d. SASSED is responsible for paying the costs identified in Section 4.
4. Costs: SASSED will pay CASE for the Services set forth in Exhibit A.

5. Invoices and Payment: CASE will submit invoices to SASSED for rendered Services on a quarterly basis. SASSED will make payment after receipt of each invoice, in accordance with the *Local Government Prompt Payment Act* (50 ILCS 505/).
6. Relationship of the Parties: SASSED and CASE acknowledge and agree that they are contractors independent of one another and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.
7. No Third-Party Beneficiaries: This Agreement is entered into solely for the benefit of the contracting parties. Nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.
8. Indemnification and Waiver:

For purposes of this Section 8, "Loss" is defined as any and all liabilities, damages, claims, demands, judgments, causes of action, costs, expenses (including reasonable attorneys' fees), and losses relating to any SASSED student receiving services from CASE and/or relating to any act or omission of either party in implementing this Agreement and/or otherwise relating to this Agreement.

Each party agrees to indemnify, defend and hold harmless the other party and its Board members, employees, volunteers and agents, against and from any Loss to the extent the Loss arises out of the acts or omissions of the indemnifying party.

In addition, notwithstanding any other provision of this Agreement, SASSED specifically agrees to indemnify, defend and hold harmless CASE and its Board of Directors, members, employees, volunteers and agents, against and from any Loss to the extent the Loss is based upon or arises out of claims relating to FAPE or alleged procedural requirements applicable to a SASSED student receiving services from CASE under this Agreement.

Moreover, SASSED waives any and all claims it may have against CASE (or CASE's Board of Director's members, employees, volunteers or agents) relating to the services provided to the Students by CASE.

9. Student Records: CASE shall maintain all student records and reports pursuant to this Agreement in accordance with SASSED policies on student records, as well as applicable State and federal laws. All student records generated by CASE pursuant to this Agreement shall be the property of the Student's resident school district; however, shall have access to such records so that it may provide the Services required under this Agreement.
10. Continuing Obligations: The following shall survive the expiration or termination of this Agreement: (a) Sections 4 and 5 (Costs and Invoices and Payment); (b) Section 8 (Indemnification and Waiver); (c) all representations and warranties made by each party; and (d) all other obligations that are to be performed after the expiration or termination of this Agreement.

11. Assignment: No part of this Agreement may be assigned by either of the parties hereto.
12. Multiple Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Electronic copies of the parties' signatures on this Agreement shall be deemed originals.
13. Governing Law: This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.
14. Notices: Any and all notices required to be sent pursuant to this Agreement shall be personally delivered or sent via certified mail addressed as follows:

For CASE: Dr. Mary Furbush, Executive Director
The Cooperative Association for Special Education
22W600 Butterfield Rd
Glen Ellyn, IL 60137

For SASED: Dr. Melinda McGuffin, Executive Director
School Association for Special Education in DuPage County
2900 Ogden Ave
Lisle, IL 60532

15. Severability: If any provision of this Agreement shall be found to be invalid or unenforceable, such finding shall in no way affect, impair or invalidate any other provision, and such other provisions shall remain in full force and effect. Moreover, no provision of this Agreement shall be construed as contrary to law when it is possible to find an alternate construction that is consistent with the law and with the parties' overall intent.
16. Complete Understanding: This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings or agreements regarding the subject matter herein.
17. Waiver: No waiver of any default of a party hereunder shall be implied from omission by a party to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.
18. Amendments: No change or modification to this Agreement shall be valid unless it is in writing and signed by both parties.

IN WITNESS WHEREOF, SASSED and CASE have caused this Agreement to be executed on the date(s) set forth below.

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

By: _____ Date: _____
Chairperson

Attest: _____ Date: _____
Secretary

BOARD OF DIRECTORS OF THE COOPERATIVE ASSOCIATION FOR SPECIAL EDUCATION

By: _____ Date: _____
President

Attest: _____ Date: _____
Secretary

EXHIBIT A

FY22-23

Total Minutes: 9,720

Cost per Minute: \$1.15

Service Cost: \$11,178

10% Out-of-District Fee: \$1,117.80

Total Cost to SASSED: \$12,295.80

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Cue College ("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 October 19, 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 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: Cue College
9300 Capitol Drive
Wheeling, IL 60090

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: _____ Date: _____
Executive Director

By: _____ Date: _____
Director of Business Operations

Contractor

Sandra L Moattid Date: October 12, 2022

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

Contractor/Consultant: Cue College
Address: 9300 Capitol Drive, Wheeling, IL 60090
Email Address info@cuecollege.org
Phone #847.850.5490

I agree to enter into a contract with SASSED in return for a payment in the total amount of \$360 for the following services:

2 hours (\$160) for *Comprehensive Training following our "Introduction to Cued American English" curriculum professional development for DHH staff . These training will take place at the following date(s), time, place:*

- **Date:** October - December, 2022
- **Time:** N/A
- **Location:** Virtual

Two Cued Speech Review Sessions (\$100/session x2 = \$200) professional development for DHH staff .

- **Date:** October 19, 2022
- **Time:** 1:00 PM - 3:00 PM
- **Location:** Virtual

Estimated expenses for travel, meals (meals up to \$50.00 per day), etc. \$0

Lodging requested: Yes No

If lodging is needed, SASSED 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 handouts available electronically on the SASSED website.

I agree to indemnify and hold harmless, SASSED, 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 SASSED in order to initiate payment of this contract, and I understand **payment will be made only after Board approval.**

This agreement may be terminated/canceled 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 Signature: *Sandra L Moattid*

Date: 10/12/22

SASED Admin Signature:

Date: _____

Account Code: 211207339

PO Number: **2042300019**

Budget Progress Report
Fiscal Year 2022-2023
For the Period Beginning July 1 and Ending September 30

	FY 20-21				FY 21-22				FY 22-23			
	Budgeted	Year-to-Date	\$ remaining	%	Budgeted	Year-to-Date	\$ remaining	%	Budgeted	Year-to-Date	\$ remaining	%
Revenues (Education/O&M)												
<u>Local Sources</u>												
Tuition	17,543,098	8,377,876	9,165,222	52%	14,899,879	12,039,169	2,860,710	19%	15,337,875	11,960,055	3,377,820	22%
Services	16,648,887	192,316	16,456,571	99%	11,045,364	42,300	11,003,064	100%	11,576,725	28,461	11,548,264	100%
Other	496,436	139,139	357,297	72%	280,000	142,091	137,909	49%	80,000	152,715	(72,715)	-91%
<u>State Sources</u>												
Grants/Other	3,218,280	755	3,217,525	100%	3,180,871	509,020	2,671,851	84%	3,175,857	566,460	2,609,397	82%
<u>Federal Sources</u>												
Grants/Other	3,372,857	-	3,372,857	100%	2,980,802	2,189,285	791,517	27%	2,986,254	796,090	2,190,164	73%
Total Revenues	41,279,558	8,710,085	32,569,473	79%	32,386,916	14,921,865	17,465,051	54%	33,156,711	13,503,781	19,652,930	59%
Expenditures (Education/O&M)												
<u>Education Fund</u>												
Salaries	23,563,053	2,195,551	21,367,502	91%	18,890,254	2,408,861	16,481,393	87%	19,834,768	2,414,504	17,420,264	88%
Benefits	6,557,345	607,507	5,949,838	91%	5,261,230	621,526	4,639,704	88%	5,524,294	535,624	4,988,670	90%
Purchased Svcs	9,922,664	554,141	9,368,523	94%	6,517,543	740,761	5,776,782	89%	6,714,092	1,081,263	5,632,829	84%
Supplies/Materials	622,123	151,859	470,264	76%	752,320	70,629	681,691	91%	774,891	119,093	655,798	85%
Capital Outlay	105,000	-	105,000	100%	87,060	-	87,060	100%	89,672	2,989	86,683	97%
Other Objects	-	-	-	n/a	-	1,592,539	(1,592,539)	n/a	-	-	-	n/a
Non-Cap Equip.	273,373	1,000,000	(726,627)	-266%	226,690	15,830	210,860	93%	238,000	89,272	148,728	62%
Total Educ Fund	41,043,558	4,509,059	36,534,499	89%	31,735,097	5,450,146	26,284,951	83%	33,175,717	4,242,745	28,932,972	87%
<u>O&M Fund</u>												
Purchased Services	-	-	-	n/a	-	-	-	n/a	-	-	-	n/a
Capital Outlay	21,000	-	21,000	100%	121,000	-	121,000	100%	175,000	79,532	95,468	55%
Non-Cap Equip	9,000	-	9,000	100%	100	-	100	100%	25,000	-	25,000	n/a
Total O&M Fund	30,000	-	30,000	100%	121,100	-	121,100	100%	200,000	79,532	120,468	60%
Total Expenditures	41,073,558	4,509,059	36,564,499	89%	31,856,197	5,450,146	26,406,051	83%	33,375,717	4,322,277	29,053,440	87%
Revenues minus Expenditures	206,000	4,201,026			530,719	9,471,719			(219,006)	9,181,504		



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Control
 From: Melinda McGuffin, Executive Director
 Date: October 26, 2022
 Re: Enrollment

Purpose:

The purpose of this memo is to update the Board of Control regarding SASED enrollment for the current school year, and also provides enrollment numbers for SY18-19, 19-20, 20-21 and 21-22.

Background:

The charts below show the changes in enrollment for each SASED program. The first chart provides beginning and end of year data for school years 2018-19, 2019-20, 2020-21, and 2021-22. The second chart shows enrollment numbers for the current school year. Rows highlighted in yellow reflect changes between September 1, 2022, and October 1, 2022. Page two of this document provides information on current student enrollment by member district.

Beginning and End of Year Enrollments for 2018 through 2022

	Southeast	Directions	STARS	MN	Vision	DHH	Transition	Project SEARCH	Total Enrollment
August 2018 (8/14/18)	72	17	57	92	78	53	21		390
May 2019	110 total includes 5 CIBS sts	24	53	92	79	59	17		434 total includes 5 CIBS sts
September 2019 (9/3/19)	102	19	56	94	76	48	16	11	422
June, 2020	90.5	17	54	99	74	56.5	13	10	414
September 2020	74	14	46	98	71	52	18	11	384
June 2021	75	17	44	100	71	58	14	7	386
September 2021	63	19	37	100	64	46	15	11	355
June 2022	64	22	37	97	65	51	13	10	359

Current School Year Enrollment

	Southeast	Directions	STARS	MN	Vision	DHH	Transition	Project SEARCH	Total Enrollment
September 2021 (as of 9/7/21)	63	19	37	100	64	46	15	11	355
September, 2022	58	22	36	94	58	31	14	11	324
October, 2022	65	23	36	96	56	31	13	11	331
Gains/Losses	+7/0	+1/0	0/0	+2/0	0/-2	0/0	0/-1	0/0	+10/-3
Net Change 9/1/22-10/1/22	+7	+1	0	+2	-2	0	-1	0	+7

PROGRAM	LEVEL/CLASSROOM	PROGRAM CAPACITY	CURRENT ENROLLMENT	CURRENT OPENINGS	ENROLLMENT %
DHH	DHH NORTH EC	8	4	4	50.00%
	DHH NORTH EC/K	8	6	2	75.00%
	DHH NORTH PRIMARY	10	6	4	60.00%
	DHH NORTH INTERMEDIATE	10	8	2	80.00%
	DHH WJH MS	10	8	2	80.00%
	DHH TOTAL	46	32	14	69.57%
DIRECTIONS	DIRECTIONS INTERMEDIATE	10	4	6	40.00%
	DIRECTIONS MS	10	11	-1	110.00%
	DIRECTIONS HS	10	8	2	80.00%
	DIRECTIONS TOAL	30	23	7	76.67%
MULTI NEEDS	CONCORD FINA EC NON-MEDICAL	8	6	2	75.00%
	CONCORD NOESSEN EC MEDICAL	6	4	2	66.67%
	HILLCREST KIRKPATRICK MEDICAL PRI	7	7	0	100.00%
	KINGSLEY RAPONI MEDICAL PRI	5	5	0	100.00%
	PRAIRIEVIEW GOES PRI	8	6	2	75.00%
	PRAIRIEVIEW KLIMCZAK PRI	8	5	3	62.50%
	WATERBURY RYNDAK MEDICAL PRI	5	5	0	100.00%
	KINGSLEY LAPATO MEDICAL INT	5	5	0	100.00%
	WATERBURY MILLER INT	5	3	2	60.00%
	WINFIELD BRODERICK INT	9	5	4	55.56%
	PRAIRIEVIEW HUNT INT	8	5	3	62.50%
	ONEILL SUB MEDICAL MS	7	7	0	100.00%
	ONEILL DAHL MS	9	7	2	77.78%
	WINFIELD MISCH MS	9	5	4	55.56%
	WILLOWBROOK QUICK MEDICAL HS	9	8	1	88.89%
	WILLOWBROOK SEBO MEDICAL HS	6	6	0	100.00%
	WILLOWBROOK MARTINEZ MEDICAL HS	7	7	0	100.00%
	MULTI NEEDS TOTAL	121	96	25	79.34%
PROJECT SEARCH	NORTHWESTERN-CENTRAL DUPAGE	12	11	1	91.67%
	TOTAL	12	11	1	91.67%

SOUTHEAST	SOUTHEAST K-1	8	6	2	75.00%
	SOUTHEAST 1-2	10	7	3	70.00%
	SOUTHEAST 3-4	10	7	3	70.00%
	SOUTHEAST 4-5	10	7	3	70.00%
	SOUTHEAST 6-8	10	4	6	40.00%
	SOUTHEAST 7-8	10	0	10	0.00%
	SE RM 7 BALOGH 6-7	10	5	5	50.00%
	SOUTHEAST 8	10	5	5	50.00%
	SE RM 20 MORTON 11-12	10	7	3	70.00%
	SE RM 33 DOMBROW 11-12	10	8	2	80.00%
	SE RM 32 McFADDEN 9-10	10	4	6	40.00%
SOUTHEAST TOTAL		108	60	48	55.56%
STARS	HOLMES BRADY K	8	8	0	100.00%
	HOLMES WALTON 1-2	10	8	2	80.00%
	MAERCKER CHERRIE	10	8	2	80.00%
	CJH KAUFMANN	10	6	4	60.00%
	CJH STACHOREK	10	5	5	50.00%
STARS TOTAL		48	35	13	72.92%
TRANSITION	TRANSITION LAREN	10	6	4	60.00%
	TRANSITION ZACHARSKI	10	7	3	70.00%
	TRANSITION BELL	10	8	2	80.00%
	TRANSITION DUNCAN	10	7	3	70.00%
TRANSITION TOTAL		40	28	12	70.00%
VISION	SALT CREEK MAGNUSON	8	7	1	87.50%
	SWARTZ	10	4	6	40.00%
	ALBRIGHT FROEHLING	10	5	5	50.00%
	ALBRIGHT VANDERCAR	10	4	6	40.00%
	AT ARIANO	10	8	2	80.00%
	AT JACKSON	10	6	4	60.00%
	AT BRUSICH	10	7	3	70.00%
VISION TOTAL		68	41	27	60.29%
		COMBINED CAPACITY	CURRENT ENROLLMENT	COMBINED OPENINGS	ENROLLMENT %
SASED ENROLLMENT		473	326	147	68.92%

SASED PPO Plan			
	Tier 1	Tier 2	Out of Network
Calendar Year Deductible			
Embedded/Aggregate	Embedded	Embedded	Embedded
Individual	\$300	\$500	\$1,000
Family	\$900	\$1,500	\$3,000
Out-of-Pocket Maximum			
Embedded/Aggregate	Embedded	Embedded	Embedded
Individual	\$1,500	\$3,000	\$6,000
Family	\$4,500	\$9,000	\$18,000
Hospital Services			
Inpatient	90% after deductible	80% after deductible	70% after deductible
Outpatient	90% after deductible	80% after deductible	70% after deductible
Per Admission Inpatient Deductible	\$0	\$0	\$0
Emergency Room	\$100 copay and then 100%	\$100 copay and then 100%	70% after deductible
Urgent Care	90% after deductible	80% after deductible	70% after deductible
Outpatient			
Surgery	90% after deductible	80% after deductible	70% after deductible
Diagnostic	90% after deductible	80% after deductible	70% after deductible
Chiropractic Unlimited visit per CY	90% after deductible	80% after deductible	70% after deductible
PT/ST/OT limits Unlimited visit per CY	90% after deductible	80% after deductible	70% after deductible
Physician Office Visits			
Primary Care \$	90% after deductible	80% after deductible	70% after deductible
Virtual Visit	n/a	80% after deductible	70% after deductible
Specialist \$	90% after deductible	80% after deductible	70% after deductible
Wellness/Preventive	100% no deductible	100% no deductible	70% after deductible
Prescription Drugs			
Rx Network	Advantage		
Rx Formulary	Performance		
Separate Rx Deductible	N/A		
Separate Rx Out of Pocket	\$1000/\$2000		
Retail			
Tier 1	\$ 20.00		
Tier 2	\$ 30.00		
Tier 3	\$ 60.00		
2X for Home Delivery			
90 day Retail & Mail Order			
Tier 1	\$ 40.00		
Tier 2	\$ 60.00		
Tier 3	\$ 80.00		
Additional Provisions:			

SASED PPO Plan			
	Tier 1	Tier 2	Out of Network
Calendar Year Deductible			
Embedded/Aggregate	Embedded	Embedded	Embedded
Individual	\$500	\$750	\$1,500
Family	\$1,500	\$2,250	\$4,500
Out-of-Pocket Maximum			
Embedded/Aggregate	Embedded	Embedded	Embedded
Individual	\$1,500	\$3,000	\$6,000
Family	\$4,500	\$9,000	\$18,000
Hospital Services			
Inpatient	90% after deductible	70% after deductible	60% after deductible
Outpatient	90% after deductible	70% after deductible	60% after deductible
Per Admission Inpatient Deductible	\$0	\$0	\$0
Emergency Room	90% after deductible	70% after deductible	60% after deductible
Urgent Care	90% after deductible	70% after deductible	60% after deductible
Outpatient			
Surgery	90% after deductible	70% after deductible	60% after deductible
Diagnostic	90% after deductible	70% after deductible	60% after deductible
Chiropractic Unlimited visit per CY	90% after deductible	70% after deductible	60% after deductible
PT/ST/OT limits Unlimited visit per CY	90% after deductible	70% after deductible	60% after deductible
Physician Office Visits			
Primary Care \$	90% after deductible	70% after deductible	60% after deductible
Virtual Visit	90% after deductible	70% after deductible	60% after deductible
Specialist \$	90% after deductible	70% after deductible	60% after deductible
Wellness/Preventive	100% no deductible	100% no deductible	60% after deductible
Prescription Drugs			
Rx Network	Advantage		
Rx Formulary	Performance		
Separate Rx Deductible	n/a		
Separate Rx Out of Pocket	\$1000/\$2000		
Retail			
Tier 1	\$ 20.00		
Tier 2	\$ 30.00		
Tier 3	\$ 40.00		
90 day Retail & Mail Order			
Tier 1	\$ 40.00		
Tier 2	\$ 60.00		
Tier 3	\$ 80.00		
Additional Provisions:			

2022						
Monthly – fulltime with 24 pay periods	Single	Board	Total	Family	Board	Total
PPO - Certified & Non-Union Employees	186.00	744.00	930.00	781.47	1,637.21	2,418.68
PPO - Non-Certified Union Employees	186.00	744.00	930.00	781.47	1,637.21	2,418.68
HMOI - Certified & Non-Union Employees	142.04	568.16	710.20	568.43	1,204.62	1,773.05
HMOI - Non-Certified Union Employees	142.04	568.16	710.20	461.83	1,311.22	1,773.05
HMOBA - Certified Union Employees	131.73	526.90	658.63	512.62	1,134.68	1,647.30
HMOBA - Non-Certified Union Employees	131.73	526.90	658.63	322.18	1,325.12	1,647.30
PPO HSA - All Employees	142.12	568.47	710.59	568.49	1,208.03	1,776.52

Current Plan - 14.5% Increase

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2023 SINGLE	2022	2022 + 10%	Actual	Excess	50%of Excess	Single	Single + 10%	Single + Excess	Board	Board + 10%	Board + Excess	Total Premium
PPO - Certified & Non-Union Employees	930.00	1,023.00	1,064.85	41.85	20.93	186.00	204.60	225.53	744.00	818.40	839.33	1,064.85
PPO - Non-Certified Union Employees	930.00	1,023.00	1,064.85	41.85	20.93	186.00	204.60	225.53	744.00	818.40	839.33	1,064.85
HMOI - Certified & Non-Union Employees	710.20	781.22	813.18	31.96	15.98	142.04	156.24	172.22	568.16	624.98	640.96	813.18
HMOI - Non-Certified Union Employees	710.20	781.22	813.18	31.96	15.98	142.04	156.24	172.22	568.16	624.98	640.96	813.18
HMOBA - Certified Union Employees	658.63	724.49	754.13	29.64	14.82	131.73	144.90	159.72	526.90	579.59	594.41	754.13
HMOBA - Non-Certified Union Employees	658.63	724.49	754.13	29.64	14.82	131.73	144.90	159.72	526.90	579.59	594.41	754.13
PPO HSA - All Employees	710.59	781.65	813.63	31.98	15.99	142.12	156.33	172.32	568.47	625.32	641.31	813.63

2023 FAMILY	2022	2022 + 10%	Actual	Excess	50%of Excess	Family	Family + 10%	Family + Excess	Board	Board + 10%	Board + Excess	Total Premium
PPO - Certified & Non-Union Employees	2,418.68	2,660.55	2,769.39	108.84	54.42	781.47	859.62	914.04	1,637.21	1,800.93	1,855.35	2,769.39
PPO - Non-Certified Union Employees	2,418.68	2,660.55	2,769.39	108.84	54.42	781.47	859.62	914.04	1,637.21	1,800.93	1,855.35	2,769.39
HMOI - Certified & Non-Union Employees	1,773.05	1,950.36	2,030.14	79.78	39.89	568.43	625.27	665.16	1,204.62	1,325.08	1,364.97	2,030.14
HMOI - Non-Certified Union Employees	1,773.05	1,950.36	2,030.14	79.78	39.89	461.83	508.01	547.90	1,311.22	1,442.34	1,482.23	2,030.14
HMOBA - Certified Union Employees	1,647.30	1,812.03	1,886.16	74.13	37.07	512.62	563.88	600.95	1,134.68	1,248.15	1,285.21	1,886.16
HMOBA - Non-Certified Union Employees	1,647.30	1,812.03	1,886.16	74.13	37.07	322.18	354.40	391.46	1,325.12	1,457.63	1,494.70	1,886.16
PPO HSA - All Employees	1,776.52	1,954.17	2,034.12	79.95	39.97	568.48	625.33	665.30	1,208.04	1,328.84	1,368.82	2,034.12

14.5% Table

2023 Staff Premiums		
Monthly – fulltime with 24 pay periods	Single	Family
PPO - Certified & Non-Union Employees	225.53	914.04
PPO - Non-Certified Union Employees	225.53	914.04
HMOI - Certified & Non-Union Employees	172.22	665.16
HMOI - Non-Certified Union Employees	172.22	547.90
HMOBA - Certified Union Employees	159.72	600.95
HMOBA - Non-Certified Union Employees	159.72	391.46
PPO HSA - All Employees	172.32	665.30

Year over year - Staff Single		
2022	\$ Increase	% Increase
186.00	39.53	21.3%
186.00	39.53	21.3%
142.04	30.18	21.3%
142.04	30.18	21.3%
131.73	27.99	21.3%
131.73	27.99	21.3%
142.12	30.20	21.3%

Year over year - Staff Family		
2022	\$ Increase	% Increase
781.47	132.57	17.0%
781.47	132.57	17.0%
568.43	96.73	17.0%
461.83	86.07	18.6%
512.62	88.33	17.2%
322.18	69.28	21.5%
568.49	96.81	17.0%

Monthly – fulltime with 24 pay periods	Single	Family
PPO - Certified & Non-Union Employees	225.53	914.04
PPO - Non-Certified Union Employees	225.53	914.04
HMOI - Certified & Non-Union Employees	172.22	665.16
HMOI - Non-Certified Union Employees	172.22	547.90
HMOBA - Certified Union Employees	159.72	600.95
HMOBA - Non-Certified Union Employees	159.72	391.46
PPO HSA - All Employees	172.32	665.30

2023 Board Premiums		
Monthly	Single	Family
PPO - Certified & Non-Union Employees	839.33	1,855.35
PPO - Non-Certified Union Employees	839.33	1,855.35
HMOI - Certified & Non-Union Employees	640.96	1,364.97
HMOI - Non-Certified Union Employees	640.96	1,482.23
HMOBA - Certified Union Employees	594.41	1,285.21
HMOBA - Non-Certified Union Employees	594.41	1,494.70
PPO HSA - All Employees	641.31	1,368.82

Year over year - Board Single		
2022	\$ Increase	% Increase
744.00	95.33	12.8%
744.00	95.33	12.8%
568.16	72.80	12.8%
568.16	72.80	12.8%
526.90	67.51	12.8%
526.90	67.51	12.8%
568.47	72.84	12.8%

Year over year - Board Family		
2022	\$ Increase	% Increase
1,637.21	218.14	13.3%
1,637.21	218.14	13.3%
1,204.62	160.35	13.3%
1,311.22	171.01	13.0%
1,134.68	150.53	13.3%
1,325.12	169.58	12.8%
1,208.03	160.79	13.3%

2022						
Monthly – fulltime with 24 pay periods	Single	Board	Total	Family	Board	Total
PPO - Certified & Non-Union Employees	186.00	744.00	930.00	781.47	1,637.21	2,418.68
PPO - Non-Certified Union Employees	186.00	744.00	930.00	781.47	1,637.21	2,418.68
HMOI - Certified & Non-Union Employees	142.04	568.16	710.20	568.43	1,204.62	1,773.05
HMOI - Non-Certified Union Employees	142.04	568.16	710.20	461.83	1,311.22	1,773.05
HMOBA - Certified Union Employees	131.73	526.90	658.63	512.62	1,134.68	1,647.30
HMOBA - Non-Certified Union Employees	131.73	526.90	658.63	322.18	1,325.12	1,647.30
PPO HSA - All Employees	142.12	568.47	710.59	568.49	1,208.03	1,776.52

BCO - 7.5% Increase

Revised 2022-10-21 - dcr

7.5% Table

2023 SINGLE	2022	2022 + 7.5%	2022 Single	2023 Single	2022 Board	2023 Board	Total 2023 Premium
PPO - Certified & Non-Union Employees	930.00	999.75	186.00	199.95	744.00	799.80	999.75
PPO - Non-Certified Union Employees	930.00	999.75	186.00	199.95	744.00	799.80	999.75
HMOI - Certified & Non-Union Employees	710.20	763.47	142.04	152.69	568.16	610.77	763.46
HMOI - Non-Certified Union Employees	710.20	763.47	142.04	152.69	568.16	610.77	763.46
HMOBA - Certified Union Employees	658.63	708.03	131.73	141.61	526.90	566.42	708.03
HMOBA - Non-Certified Union Employees	658.63	708.03	131.73	141.61	526.90	566.42	708.03
PPO HSA - All Employees	710.59	763.88	142.12	152.78	568.47	611.11	763.89

Monthly – fulltime with 24 pay periods	Single	Family
PPO - Certified & Non-Union Employees	199.95	840.08
PPO - Non-Certified Union Employees	199.95	840.08
HMOI - Certified & Non-Union Employees	152.69	611.06
HMOI - Non-Certified Union Employees	152.69	496.47
HMOBA - Certified Union Employees	141.61	551.07
HMOBA - Non-Certified Union Employees	141.61	346.34
PPO HSA - All Employees	152.78	611.12

2023 FAMILY	2022	2022 + 7.5%	2022 Family	2023 Family	2022 Board	2023 Board	Total 2023 Premium
PPO - Certified & Non-Union Employees	2,418.68	2,600.08	781.47	840.08	1,637.21	1,760.00	2,600.08
PPO - Non-Certified Union Employees	2,418.68	2,600.08	781.47	840.08	1,637.21	1,760.00	2,600.08
HMOI - Certified & Non-Union Employees	1,773.05	1,906.03	568.43	611.06	1,204.62	1,294.97	1,906.03
HMOI - Non-Certified Union Employees	1,773.05	1,906.03	461.83	496.47	1,311.22	1,409.56	1,906.03
HMOBA - Certified Union Employees	1,647.30	1,770.85	512.62	551.07	1,134.68	1,219.78	1,770.85
HMOBA - Non-Certified Union Employees	1,647.30	1,770.85	322.18	346.34	1,325.12	1,424.50	1,770.84
PPO HSA - All Employees	1,776.52	1,909.76	568.48	611.12	1,208.04	1,298.64	1,909.76

Table ready for Mindy 2022-10-19

2023 Staff Premiums		
Monthly – fulltime with 24 pay periods	Single	Family
PPO - Certified & Non-Union Employees	199.95	840.08
PPO - Non-Certified Union Employees	199.95	840.08
HMOI - Certified & Non-Union Employees	152.69	611.06
HMOI - Non-Certified Union Employees	152.69	496.47
HMOBA - Certified Union Employees	141.61	551.07
HMOBA - Non-Certified Union Employees	141.61	346.34
PPO HSA - All Employees	152.78	611.12

Year over year - Staff Single		
2022	\$ Increase	% Increase
186.00	13.95	7.50%
186.00	13.95	7.50%
142.04	10.65	7.50%
142.04	10.65	7.50%
131.73	9.88	7.50%
131.73	9.88	7.50%
142.12	10.66	7.50%

Year over year - Staff Family		
2022	\$ Increase	% Increase
781.47	58.61	7.50%
781.47	58.61	7.50%
568.43	42.63	7.50%
461.83	34.64	7.50%
512.62	38.45	7.50%
322.18	24.16	7.50%
568.49	42.63	7.50%

2023 Board Premiums		
Monthly	Single	Family
PPO - Certified & Non-Union Employees	799.80	1,760.00
PPO - Non-Certified Union Employees	799.80	1,760.00
HMOI - Certified & Non-Union Employees	610.77	1,294.97
HMOI - Non-Certified Union Employees	610.77	1,409.56
HMOBA - Certified Union Employees	566.42	1,219.78
HMOBA - Non-Certified Union Employees	566.42	1,424.50
PPO HSA - All Employees	611.11	1,298.64

Year over year - Board Single		
2022	\$ Increase	% Increase
744.00	55.80	7.50%
744.00	55.80	7.50%
568.16	42.61	7.50%
568.16	42.61	7.50%
526.90	39.52	7.50%
526.90	39.52	7.50%
568.47	42.64	7.50%

Year over year - Board Family		
2022	\$ Increase	% Increase
1,637.21	122.79	7.50%
1,637.21	122.79	7.50%
1,204.62	90.35	7.50%
1,311.22	98.34	7.50%
1,134.68	85.10	7.50%
1,325.12	99.38	7.50%
1,208.04	90.60	7.50%

Dental				
Carrier	Monthly	Annual	\$ Change	% Change
Current Guardian	17,536.24	210,434.88	n/a	n/a
Met Life	17,254.73	207,056.76	(3,378.12)	-1.61%
Met Life (10-21)	17,155.70	205,868.44	(4,566.44)	-2.17%

Vision				
Carrier	Monthly	Annual	\$ Change	% Change
Current VSP	2,146.00	25,749.00	n/a	n/a
Met Life	1,997.00	23,964.00	(1,785.00)	-6.93%



SASED Insurance Renewal (Medical, Dental, Vision, LTD, Life)

Background

SASED is self-insured for both medical and dental insurance. SASED purchases the services of a third-party administrator and discount network to process its claims, keep the plans compliant with constantly changing laws and regulations, and reduce costs. The 2023 renewal recommendations are Blue Cross and Blue Shield of Illinois (BCBS) for medical and MetLife for dental. All claims net of discounts are SASED's responsibility.

To limit potential cost of claims, SASED purchases "stop loss" coverage on an individual and an aggregate basis for medical insurance. The stop loss limit for individual claims is \$125,000 per occurrence per year. SASED's stop loss limit for aggregate claims is calculated based upon expected claims, which are estimated by an actuary, and then increased by a factor. Aggregate claim insurance levels are typically set above reasonable expectations, but this coverage is necessary to place a limit on SASED's potential liability for future claims. Due to the benefit limitations associated with dental insurance, stop loss coverage is not required for SASED's dental plan. All insurance is renewed on a calendar year basis. Open enrollment will occur in November for an effective date of January 1, 2023. A summary of each recommended offering follows.

Renewal – Medical Insurance

SASED's initial 2023 medical increase proposal was 14.5%. The significant increase was a function of higher claims experience.

The two collective bargaining agreements state *"the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 20% contribution level required for full time employees. However, once the cost of insurance changes by more than 10% for a fiscal year the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board."*

An alternate proposal with a 7.5% increase was to change to BCBS's Blue Choice Option (BCO). The Blue Choice Option network is a slightly smaller network than the current network. The lower increase reflects BCBS passing along network discount savings.

The Blue Choice Option (BCO) creates a third service tier. Whereas the current plans have Tier 1 (in-network) and Out-of-Network, the BCO adds a Tier 2. Claims under Tier 2 providers would have an out-of-pocket limit and coinsurance rate between Tier 1 and Out-of-Network. The result of the change is staff who choose to acquire medical services from a Tier 2 provider will pay more out of pocket than with the current plan. However, those staff will still have full coverage and still experience the lower monthly premiums.

Based on a SASED usage analysis, there are a small number of staff who would experience a change from Tier 1 to Tier 2 to access for UChicago Medicine, NorthShore University HealthSystem, and Lurie Children's Hospital as a Tier 2 option in the network.

The disruption analysis is below:



Disruption Analysis Prepared for:
 School Association for Special Education in DuPage

The match process results are shown below:

	IL-PPO	Blue Choice Options
Total Records	2,082	2,082
Total Matches	2,056	1,912
Percent Matched	98.75%	91.83%
Total Paid Amount	\$2,408,747	\$2,408,747
Total Paid Matches	\$2,376,837	\$2,039,902
Total Paid Percent Matched	98.68%	84.69%

The insurance committee met October 18, 2022. Horton, SASED’s insurance broker, made a presentation and led a discussion with committee members. At the conclusion of the meeting, committee members expressed support for changing to the Blue Choice Option plan.

2023 medical insurance rates (combined board and staff) will increase by 7.5% from 2022. A more thorough analysis of the plan change impacts is attached to this memo. The monthly employee cost is listed below for each plan:

Monthly – fulltime with 24 pay periods	Single	Family
PPO - Certified & Non-Union Employees	199.95	840.08
PPO - Non-Certified Union Employees	199.95	840.08
HMOI - Certified & Non-Union Employees	152.69	611.06
HMOI - Non-Certified Union Employees	152.69	496.47
HMOBA - Certified Union Employees	141.61	551.07
HMOBA - Non-Certified Union Employees	141.61	346.34
PPO HSA - All Employees	152.78	611.12

Dental Insurance Changes

The insurance committee also expressed support for a change in Dental provider from Guardian to MetLife.

MetLife will actually have more providers in-network than Guardian.

Disruption Analysis

MetLife- 69% Match
 Guardian- 58% Match

MetLife Dental Employee Cost

Employee cost \$34.86
 Family cost \$96.55



School Association for Special Education in DuPage
Melinda McGuffin, Ed.D.
Executive Director

MetLife's proposal provides a 2-year rate guarantee with a 2.17% reduction from 2022. The expected annual cost is \$205,868. The provider change to MetLife will not change benefits or benefit levels for the employees.

The savings available by changing to MetLife for Dental requires a change in vision providers from VSP to MetLife. MetLife will provide a plan commensurate with the plan previously provided by VSP.

Voluntary Vision Insurance

Employees can purchase vision insurance coverage on a voluntary basis. MetLife offered a 4-year rate guarantee at a 7% reduction from the current plan.

Life and AD&D Insurance

SASED provides \$50,000 life insurance coverage to all employees through Dearborn National. Rates will renew with no increase at an estimated annual cost of \$18,581.

Long Term Disability Insurance

SASED provides long term disability insurance to its certified bargaining unit and extends these benefits to its certified administrators. Rates will renew with Dearborn National with no increase at an estimated annual cost of \$34,602.

Voluntary Supplemental Life Insurance

Employees can purchase additional life insurance coverage on a voluntary basis from Dearborn National.

ADMINISTRATION'S RECOMMENDATIONS

1. Renew the self-funded medical insurance program with Blue Cross and Blue Shield of Illinois using the Blue Choice Option plan with a specific stop loss limit of \$125,000 per occurrence.
2. Approve MetLife as the new Dental insurance carrier.
3. Renew the Life and AD&D insurance program with Dearborn National.
4. Renew the Long-term Disability insurance carrier with Dearborn National.
5. Approve MetLife as the new Voluntary Vision insurance carrier.
6. Renew the Voluntary Supplemental Life insurance program with Dearborn National.