



**Board of Control Meeting
December 7, 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. **FOIA from Attorney Daniels, Long & Pinsel, LLC**
5. **Executive Summary**
6. **Consent Agenda**
 - a. Approve the Open and Closed Session Minutes from the 10-26-22 Board of Control Meeting
 - b. Approve the destruction of the Closed Session audio recordings from January 27, 2021, February 24, 2021, March 24, 2021, and April 28, 2021
 - c. Approve the Minutes from the 9-14-22 Finance Committee Meeting
 - d. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirements and Appointments of Contracted Licensed and Educational Support Staff; and the Change of Employment Status for Licensed and Educational Support Staff
 - e. Accept the Financial Reports
 - 1) Treasurers Report
 - 2) Revenue & Expenditure Reports
 - 3) Gross Payrolls
 - 4) Interim Payrolls
 - 5) Bill List
 - 6) Interim Checks
 - 7) Voided Checks
 - f. Approve the Authorization to Release December 2022 Disbursements Prior to the January 2023 Board of Control Meeting
 - g. Approve the New BCBS Healthcare Plan for SASED Staff effective 1-1-23
 - h. Approve the New Met Life Vision and Dental Plans for SASED Staff effective 1-1-23
 - i. Approve the Second Amendment to the Intergovernmental Agreement between the Illinois State Board of Education (ISBE) and SASED, which terminates on March 31, 2023.
 - j. Approve the Agreement between SASED and Jackie Girgis for two bilingual psychological evaluations for two students in the amount of \$3,000.
 - k. Approve the Agreement between SASED and Maha Hasan for speech-language therapy services from November 1 through December 1, 2022 in the amount of \$2,400 plus additional costs for requested interpretation services.
 - l. Approve the Agreement between SASED and Central Institute for the Deaf (CID) for professional development for DHH Staff on November 21 and 22, 2022, in the amount of \$450.
 - m. Approve the Host Organization Site Agreement with Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center for March 2 and March 3, 2023 Training Seminars
 - n. Approve the Agreement between SASED and Cue College for Professional Development Services

- o. Approve the Agreement between SASED and Kary Zarate for Spring Institute Days professional development in the amount of \$2500
 - p. Approve the Agreement between SASED and Community Partners for Spring Institute Days professional development in the amount of \$4000
 - q. Approve the Agreement between Early Choices and Bridget Brown for services as the speaker for Preschool Inclusion Roundtable in the amount of \$300
 - r. Approve the E-Rate 2023 Funding Year Contract and Letter of Agency for Zeller and Associates, LLC
 - s. Approve the Intergovernmental Agreement with East Aurora SD 131 for DHH Program - Student A
 - t. Approve the Intergovernmental Agreement with East Aurora SD 131 for Vision Program - Student A
 - u. Approve the Intergovernmental Agreement with East Aurora SD 131 for Vision Program - Student B
 - v. Second reading of SASED Policy 2:230 - Public Participation at School Board Meetings and Petitions to the Board
 - w. Second reading of SASED Policy 4:10 - Fiscal and Business Management
 - x. Second reading of SASED Policy 4:70 - Resource Conservation
 - y. Second reading of SASED Policy 4:80 - Accounting and Audits
 - z. Second reading of SASED Policy 4:180 - Pandemic Preparedness; Management and Recovery
 - aa. Second reading of SASED Policy 5:70 - Religious Holidays
 - bb. Second reading of SASED Policy 5:80 - Court Duty
 - cc. Second reading of SASED Policy 5:240 - Suspension
 - dd. Second reading of SASED Policy 5:270 - Employment At-Will, Compensation, and Assignment
 - ee. Second reading of SASED Policy 6:80 - Teaching About Controversial Issues
 - ff. Second reading of SASED Policy 6:140 - Education and Homeless Issues
 - gg. Second reading of SASED Policy 6:290 - Homework
 - hh. Second reading of SASED Policy 7:15 - Student and Family Privacy Rights
 - ii. Second reading of SASED Policy 7:190 - Student Behavior
 - jj. Second reading of SASED Policy 7:190-AP4 - Administrative Procedure - Use of Isolated Time Out, Time Out, and Physical Restraint
 - kk. Second reading of SASED Policy 7:230 - Misconduct by Students with Disabilities
 - ll. Second reading of SASED Policy 7:270 - Administering Medicines to Students
 - mm. Second reading of SASED Policy 7:285 - Anaphylaxis Prevention, Response and Management Program
7. **Discussion Without Action**
- a. Enrollment Update
 - b. Strategic Plan Progress Update
 - c. Current SASED Organizational Chart
 - d. Board Committee Updates
8. **Discussion with Action**
- a. Approve the disposal of (2) 2005 Chevrolet Express Vans, (1) 2004 Chevrolet Express Van, and (1) 2008 Dodge Caravan SE
9. **Adjournment**

DANIELS, LONG & PINSEL, LLC

ATTORNEYS AT LAW

Richard C. Daniels
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November 16, 2022

VIA ELECTRONIC & REGULAR MAIL

School Association for Special Education in DuPage County (“SASED”)
Attn: FOIA Officer
2900 Ogden Avenue
Lisle, Illinois 60532
E-mail: mmcguffin@sased.org

Re: Freedom of Information Act Request

Dear FOIA Officer:

Please consider this correspondence a formal request for public records pursuant to the *Illinois Freedom of Information Act* (“FOIA”) as delineated at 5 ILCS 140/1 *et seq.* If any part of this request is denied, please reference both the specific document and the legal basis for the denial. It is our understanding that SASED, a special education cooperative, (the “Cooperative”) is in possession of the public records being sought per this request.

Pursuant to FOIA, for each request below please provide any and all information available, including, but not limited to, any written and computerized statistical or electronic information, for the last two fiscal years, specifically 2019-2020 and 2020-2021:

1. A copy of the General Ledger, Chart of Accounts and Trial Balance (if feasible, pursuant to Section 6(a) of FOIA, each formatted in Excel or as CSV document) for the Cooperative, that includes the following information, as applicable:
 - a. Transaction Date
 - b. Transaction Type
 - c. Transaction Number
 - d. Customer Name
 - e. Vendor Name
 - f. Memo Description
 - g. Account Numbers
 - h. Account Name Descriptions
 - i. Account Types
 - j. Financial Statement Types
 - k. Programs
 - l. Classes
 - m. Locations
 - n. Dimensions
 - o. Fund Codes
 - p. Beginning Balance
 - q. Debit
 - r. Credit
 - s. Amount
 - t. Ending Balance

2. Number of enrollment days for each program of the special education cooperative organized by program and also by public school districts (if feasible, pursuant to Section 6(a) of FOIA, formatted in Excel or as CSV document).
3. For each program run by the Cooperative, please provide the following information:
 - a. Separate schedule of tuition costs including, but not limited to, educational, related services, and transportation costs, for member school districts and non-member school districts.
 - b. A copy of an Expenses by Program statement (if feasible, pursuant to Section 6(a) of FOIA, formatted in Excel or as CSV document).
 - c. A copy of an Revenues by Program statement (if feasible, pursuant to Section 6(a) of FOIA, formatted in Excel or as CSV document).
4. For each program run by the Cooperative, provide a list of all administrative, educational, related service, and support staff employees that includes each listed employee's position and salary cost, including benefits.

The principal purpose of these information requests is to protect the health, safety, welfare and legal rights of the general public. These requests for information are not for the purpose of personal or commercial gain. Accordingly, pursuant to 5 ILCS 104/6(b), we request a waiver of any copying fee. Please be aware that FOIA requests require a response within five (5) business days of your receipt. We look forward to your timely compliance, since this correspondence is being received by you electronically today. If you have any questions regarding this letter, please contact me.

Sincerely,



Elliot A. Pinsel



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

**Executive Summary for Board of Control Meeting
December 7, 2022**

Below are highlights of non-routine items that are on the consent agenda for the upcoming meeting.

If there are any items on the consent agenda that you would like additional information about before a vote, those items can be removed from the consent agenda and placed on the agenda under discussion with action.

Please call me at any time with any questions about the agenda items and I will be happy to provide additional clarification. I can be reached at 630-955-8104.

FOIA

- Daniels, Long, & Pinsel, LLC- requested documents have been submitted to the requestor

Consent

- Mr. David Sellers, previous interim Director of Business for SASED has started an engagement with SASED.
 - \$85.00/hour, 20 hrs/week, 3 weeks per month
- Second Amendment to the Second Renewal of the Inter-governmental Grant Agreement dated May 18, 2020, (MY20445) PDG grant
- Jackie Girgis, Bilingual Psychologist, two student evaluations cost not to exceed \$3000
- Maha Hasan, Bilingual SLP, two student evaluations cost not to exceed \$2400
- Central Institute for Deaf-CID 3 hours of professional development for SASED DHH staff \$450.00
- REMS-Readiness and Emergency Management for Schools TA contract for Spring Institute Day
- Cue College professional development
- Kary Zarate professional development for Spring Institute Days \$2500
- Community Partners professional development for Spring Institute Days \$4000
- Early Choices and Bridget Brown as speaker for Preschool Inclusion Roundtable \$300
- DWC IGA with East Aurora 131 for DHH program-junior high
- DWC IGA with East Aurora 131 for Vision program-elementary
- DWC IGA with East Aurora 313 for Vision program-high school

Discussion/Information Without Action

- Enrollment Report
 - What is the current enrollment across the membership? Are overall student numbers changing? (Dr. Rich)
- Strategic Plan Progress Update
- Current Organizational Chart



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

- Board Committee Updates
 - **Protocols Committee**-December 5, 2022
 - Summary of the activities of the committee
 - Governance survey of cooperatives is underway
 - **Finance Committee**-November 30, 2022
 - Summary of the activities of the committee
 - Follow up from September 14, 2022
 - Fingerprint pilot with charge to district of \$44.00/person has started
 - Tentative opening up this service to all districts in December
 - **Policy Committee**-December 8, 2022
 - Second reading of policies
 - November 10, 2022, met with Boyd Ferguson from IASB. Completed policy manual sections 1,2,3. January anticipated sections 4 and 5, February anticipated sections 6,7,8.

Discussion with Action

- Auto Disposals
 - Requesting that the Board approve the disposal of four vehicles:
 - (2) 2005 Chevrolet Express Vans and (1) 2004 Chevrolet Express Van
 - (1) 2008 Dodge Grand Caravan SE



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

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

OPEN SESSION MINUTES

Dr. Matt Rich, Chairperson, called the meeting to order at 6:01pm and welcomed those in attendance.

Roll call was taken with the following responding:

Present:	District	Representative
	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Dr. Kristina Davis
	Winfield School District 34	Dr. Matt Rich
	School District 45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Woodridge School District 68	Mr. Tom Ruggio
	DuPage High School District 88	Dr. Jean Babanente
	Community High School District 94	Lynn Casey-Maher
	Community High School District 99	Joanna Vazquez-Drexler
	Westmont Community Unit School District 201	Lean Conover
	Lisle Community Unit School District 202	Steve Lesniak

Absent: Cass School District 63
Center Cass School District 66
Community Consolidated School District 180
Elmhurst Community Unit School District 205

Present: 14 Districts **Absent:** 4 Districts

Also in attendance:

- Dr. Melinda McGuffin, Executive Director, SASED
- Don Robinson, Treasurer and Director of Business Services/CSBO, SASED
- Julie Grohn, Director of Human Resources, SASED
- Matthew Layton, Director of Programs and Services, SASED
- Christine Martin, Assistant Director of Programs and Services, SASED
- Senga Lowe, Board Recording Secretary, SASED

2. Pledge of Allegiance
3. Public Comment - No public comments
4. Consent agenda

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

- 1) Approved the Open Session Minutes from the 9-28-22 Board of Control Meeting.
- 2) Approved the Closed Session Minutes from the 9-28-22 Board of Control Meeting.
- 3) Approved the Minutes from the 12-8-21 Policy 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 Authorization to Release November 2022 disbursements prior to the December 2022 Board of Control Meeting
- 6) Approved the Financial Reports
 - a) Treasurer's Report - August 2022
 - b) Revenue & Expenditure Reports - August 2022
 - c) Gross Payrolls - \$1,672,006.95
 - d) Interim Payrolls - \$588,659.73
 - e) Bill List - \$850,323.49
 - f) Interim Checks - \$656,042.87
- 7) Approved the Plan Source Open Enrollment Statement
- 8) Approved the SASED Staff Flu Voucher from CHC Wellness
- 9) Approved the Weiss Snow Removal, Inc. Contract for SY22-23 at Southeast
- 10) Read the Revisions to SASED Policy 2:230 - Public Participation at School Board Meetings and Petitions to the Board
- 11) Read the Revisions to SASED Policy 4:10 - Fiscal and Business Management
- 12) Read the Revisions to SASED Policy 4:70 - Resource Conservation
- 13) Read the Revisions to SASED Policy 4:80 - Accounting and Audits
- 14) Read the Revisions to SASED Policy 4:180 - Pandemic Preparedness; Management; and Recovery
- 15) Read the Revisions to SASED Policy 5:70 - Religious Holidays
- 16) Read the Revisions to SASED Policy 5:80 - Court Duty
- 17) Read the Revisions to SASED Policy 5:240 - Suspension
- 18) Read the Revisions to SASED Policy 5:270 - Employment At-Will, Compensation, and Assignment
- 19) Read the Revisions to SASED Policy 6:80 - Teaching About Controversial Issues
- 20) Read the Revisions to SASED Policy 6:140 - Education and Homeless Issues
- 21) Read the Revisions to SASED Policy 6:290 - Homework
- 22) Read the Revisions to SASED Policy 7:15 - Student and Family Privacy Rights
- 23) Read the Revisions to SASED Policy 7:190 - Student Behavior
- 24) Read the Revisions to SASED Policy 7:190-AP- Administrative Procedure for Use of Isolated Time Out, Time Out, and Physical Restraint
- 25) Read the Revisions to SASED Policy 7:230 - Misconduct by Students with Disabilities
- 26) Approved the Removal of SASED Policy 7:232 - Use of Isolated Time Out and Physical Restraint
- 27) Read the Revisions to SASED Policy 7:270 - Administering Medicines to Students
- 28) Read the Revisions to SASED Policy 7:285 - Anaphylaxis Prevention, Response and Management Program (previously Food Allergy)
- 29) Approved the SOPPA for Global Grid for Learning (GG4L)
- 30) Approved the Intergovernmental Agreement for SY22-23 with Marquardt SD 15 at Southeast for Student A

- 31) Approved the Intergovernmental Agreement for SY22-23 with North Palos SD 117 Vision Program at Stella May Swartz School SD 48 for Student A
- 32) Approved the Intergovernmental Agreement for SY22-23 with Marquardt SD 15 Multi-Needs Program at Waterbury for Student A
- 33) Approved the Intergovernmental Agreement for SY22-23 with CASE for Adaptive PE Services in the amount of \$12,295.80
- 34) Approved the Independent Contractor Agreement between SASSED and Cue College for Professional Development for DHH Staff in the amount of \$360

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Dr. Kristina Davis
	Winfield School District 34	Dr. Matt Rich
	School District 45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Dr. Jean Babanente
	Community High School District 94	Lynn Casey-Maher
	Community High School District 99	Joanna Vazquez-Drexler
	Westmont Community Unit School District 201	Lean Conover
	Lisle Community Unit School District 202	Steve Lesniak

Nays: none

Absent: Cass School District 63
Center Cass School District 66
Community Consolidated School District 180
Elmhurst Community Unit School District 205

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

Upon roll call vote, motion carried.

5. Discussion Without Action

1) Informational/Correspondence

- a) Strategic Planning Update - presented by Dr. Mindy McGuffin. Phase 1, which includes Individual interviews, focus groups and the survey, has been concluded. Brian Harris of HYA will meet with the Strategic Planning Committee on November 10 to review the results and discuss the next steps. A draft of the strategic plan is anticipated to be presented at the joint board meeting in January 2023.
- b) Budget Progress Report - Mr. Robinson will follow up on two questions asked by Dr. Rich regarding federal grants and other objects on the budget progress statement. Mr. Robinson will further provide information about non-capital equipment.
- c) Enrollment Update -Discussion continued on the impact of lower enrollment on tuition cost, concerns about the financial structural deficit and its impact on cooperative costs and sustainability of current programs and services at current enrollment levels. Matt Layton and

Christine Martin provided the Board with an enrollment report that tracked the enrollment numbers from SY18-19 to the current school year. Matt shared that district administrators will begin to be provided with a weekly enrollment dashboard report for their review starting in mid-November. This dashboard will assist with conversations around district needs and how SASED can serve each student and district. SASED will monitor actual and anticipated student enrollment, referrals, and anticipated needs from each district to help facilitate the discussion for staffing needs and program efficiencies before the January budget planning meeting. Dr. Rich asked administration to provide a report showing enrollment changes in member districts from 2019 until 2022, prior to the next board meeting following Board members weighing in on their current enrollment trends and increase in needs for student behavior/mental health supports.

6. Closed Session

I move to recess to closed session at 6:19pm for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1

This Motion, made by Member Rich and seconded by Member Buscemi, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Dr. Kristina Davis
	Winfield School District 34	Dr. Matt Rich
	School District 45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Dr. Jean Babanente
	Community High School District 94	Lynn Casey-Maher
	Community High School District 99	Joanna Vazquez-Drexler
	Westmont Community Unit School District 201	Lean Conover
	Lisle Community Unit School District 202	Steve Lesniak

Nays: none

Absent: Cass School District 63
Center Cass School District 66
Community Consolidated School District 180
Elmhurst Community Unit School District 205

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

Upon roll call vote, motion carried.

I move to convene from closed session and return to open session at 6:57pm. This Motion, made by Member Rich and seconded by Member Ruggio, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Dr. Kristina Davis
	Winfield School District 34	Dr. Matt Rich
	School District 45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Dr. Jean Babanente
	Community High School District 94	Lynn Casey-Maher
	Community High School District 99	Joanna Vazquez-Drexler
	Westmont Community Unit School District 201	Lean Conover
	Lisle Community Unit School District 202	Steve Lesniak

Nays: none

Absent: Cass School District 63
Center Cass School District 66
Community Consolidated School District 180
Elmhurst Community Unit School District 205

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

Upon roll call vote, motion carried.

7. Discussion With Action

- 1) Insurance Renewal - Dr. McGuffin discussed the new proposed insurance for SASED staff. The current renewal with BCBS would have increased over 14.5%. The new program, BCBS Blue Choice options, offers staff three tiers to choose from and will result in a 7.5% increase. Detailed information regarding the plan changes and options will be distributed to staff for review before the open enrollment dates in November.

I move to approve the SASED Insurance Renewal as presented. This motion, made by Member Rich and seconded by Member Conover, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Dr. Kristina Davis
	Winfield School District 34	Dr. Matt Rich
	School District 45, DuPage County	Dr. Anthony Palmisano
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Woodridge School District 68	Tom Ruggio
	DuPage High School District 88	Dr. Jean Babanente
	Community High School District 94	Lynn Casey-Maher
	Community High School District 99	Joanna Vazquez-Drexler
	Westmont Community Unit School District 201	Lean Conover

Nays: none

Absent: Cass School District 63
Center Cass School District 66
Community Consolidated School District 180
Elmhurst Community Unit School District 205

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

Upon roll call vote, motion carried.

8. Adjournment

I move to adjourn at 7:04pm. This Motion, made by Member Kielminski and seconded by Member Casey-Maher, Passed.

Upon voice vote, motion carried.

Minutes approved by:

Dr. Matt Rich
Chairperson

Date

Dr. Anthony Palmisano
Secretary

Date



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**FINANCE COMMITTEE MEETING
September 14, 2022 - 5:30 PM
SASED Administrative Center
2900 Ogden Avenue, Lisle, IL 60532**

MEETING MINUTES

1. Call to Order/Roll Call

Dr. Matt Rich called the meeting to order at 5:34 PM and welcomed those in attendance. Roll call was taken with the following responding:

Present:	District	Representative
	Benjamin SD 25	Jack Buscemi
	Winfield SD 34	Dr. Matt Rich
	Salt Creek SD 48	Ray Kielminski
	Maercker SD 60	Sue Caddy
	Westmont CUSD 201	Leah Conover
Absent:	Woodridge SD 68	Thomas Ruggio

Also in Attendance:

Dr. Melinda McGuffin, Executive Director, SASED
Don Robinson, Director of Business Services, CSBO, SASED
Julie Grohn, Director of Human Resources, SASED
Senga Lowe, Board Recording Secretary, SASED

2. Approval of Minutes from May 5, 2022 Finance Committee Meeting

Motion was made to approve the Minutes from the May 5, 2022 Finance Committee Meeting. This motion, made by Mr. Buscemi and seconded by Mr. Kielminski, and all members were an Aye. Item was passed.

3. Summer School 2023 Program Budget and Fees

Mrs. Grohn presented discussion to committee. Dr. Rich raised a question regarding increasing the budget to be more accurate with relation to staffing shortage for summer school. Cost would increase if we had to use contract staffing. Dr. McGuffin informed the committee that we are looking at hiring staff now to fill summer positions. Discussion regarding determination of pay rates and the use of SASED staff, contract staff, and summer only hires.

Next steps: Mrs. Grohn to proceed with HR component. Mr. Robinson to revise finance and tuition costs to reflect 2022 ESY actual and report back to committee with revisions.

4. Fingerprinting Pilot

Mrs. Grohn presented to the committee that SASED would like to initiate a fingerprinting pilot program starting with 4 districts to support their hiring process. Appointments would be made SASED and approximately 6 staff members who have the ability to perform fingerprinting. Cost to districts would be \$44 per fingerprinting client. Mr. Robinson stated that we are excluded from the Biometrics Act because SASED is a government agency.

Next steps: Mrs. Grohn will move forward with development of pilot program and this item will be added to the

consent agenda for the next Board of Control meeting on September 28, 2022.

5. Business Office Succession Planning

Mrs. Grohn discussed hiring two new staff for the business office in the anticipation of potential retirements in this department in the next couple of years.

Next steps: Continue to consider internships through local colleges and to move forward with hiring 2-3 new staff members of various types based on availability. Committee agreed that the Assistant Director of Business Services/CSBO's salary range was acceptable.

6. Staff Evaluation Platform Recommendation

Mrs. Grohn presented a recommendation to the committee to move from TalentEd to Evaluwise as a staff evaluation platform for the upcoming school year. Discussion of the benefits of switching to Evaluwise and the anticipated cost.

Next steps: Mrs. Grohn will move forward with pursuing a 3-year agreement and begin to plan for the platform transition.

7. Non-certified Staff Salary Ranges

Mrs Grohn to research the median salary range which includes standard percentage increases, compare that to our current bands, and make adjustments accordingly. These bands could change in a positive or negative direction based on the median.

Next steps: Mrs. Grohn and Mr. Robinson to prepare a report of comparable salaries and present the report to the Board of Control in December. Annually pay range bands to be reviewed by the Board of Control and Finance Committee on a yearly basis.

8. Employee Recognition and Appreciation Budget

Mrs. Grohn presented a schedule of activities and costs for employee recognition and appreciation throughout the year. There was discussion about collaboration with District PTOs. Mrs. Grohn to follow up with PTOs.

Next steps: Add the employee recognition and appreciation budget to the consent agenda for the September 28, 2022 Board of Control meeting.

9. Negotiations

Dr. McGuffin inquired about potential date ranges to begin negotiations and inquired about committee members for the upcoming support staff negotiations.

Next steps: Negotiations to be added as closed session item for September 28, 2022 Board of Control meeting.

10. Upcoming Bids - Food Service, Transportation and Bus Lease Expiration

Dr. McGuffin discussed SASED's program and service transportation needs including the use of internal and external transportation providers for the 23-24 SY including contracted providers and ISASED's current lease of vehicles including 5 buses and 5 vans. SASED currently supports the bid/extension for a multi-district transportation contract. Lunch program bid requirements are changing.

Next steps: Begin discussion with districts and SASED for transportation needs for 23-24SY.

11. Health/Life Safety at Southeast: HVAC, Roofing and Plenum Work

Mr. Robinson presented the committee with an estimate of the work to be completed at Southeast for HLS. Don mentioned that the funding could come from a possible \$50,000 HLS Grant and the remainder from the Education Fund. Discussed the need to relocate credit recovery and ESY programs during the project. Per discussion, the committee recommended that the financing does not come from the Education Fund right now and the project should be placed on hold until the tuition plan is resolved.

Next steps: Once tuition is resolved, SASED should start the planning phase for the project. Mr. Robinson to prepare a projected financial plan showing a 5 year projection of repayment to the Education Fund.

12. FY24 Salaries - OT/PT Committee

Mr. Robinson presented the committee with the current OT-PT salary schedule.

Next steps: Administration is currently reviewing the structure and will develop a recommendation for future consideration.

13. Cost Settlement

Mr. Robinson presented the committee with the information regarding the anticipate Medicaid state plan amendment. Anticipated revenue for SASSED and members districts in January of 2024.

Next steps: Additional discussion needed to plan for disposition of SASSED’s share of the revenue and whether that will remain with SASSED or return to member districts. Topic to be included in district business official’s meeting.

14. Part-time Courier

Mr. Robinson presented the committee with a projected cost for hiring a part-time courier. Right now, Mr. McCarthy perform courier service to and from our district locations which is not allowing him to perform his maintenance duties at SASSED’s administrative offices in a timely manner.

Next steps: Proceed with hiring a part-time courier staff and present it to the Board of Control as part of the Consent Agenda on September 28, 2022.

15. Fund Balance Policy

Mr. Robinson asked that we table this discussion and add it to the agenda for the next Finance Committee meeting.

Next steps: Mr. Robinson will provide an update at the next finance committee meeting.

16. Tuition and Services Billing

Mr. Robinson presented a plan to the committee. It was stated that the goals align with member districts and that the timeline is good, however, the numbers need to be looked at more accurately after the Medicaid data comes back and the Finance Workshop has been completed.

17. Southeast Building Assessment

It was recommended by the committee that this assessment be included in the Finance Workshop to agree on the methodology.

Next steps: Mr. Robinson to confer with district business officials regarding the SE building assessment.

18. Budget Progress Statement

Mr. Robinson stated that he is continuing to work on the budget statement process. Uploaded Skyward data yesterday and continuing to learn how to incorporate data into AdHoc reporting.

Next steps: Preparation of monthly budget progress statements and ongoing reporting to the Finance Committee.

19. Adjournment

Dr. McGuffin called to adjourn meeting at 7:04 PM.

Approved:  _____ 11/30/22
Finance Committee Representative Date

Signature Date
BOC Chairperson

Signature Date
BOC Secretary



PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Administrative Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Robinson, Donald	Director of Business Services/CSBO Administrative Center	Local Funds	7/1/2021	6/30/2023	Retiring

2. Resignations/Retirements/Terminations – Registered Staff

Muckian, Rachel	Occupational Therapist	User Fee Member Dists.	8/10/2022	12/21/2022	Personal reasons
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3. Resignations/Retirements/Terminations – Educational Support Staff

Aikens, Donna	Business Office Asst. Administrative Center	Local Funds	9/10/2001	6/30/2023	Retiring
Burger, Joan	Business Office Asst. Administrative Center	Local Funds	11/1/2005	6/30/2023	Retiring
Cox, Robin	1:1 Teacher Assistant	User Fee Dist. #C212	9/29/2018	6/2/2023	Retiring* (*revised retirement date)
Sleeper, Katherine	1:1 Medical/Teacher Assistant	User Fee Dist. #99	5/3/2021	12/2/2022	Relocating* (*revised last day)

4. 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>
Mazzini-Fernandez, Maria Regina	Teacher/VI Swartz	Tuition	10/31/2022		\$50,660.74 Prorated from \$70,618.00

5. Appointments – Educational Support Staff

Obermaier, Joseph	1:1 Signing Assistant	User Fee Dist. #131	11/7/2022	\$19.49	
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6. Change of Employment Status – Educational Support Staff

Moriarty, Kathryn	From:				
	10-month Admin. Asst. STARS Program	Tuition	8/2/2021	\$17.85	
	To:				
	12-month Business Office Assistant Administrative Center	Local Funds	12/5/2022	\$20.50	



7. Appointments – Administrative Staff - Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Sellers, David	Business Office Consultant/CSBO	Local Funds	11/21/2022	\$85.00	

8. Appointments – Licensed Staff - Contracted

Girgis, Jackie	School Psychologist SASED Programs	Tuition	10/10/2022	Up to \$3,000 for 2 bilingual psychological evaluations
Hasan, Maha	Speech/Language Pathologist SASED Programs	Tuition	10/27/2022	\$1,200 per evaluation & up to 3 additional hours @ \$100/hour

9. Appointments – Registered Staff - Contracted

Rousseau-Mezile, Martine	RN/MN Program O;Neill-Maxim	Tuition	11/21/2022	\$75.00
Wenzel, Anthony	RN/MN Program Willowbrook-Maxim	User Fee Dist. #88	11/7/2022	\$75.00

10. Appointments – Educational Support Staff – Contracted

Bates, Tanecia	1:1 Teacher Asst./MN Willowbrook-Maxim	User Fee Dist. #88	11/1/2022	\$50.00
Casimir, Giovannie	1:1 Teacher Asst./DHH North-Soliant	User Fee Dist. #92.5	11/7/2022	\$60.00
Coleman, Heather	1:1 Teacher Asst./MN Prairieview Stepping Stones	User Fee Dist. #66	10/31/2022	\$70.00
Fatima, Nida	Signing Assistant/DHH North-Maxim	Tuition	11/14/2022	\$50.00
Obrochta, Natalia	1:1 Teacher Asst./MN Hillcrest-Maxim	User Fee Dist. #68	11/11/2022	\$50.00
Turner, Shakira	1:1 Teacher Asst./MN Prairieview-Maxim	User Fee Dist. #68	11/7/2022	\$50.00

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 – Administrative Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Grohn, Julie	Director of Human Resources Administrative Center	10/19/2023 – TBD (Intermittent)

2. Leaves of Absences/FMLA – Licensed Staff

Johnson, Julia	ELL Teacher SASED Programs	10/25/2022 – TBD (Intermittent)
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3. Leaves of Absences/FMLA – Educational Support Staff

Miller, Beth	Teacher Assistant/MN O’Neill	10/27/2022 – 11/18/2022
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4. Leaves of Absences/FMLA – Grant Staff

Tokat, Talin	Early Choices Inclusion Specialist Early Choices Grant	2/1/2023 – 3/30/2023
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School Association for Special Education in DuPage
Melinda McGuffin, Ed.D.
Executive Director

TO: Dr. Mindy McGuffin
FROM: Don Robinson
DATE: November 27, 2022
RE: Retirement

A handwritten signature in black ink, appearing to read 'Don Robinson', is written over the 'FROM:' line of the email header.

Mindy, after reaching a milestone birthday, I have been giving thought to my future. I have concluded it is time for me to exit the fast lane and pursue a less demanding position. As an example, something in the way of a desk job in finance or operations with no leadership responsibilities and a 30- to 40-hour work week. With that, I am giving notice of my retirement from public education effective June 30, 2023.

The SASED is an unusual and remarkable place. I have genuinely enjoyed seeing all the amazing things that occur daily, the camaraderie, and the friendship and support from so many individuals. I particularly appreciate all the advice and counsel you have provided.

There is still a large amount of work to do this year. My goal is to provide you with a long runway to assemble a team for next year and to have the business office in a great place for my successor.

November 28, 2022

Dear Sherilyn and Dr. McGuffin,

I am writing to notify you that I will be resigning from my position at SASSED after winter break. My last day will be December 21, 2022.

I truly appreciate the mentorship and learning opportunities that SASSED has provided me and has allowed me to grow within this role.

If I can be of any assistance during this transition, I'd be glad to help.

Sincerely,

Rachel Muckian

**School Association for Special Education in DuPage County
Treasurer's Report
October 31, 2022**

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	<u>EDUCATION FUND</u>	<u>SELF FUNDED DENTAL INSUR</u>	<u>FSA</u>	<u>SELF FUNDED MEDICAL INSUR</u>	<u>TOTAL EDUCATION FUND</u>
CASH ACTIVITY REPORT					
Beginning Balance	10,952,176.76	374,327.67	(28,288.76)	718,173.56	12,016,389.23
Investments					
Septemer Activity					
Interest Earned	5,445.14				5,445.14
Gains/(Losses) on Sales of Securities	(344,018.96)				-
Record Health Fund Transfers	4,722,416.07	3,880.98	4,877.02	335,260.96	4,725,783.21
Cash Receipts	(1,019,651.46)	100.57	(3,492.23)	3,266.57	(1,023,143.69)
Cash Disbursements - General	(1,667,580.38)				(1,667,580.38)
- Payroll					
Subtotal	<u>1,696,610.41</u>	<u>3,981.55</u>	<u>1,384.79</u>	<u>338,527.53</u>	<u>2,040,504.28</u>
Ending Balance	<u>12,648,787.17</u>	<u>378,309.22</u>	<u>(26,903.97)</u>	<u>1,056,701.09</u>	<u>14,056,893.51</u>
Investment - Demand Deposit - Fifth Third Bank	7,311,015.38				8,718,861.56
IL School District Liquid Asset Fund	20,589.62	379,204.69	(24,793.03)	1,053,434.52	20,589.62
Fifth Third Securities	5,317,442.33	-	-	-	5,317,442.33
	<u>12,649,047.33</u>	<u>379,204.69</u>	<u>(24,793.03)</u>	<u>1,053,434.52</u>	<u>14,056,893.51</u>


Don Robinson, Treasurer

**DuPage West Cook Intergovernmental Agreement with School Association for Special Education in DuPage County as fiscal agent
Treasurer's Report
October 31, 2022**

CASH ACTIVITY REPORT

Beginning Balance 9/1/2022	15,301.77
September Activity - Interest Earned	37.00
Ending Balance*	<u>15,338.77</u>

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

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

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	EDUCATION FUND	SELF FUNDED DENTAL INSUR	FSA	SELF FUNDED MEDICAL INSUR	TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance	12,649,047.33	379,204.69	(24,793.03)	1,053,434.52	14,056,893.51
Investments					
Septemer Activity					
Interest Earned	10,612.83				10,612.83
Gains/(Losses) on Sales of Securities	-				-
Record Health Fund Transfers	14,717.28	6,556.13	5,508.13	(26,781.54)	-
Cash Receipts	3,225,912.71	759.76		1,617.35	3,228,289.82
Cash Disbursements - General	(1,534,465.87)		(2,395.83)		(1,536,861.70)
- Payroll	(1,664,914.58)				(1,664,914.58)
Subtotal	<u>51,862.37</u>	<u>7,315.89</u>	<u>3,112.30</u>	<u>(25,164.19)</u>	<u>37,126.37</u>
Ending Balance	<u>12,700,909.70</u>	<u>386,520.58</u>	<u>(21,680.73)</u>	<u>1,028,270.33</u>	<u>14,094,019.88</u>
Investment - Demand Deposit - Fifth Third Bank	7,356,652.54	385,760.82	(19,284.90)	1,026,652.98	8,749,781.44
IL School District Liquid Asset Fund	20,647.20				20,647.20
Fifth Third Securities	5,323,591.24	-	-	-	5,323,591.24
	<u>12,700,890.98</u>	<u>385,760.82</u>	<u>(19,284.90)</u>	<u>1,026,652.98</u>	<u>14,094,019.88</u>



Don Robinson, Treasurer

**DuPage West Cook Intergovernmental Agreement with School Association for Special Education in DuPage County as fiscal agent
Treasurer's Report
November 30, 2022**

CASH ACTIVITY REPORT

Beginning Balance 11/1/2022	15,338.77
September Activity - Interest Earned	43.12
Ending Balance*	<u>15,381.89</u>

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

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
October 31, 2022**

	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
EDUCATION FUND					
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	5,250.85	0.374%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	15,338.77	0.475%	Money Market	ISDLAF	Money Market Mutual Fund
	20,589.62				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	7,311,015.38	.14%/.15%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	1,382,261.17	0.09%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	25,585.01	0.14%	N/A	Fifth Third Bank	Collateralized Deposit
	8,718,861.56				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	11,814.33	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,	-				
	5,317,442.33				
	14,056,893.51	TOTAL			

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

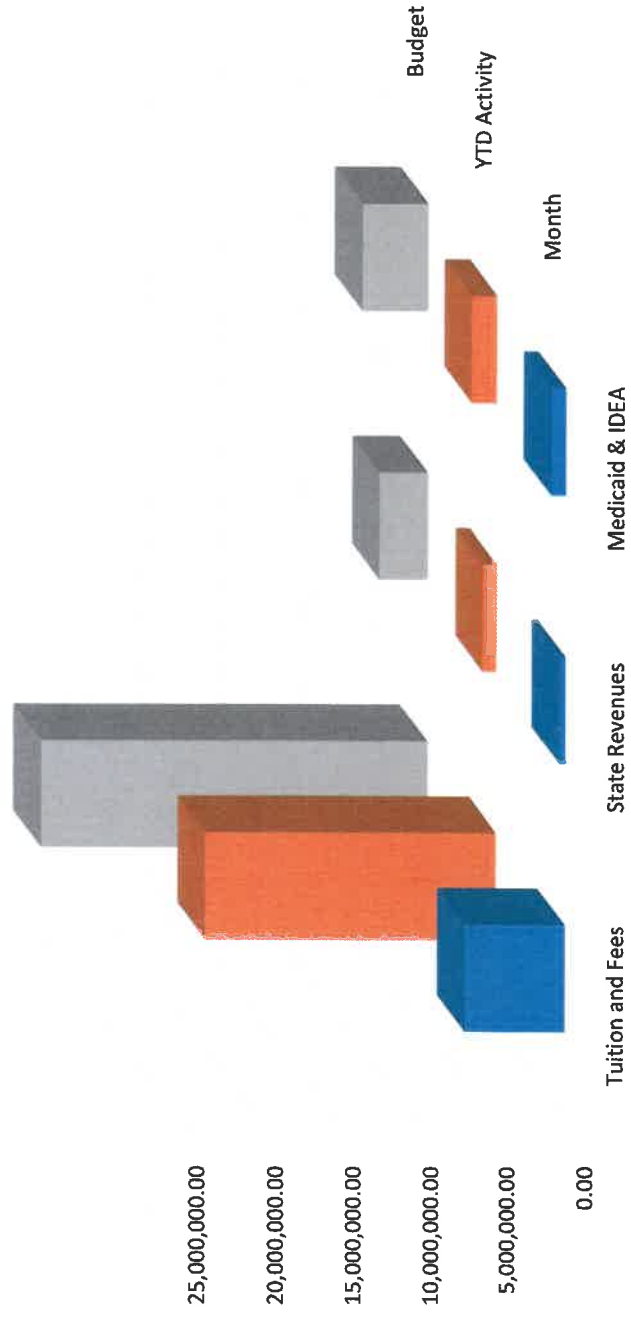
EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	5,265.31	0.374%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	15,381.89	0.475%	Money Market	ISDLAF	Money Market Mutual Fund
	20,647.20				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	7,356,652.54	.14%/.15%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	1,367,549.67	0.09%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	25,579.23	0.14%	N/A	Fifth Third Bank	Collateralized Deposit
	8,749,781.44				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	17,963.24	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	500,000.00	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Treasuries - long term	1,355,628.00	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Agencies - Short term	250,000.00	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
U S Agencies - long term	750,000.00	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
Corporate Bonds	-				
Municipal Bonds	-				
Other assets, including prepaid interest	-				
	5,323,591.24				
	14,094,019.88	TOTAL			

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-Oct-22**

SASED PROGRAMS

Program	Oct-22 Monthly Activity	2022-23 FYTD Activity	2022-23 Original Budget	% YTD
Tuition and Fees	6,507,085.07	18,667,293.30	24,790,200.00	<u>75.3%</u>
State Revenues	348,142.60	914,501.16	3,098,857.00	<u>29.5%</u>
Medicaid & IDEA	934,070.04	1,653,322.36	4,236,000.00	<u>39.0%</u>
Total	<u>7,789,297.71</u>	<u>21,235,116.82</u>	<u>32,125,057.00</u>	<u>66.1%</u>

SASED PROGRAM REVENUE

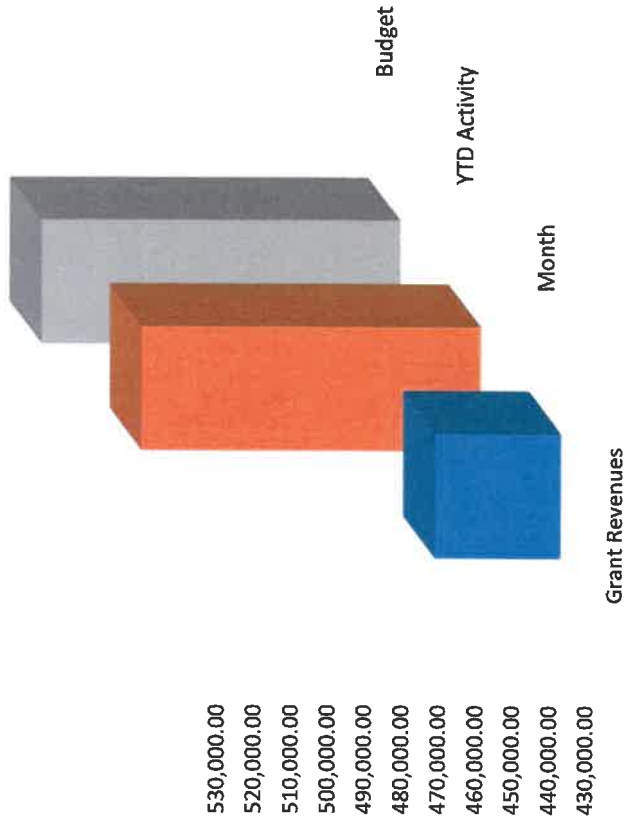


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-Oct-22**

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Oct-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>464,298.09</u>	<u>522,260.90</u>	<u>527,611.00</u>	<u>99.0%</u>

EXTERNAL GRANT REVENUE



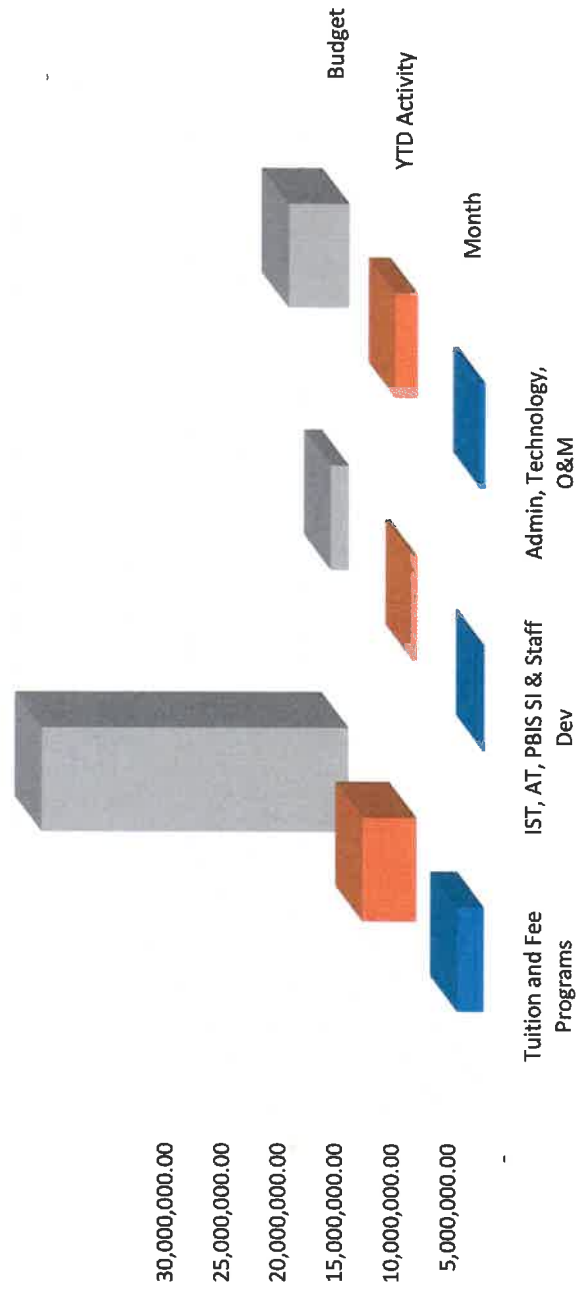
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY EXPENDITURE REPORTING

31-Oct-22

SASED PROGRAMS

Program	Oct-22 Monthly Activity	2022-23 FYTD Activity	2022-23 Original Budget	%
	<u>YTD</u>	<u>YTD</u>	<u>YTD</u>	<u>YTD</u>
Tuition and Fee Programs	2,360,708.31	4,774,138.40	27,186,823.00	<u>17.6%</u>
IST, AT, PBIS SI & Staff Dev	140,797.49	388,852.96	1,613,561.00	<u>24.1%</u>
Admin, Technology, O&M	416,352.62	1,952,714.55	5,373,158.00	<u>36.3%</u>
	<u>2,917,858.42</u>	<u>7,115,705.91</u>	<u>34,173,542.00</u>	<u>20.8%</u>

SASED PROGRAM EXPENDITURES

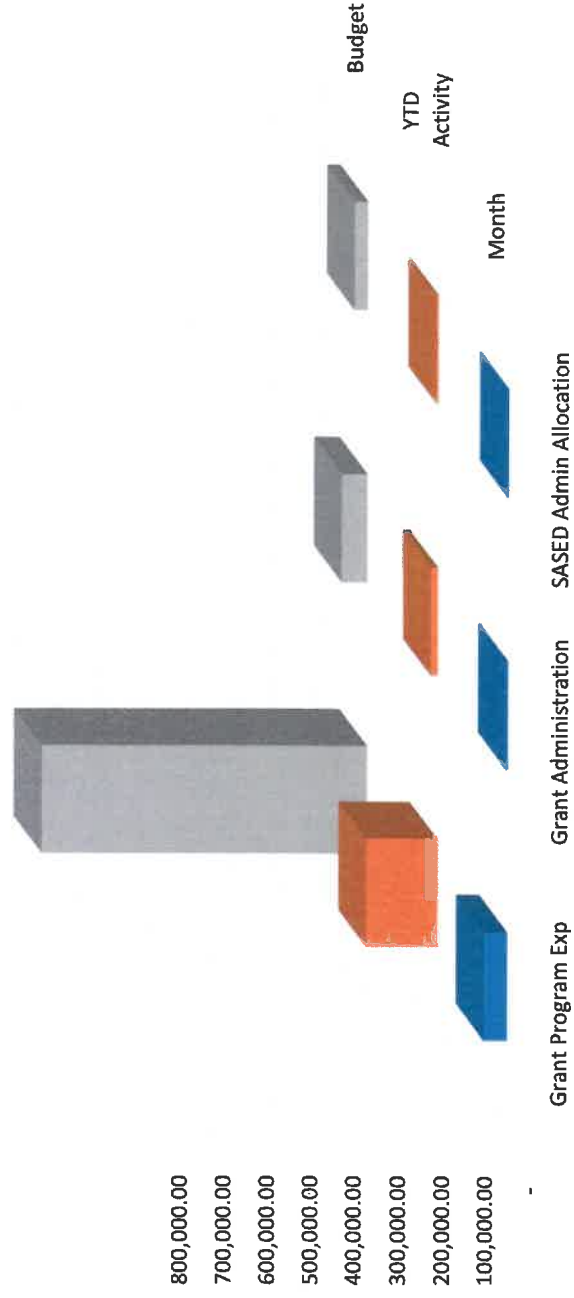


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-Oct-22**

EXTERNAL GRANT PROGRAMS

Program	Oct-22 Monthly Activity	2022-23 FYTD Activity	2022-23 Original Budget	% YTD
Grant Program Exp	53,851.47	162,609.21	745,835.00	<u>21.8%</u>
Grant Administration	4,031.58	16,310.46	59,363.00	<u>27.5%</u>
SASED Admin Allocation	1,487.54	5,310.56	31,356.00	<u>16.9%</u>
Total	59,370.59	184,230.23	836,554.00	<u>22.0%</u>

EXTERNAL GRANT EXPENDITURES

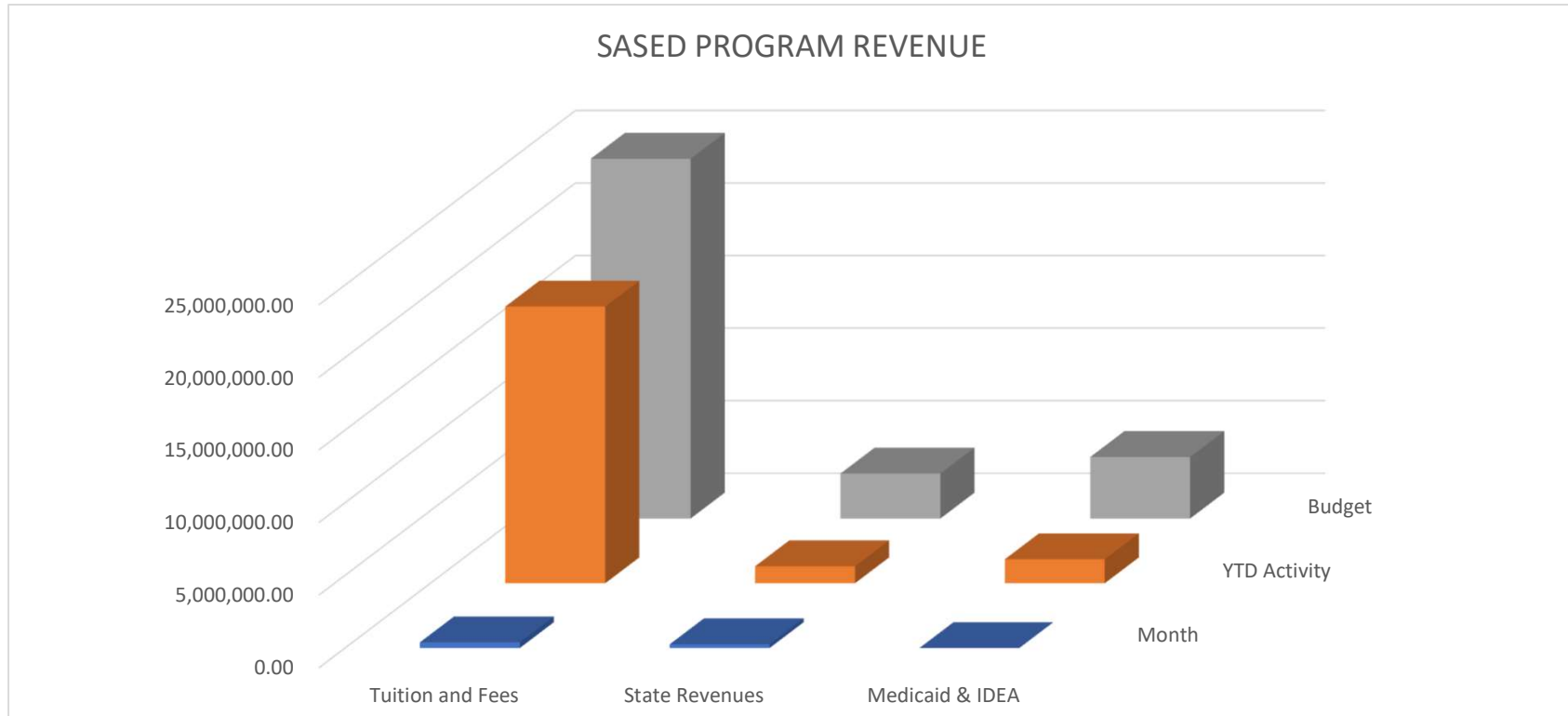


SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY REVENUE REPORTING

30-Nov-22

SASED PROGRAMS

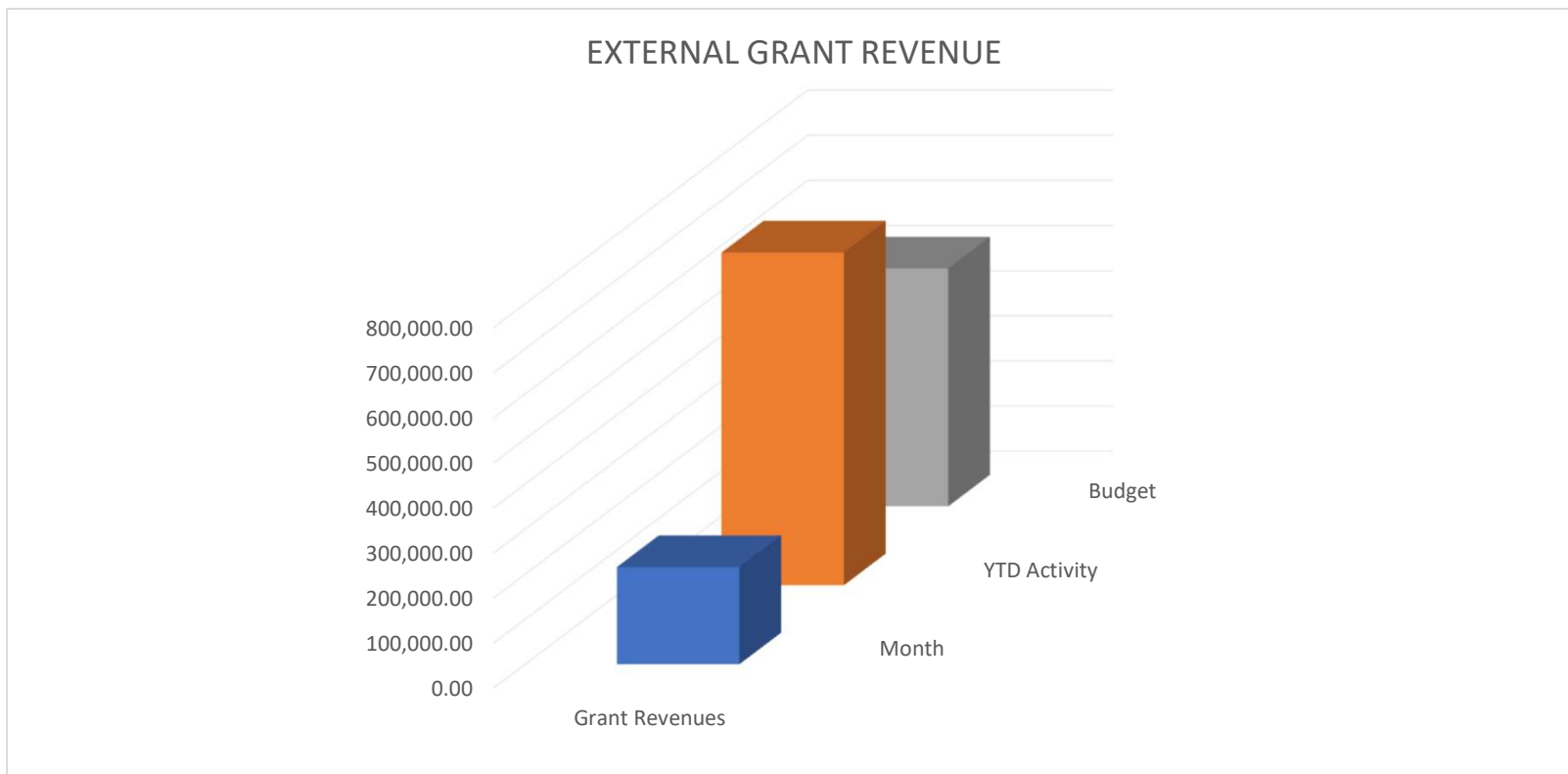
<u>Program</u>	<u>Nov-22</u> <u>Monthly Activity</u>	<u>2022-23</u> <u>FYTD Activity</u>	<u>2022-23</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Tuition and Fees	391,853.11	19,059,146.41	24,790,200.00	<u>76.9%</u>
State Revenues	254,510.00	1,169,011.16	3,098,857.00	<u>37.7%</u>
Medicaid & IDEA	0.00	1,653,322.36	4,236,000.00	<u>39.0%</u>
Total	<u>646,363.11</u>	<u>21,881,479.93</u>	<u>32,125,057.00</u>	<u>68.1%</u>



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

EXTERNAL GRANT PROGRAMS

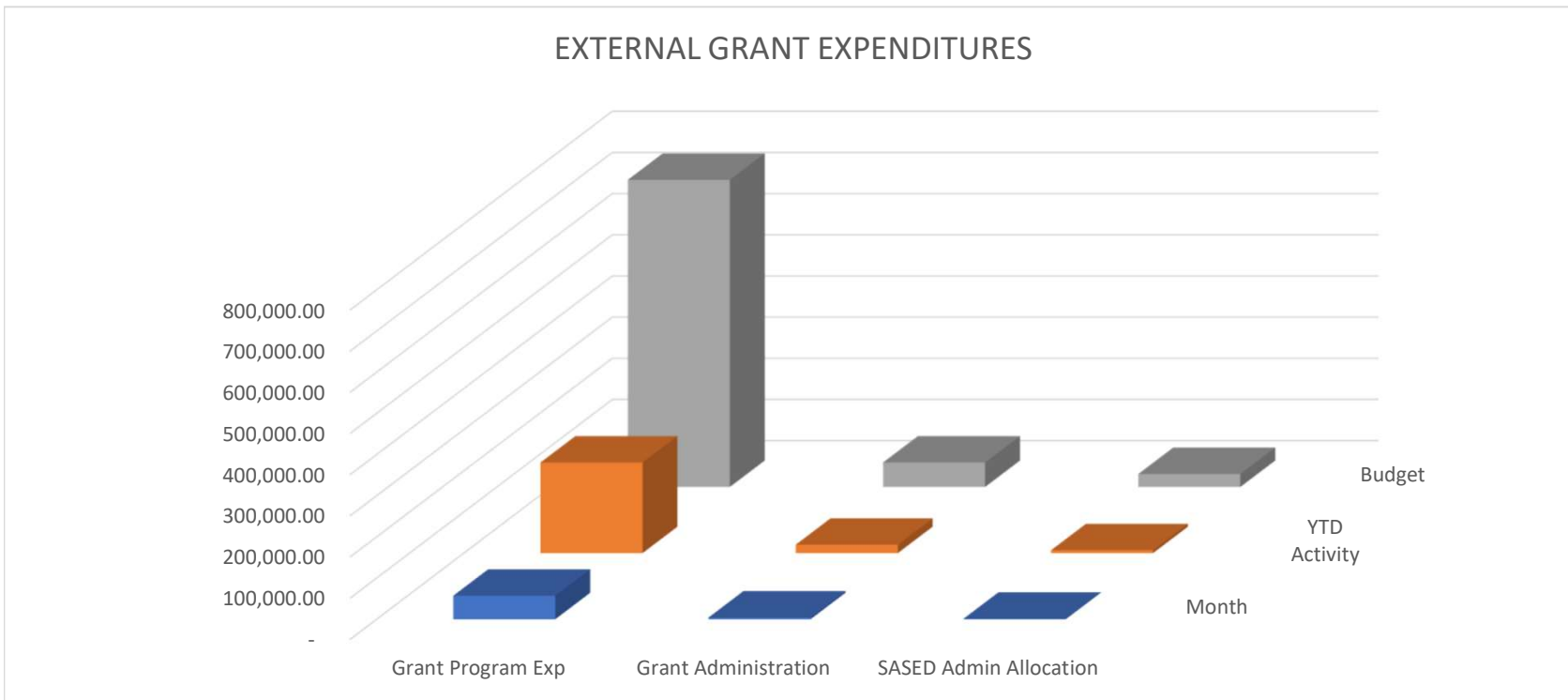
<u>Program</u>	<u>Nov-22</u> <u>Monthly Activity</u>	<u>2022-23</u> <u>FYTD Activity</u>	<u>2022-23</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Grant Revenues	<u>215,941.87</u>	<u>738,202.77</u>	<u>527,611.00</u>	<u>139.9%</u>



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
30-Nov-22

EXTERNAL GRANT PROGRAMS

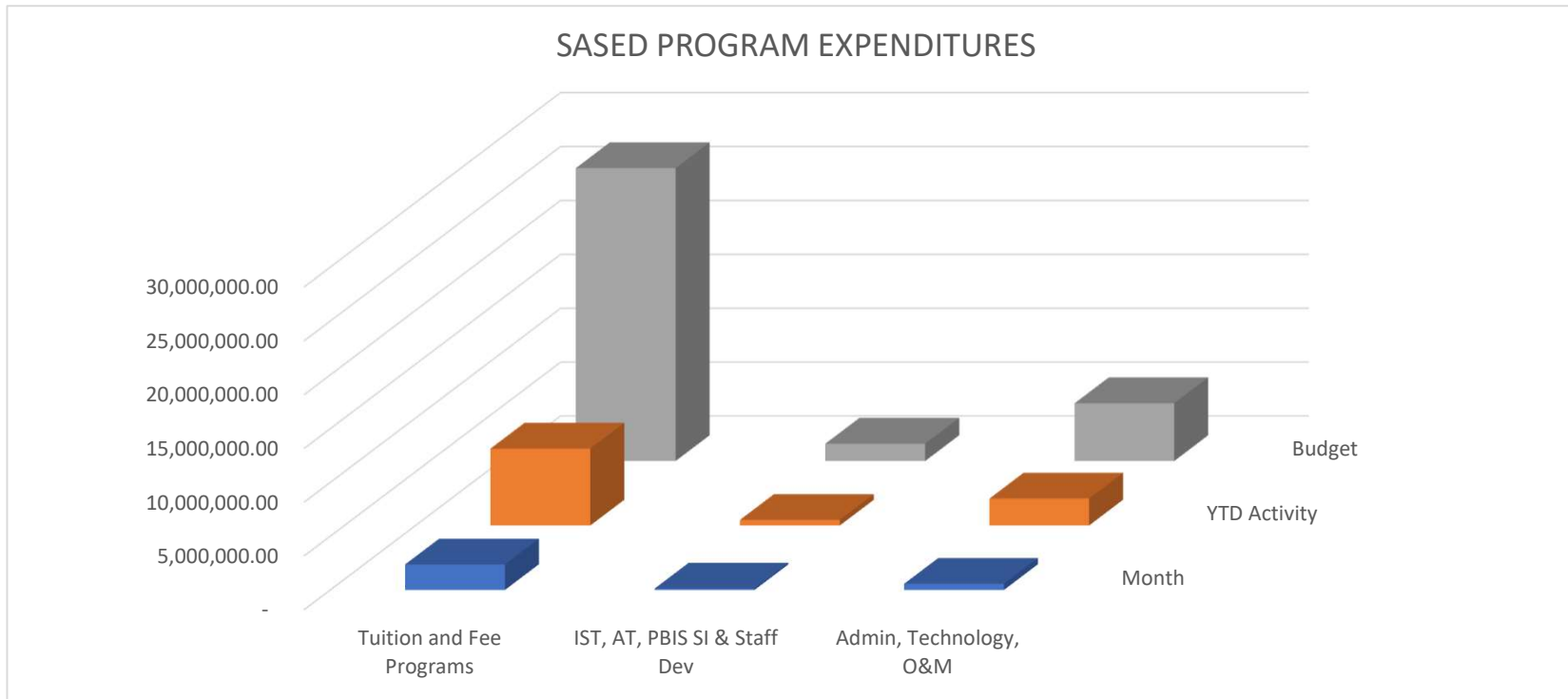
<u>Program</u>	<u>Nov-22</u> <u>Monthly Activity</u>	<u>2022-23</u> <u>FYTD Activity</u>	<u>2022-23</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Grant Program Exp	57,040.31	220,065.65	745,835.00	<u>29.5%</u>
Grant Administration	4,031.58	20,403.42	59,363.00	<u>34.4%</u>
SASED Admin Allocation	<u>1,487.54</u>	<u>6,798.10</u>	<u>31,356.00</u>	<u>21.7%</u>
Total	<u>62,559.43</u>	<u>247,267.17</u>	<u>836,554.00</u>	<u>29.6%</u>



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
30-Nov-22

SASED PROGRAMS

<u>Program</u>	<u>Nov-22</u> <u>Monthly Activity</u>	<u>2022-23</u> <u>FYTD Activity</u>	<u>2022-23</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Tuition and Fee Programs	2,375,903.05	7,149,997.75	27,186,823.00	<u>26.3%</u>
IST, AT, PBIS SI & Staff Dev	135,848.66	524,701.62	1,613,561.00	<u>32.5%</u>
Admin, Technology, O&M	580,191.06	2,505,209.66	5,373,158.00	<u>46.6%</u>
	<u>3,091,942.77</u>	<u>10,179,909.03</u>	<u>34,173,542.00</u>	<u>29.8%</u>



GROSS PAYROLL

October 2022	\$ 1,667,580.38
November 2022	\$ 1,664,914.58

October

TOTAL SALARY	:	1,667,580.38
TOTAL DEDUCTIONS	:	574,448.53
TOTAL EMPLOYEES	:	331

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

Nov.

TOTAL SALARY	:	1,664,914.58
TOTAL DEDUCTIONS	:	576,669.04
TOTAL EMPLOYEES	:	331

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

INTERIM PAYROLL LIABILITIES

October 2022 \$ 594,199.07

November 2022 \$ 583,632.88

10/14/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300176	SASED EDUCATION ASSOCIATION	10/14/2022	\$3,208.93	
222300177	SASED SUPPORT STAFF ASSOCIATION	10/14/2022	\$1,156.65	
		2 ACH Check(s) For a Total of		\$4,365.58
101894	STATE DISBURSEMENT UNIT	10/14/2022	\$172.26	
101895	STATE DISBURSEMENT UNIT	10/14/2022	\$456.00	
		2 Computer Check(s) For a Total of		\$628.26
202200141	CPI QUALIFIED PLAN CONSULTANTS	10/14/2022	\$20,195.98	
202200142	ILLINOIS DEPT OF REVENUE	10/14/2022	\$34,000.24	
202200145	TEACHERS RETIREMENT (2.2%)	10/14/2022	\$2,671.20	
202200146	TEACHERS RETIREMENT SYSTEM	10/14/2022	\$41,449.99	
202200147	THIS (TRS HEALTH) FUND	10/14/2022	\$7,230.70	
202200148	MB FINANCIAL (FEDERAL)	10/14/2022	\$67,100.91	
202200149	MB FINANCIAL BANK (FICA-E)	10/14/2022	\$32,936.11	
202200150	MB FINANCIAL BANK (FICA-W)	10/14/2022	\$32,936.11	
202200151	THE OMNI GROUP	10/14/2022	\$1,923.00	
202200152	TEACHERS RETIREMENT (FED)	10/14/2022	\$11,538.54	
		10 Wire Transfer Check(s) For a Total of		\$251,982.78
		2 ACH Checks For a Total of		\$4,365.58
		2 Computer Checks For a Total of		\$628.26
		Total for 14 Manual, Wire Tran, ACH & Computer Checks		\$256,976.62
		Net Amount		\$256,976.62
10	EDUCATION FUND			\$256,976.62

10/31/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300270	SASED EDUCATION ASSOCIATION	10/31/2022	\$3,208.93	
222300271	SASED SUPPORT STAFF ASSOCIATION	10/31/2022	\$1,156.65	
		2 ACH Check(s) For a Total of		\$4,365.58
101972	STATE DISBURSEMENT UNIT	10/31/2022	\$172.26	
101973	STATE DISBURSEMENT UNIT	10/31/2022	\$456.00	
101974	UNITED WAY OF NAPERVILLE	10/31/2022	\$20.00	
		3 Computer Check(s) For a Total of		\$648.26
202200143	IMRF (EMPLOYEES CONT)	10/14/2022	\$18,815.64	
202200144	IMRF (EMPLOYERS CONT)	10/14/2022	\$26,353.20	
202200153	CPI QUALIFIED PLAN CONSULTANTS	10/31/2022	\$20,203.01	
202200154	ILLINOIS DEPT OF REVENUE	10/31/2022	\$33,434.31	
202200155	IMRF (EMPLOYEES CONT)	10/31/2022	\$18,828.71	
202200156	IMRF (EMPLOYERS CONT)	10/31/2022	\$26,373.94	
202200157	TEACHERS RETIREMENT (2.2%)	10/31/2022	\$2,686.47	
202200158	TEACHERS RETIREMENT SYSTEM	10/31/2022	\$41,686.76	
202200159	THIS (TRS HEALTH) FUND	10/31/2022	\$7,271.96	
202200160	MB FINANCIAL (FEDERAL)	10/31/2022	\$65,571.19	
202200161	MB FINANCIAL BANK (FICA-E)	10/31/2022	\$32,337.35	
202200162	MB FINANCIAL BANK (FICA-W)	10/31/2022	\$32,337.35	
202200163	THE OMNI GROUP	10/31/2022	\$1,923.00	
202200164	TEACHERS RETIREMENT (FED)	10/31/2022	\$3,737.68	
202200165	ILLINOIS DEPT OF REVENUE	10/31/2022	\$12.58	
202200166	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	10/31/2022	\$635.46	
		16 Wire Transfer Check(s) For a Total of		\$332,208.61
		2 ACH Checks For a Total of		\$4,365.58
		3 Computer Checks For a Total of		\$648.26
		Total for 21 Manual, Wire Tran, ACH & Computer Checks		\$337,222.45
		Net Amount		\$337,222.45
10	EDUCATION FUND			\$337,222.45

11/15/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300276	SASED EDUCATION ASSOCIATION	11/15/2022	\$3,208.93	
222300277	SASED SUPPORT STAFF ASSOCIATION	11/15/2022	\$1,156.65	
		2 ACH Check(s) For a Total of		\$4,365.58
101996	STATE DISBURSEMENT UNIT	11/15/2022	\$172.26	
101997	STATE DISBURSEMENT UNIT	11/15/2022	\$456.00	
		2 Computer Check(s) For a Total of		\$628.26
202200167	CPI QUALIFIED PLAN CONSULTANTS	11/15/2022	\$21,011.94	
202200168	ILLINOIS DEPT OF REVENUE	11/15/2022	\$33,647.22	
202200171	TEACHERS RETIREMENT (2.2%)	11/15/2022	\$2,679.39	
202200172	TEACHERS RETIREMENT SYSTEM	11/15/2022	\$41,576.93	
202200173	THIS (TRS HEALTH) FUND	11/15/2022	\$7,252.81	
202200174	MB FINANCIAL (FEDERAL)	11/15/2022	\$65,911.43	
202200175	MB FINANCIAL BANK (FICA-E)	11/15/2022	\$32,599.12	
202200176	MB FINANCIAL BANK (FICA-W)	11/15/2022	\$32,599.12	
202200177	THE OMNI GROUP	11/15/2022	\$1,923.00	
202200178	TEACHERS RETIREMENT SYSTEM	11/15/2022	\$1,252.37	
202200179	ILLINOIS DEPT OF REVENUE	11/16/2022	\$121.41	
202200180	TEACHERS RETIREMENT (2.2%)	11/16/2022	\$15.79	
202200181	TEACHERS RETIREMENT SYSTEM	11/16/2022	\$245.01	
202200182	THIS (TRS HEALTH) FUND	11/16/2022	\$42.74	
202200183	MB FINANCIAL (FEDERAL)	11/16/2022	\$147.71	
202200184	MB FINANCIAL BANK (FICA-E)	11/16/2022	\$39.47	
202200185	MB FINANCIAL BANK (FICA-W)	11/16/2022	\$39.47	
		17 Wire Transfer Check(s) For a Total of		\$241,104.93
		2 ACH Checks For a Total of		\$4,365.58
		2 Computer Checks For a Total of		\$628.26
		Total for 21 Manual, Wire Tran, ACH & Computer Checks		\$246,098.77
		Net Amount		\$246,098.77
10	EDUCATION FUND			\$246,098.77

11/30/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300372	SASED EDUCATION ASSOCIATION	11/30/2022	\$3,208.93	
222300373	SASED SUPPORT STAFF ASSOCIATION	11/30/2022	\$1,156.65	
		2 ACH Check(s) For a Total of		\$4,365.58
102087	STATE DISBURSEMENT UNIT	11/30/2022	\$172.26	
102088	STATE DISBURSEMENT UNIT	11/30/2022	\$456.00	
102089	UNITED WAY OF NAPERVILLE	11/30/2022	\$20.00	
		3 Computer Check(s) For a Total of		\$648.26
202200169	IMRF (EMPLOYEES CONT)	11/15/2022	\$18,721.46	
202200170	IMRF (EMPLOYERS CONT)	11/15/2022	\$26,203.16	
202200186	ILLINOIS DEPT OF REVENUE	11/30/2022	\$33,456.40	
202200187	IMRF (EMPLOYEES CONT)	11/30/2022	\$18,840.14	
202200188	IMRF (EMPLOYERS CONT)	11/30/2022	\$26,392.19	
202200189	TEACHERS RETIREMENT (2.2%)	11/30/2022	\$2,647.72	
202200190	TEACHERS RETIREMENT SYSTEM	11/30/2022	\$41,085.63	
202200191	THIS (TRS HEALTH) FUND	11/30/2022	\$7,167.12	
202200192	MB FINANCIAL (FEDERAL)	11/30/2022	\$65,337.77	
202200193	MB FINANCIAL BANK (FICA-E)	11/30/2022	\$32,505.60	
202200194	MB FINANCIAL BANK (FICA-W)	11/30/2022	\$32,505.60	
202200195	THE OMNI GROUP	11/30/2022	\$1,923.00	
202200196	CUNA MUTUAL GROUP	11/30/2022	\$21,510.59	
202200197	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	11/30/2022	\$473.63	
202200198	TEACHERS RETIREMENT (FED)	11/30/2022	\$3,737.68	
202200199	ILLINOIS DEPT OF REVENUE	11/30/2022	\$12.58	
		16 Wire Transfer Check(s) For a Total of		\$332,520.27
		2 ACH Checks For a Total of		\$4,365.58
		3 Computer Checks For a Total of		\$648.26
		Total for 21 Manual, Wire Tran, ACH & Computer Checks		\$337,534.11
		Net Amount		\$337,534.11
10	EDUCATION FUND			\$337,534.11

BILLS PAYABLE LIST – FLOW THROUGH

November 18, 2022 \$ 468,956.59

Flow-through

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	101999	MARQUARDT SCHOOL DIS	Medicaid Fee for Service - Service Provided 9/21 to 11/21	860.59
11/18/2022	102000	WEST CHICAGO SCHOOL	Medicaid Fee for Service - Service Provided 9/21 to 11/21	26,448.69
11/18/2022	102000	WEST CHICAGO SCHOOL	Medicaid Administrative Outreach April-June 2022	58,712.28
11/18/2022	102001	WINFIELD SCHOOL DIST	Medicaid Fee for Service - Service Provided 9/21 to 11/21	4,332.66
11/18/2022	102001	WINFIELD SCHOOL DIST	Medicaid Administrative Outreach April-June 2022	1,666.64
11/18/2022	102002	SCHILLER PARK DISTRI	Medicaid Fee for Service - Service Provided 9/21 to 11/21	26.37
11/18/2022	102003	FRANKLIN PARK SCH DI	Medicaid Fee for Service - Service Provided 9/21 to 11/21	62.43
11/18/2022	102004	RIVER GROVE DISTRICT	Medicaid Fee for Service - Service Provided 9/21 to 11/21	143.36
11/18/2022	102005	GLENBARD SCHOOL DIST	Medicaid Fee for Service - Service Provided 9/21 to 11/21	1,462.65
11/18/2022	102006	BERKELEY SCHOOL DIST	Medicaid Fee for Service - Service Provided 9/21 to 11/21	172.54
11/18/2022	102007	COMMUNITY CONSLTD SD	Medicaid Fee for Service - Service Provided 9/21 to 11/21	624.35
11/18/2022	102008	FOREST PARK DISTRICT	Medicaid Fee for Service - Service Provided 9/21 to 11/21	984.99
11/18/2022	102009	HILLSIDE SCHOOL DIST	Medicaid Fee for Service - Service Provided 9/21 to 11/21	666.16
11/18/2022	102010	RIVERSIDE PUBLIC SCH	Medicaid Fee for Service - Service Provided 9/21 to 11/21	356.33
11/18/2022	102011	BERWYN SCHOOL DIST #	Medicaid Fee for Service - Service Provided 9/21 to 11/21	162.64
11/18/2022	102012	CICERO SCHOOL DIST #	Medicaid Fee for Service - Service Provided 9/21 to 11/21	823.61
11/18/2022	102013	BERWYN SOUTH S.D. 10	Medicaid Fee for Service - Service Provided 9/21 to 11/21	557.11
11/18/2022	102014	SUMMIT SCHOOL DIST #	Medicaid Fee for Service - Service Provided 9/21 to 11/21	6,684.11
11/18/2022	102015	NORTH PALOS SCHOOL D	Medicaid Fee for Service - Service Provided 9/21 to 11/21	268.08
11/18/2022	102016	COMMUNITY SCHOOL DIS	Medicaid Fee for Service -	146.93

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			Service Provided 9/21 to 11/21	
11/18/2022	102017	WESTMONT CUSD #201	Medicaid Fee for Service - Service Provided 9/21 to 11/21	3,760.26
11/18/2022	102017	WESTMONT CUSD #201	Medicaid Administrative Outreach April-June 2022	10,722.36
11/18/2022	102018	PROVISO TOWNSHIP #20	Medicaid Fee for Service - Service Provided 9/21 to 11/21	97.96
11/18/2022	102019	COMMUNITY H.S. DISTR	Medicaid Fee for Service - Service Provided 9/21 to 11/21	4,144.24
11/18/2022	102020	VALLEY VIEW DIST #36	Medicaid Fee for Service - Service Provided 9/21 to 11/21	44.95
			Totals for checks	123,932.29

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	222300278	KEENEYVILLE DISTRICT	Medicaid Fee for Service - Service Provided 9/21 to 11/21	10,996.99
11/18/2022	222300278	KEENEYVILLE DISTRICT	Medicaid Administrative Outreach April-June 2022	13,609.99
11/18/2022	222300279	BENJAMIN SCHOOL DIST	Medicaid Fee for Service - Service Provided 9/21 to 11/21	533.32
11/18/2022	222300279	BENJAMIN SCHOOL DIST	Medicaid Administrative Outreach April-June 2022	2,579.49
11/18/2022	222300280	DUPAGE COUNTY SCHOOL	Medicaid Fee for Service - Service Provided 9/21 to 11/21	36,030.10
11/18/2022	222300280	DUPAGE COUNTY SCHOOL	Medicaid Administrative Outreach April-June 2022	38,089.59
11/18/2022	222300281	SALT CREEK SCHOOL DI	Medicaid Fee for Service - Service Provided 9/21 to 11/21	1,533.58
11/18/2022	222300281	SALT CREEK SCHOOL DI	Medicaid Administrative Outreach April-June 2022	4,869.17
11/18/2022	222300282	DOWNERS GROVE DISTRI	Medicaid Fee for Service - Service Provided 9/21 to 11/21	2,903.46
11/18/2022	222300282	DOWNERS GROVE DISTRI	Medicaid Administrative Outreach April-June 2022	14,134.07
11/18/2022	222300283	MAERCKER DISTRICT #6	Medicaid Fee for Service - Service Provided 9/21 to 11/21	4,522.40
11/18/2022	222300283	MAERCKER DISTRICT #6	Medicaid Administrative Outreach April-June 2022	8,431.27
11/18/2022	222300284	CASS SCHOOL DISTRICT	Medicaid Fee for Service - Service Provided 9/21 to 11/21	3,723.86
11/18/2022	222300284	CASS SCHOOL DISTRICT	Medicaid Administrative Outreach April-June 2022	2,983.02
11/18/2022	222300285	CENTER CASS DISTRICT	Medicaid Fee for Service - Service Provided 9/21 to 11/21	5,162.60
11/18/2022	222300285	CENTER CASS DISTRICT	Medicaid Administrative Outreach April-June 2022	3,711.78
11/18/2022	222300286	WOODRIDGE DISTRICT #	Medicaid Fee for Service - Service Provided 9/21 to 11/21	19,568.65
11/18/2022	222300286	WOODRIDGE DISTRICT #	Medicaid Administrative Outreach April-June 2022	26,250.60
11/18/2022	222300287	DUPAGE HS DISTRICT #	Medicaid Fee for Service - Service Provided 9/21 to 11/21	3,451.45
11/18/2022	222300287	DUPAGE HS DISTRICT #	Medicaid Administrative Outreach April-June 2022	20,483.04
11/18/2022	222300288	COMMUNITY HS DISTRIC	Medicaid Fee for Service - Service Provided 9/21 to 11/21	1,895.22
11/18/2022	222300288	COMMUNITY HS DISTRIC	Medicaid Administrative Outreach April-June 2022	9,519.48
11/18/2022	222300289	COMMUNITY HS DIST #9	Medicaid Fee for Service -	3,185.34

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
			Service Provided 9/21 to 11/21	
11/18/2022	222300289	COMMUNITY HS DIST #9	Medicaid Administrative Outreach April-June 2022	29,416.50
11/18/2022	222300290	COMMUNITY CONSOLIDAT	Medicaid Fee for Service - Service Provided 9/21 to 11/21	6,832.45
11/18/2022	222300290	COMMUNITY CONSOLIDAT	Medicaid Administrative Outreach April-June 2022	8,376.52
11/18/2022	222300291	LISLE CUSD #202	Medicaid Fee for Service - Service Provided 9/21 to 11/21	9,939.95
11/18/2022	222300291	LISLE CUSD #202	Medicaid Administrative Outreach April-June 2022	13,242.20
11/18/2022	222300292	ELMHURST CUSD #205	Medicaid Fee for Service - Service Provided 9/21 to 11/21	18,549.96
11/18/2022	222300292	ELMHURST CUSD #205	Medicaid Administrative Outreach April-June 2022	20,498.25
			Totals for checks	345,024.30

BILLS PAYABLE LIST – GRANTS

November 18, 2022 \$ 12,821.63

Grants

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	102069	COMMUNITY SCHOOL DIS	STEP Grant/Wheaton Transition	3,666.19
11/18/2022	102069	COMMUNITY SCHOOL DIS	DRS STEP COVID/Wheaton Transition	38.60
11/18/2022	102069	COMMUNITY SCHOOL DIS	FY2023 STEP Grant - WNHS	3,368.33
11/18/2022	102069	COMMUNITY SCHOOL DIS	FY23 STEP Grant - WWSHS	2,500.91
11/18/2022	102070	SIMPLE MACHINES MARK	Website Support	118.13
Totals for checks				9,692.16

CHECK		CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
11/18/2022	222300360	ACCOUNTABILITY SOLUT	FY 2023 Contract for Services	1,200.00
11/18/2022	222300361	BAIN, AMY	Reimbursement - Travel/Phone/Internet	121.49
11/18/2022	222300362	KREMER, ANN	Reimbursement - Travel/Phone/Internet	439.42
11/18/2022	222300363	REISING RECHNER, PAM	Reimbursement - Travel/Phone/Internet	515.76
11/18/2022	222300364	ROPARS, EMILY	Reimbursement - Travel/Phone/Internet	297.51
11/18/2022	222300365	SCHACKMANN, JULIE	Reimbursement Travel/Phone/Internet	272.35
11/18/2022	222300366	TOKAT, TALIN	Reimbursement - Travel/Phone/Internet	282.94
Totals for checks				3,129.47

BILLS PAYABLE LIST – SASED PROGRAMS

November 18, 2022 \$ 558,152.03

SASED

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	102021	ODP BUSINESS SOLUTIO	binders	220.95
11/18/2022	102021	ODP BUSINESS SOLUTIO	supplies	114.88
11/18/2022	102021	ODP BUSINESS SOLUTIO	supples for Ann Kremer	19.09
11/18/2022	102021	ODP BUSINESS SOLUTIO	STORAGE FOR COFFEE CART SUPPLIES	129.99
11/18/2022	102021	ODP BUSINESS SOLUTIO	OT PT OFFICE SUPPLIES 10-19-22	47.07
11/18/2022	102021	ODP BUSINESS SOLUTIO	sandwich bags for Lunch program	5.78
11/18/2022	102021	ODP BUSINESS SOLUTIO	Interdepartment Envelopes	19.60
Totals for checks				557.36

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	102022	ADVOCATE OCCUPATIONA	R. Bell, R. Cox, L. McCullough, T. Nardi	445.00
11/18/2022	102023	AED PROFESSIONALS	PowerHeart G3 Battery Intellisense Milos	430.00
11/18/2022	102024	ANCORA PUBLISHING AN	Coaching Champs Book ISBN #978-1-59909-115-0, for Michele Capio	80.25
11/18/2022	102025	ARROYO, NATASHA	Mileage Reimbursement 9/7/22 to 11/2/22	112.11
11/18/2022	102026	BALDWIN, AMY	Mileage Reimbursement 9/7/22 to 9/28/22	30.03
11/18/2022	102027	BELL, RACHEL	Reimbursement - Whtie Cane Day Supplies	103.74
11/18/2022	102027	BELL, RACHEL	Reimbursement - Kitchen Supplies	35.98
11/18/2022	102028	BEST PRICED PRODUCTS	OT PT Supplies Consumables	1,177.73
11/18/2022	102029	CHC WELLBEING	Flu Shots/Walgreens	1,034.00
11/18/2022	102030	CHEM-CARE, INC.	Surface Wipes, Hand Wipes, Cleansmart	3,977.20
11/18/2022	102031	CLASSIC LANDSCAPE, L	November	1,207.50
11/18/2022	102032	COHLA, STEPHANIE	Mileage Reimbursement 9/1/22 to 9/30/22	107.98
11/18/2022	102033	CREATIVE EXCHANGE	Music Therapy - Salt Creek October	600.00
11/18/2022	102033	CREATIVE EXCHANGE	Music Therapy - Addison Trail October	300.00
11/18/2022	102033	CREATIVE EXCHANGE	Music Therapy - STARS October	750.00
11/18/2022	102033	CREATIVE EXCHANGE	Music Therapy - DHH October	600.00
11/18/2022	102033	CREATIVE EXCHANGE	Music Therapy - Albright October	225.00
11/18/2022	102033	CREATIVE EXCHANGE	Music Therapy - Swartz October	600.00
11/18/2022	102033	CREATIVE EXCHANGE	Music Therapy - Transition October	600.00
11/18/2022	102033	CREATIVE EXCHANGE	Music Therapy - SE Alternative October	900.00
11/18/2022	102034	CT PROMO & IMAGING	SASED Logo Digitized for Embroidery	30.00
11/18/2022	102035	CZERNEK, STEPHANIE	Mileage Reimbursement 8/25/22 to 10/26/22	43.94
11/18/2022	102036	E3 DIAGNOSTICS	8.3.22 Calibration	1,707.00
11/18/2022	102037	EDU HEALTHCARE, LLC	10/11/22 to 10/14/22	3,442.05
11/18/2022	102037	EDU HEALTHCARE, LLC	10/17/22 to 10/21/22	4,664.25
11/18/2022	102037	EDU HEALTHCARE, LLC	10/31/22 to 11/4/22	4,037.40
11/18/2022	102037	EDU HEALTHCARE, LLC	10/24/22 to 10/28/22	4,300.65
11/18/2022	102038	ENGLER CALLAWAY BAAS	General School Law September 2022	3,650.00
11/18/2022	102038	ENGLER CALLAWAY BAAS	Professional Development September 2022	2,025.00
11/18/2022	102038	ENGLER CALLAWAY BAAS	General School Law	2,575.00
11/18/2022	102041	FOXHIRE, LLC	Samantha Avgerinos Week Ending 10/21/22	2,775.00
11/18/2022	102041	FOXHIRE, LLC	Beth Kern Week Ending 10/21/22	1,800.00
11/18/2022	102041	FOXHIRE, LLC	Emily Malone Week Ending 10/21/22	2,737.50

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	102041	FOXHIRE, LLC	Casey Smith Week Ending 10/21/22	2,803.13
11/18/2022	102041	FOXHIRE, LLC	Kimberly Crossmann Week Ending 10/21/22	2,915.63
11/18/2022	102041	FOXHIRE, LLC	Tracie Glumac Week Ending 10/21/22	2,370.00
11/18/2022	102041	FOXHIRE, LLC	Neha Sharma Week Ending 10/21/22	2,467.50
11/18/2022	102041	FOXHIRE, LLC	Beth Kern Week Ending 10/14/22	2,400.00
11/18/2022	102041	FOXHIRE, LLC	Samantha Avgerinos Week Ending 10/14/22	1,879.60
11/18/2022	102041	FOXHIRE, LLC	Emily Malone Week Ending 10/14/22	2,299.50
11/18/2022	102041	FOXHIRE, LLC	Casey Smith Week Ending 10/14/22	2,242.50
11/18/2022	102041	FOXHIRE, LLC	Kimberly Cossmann Week Ending 10/14/22	2,332.50
11/18/2022	102041	FOXHIRE, LLC	Neha Sharma Week Ending 10/14/22	2,467.50
11/18/2022	102041	FOXHIRE, LLC	Neha Sharma Week Ending 11/4/22	3,084.38
11/18/2022	102041	FOXHIRE, LLC	Beth Kern Week Ending 11/4/22	3,000.00
11/18/2022	102041	FOXHIRE, LLC	Samantha Avgerinos Week Ending 11/4/22	2,775.00
11/18/2022	102041	FOXHIRE, LLC	Emily Malone 11/4/22	2,737.50
11/18/2022	102041	FOXHIRE, LLC	Tracie Glumac Week Ending 11/4/22	2,370.00
11/18/2022	102041	FOXHIRE, LLC	Kimberly Cossmann Week Ending 11/4/22	2,915.63
11/18/2022	102041	FOXHIRE, LLC	Casey Smith Week Ending 11/4/22	2,242.50
11/18/2022	102041	FOXHIRE, LLC	Beth Kern Week Ending 10/28/22	2,800.00
11/18/2022	102041	FOXHIRE, LLC	Samantha Avgerinos Week Ending 10/28/22	1,955.08
11/18/2022	102041	FOXHIRE, LLC	Emily Malone Week Ending 10/28/22	2,117.00
11/18/2022	102041	FOXHIRE, LLC	Casey Smith Week Ending 10/28/22	2,803.13
11/18/2022	102041	FOXHIRE, LLC	Kimberly Cossmann Week Ending 10/28/22	2,915.63
11/18/2022	102041	FOXHIRE, LLC	Tracie Glumac Week Ending 10/28/22	2,370.00
11/18/2022	102041	FOXHIRE, LLC	Neha Sharma Week Ending 10/28/22	3,084.38
11/18/2022	102042	HEARTLAND ALLIANCE H	Translator	65.00
11/18/2022	102042	HEARTLAND ALLIANCE H	Multi-Needs	68.25
11/18/2022	102042	HEARTLAND ALLIANCE H	Multi-Needs	110.00
11/18/2022	102042	HEARTLAND ALLIANCE H	1498 Translation	2,589.44
11/18/2022	102042	HEARTLAND ALLIANCE H	DHH 9/1/22 to 9/30/22	376.25
11/18/2022	102042	HEARTLAND ALLIANCE H	Audiology October 2022	1,615.00
11/18/2022	102043	HUGHES, JILL	Mileage Reimbursement 10/27/22 to 10/31/22	54.94
11/18/2022	102044	IT SAVVY LLC	Extra adobe licenses for the month of Oct-Nov 2022	51.90

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	102044	IT SAVVY LLC	Chrome OS Licenses	1,600.00
11/18/2022	102045	IXL LEARNING	ixL renewal	3,850.00
11/18/2022	102046	J.J. KELLER & ASSOCI	Bus Driver Books	538.11
11/18/2022	102047	JASON JOBB	Mileage Reimbursement 10/3/22 to 10/31/22	152.69
11/18/2022	102048	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 10/15/22	18,244.20
11/18/2022	102048	MAXIM HEALTHCARE SER	ERM3600366 Period Ending 10/8/22	22,103.25
11/18/2022	102048	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 11/5/22	26,384.80
11/18/2022	102048	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 10/29/22	24,514.05
11/18/2022	102048	MAXIM HEALTHCARE SER	792679306156 Dates: 10/17/22 to 10/28/22	5,887.10
11/18/2022	102048	MAXIM HEALTHCARE SER	ERM360-0366	24,185.70
11/18/2022	102049	MICROSONIC INC.	Mackenzie Waite	104.00
11/18/2022	102049	MICROSONIC INC.	Demonte Montague	108.00
11/18/2022	102049	MICROSONIC INC.	James Gawel	108.00
11/18/2022	102049	MICROSONIC INC.	Maria Velasco	120.00
11/18/2022	102049	MICROSONIC INC.	Alan Martinez	118.05
11/18/2022	102049	MICROSONIC INC.	Kiriam Colindres	112.00
11/18/2022	102049	MICROSONIC INC.	Lise Anne Dasy	108.00
11/18/2022	102050	MOBYMAX, LLC	Moby max license	3,595.00
11/18/2022	102051	NCS PEARSON	Bruininks-Oserestsky Test of Motor Proficiency - Second Edition	155.40
11/18/2022	102051	NCS PEARSON	Pearson SLP Assessment Materials Jeanine Sadowski	100.00
11/18/2022	102052	PHILLIP'S FLOWERS	Coleen Olson	104.95
11/18/2022	102053	PLANSOURCE	C7778 October 2022	2,220.12
11/18/2022	102054	PROCARE THERAPY	82888 Dates: 10/11/22 to 10/14/22	10,944.25
11/18/2022	102054	PROCARE THERAPY	82888 10/31/22 to 11/4/22	12,204.38
11/18/2022	102054	PROCARE THERAPY	82888 Dates: 10/17/22 to 10/21/22	12,409.75
11/18/2022	102055	QUALITY INTEGRATED S	1 Year Central Station Monitoring for Security System	425.00
11/18/2022	102056	SCHOLASTIC INC.	Holle - Scholastic News 1/Sciencespin K-1	76.34
11/18/2022	102057	SCHOOL SPECIALTY LLC	Classroom Materials - Nicole Dombrow and Kristin Petrella	1.99
11/18/2022	102057	SCHOOL SPECIALTY LLC	Art Room Supplies - Patricia Schaffer	13.42
11/18/2022	102058	SEASPAR	SOAR Program Holmes/Brady 11/14/22	80.00
11/18/2022	102059	SEGAL BEHAVIORAL HEA	STEPS-A Training 10/11/22	2,112.00
11/18/2022	102060	SOLIANT	33664 Dates: 10/11/22 to 10/14/22	22,788.25
11/18/2022	102060	SOLIANT	33664 Dates: 10/3/22 to 10/7/22	31,661.63
11/18/2022	102060	SOLIANT	33664 Dates: 10/31/22to 11/4/22	30,434.50
11/18/2022	102060	SOLIANT	33664 Dates: 10/24/22 to 10/28/22	24,878.50

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	102060	SOLIANI	33664 Dates: 10/24/22 to 10/28/22	4,132.50
11/18/2022	102060	SOLIANI	33664 Dates 10/17/22 to 10/21/22	15,745.00
11/18/2022	102060	SOLIANI	33664 Dates: 10/11/22 to 10/14/22	3,315.63
11/18/2022	102060	SOLIANI	33664 Dates: 10/17/22 to 10/21/22	13,082.50
11/18/2022	102060	SOLIANI	33664 Dates: 10/17/22 to 10/21/22	1,620.00
11/18/2022	102061	STAMATELOPOULOS, KEL	Mileage Reimbursement 9/1/22 to 10/31/22	178.76
11/18/2022	102062	SUBURBAN DRIVE LINE	Safety Test V10	40.00
11/18/2022	102062	SUBURBAN DRIVE LINE	Safety Test V-9	40.00
11/18/2022	102062	SUBURBAN DRIVE LINE	Safety Test/Flare Kit VI-04	75.00
11/18/2022	102062	SUBURBAN DRIVE LINE	Safety Test/Flare Kit VI-10	75.00
11/18/2022	102063	THE STEPPING STONES	SASE1501 Dates: 9/18/22 to 10/1/22	31,158.25
11/18/2022	102063	THE STEPPING STONES	SASE1501 Dates 10/2/22 to 10/15/22	29,432.54
11/18/2022	102064	URBAN, JESSICA	Mileage Reimbursement 10/3/22 to 10/31/22	114.31
11/18/2022	102065	WARD, KRISTEN	Mileage Reimbursement 9/8/22 to 10/24/22	88.31
11/18/2022	102066	WILSON LANGUAGE TRAI	Wilson Language Group Foundations Student packets	829.44
11/18/2022	102067	WPS	OT PT ASSESSMENTS	525.00
11/18/2022	102068	XELLO	Xello Renewal/Springboard	859.38
Totals for checks				497,138.23

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	222300293	2955, LLC	December Rent for 2900 Ogden Avenue, Lisle, IL	48,234.12
11/18/2022	222300294	AHN, MAY	Mileage Reimbursement 10/3/22 to 10/31/22	126.71
11/18/2022	222300295	AL WARREN OIL CO., I	Delivery 10/27/22	456.84
11/18/2022	222300295	AL WARREN OIL CO., I	Delivery 10/20/22	665.18
11/18/2022	222300295	AL WARREN OIL CO., I	Delivery Date: 11/10/22	376.61
11/18/2022	222300295	AL WARREN OIL CO., I	Delivery Date 11/3/22	442.51
11/18/2022	222300296	ALDRICH, DANA	Mileage Reimbursement 10/4/22 to 10/26/22	37.75
11/18/2022	222300297	ALEXANDER, BRITTANY	Reimbursement - Playdoh for ELA FFL Group	13.75
11/18/2022	222300297	ALEXANDER, BRITTANY	Reimbursement - Materials for ELA FFL Group	7.98
11/18/2022	222300298	ANDERSEN, VERONICA	Mileage Reimbursement 10/3/22 to 10/27/22	124.57
11/18/2022	222300299	ARIANO, EMILIA	Reimbursement - supplies	79.48
11/18/2022	222300300	ARVANS, SUSAN	School Health Days Conference	45.00
11/18/2022	222300300	ARVANS, SUSAN	Mileage Reimbursement 9/2/22 to 9/29/22	71.80
11/18/2022	222300301	BARAJAZ, DINA	Mileage Reimbursement 9/1/22 to 10/27/22	52.50
11/18/2022	222300302	BERGFELD, BETH	Mileage Reimbursement 9/2/22 to 9/29/22	135.75
11/18/2022	222300302	BERGFELD, BETH	Mileage Reimbursement 10/6/22 to 10/31/22	129.81
11/18/2022	222300303	BOCZKOWSKI, DEBRA	Mileage Reimbursement 8/15/22 to 8/31/22	151.88
11/18/2022	222300303	BOCZKOWSKI, DEBRA	Mileage Reimbursement 9/1/22 to 9/30/22	274.38
11/18/2022	222300304	BOOTSMA, KRISTY	Mileage Reimbursement 10/3/22 to 10/31/22	50.38
11/18/2022	222300305	BRUSICH, WENDY	Reimbursement - Adult Learning /Lifestyle	67.55
11/18/2022	222300305	BRUSICH, WENDY	Mileage Reimbursement 9/20/22 and 10/18/22	19.40
11/18/2022	222300305	BRUSICH, WENDY	Reimbursement - Life Skills Supplies	62.96
11/18/2022	222300306	BUNGERT, TINA	Mileage Reimbursement 8/12/22 to 9/28/22	65.10
11/18/2022	222300307	CAPIO, MICHELE	Mileage Reimbursement 9/7/22 to 10/31/22	107.50
11/18/2022	222300308	CARRASQUILLO, ELIZAB	Mileage Reimbursement 10/3/22 to 10/31/22	209.50
11/18/2022	222300309	CHAPLIN, KRISTINE	Mileage Reimbursement - 10/3/22 to 10/31/22	250.05
11/18/2022	222300310	CIECKO, ASHLEY	Mileage Reimbursement 10/13/22 to 10/28/22	30.10
11/18/2022	222300311	COHLA, STEPHANIE	Mileage Reimbursement 10/4/22 to 10/28/22	121.43
11/18/2022	222300312	CORRAL, TARA	Mileage Reimbursement 9/1/22 to 10/31/22	287.07
11/18/2022	222300313	CREAGAN, HELEN	Mileage Reimbursement 10/3/22 to 10/31/22	110.88
11/18/2022	222300314	DARRUS, JULIE	Mileage Reimbursement 9/1/22 to 9/30/22	218.31

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
11/18/2022	222300314	DARRUS, JULIE	Mileage Reimbursement - 10/3/22 to 10/31/22	209.13	
11/18/2022	222300315	DORCHACK, MARIA	Mileage Reimbursement 10/3/22 to 10/31/22	214.56	
11/18/2022	222300316	DUGAN, PATRICK	Mileage Reimbursement 10/4/22 to 10/26/22	106.95	
11/18/2022	222300317	FANUKA, CASEY	Mileage Reimbursement 8/12/22 to 8/31/22	129.63	
11/18/2022	222300318	FERRY, SUZANNE	Mileage Reimbursement 9/15/22 to 11/3/22	36.90	
11/18/2022	222300319	FORTUNA, CHRISTINA	Mileage Reimbursement 10/6/22 to 10/31/22	51.50	
11/18/2022	222300320	FROEHLING, ANNA	Reimbursement - Groceries	19.20	
11/18/2022	222300321	GENIN, SHERILYN	Mileage Reimbursement 8/30/22 to 10/31/22	189.69	
11/18/2022	222300322	GOSTEVICIC, AMMAR	Mileage Reimbursement 10/5/22 to 11/1/22	79.88	
11/18/2022	222300323	GROHN, JULIE	November Travel Allowance	400.00	
11/18/2022	222300324	HOMAN, JULIA	Mileage Reimbursement 10/4/22 to 10/31/22	289.35	
11/18/2022	222300325	JOHNSON, STEPHANIE	Reimbursement - Art Supplies	50.96	
11/18/2022	222300326	JOSE, VEENA	Reimbursement - Fingerprinting Fee	65.00	
11/18/2022	222300327	LAREN, RICHARD	Reimbursement - Supplies	47.03	
11/18/2022	222300328	LARSON, CANDICE	Little Eyes Reimbursement	170.00	
11/18/2022	222300329	LAYTON, MATTHEW	November Travel Allowance	400.00	
11/18/2022	222300330	LOHRENZ, ASHLEY	Mileage Reimbursement 10/3/22 to 10/31/22	269.25	
11/18/2022	222300331	LOONEY, KATHERINE	Mileage Reimbursement 10/5/22 to 10/28/22	36.49	
11/18/2022	222300332	LOWE, SENGA	Reimbursement - District Meeting Food	32.28	
11/18/2022	222300333	MARTIN, CHRISTINE	November Travel Allowance	400.00	
11/18/2022	222300334	MC CULLOUGH, LISA	Mileage Reimbursement 9/14/22 to 10/28/22	404.10	
11/18/2022	222300335	MCGUFFIN, MELINDA	Reimbursement - Snacks for Board and Committee Meetings	56.44	
11/18/2022	222300335	MCGUFFIN, MELINDA	November Travel Allowance	400.00	
11/18/2022	222300335	MCGUFFIN, MELINDA	Reimbursement - Supplies for Subpoena	25.99	
11/18/2022	222300336	MOHAMMAD, KAYLA	Mileage Reimbursement 9/2/22 to 10/18/22	13.88	
11/18/2022	222300337	MOROZ, KRISTYN	Mileage Reimbursement 10/6/22 to 10/24/22	107.19	
11/18/2022	222300338	MOY, CYNTHIA	Mileage Reimbursement 9/2/22 to 9/23/22	22.44	
11/18/2022	222300339	MOYNIHAN, LYNN	Rise and Learn Webinar Reimbursement	10.00	
11/18/2022	222300339	MOYNIHAN, LYNN	Mileage Reimbursement 10/3/22 to 10/28/22	144.94	
11/18/2022	222300340	MUCKIAN, RACHEL	Mileage Reimbursement 10/6/22 to 10/21/22	27.75	
11/18/2022	222300341	MUELLER, KIMBERLY	Mileage Reimbursement 8/25/22-9/30/22	55.02	
11/18/2022	222300342	NOWAK, SUSAN	Mileage Reimbursement 8/11/22 to 10/24/22	190.63	

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
11/18/2022	222300343	ONYSCHAK, AUDREY	Mileage Reimbursement 9/19/22 to 10/31/22	44.88
11/18/2022	222300344	PETERSEN, JENNIFER	Mileage Reimbursement 8/19/22 to 10/27/22	70.38
11/18/2022	222300345	ROBERTS, RUTH	Mileage Reimbursement 10/3/22 to 10/31/22	125.66
11/18/2022	222300346	ROBINSON, DONALD	November Travel Allowance	400.00
11/18/2022	222300347	ROSALES, WALTER	Mileage Reimbursement 10/3/22 to 10/31/22	216.13
11/18/2022	222300348	ROSS, KATHLEEN	Mileage Reimbursement 9/1/22 to 10/31/22	107.00
11/18/2022	222300349	SEYLER, NICOLE	Reimbursement - Classroom supplies	57.74
11/18/2022	222300350	SHANAHAN, KERRY	Mileage Reimbursement 10/3/22 to 10/31/22	381.16
11/18/2022	222300351	SMITH, CLAIRE	Mileage Reimbursement 10/3/22 to 10/31/22	371.89
11/18/2022	222300352	SOBERON, SAMANTHA	Mileage Reimbursement 8/16/22 to 9/30/22	128.75
11/18/2022	222300352	SOBERON, SAMANTHA	Mileage Reimbursement 10/4/22 to 10/26/22	40.00
11/18/2022	222300353	STOJKOVIC, ASHLEY	Mileage Reimbursement 9/8/22 to 10/25/22	71.83
11/18/2022	222300354	STORNELLO, KAREN	Mileage Reimbursement 8/15/22 to 10/21/22	78.88
11/18/2022	222300355	TATHAM, SARA	Mileage Reimbursement 8/22/22 to 8/28/22	99.38
11/18/2022	222300355	TATHAM, SARA	Mileage Reimbursement 10/3/22 to 10/31/22	159.83
11/18/2022	222300356	THOMPSON, EVA	Mileage Reimbursement 9/29/22 to 10/28/22	25.88
11/18/2022	222300357	WALSH, ANNA	Mileage Reimbursement 9/6/22 to 10/7/22	164.31
11/18/2022	222300358	WAWCZAK, ELIZABETH	Mileage Reimbursement 9/7/22 to 9/29/22	66.81
11/18/2022	222300359	WHITE, SHEILA	Reimbursement - Kick Off TA Training & Math GLT	48.46
11/18/2022	222300359	WHITE, SHEILA	Mileage Reimbursement 9/1/22 to 9/29/22	114.44
Totals for checks				60,456.44

INTERIM CHECKS

October 2022	\$ 78,624.89
November 2022	\$ 450,928.03

Oct. Interims

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/12/2022	101896	JOHANSEN FARMS INC	Booking #14026 10/13/22	116.55
10/12/2022	101897	KONOWS CORN MAZE	MN Trip	284.00
10/13/2022	101898	DEARBORN NATIONAL LI	F021947-1 October 2022	5,828.57
10/13/2022	101899	KONICA MINOLTA BUSIN	166679 Coverage Period: 9/22/22 to 10/21/22	1,258.00
10/13/2022	101899	KONICA MINOLTA BUSIN	166679 Coverage: 9/15/22 to 9/21/22	81.50
10/13/2022	101900	NET56	Service Ticket 648212	1,229.37
10/13/2022	101901	NICOR GAS	28-69-21-1000 1 Period 9.1.22 to 10/1/22	438.31
10/13/2022	101902	STARDUST BOWL	Bowling Vision/Transition 10/14/22	92.00
10/13/2022	101903	VANGUARD ENERGY SERV	400641 Service Period 9/1/22 to 9/30/22	1,567.29
10/13/2022	101904	VERIZON WIRELESS	880335634-00001 Sept 2 to Oct 1	2.76
Totals for checks				10,898.35

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/20/2022	101960	ALLIED BENEFIT SYSTE	A06120 October 2022	385.25
10/20/2022	101961	AMERICAN HERITAGE LI	W6508	831.92
10/20/2022	101962	COHLA, STEPHANIE	Reimbursement - Classroom Consumables	31.97
10/20/2022	101962	COHLA, STEPHANIE	Reimbursement - Classroom consumables and cooking materials	35.02
10/20/2022	101962	COHLA, STEPHANIE	Reimbursement - Cooking materials and consumables	23.38
10/20/2022	101963	GOURMET GORILLA	Transition 9/1/22 to 9/30/22	3,826.64
10/20/2022	101963	GOURMET GORILLA	Southeast 9/1/22 to 9/30/22	10,298.89
10/20/2022	101964	GUARDIAN - ALTERNATE	00519548 September 2022	14,462.62
10/20/2022	101965	ILLINOIS STATE POLIC	Fingerprinting balance	1,045.25
10/20/2022	101966	JOHANSEN FARMS INC	Field Trip 10/24/22 - Southeast	225.00
10/20/2022	101967	KONICA MINOLTA BUSIN	8/22/22 to 9/21/22	703.00
10/20/2022	101967	KONICA MINOLTA BUSIN	8/2/22 to 8/21/22	312.40
10/20/2022	101967	KONICA MINOLTA BUSIN	5/1/22 to 7/31/22	632.06
10/20/2022	101968	KONICA MINOLTA PREMI	450-0068168-000 Period: 9/26/22 to 10/25/22	1,132.16
10/20/2022	101969	VERIZON WIRELESS	780335060-000021 Sept 2 to Oct 1	12.57
10/20/2022	101970	VSP OF ILLINOIS, NFP	30079160 October 2022 COBRA	80.44
10/20/2022	101970	VSP OF ILLINOIS, NFP	30079160 October 2022	1,794.60
10/27/2022	101971	CASH	Petty Cash/Community Activities	500.00
Totals for checks				36,333.17

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
10/28/2022	101979	CITI CARDS	7484 Billing Period 9/9/22 to 10/10/22	249.00
10/28/2022	101980	KONICA MINOLTA PREMI	9/4/22 to 9/15/22	0.01
10/28/2022	101980	KONICA MINOLTA PREMI	Copiers 10/26/22 to 11/25/22	1,032.16
10/28/2022	101981	ORKIN EXTERMINATING	Date of Service 10/20/22	82.94
10/28/2022	101982	UNIVERSAL PREMIUM	SN814 Dates: 10/1/22 to 10/15/22	339.23
10/28/2022	101984	VERIZON WIRELESS	480335060-00001 Sept 20 to Oct 19	57.65
10/28/2022	101984	VERIZON WIRELESS	980514589-00002 Sept 17 to Oct 16	5.52
10/28/2022	101984	VERIZON WIRELESS	480335060-00002 Sept 20 to Oct 19	8.20
10/28/2022	101984	VERIZON WIRELESS	980338541-00001 Sept 20 to Oct 19	6.86
10/28/2022	101984	VERIZON WIRELESS	385780586-00001 Sept 20 to Oct 19	3.27
10/28/2022	101984	VERIZON WIRELESS	285824433-00001 Sept 20 to Oct 19	2.76
10/28/2022	101984	VERIZON WIRELESS	380335400-00001 Sept 20 to Oct 19	1,146.76
10/28/2022	101984	VERIZON WIRELESS	685742208-00001 Sept 20 to Oct 19	14.12
10/28/2022	101984	VERIZON WIRELESS	942482156-00001 Sept 11 to Oct 10	53.82
10/28/2022	101984	VERIZON WIRELESS	942483379-00001 Sept 11 to Oct 10	155.01
10/28/2022	101984	VERIZON WIRELESS	380381311-00001 Sept 14 to Oct 13	60.08
10/31/2022	101978	FIFTH THIRD BANK/MAS	Sensory Items for Holmes/Stephanie Czernek	42.44
10/31/2022	101978	FIFTH THIRD BANK/MAS	Classroom items for CJH/Colette	84.30
10/31/2022	101978	FIFTH THIRD BANK/MAS	Misc. office supplies/Sheila	46.77
10/31/2022	101978	FIFTH THIRD BANK/MAS	Misc. office supplies/Sheila	194.64
10/31/2022	101978	FIFTH THIRD BANK/MAS	Ink Pad Re-Fill for student signature stamp	7.75
10/31/2022	101978	FIFTH THIRD BANK/MAS	Misc. Items for Program Nurse	83.68
10/31/2022	101978	FIFTH THIRD BANK/MAS	White Board for Amy's office	171.51
10/31/2022	101978	FIFTH THIRD BANK/MAS	OT PT Supplies 8-29-22 Batteries for Z-Vibe	41.97
10/31/2022	101978	FIFTH THIRD BANK/MAS	Sterilite Storage containers for Jason Jobb for training supplies storage	84.33
10/31/2022	101978	FIFTH THIRD BANK/MAS	The PD Book: 7 Habits that Transform Professional Development, by Elena Aguilar for SiiS team members for book study	287.88
10/31/2022	101978	FIFTH THIRD BANK/MAS	1 Akro-Mils 66486CLDBL 12-Gallon Plastic Storage Cabinet with Attached Lid, 21-1/2-Inch by 15-Inch by 12-1/2-Inch, Semi Clear	29.99
10/31/2022	101978	FIFTH THIRD BANK/MAS	(2) 3Pack iPhone 12 13 Fast Charger [Apple MFi	39.98

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
			Certified], 20W PD Adapter with 6FT Type C to Lightning Cable Fast Charging USB C Wall Charger for iPhone 12/13 Mini/13 Pro Max/12/11 Pro Max/XS Max/XS/XR/X	
10/31/2022	101978	FIFTH THIRD BANK/MAS	12 DBT Skills in Schools: Skills Training for Emotional Problem Solving for Adolescents (DBT STEPS-A) (The Guilford Practical Intervention in the Schools Series) books for SiiS Team	735.00
10/31/2022	101978	FIFTH THIRD BANK/MAS	Wonders K supplemental Materials Holmes	50.71
10/31/2022	101978	FIFTH THIRD BANK/MAS	Refund of Ink Cartridges	-4,215.78
10/31/2022	101978	FIFTH THIRD BANK/MAS	Technology supply order	302.08
10/31/2022	101978	FIFTH THIRD BANK/MAS	Bleudog Ink order	549.95
10/31/2022	101978	FIFTH THIRD BANK/MAS	Refund - 5 Drawer Storage Tower	-62.00
10/31/2022	101978	FIFTH THIRD BANK/MAS	Desk Lamp for receptionist desk.	27.67
10/31/2022	101978	FIFTH THIRD BANK/MAS	Disposable gloves	199.80
10/31/2022	101978	FIFTH THIRD BANK/MAS	Hand Sanitizer Refills for Dispensers	416.50
10/31/2022	101978	FIFTH THIRD BANK/MAS	Vision	14.99
10/31/2022	101978	FIFTH THIRD BANK/MAS	SC	1,790.77
10/31/2022	101978	FIFTH THIRD BANK/MAS	AK	186.65
10/31/2022	101978	FIFTH THIRD BANK/MAS	annual services fee	384.00
10/31/2022	101978	FIFTH THIRD BANK/MAS	Annual Membership	69.00
10/31/2022	101978	FIFTH THIRD BANK/MAS	MMAF	25,567.80
10/31/2022	101978	FIFTH THIRD BANK/MAS	9.23.22 DHH Supply Order	61.21
10/31/2022	101978	FIFTH THIRD BANK/MAS	Classroom	307.16
10/31/2022	101978	FIFTH THIRD BANK/MAS	SEL Materials for SW Amy Baldwin/Maercker	217.77
10/31/2022	101978	FIFTH THIRD BANK/MAS	Reinforcer items for SLP Holmes/Kayla	327.08
			Totals for checks	31,262.99

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
10/06/2022	222300175	LOONEY, KATHERINE	Reimbursement - Therapy	43.40	
			Consumable Goods		
			Totals for checks	43.40	

CHECK		CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
10/20/2022	222300267	CIECKO, ASHLEY	Reimbursement - communication book materials	19.93
10/20/2022	222300268	DAHL, LAURA	Reimbursement - Classroom materials and supplies	21.00
10/20/2022	222300269	SANZENBACHER, ERIN	Reimbursement - Chewy Gloves, Cooking supplies	46.05
Totals for checks				86.98

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/02/2022	101986	CASH	PETTY CASH/COMMUNITY ACTIVITIES	500.00
11/11/2022	101987	AMERICAN HERITAGE LI	OCTOBER PREMIUM	831.92
11/11/2022	101988	CONSTELLATION NEW EN	1629898 Period: 9/23/22 to 10/24/22 1	3,865.41
11/11/2022	101989	GUARDIAN	NOVEMBER 2022 PREMIUM 1	1,035.73
11/11/2022	101990	GUARDIAN - ALTERNATE	OCTOBER 2022 CLAIMS INVOICE	12,325.48
11/11/2022	101991	HEALTH CARE SERVICE	SEPTEMBER 2022 INVOICE 1	359,603.88
11/11/2022	101992	NICOR GAS	ACCT #28-69-21-1000 1 10/1/22 THRU 11/1/22 1	477.05
11/11/2022	101993	T-MOBILE	979924297 Dates: 9/21/22 to 10/20/22 1	558.60
11/11/2022	101994	VERIZON WIRELESS	480514606-00001 SEPT 26-OCT 25 2022	2.76
11/11/2022	101994	VERIZON WIRELESS	680514606-00001 SEPT 26-OCT 25 2022	5.53
11/11/2022	101995	VSP OF ILLINOIS, NFP	NOVEMBER 2022 COBRA PREMIUM 1	101.98
11/11/2022	101995	VSP OF ILLINOIS, NFP	NOVEMBER 2022 PREMIUM 1	1,796.98
Totals for checks				381,105.32

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/15/2022	101998	JEWEL FOOD STORES	Southeast/Shop	120.00
			Totals for checks	120.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
11/17/2022	102071	ALLIED BENEFIT SYSTE	November 2022	100.00
11/17/2022	102072	CUNA MUTUAL GROUP	012-1653-4 Quarterly Fee	62.50
11/17/2022	102073	DEARBORN NATIONAL LI	F021947-1 November	5,643.11
11/17/2022	102074	GOURMET GORILLA	Transition October	3,197.35
11/17/2022	102074	GOURMET GORILLA	Southeast Octoer	10,186.10
11/17/2022	102075	KONICA MINOLTA BUSIN	Coverage 10/22/22 to 11/21/22	1,258.00
11/17/2022	102075	KONICA MINOLTA BUSIN	Coverage 2/1/22 to 4/30/22	2,852.42
11/17/2022	102076	KONICA MINOLTA PREMI	500-0601077-000 Dates: 10/22/22 to 11/22/22	2,275.00
11/17/2022	102077	LISLE LANES	SE Alternative/PBIS Quarterly special activity 11/17/22	492.00
11/17/2022	102078	NET56	November Billing Internet Access/Connectivity/Communicat ion Taxes	3,861.80
11/17/2022	102078	NET56	November 2022	23,062.18
11/17/2022	102079	ORKIN EXTERMINATING	Service 11/10/22	82.94
11/17/2022	102080	T-MOBILE	976288363 Dates: 9/21/22 to 10/20/22	616.00
11/17/2022	102081	UNIVERSAL PREMIUM	SN814 10/15/22 to 10/31/22	322.91
11/17/2022	102082	VANGUARD ENERGY SERV	400641 October 2022	1,322.71
11/17/2022	102083	VERIZON WIRELESS	880335634-00001 Oct 2 to Nov 1	2.76
11/17/2022	102083	VERIZON WIRELESS	780335060-00001 Oct 2 to Nov 1	12.73
Totals for checks				55,350.51

CHECK		CHECK			INVOICE	
DATE	NUMBER	VENDOR		DESCRIPTION	AMOUNT	
11/29/2022	102086	FIFTH THIRD BANK/MAS		MMAF	9,423.22	
11/29/2022	102086	FIFTH THIRD BANK/MAS		10.17.22 Swartz	29.39	
11/29/2022	102086	FIFTH THIRD BANK/MAS		SASED VI 10/20/22	282.87	
11/29/2022	102086	FIFTH THIRD BANK/MAS		9.29.22 Westmont Order	39.95	
11/29/2022	102086	FIFTH THIRD BANK/MAS		WJH 10.13.22 Order	150.04	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Classroom	91.14	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Office supplies	60.38	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Classroom supplies for CJH/Stachorek	42.99	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Classroom supplies for Holmes/Walton	146.94	
11/29/2022	102086	FIFTH THIRD BANK/MAS		STARS Reading Materials	26.84	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Mobile work station SLP/Holmes	69.98	
11/29/2022	102086	FIFTH THIRD BANK/MAS		SLP/SW & Misc. Supplies	249.56	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Timer for Waterbury classroom-KM	31.95	
11/29/2022	102086	FIFTH THIRD BANK/MAS		MISC Supplies for SLP	132.98	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Portable Closet: Replacement for one that was lost in delivery from SAC to PS	38.99	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Technology supply order	241.86	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Ink order	494.97	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Super Duper hearbuilder annual renewal	299.00	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Amazon order	365.66	
11/29/2022	102086	FIFTH THIRD BANK/MAS		BlueDog Ink order	451.96	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Disposable Gloves	399.60	
11/29/2022	102086	FIFTH THIRD BANK/MAS		Disposable Gloves	399.60	
11/29/2022	102086	FIFTH THIRD BANK/MAS		SC	413.72	
11/29/2022	102086	FIFTH THIRD BANK/MAS		AK	119.88	
Totals for checks					14,003.47	

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
11/11/2022	222300272	ALDRICH, DANA	Reimbursement - Toilet Seat 1	29.99
11/11/2022	222300273	COHLA, STEPHANIE	Reimbursement - Cooking 1	19.76
11/11/2022	222300273	COHLA, STEPHANIE	Reimbursement - Classroom 1	37.50
11/11/2022	222300273	COHLA, STEPHANIE	Reimbursement - Classroom Consumables 1	21.23
11/11/2022	222300274	NOESEN, JULIE	Reimbursement - Hygiene items/Halloween Party 1	37.48
11/11/2022	222300275	SOBERON, SAMANTHA	Reimbursement - Group & Peer Buddies 1	21.04
			Totals for checks	167.00

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
11/17/2022	222300367 CIECKO, ASHLEY	Reimbursement - Therapy Materials	33.09
11/17/2022	222300368 COHLA, STEPHANIE	Reimbursement - Classroom Consumables	26.54
11/17/2022	222300368 COHLA, STEPHANIE	Reimbursement - Classroom Expendables	29.90
11/17/2022	222300369 GOES, JENNIFER	Reimbursement - Classroom Materials/Motivational Food	20.54
11/17/2022	222300370 LOONEY, KATHERINE	Reimbursement - Therapy Goods	48.93
11/17/2022	222300371 SOBERON, SAMANTHA	Reimbursement - Peer Buddy Supplies	22.73
		Totals for checks	181.73

VOIDED CHECKS

October 31, 2022 \$ \$19,653.30

Void

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10/31/2022	101799	CURRICULUM ASSOCIATE	New Curriculum	-19,653.30
			Totals for checks	-19,653.30



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

TO: SASED Board of Control Members
FROM: Don Robinson, Director of Business Services/CSBO
DATE: December 7, 2022
RE: December Check Run

Purpose: To provide timely year end payments to SASED vendors.

Background: Accounts payable will process vendor payments through November 30, leading up to the December 7 Board of Control meeting. This would result in the next payments being released January 26, 2023, or approximately 8 weeks later. The business office respectfully requests it be allowed to do a check run and payment release on Friday, December 16. Those payments would be submitted to the Board of Control in the January board packet.

Next Steps: Approve a check run and payment release for December 16, 2022.

**APPLICATION FOR EXCESS LOSS COVERAGE
(Cost-Plus Accounts Only)**

Customer Number: 025799
Employer Group Name: School Association for Special Education in DuPage
Employer Group Address: 2900 Ogden Ave.
Lisle, IL 60532

Employer Group Number(s): P40419, 300471, 300472
Effective Date of Policy: 01/01/2023
Policy Period: Beginning on the current Effective Date of Policy and ending on 12/31/2023.

The specifications below shall become effective on the first day of the Policy Period specified above and shall continue in full force and effect until the earliest of the following dates: (1) The last day of the Policy Period; (2) The date the Policy terminates; or (3) The date this Exhibit is superseded in whole or in part by a later executed Exhibit.

Is this a Unified group (Indemnity Excess Loss Coverage and HMO Excess Loss Coverage)? Yes No
If yes, please complete separate Indemnity and HMO Excess Loss Coverage Applications.

A. Aggregate Excess Loss Coverage: Yes No
If yes, complete items 1 through 9 below.

1. New Coverage Renewal of Existing Coverage

2. Excess Loss Coverage during the current Policy Period:

New Coverage (Select one from below):

Standard: Claims incurred and paid during the current Policy Period.

Standard with "Run-in" included: Claims incurred on or after _____ and paid during the current Policy Period.

"Run-in" includes claims paid by Policyholder's prior claim administrator: Yes No

If yes, such claims must be reported by the Policyholder to the Company (Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company) within 12 months of the current Effective Date of Policy and paid by the Policyholder's prior claim administrator within 6 months after the current Effective Date of Policy.

Renewal of Existing Coverage: Claims incurred on or after the original Effective Date of Policy and paid during the current Policy Period.

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,
an Independent Licensee of the Blue Cross and Blue Shield Association

3. Aggregate Excess Loss Coverage shall apply to:

- Medical Claims Vision Claims
 Outpatient Prescription Drug Claims Dental Claims (Pre-Dent)
 For Hospital Employer Groups only: *Excludes* _____% of Home Hospital Medical claims
 Other (please specify): _____

4. Average Claim Value: \$1,285.13 (per employee per month).

- Includes Company's Provider Access Fee Excludes Company's Provider Access Fee

Attachment Factor: 125% of the Average Claim Value.

5. Aggregate Attachment Claim Liability

Employer's Claim Liability for the current Policy Period shall be the sum of the Monthly amounts obtained by multiplying the number of Coverage Units for each Month by the following factor:

\$1,606.41 for each Individual Coverage Unit

6. Aggregate Excess Loss Coverage includes coverage of Run-Off Paid Claims: Yes No

Run-Off Attachment Claim Liability Factors:

Employer's Run-Off Claim Liability shall be an amount equal to 15% of the annualized Employer Claim Liability based on the participation of the two calendar months immediately preceding termination. Settlement for the final accounting period will be described in the section of the Policy entitled SETTLEMENTS.

7. Aggregate Excess Loss Claims:

a. The amount of Paid Claims during the current Policy Period, less Individual (Specific) Excess Loss Claims if any, that exceeds the Point of Attachment. The Aggregate Point of Attachment shall equal the sum of the Employer's Claim Liability amounts calculated Monthly as described in item A.5. above for the current Policy Period. However, for the current Policy Period the minimum Point of Attachment shall be \$3,174,909.

b. The following applies if the answer to item A.6. above is "Yes" (Aggregate Excess Loss Coverage includes coverage of Run-Off Paid Claims):

In the event of termination at the end of a Policy Period, Aggregate Excess Loss Coverage shall equal the amount of Final Settlement Paid Claims that exceed the Final Settlement Aggregate Point of Attachment. Final Settlement Paid Claims shall equal the sum of the Paid Claims during the Final Policy Period and the Paid Claims during the Run-Off Period, less Individual (Specific) Excess Loss Claims, if any. The Final Settlement Point of Attachment shall equal the sum of the Employer's Claim Liability amount for the Final Policy Period and the Employer's Run-Off Claim Liability calculated as described in items 5. and 6. above. However, for the Final Settlement Period the minimum Aggregate Point of Attachment shall be the minimum Aggregate Point of Attachment in item A.7.a. above increased by 15%.

c. The amount of "Run-in" Claims that is excluded from Individual (Specific) Excess Loss Coverage in item B.2. is also not eligible for Aggregate Excess Loss Coverage.

8. Excess Loss Premium (select one)

- Annual Premium (Due on the first day of the current Policy Period): \$26,272.

The following applies if the answer to item A.6. above is "Yes" (Aggregate Excess Loss Coverage includes coverage of Run-Off Paid Claims): In the event of termination at the end of the current Policy Period, an additional premium amount equal to 15% of the Annual Premium will be due within ten (10) calendar days of receipt of the billing.

- Monthly Premium shall be equal to the amounts obtained by multiplying the number of Coverage Units for a particular Month by:

\$_____ for each Coverage Unit

The following applies if the answer to item A.6. above is "Yes" (Aggregate Excess Loss Coverage includes coverage of Run-Off Paid Claims):

Variable: In the event of termination at the end of the current Policy Period, an additional Premium amount equal to 15% of the annualized Premium based on the participation of the two months immediately preceding termination will be due within then (10) calendar days of receipt of the billing.

9. The premium is based upon a current membership of 183 Coverage Units.

B. Individual (Specific) Excess Loss Coverage: Yes No

If yes, complete items 1 through 6 below.

1. New Coverage Renewal of Existing Coverage

2. Excess Loss Coverage Period:

New Coverage (Select one from below):

Standard: Claims incurred and paid during the current Policy Period.

Standard with "Run-in" included: Claims incurred on or after _____ and paid during the current Policy Period.

"Run-in" includes claims paid by Policyholder's prior claim administrator: Yes No

If yes, such claims must be reported by the Policyholder to the Company within 12 months of the current Effective Date of Policy and paid by the Policyholder's prior claim administrator within 6 months after the current Effective Date of Policy.

Renewal of Existing Coverage: Claims incurred on or after the original Effective Date of Policy and paid during the current Policy Period.

3. Individual (Specific) Excess Loss Coverage shall apply to:

Medical Claims Vision Claims

Outpatient Prescription Drug Claims Dental Claims (Pre-Dent)

For Hospital Employer Groups only: Excludes _____% of Home Hospital Medical claims

Other (please specify): _____

4. Individual (Specific) Excess Loss Claims

For each other Covered Person:

Individual (Specific) Excess Loss Coverage equals the amount of Paid Claims for a Covered Person during the current Policy Period in excess of the Individual Point of Attachment of \$125,000 per Covered Person. Such amount shall apply for the current Policy Period.

a. Point of Attachment Includes Company's Provider Access Fee

Excludes Company's Provider Access Fee

b. Employer's Claim Liability equals the sum of Paid Claims for a Covered Person during the current Policy Period up to the Point of Attachment specified in B.4. above.

5. Individual (Specific) Excess Loss Coverage includes coverage of Run-Off Paid Claims: Yes No

The following applies if the answer to item B.5. above is "Yes" (Individual (Specific) Excess Loss Coverage includes coverage of Run-Off Paid Claims):

- a. In the event of termination at the end of the current Policy Period, Individual (Specific) Excess Loss Coverage shall equal the amount of Final Settlement Paid Claims that exceed the Point of Attachment specified in 4. above. Final Settlement Paid Claims shall equal the sum of Paid Claims for a Covered Person during the Final Policy Period and the Run-Off Period (beginning on _____ and ending on _____).
- b. In the event of termination at the end of the current Policy Period, Employer's Final Settlement Claim Liability equals the sum of Paid Claims for a Covered Person during the Final Policy Period and Run-Off Period up to the Point of Attachment specified in item B.4.a. above.

Settlement for the final accounting period will be described in the section of the Policy entitled SETTLEMENTS.

6. Excess Loss Premium (select one):

Annual Premium (Due on the first day of the current Policy Period): \$_____.

The following applies if the answer to item B.5 is "Yes" (Individual (Specific) Excess Loss Coverage includes coverage of Run-Off Paid Claims): In the event of termination at the end of the current Policy Period, an additional premium amount equal to 20% of the Annual Premium will due within ten (10) calendar days of receipt of the billing.

Monthly Premium shall be equal to the amounts obtained by multiplying the number of Coverage Units for a particular Month by:
\$212.79 for each Coverage Unit

The following applies if the answer to item B.5. above is "Yes" (Individual (Specific) Excess Loss Coverage includes coverage of Run-Off Paid Claims): In the event of termination at the end of the current Policy Period, an additional premium amount equal to 20% of the annualized Premium based on the participation of the two months immediately preceding termination will be due within ten (10) calendar days of receipt of the billing.

7. The premium is based upon a current membership of 183 Coverage Units.

Additional Provisions:

Retirees Covered: Yes No

The undersigned person represents that he/she is authorized and responsible for purchasing excess loss coverage on behalf of the Employer. It is understood that the actual terms and conditions of coverage are those contained in this Application and the Excess Loss Coverage Policy into which this Application for Excess Loss Coverage shall be incorporated at the time of acceptance by Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company (HCSC). Upon acceptance, HCSC shall issue a Excess Loss Coverage Policy to the Employer. Upon acceptance of this Application and issuance of the Excess Loss Coverage Policy, the Employer shall be referred to as the "The Policyholder."

James Jareczek

Sales Representative

Dan Stanger

Printed Name of Underwriter

Signature of Underwriter

M. McFalls

Signature of Authorized Purchaser

Executive Director

Title of Authorized Purchaser

11/14/2022

Date

INTERNAL USE ONLY	Date Application approved by Underwriting: Name of Underwriter:
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**APPLICATION FOR EXCESS LOSS COVERAGE
(HMO Cost-Plus Accounts Only)**

Customer Number: 025799
Employer Group Name: School Association for Special Education in DuPage
Employer Group Address: 2900 Ogden Avenue,
Lisle, IL 60532
Employer Group Number(s): B00033 & H25799
Current Effective Date of Policy: 01/01/2023
Current Policy Period: Beginning on the current Effective Date of Policy and ending on 12/31/2023.

The specifications below shall become effective on the first day of the current Policy Period specified above and shall continue in full force and effect until the earliest of the following dates: (1) The last day of the current Policy Period; (2) The date the Policy terminates; or (3) The date this Application is superseded in whole or in part by a later executed Application.

Is this a Unified group (HMO Excess Loss Coverage and Indemnity Excess Loss Coverage)? Yes No
If yes, complete separate HMO and Indemnity Excess Loss Coverage Applications.

A. Aggregate Excess Loss Coverage: Yes No
If yes, complete items 1 through 9 below.

1. New Coverage Renewal of Existing Coverage

2. Excess Loss Coverage during the current Policy Period:

New Coverage (Select one from below):

Standard: Claims incurred and paid during the current Policy Period.

Standard with "Run-in" included: Claims incurred on or after _____ and paid during the current Policy Period.

"Run-in" includes claims paid by Policyholder's prior claim administrator: Yes No

If yes, such claims must be reported by the Policyholder to the Company (Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company) within 12 months of the current Effective Date of Policy and paid by the Policyholder's prior claim administrator within 6 months after the current Effective Date of Policy.

Renewal of Existing Coverage: Claims incurred on or after the original Effective Date of Policy and paid during the current Policy Period.

3. Aggregate Excess Loss Coverage shall apply to:

HMO Claims (not including fixed amounts paid to Participating IPAs) Vision Claims

Outpatient Prescription Drug Claims

A Division of Health Care Service Corporation, a Mutual Legal Reserve Company,
an Independent Licensee of the Blue Cross and Blue Shield Association

Other (please specify): _____

4. Average Claim Value: \$951.76 (per employee per month).

Includes Company's Provider Access Fee Excludes Company's Provider Access Fee
Attachment Factor: 125% of the Average Claim Value.

5. Aggregate Attachment Claim Liability

Employer's Claim Liability for the current Policy Period shall be the sum of the Monthly amounts obtained by multiplying the number of Coverage Units for each Month by the following factor:

\$1,189.70 for each Coverage Unit

6. Aggregate Excess Loss Coverage includes coverage of Run-Off Paid Claims: Yes No

Run-Off Attachment Claim Liability Factors:

Employer's Run-Off Claim Liability shall be an amount equal to 15% of the annualized Employer Claim Liability based on the participation of the two calendar months immediately preceding termination. Settlement for the final accounting period will be described in the section of the Policy entitled SETTLEMENTS.

7. Aggregate Excess Loss Claims:

a. The amount of Paid Claims during the current Policy Period, less Individual (Specific) Excess Loss Claims if any, that exceeds the Point of Attachment. The Aggregate Point of Attachment shall equal the sum of the Employer's Claim Liability amounts calculated Monthly as described in item A.5. above for the current Policy Period. However, for the current Policy Period the minimum Point of Attachment shall be \$1,053,598.

b. The following applies if the answer to item A.6. above is "Yes" (Aggregate Excess Loss Coverage includes coverage of Run-Off Paid Claims):

In the event of termination at the end of the current Policy Period, Aggregate Excess Loss Coverage shall equal the amount of Final Settlement Paid Claims that exceed the Final Settlement Aggregate Point of Attachment. Final Settlement Paid Claims shall equal the sum of the Paid Claims during the Final Policy Period and the Paid Claims during the Run-Off Period, less Individual (Specific) Excess Loss Claims, if any. The Final Settlement Point of Attachment shall equal the sum of the Employer's Claim Liability amount for the Final Policy Period and the Employer's Run-Off Claim Liability calculated as described in items 5. and 6. above. However, for the Final Settlement Period the minimum Aggregate Point of Attachment shall be the minimum Aggregate Point of Attachment in item A.7.a. above increased by 15%.

c. The amount of "Run-in" Claims that is excluded from Individual (Specific) Excess Loss Coverage in item B.2 is also not eligible for Aggregate Excess Loss coverage.

8. Excess Loss Premium (select one):

Annual Premium (Due on the first day of the current Policy Period): \$22,945.

The following applies if the answer to item A.6 above is "Yes" (Aggregate Excess Loss Coverage includes coverage of Run-Off Paid Claims): In the event of termination at the end of the current Policy Period, an additional premium amount equal to 15% of the Annual Premium will be due within ten (10) calendar days of receipt of the billing.

Monthly Premium shall be equal to the amounts obtained by multiplying the number of Coverage Units for a particular Month by:

\$_____ for each Coverage Unit

The following applies if the answer to item A.6 above is "Yes" (Aggregate Excess Loss Coverage includes coverage of Run-Off Paid Claims):

In the event of termination at the end of the current Policy Period, an additional Premium amount equal to 15% of the annualized Premium based on the participation of the two months immediately preceding termination will be due within then (10) calendar days of receipt of the billing.

9. The premium is based upon a current membership of 82 Coverage Units.

B. Individual (Specific) Excess Loss Coverage: Yes No

If yes, complete items 1 through 6 below.

1. New Coverage Renewal of Existing Coverage

2. Excess Loss Coverage during the current Policy Period:

New Coverage (Select one from below):

Standard Claims incurred and paid during the current Policy Period.

Standard with "Run-in" included: Claims incurred on or after _____ and paid during the current Policy Period.

"Run-in" includes claims paid by Policyholder's prior claim administrator: Yes No

If yes, such claims must be reported by the Policyholder to the Company within 12 months of the current Effective Date of Policy and paid by the Policyholder's prior claim administrator within 6 months after the current Effective Date of Policy.

Renewal of Existing Coverage: Claims incurred on or after the original Effective Date of Policy and paid during the current Policy Period.

3. Individual (Specific) Excess Loss Coverage shall apply to:

HMO Claims (not including fixed amounts paid to Participating IPAs)

Outpatient Prescription Drug Claims

Vision Claims

Other (Please specify): _____

4. Individual (Specific) Excess Loss Claims

For each other Covered Person:

Individual (Specific) Excess Loss Coverage equals the amount of Paid Claims for a Covered Person during the current Policy Period in excess of the Individual (Specific) Point of Attachment of \$125,000 per Covered Person. Such amount shall apply for the current Policy Period.

a. Point of Attachment Includes Company's Provider Access Fee

Excludes Company's Provider Access Fee

b. Employer's Claim Liability equals the sum of Paid Claims for a Covered Person during the current Policy Period up to the Point of Attachment specified in item B.4.a. above.

5. Individual (Specific) Excess Loss Coverage includes coverage of Run-Off Paid Claims: Yes No

The following applies if the answer to item B.5 above is "Yes" (Individual Excess Loss Coverage includes coverage of Run-Off Paid Claims):

a. In the event of termination at the end of the current Policy Period, Individual (Specific) Excess Loss Coverage shall equal the amount of Final Settlement Paid Claims that exceed the Point of Attachment specified in 4. above. Final Settlement Paid Claims shall equal the sum of Paid Claims for a Covered

Person during the Final Policy Period and the Run-Off Period (beginning on _____ and ending on _____).

- b. In the event of termination at the end of the current Policy Period, Employer's Final Settlement Claim Liability equals the sum of Paid Claims for a Covered Person during the Final Policy Period and Run-Off Period up to the Point of Attachment specified in item B.4.a. above.

Settlement for the final accounting period will be described in the section of the Policy entitled SETTLEMENTS.

6. Excess Loss Premium (select one):

Annual Premium (Due on the first day of the current Policy Period): \$_____.

The following applies if the answer to item B.5 is "Yes" (Individual (Specific) Excess Loss Coverage includes coverage of Run-Off Paid Claims): In the event of termination at the end of the current Policy Period, an additional premium amount equal to 20% of the Annual Premium will due within ten (10) calendar days of receipt of the billing.

Monthly Premium shall be equal to the amounts obtained by multiplying the number of Coverage Units for a particular Month by:

\$127.71 for each Coverage Unit

The following applies if the answer to item B.5. above is "Yes" (Individual (Specific) Excess Loss Coverage includes coverage of Run-Off Paid Claims): In the event of termination at the end of the current Policy Period, an additional premium amount equal to 20% of the annualized Premium based on the participation of the two months immediately preceding termination will be due within ten (10) calendar days of receipt of the billing.

6. The premium is based upon a current membership of 82 Coverage Units.

Additional Provisions:

Retirees Covered: Yes No

The undersigned person represents that he/she is authorized and responsible for purchasing excess loss coverage on behalf of the Employer. It is understood that the actual terms and conditions of coverage are those contained in this Application and the Excess Loss Coverage Policy into which this Application for Excess Loss Coverage shall be incorporated at the time of acceptance by Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company (HCSC). Upon acceptance, HCSC shall issue an Excess Loss Coverage Policy to the Employer. Upon acceptance of this Application and issuance of the Excess Loss Coverage Policy, the Employer shall be referred to as "The Policyholder."

James Jareczek

Sales Representative

Dan Stanger

Printed Name of Underwriter

Signature of Underwriter

M. McJoffi

Signature of Authorized Purchaser

Executive Director

Title of Authorized Purchaser

11/28/2022

Date

CA - DR - 11/9/2022

INTERNAL USE ONLY

Date Application approved by Underwriting:
Name of Underwriter:



**BlueCross BlueShield
of Illinois**

Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, 300 E Randolph, Chicago, IL 60601
Dearborn Life Insurance Company, 701 E. 22nd St. Suite 300, Lombard, IL 60148

BENEFIT PROGRAM APPLICATION (“BPA”)

Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company (herein called “BCBSIL”)

(All items are applicable to 151-Plus Grandfathered and Non-Grandfathered Insured Group Accounts unless otherwise specified.)
(All items are applicable to the HMO plan and the non-HMO plan unless otherwise specified.)

Employer Account Number: 025799
HMO Illinois Employer Group Number(s): H25799
HMO Illinois Section Number(s): See account structure
Blue Advantage HMOSM Employer Group Number(s): B00033
Blue Advantage HMO Section Number(s): See account structure
Non-HMO Plan Employer Group Number(s): P40419_300471(NEW), 300472(NEW)
Non-HMO Plan Section Number(s): See account structure

Employer’s Legal Name: School Association for Special Education in DuPage
(Specify the employer, the employee trust or the association applying for coverage. List subsidiary or affiliated companies to be covered below. An employee benefit plan may not be named.)

Physical Address: 2900 Ogden Avenue
City: Lisle State: IL Zip Code: 60532

Billing Address (if different from above): _____
City: _____ State: _____ Zip Code: _____

Employer Identification Number (“EIN”): 36-2919494 Standard Industry Code (SIC): 8211

Wholly Owned Subsidiaries to be covered (if additional space is needed, use the Additional Provisions section):

Affiliated Companies to be covered (if additional space is needed, use the Additional Provisions section):

(Affiliated Companies must be required or permitted to be aggregated per IRS guidelines. Employer hereby confirms that Employer, Subsidiaries and Affiliates are treated as a single employer under Internal Revenue Code Section 414(b), or (c), or (m), or (o), or under applicable law.)

Administrative Contact: Melinda McGuffin Email: mmcguffin@sased.org
Phone: 630-955-8104 Fax: _____

Blue Access for EmployersSM (“BAESM”) Contact: Melinda McGuffin
(The BAE contact is the employee of the account authorized by the Employer to access and maintain its account via BAE.)

Title: Executive Director Email: mmcguffin@sased.org
Phone: 630-955-8104 Fax: _____

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Medical and Dental benefits are offered by Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association.

**Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company,
an Independent Licensee of the Blue Cross and Blue Shield Association**

Policy Effective Date: 01/01/2023

Policy Anniversary Date (month/day/year): 01/01/2024

The **Employee Retirement Income Security Act of 1974 (ERISA)** is a federal law that sets minimum standards for employee benefit plans in the private industry. In general, all employer groups, insured or ASO, are subject to ERISA provisions except for governmental entities, such as municipalities and public school districts, and "church plans" as defined by the Internal Revenue Code.

ERISA Regulated Group Health Plan*: Yes No

If Yes, specify ERISA Plan Year* (month/day/year): Beginning Date: ____/____/____ End Date: ____/____/____

ERISA Plan Sponsor*: _____

ERISA Plan Administrator*: _____

ERISA Plan Administrator's Address: _____

City: _____

State: _____

Zip Code: _____

ERISA Plan Administrator's Email: _____

Please provide your Non-ERISA Plan Month/Year: 01/2023

If you contend ERISA is inapplicable to your group health plan, please give legal reason for exemption*:

- Federal Governmental Plan (e.g., the government of the United States or agency of the United States)
- Non-Federal Governmental Plan (e.g., the government of the State, an agency of the State, or the government of a political subdivision, such as a county or agency of the State)
- Church Plan (complete and attach a Medical Loss Ratio Assurance form)
- Other, please specify: School District

For more information regarding ERISA, contact your Legal Advisor.

*All as defined by ERISA and/or other applicable law/regulations.

ELIGIBILITY

1. **Eligible Person:** Employer has decided that Eligible Person means: (For the HMO plan, an eligible person must reside or work in the Service Area of a Participating IPA.)

- A Full-Time Employee of the Employer.
- A Full-Time Employee who is a member of: _____ (name of union or association).
- Other (please specify): Active full time employees who meet the definition specified by the Board policy or negotiated agreement or a permanent part time employee who works at least 20 hours per week. A retired employee not yet eligible for Medicare who has participated in the IMRF Retirement program and was covered under the employers group health insurance plan.

Full-Time Employee means:

- An Employee of the Employer who is regularly scheduled to work a minimum of 35 hours per week
- Other (please specify): _____
- An Eligible Person may also include a retiree of the Employer. Please specify: A retired employee not yet eligible for Medicare who has participated in the IMRF Retirement program and was covered under the employers group health insurance plan.

The term "Employee" shall have the meaning set forth under ERISA and applicable law. BCBSIL reserves the right to audit Employer's initial and ongoing eligibility determinations.

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2. **Civil Union Partner Coverage:** A Civil Union partner, as defined in the Policy, and his or her dependents are automatically eligible to enroll for coverage and, once enrolled, eligible for continuation of coverage as described in the Certificate Booklet. The Employer as Policyholder is responsible for providing notice of possible tax implications to those Insureds with coverage for Civil Union partners.

3. **Domestic Partner Coverage:** Yes No
If Employer elects "Yes," a Domestic Partner, as defined in the Certificate Booklet, shall be considered eligible for coverage. The Employer is responsible for providing notice of possible tax implications to those Insureds with Domestic Partner Coverage.

Continuation coverage for Domestic Partners: If Employer elects coverage for Domestic Partners, Domestic Partners may be eligible for continuation coverage under Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). Employer shall determine eligibility for COBRA continuation for Domestic Partners, if any. Please indicate your election below:

- Yes, Employer elects to offer continuation coverage to Domestic Partners, as defined in the Certificate Booklet
- No, Employer does not elect to offer continuation coverage to Domestic Partners (Domestic Partners are not eligible for continuation coverage)
- Other: _____

4. **The Limiting Age for covered children:** Hereafter, Covered Children means a natural child, a stepchild, an eligible foster child, an adopted child (including a child involved in a suit for adoption), a child for whom the Insured is the legal guardian, under twenty-six (26) years of age, regardless of presence or absence of a child's financial dependency, residency, student status, employment status (if applicable under the Policy), marital status, or any combination of those factors. Unless Employer elects a Limiting Age over twenty-six (26), coverage will terminate at the end of the month in which the covered child turns age twenty-six (26). If the covered child is eligible military personnel, the Limiting Age is thirty (30) years as described in the Certificate Booklet.

To cover children age twenty-six (26) or over, you may select option (a) or (b) below:

- (a) Limiting Age for covered children age twenty-six (26) or over, who are married who are unmarried regardless of marital status, is _____ years. If the covered child is eligible military personnel, the Limiting Age is thirty (30) years as described in the Certificate Booklet.
- (b) Limiting Age for covered children who are full-time students and age twenty-six (26) or over, who are married who are unmarried regardless of marital status, is _____ years. If the covered child is eligible military personnel, the Limiting Age is thirty (30) years as described in the Certificate Booklet.

For a covered child who reaches a Limiting Age over twenty-six (26), coverage will terminate:

- At the end of the period for which premium has been accepted.
- At the end of the month in which the Limiting Age is reached.
- At the end of the calendar year in which the Limiting Age is reached.
- On the Limiting Age birthday.
- Other (please specify): _____.

However, coverage shall be extended due to a leave of absence in accordance with any applicable federal or state law.

5. **Disabled Dependent:** Disabled Dependent means a child who is medically certified as disabled and dependent upon the Employee or his/her spouse (or Civil Union partner and/or Domestic Partner if Domestic Partner coverage is elected). To administer medical certification of disabled dependents, you may select option (a) standard rules or (b) custom rules. If (b) is selected there are additional selections regarding age, proof of prior coverage, certification review, forms, and previous medical certification approvals.

- (a) Disabled Dependent Administration will follow **standard rules**.

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A disabled dependent may continue coverage beyond the limiting age, provided the disability began before the child attained the age of twenty-six (26). A disabled dependent may add coverage beyond the limiting age, provided the disability began before the child attained the age of twenty-six (26), and proof of coverage as a disabled dependent is provided.

Certification Review is administered by BCBSIL; a Disabled Dependent Certification Form must be submitted to BCBSIL.

- (b) Disabled Dependent Administration will follow **custom rules**. Please make the following selections:

Age: Please select one (1) option regarding age of when the disability began.

- The disability must have begun before the child attained the age of twenty-six (26).
 All disabled dependents are covered regardless of when the disability began.

Proof of Prior Coverage: Please select required or not required below:

When adding coverage, proof of prior coverage as a disabled dependent is required
 not required.

Certification Review: Please select one (1) option regarding administration of Certification Review.

- Certification Review is administered by BCBSIL; a Disabled Dependent Certification Form must be submitted to BCBSIL.
 Certification Review is administered by the Employer; there are no Disabled Dependent Certification Form requirements.

If Certification Review is administered by BCBSIL, please select one (1) option regarding forms:

- BCBSIL's Disabled Dependent Certification Form will be utilized.
 A custom/other Disabled Dependent Certification Form will be utilized.

If Certification Review is administered by BCBSIL, please select allowed or not allowed below:

An approved disabled dependent medical certification from a prior carrier is allowed
 not allowed.

An approved disabled dependent medical certification from a prior BCBS policy is allowed not allowed.

6. **Eligibility Date:** All current and new Employees must satisfy the substantive eligibility criteria and required waiting period indicated below before coverage will become effective. No waiting period may result in an effective date that exceeds ninety-one (91) calendar days from the date that an Employee becomes eligible for coverage, unless otherwise permitted by applicable law.

If a person is added to the Policy and it is later determined that the Employer reported a Coverage Date earlier than what would apply to the Employee or dependent, based on the waiting period and eligibility conditions the Employer provided to BCBSIL, BCBSIL reserves the right to retroactively adjust the Coverage Date for such person.

- The date of employment.
 The ____ day of employment. **Note:** This may not exceed ninety-one (91) calendar days.
 The ____ day of the month following ____ month(s) of employment.
 The ____ day of the month following ____ days (option of up to sixty (60) days) of employment.
 The ____ day of the month following the date of employment.
 Other (please specify): _____. **Note:** This may not exceed ninety-one (91) calendar days.
 This election applies only to the HMO plan: A full month's premium will be charged for the first (1st) month of coverage for those Employees whose Coverage Dates fall between the first (1st) and fifteenth (15th) day of the Premium period. No premium will be charged for the first month of coverage for those Employees whose Coverage Dates fall between the sixteenth (16th) day and the end of the Premium Period.

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Substantive eligibility criteria. Provide a representation below regarding the terms of any eligibility conditions (other than any applicable waiting period already reflected above) imposed before an individual is eligible to become covered under the terms of the plan. If any of these eligibility conditions change, Employer is required to submit a new BPA to reflect that new information.

Check all that apply:

- An Orientation Period that:
 - 1) Does not exceed one (1) month (calculated by adding one (1) calendar month and subtracting one (1) calendar day from an Employee's start date); and
 - 2) If used in conjunction with a waiting period, the waiting period begins on the first (1st) day after the orientation period.
- A Cumulative hours of service requirement that does not exceed 1200 hours
- An hours-of-service per period (or full-time status) requirement for which a measurement period is used to determine the status of variable-hour Employees, where the measurement period:
 - 1) Starts between the Employee's date of hire and the first (1st) day of the following month;
 - 2) Does not exceed twelve (12) months; and
 - 3) Taken together with other eligibility conditions does not result in coverage becoming effective later than thirteen (13) months from the Employee's start date plus the number of days between a start date and the first (1st) day of the next calendar month (if start day is not the first (1st) day of the month).
- Other substantive eligibility criteria not described above; please describe: _____

7. Enrollment

Special Enrollment: An Eligible Person may apply for coverage, Family Coverage or add dependents within thirty-one (31) days of a Special Enrollment event if he/she did not apply prior to his/her Eligibility Date or when eligible to do so. Such person's Coverage Date, Family Coverage Date, and /or dependent's Coverage Date will be effective on the date of the Special Enrollment event or, in the event of Special Enrollment due to termination of previous coverage, the date of application for coverage. In the case of a Special Enrollment event due to loss of coverage under Medicaid or a state children's health insurance program, however, this enrollment opportunity is not available unless the Eligible Person requests enrollment within sixty (60) days after such coverage ends.

Annual Open Enrollment: Specify annual open enrollment period: November 1 through November 30 for a January 1 effective date. An Eligible Person may apply for coverage, Family coverage or add dependents if he/she did not apply prior to his/her Eligibility Date or did not apply when eligible to do so, during the Employer's annual open enrollment period. Such person's Coverage Date, Family Coverage Date, and/or dependent's Coverage Date will be a date mutually agreed to by BCBSIL and the Employer. Such date shall be subsequent to the annual open enrollment period.

8. Extension of benefits due to Temporary Layoff, Disability or Leave of Absence:

Temporary Layoff: 0 days Disability: 180 days Leave of Absence: 365 days

Other: (please specify): _____

However, benefits shall be extended for the duration of an Eligible Person's leave in accordance with any applicable federal or state law.

In the event of Total Disability at the time the group policy is terminated, an Extension of Benefits will be provided for a period of no more than twelve (12) months from the date of termination to the extent required, and in accordance, with any applicable federal or state law.

9. FUNDING ARRANGEMENT: Standard Premium – Prospective Cost Plus Program

10. STANDARD PREMIUM INFORMATION. The following elections apply to both Grandfathered and Non-Grandfathered Groups. Premium Period:

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- The first (1st) day of each calendar month through the last day of each calendar month. (This option applies to all coverages if the Employer has BlueCare Dental HMOSM coverage.)
- The _____ day of each calendar month through the _____ day of the next calendar month. (This option is not available for any coverage if the Employer has BlueCare Dental HMO coverage.)

11. MINIMUM PARTICIPATION AND EMPLOYER CONTRIBUTION INFORMATION:

- (a) **The following elections apply to both Grandfathered and Non-Grandfathered Groups.** Employer contribution:
- One hundred percent (100%) of the Individual Coverage Premium and an amount equal to one hundred percent (100%) of the Individual Coverage Premium will be contributed toward the Family Coverage Premium.
 - _____% of the Individual Coverage Premium and _____% of the Family Coverage Premium.
 - Other (please specify): Varies.
- (b) **The following applies to both Grandfathered and Non-Grandfathered Groups:** BCBSIL reserves the right to change premium rates when a substantial change occurs in the number or composition of Subscribers covered. A substantial change will be deemed to have occurred when the number of Subscribers covered changes by ten percent (10%) or more over a thirty (30) day period or twenty-five percent (25%) or more over a ninety (90) day period.
- (c) **The following applies to Non-Grandfathered Groups.** BCBSIL reserves the right to take any or all of the following actions:
- 1) Initial rates will be finalized for the effective date of the policy based on the enrolled participation and Employer contribution levels;
 - 2) After the policy effective date, the group will be required to maintain a minimum Employer contribution of twenty-five percent (25%), and at least a seventy percent (70%) participation of Eligible Employees (less valid waivers). In the event the group is unable to maintain the contribution and participation requirements, then the rates will be adjusted accordingly; and/or
 - 3) Non-renew or discontinue coverage unless the twenty-five percent (25%) minimum Employer contribution is met and at least seventy percent (70%) of Eligible Employees (less valid waivers) have enrolled for coverage. Employer will promptly notify BCBSIL of any change in participation and Employer contribution.
- (d) **The following applies to Grandfathered Groups:** It is understood that no Policy will be issued or renewed on a contributory basis unless at least twenty-five percent (25%) of the Eligible Persons, and for Family Coverage seventy-five percent (75%) of the Eligible Persons with eligible dependents, have enrolled for coverage.

12. **Essential Health Benefits ("EHB") Definition Election:** Employer elects EHBs based on the Illinois benchmark.

13. **This section applies only to the HMO plan.** The Effective Date of Termination for a person who ceases to meet the definition of an Eligible Person:

- The last day of the calendar month in which such person ceases to meet the definition of an Eligible Person.
- Other (please specify): date of termination.

CURRENT ELIGIBILITY INFORMATION

Total Number of Employees (Please indicate the total number of actual Employees, not Enrollees):

1. On payroll 350
2. On COBRA continuation coverage 2
3. With retiree coverage (if applicable) 0
4. Who work part-time 22
5. Serving the new hire waiting period 0

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- 6. Declining because of other **group** coverage (e.g., other commercial group coverage, Medicare, Medicaid, TRICARE/Champus) 1
- 7. Declining coverage (not covered elsewhere) 72

STANDARD PREMIUM RATES						
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No						
	<i>For Internal Use Only - Blue StarSM Ben. Agree#:</i>	<i>For Internal Use Only - Blue Star Ben. Agree#:</i>	<i>For Internal Use Only - Blue Star Ben. Agree#:</i>	<i>For Internal Use Only - Blue Star Ben. Agree#:</i>	<i>For Internal Use Only - Blue Star Ben. Agree#:</i>	<i>For Internal Use Only - Blue Star Ben. Agree#:</i>
	_____	_____	_____	_____	_____	_____
1. Employee only:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
2. Employee plus one (1) dependent (i.e., Employee plus one (1) spouse or one (1) child):	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
3. Employee plus two (2) or more dependents:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. Employee plus Spouse:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. Employee plus Child(ren) (i.e., Employee plus one (1) or more children):	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
6. Employee plus Family/Family:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
7. Other: _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Single Tier Rate structure - Complete item 1.						
Two Tier Rate structure - Complete items 1. and 6.						
Three Tier Rate structure - Complete items 1., 2., and 3.						
Four Tier Rate Structure - Complete items 1., 4., 5., and 6.						
Indicate "N/A" in any rate field that does not apply.						
Medicare Eligible Rates (When BCBSIL is Secondary Payer)						
Single Coverage:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Family Coverage:	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

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COST PLUS PROGRAM Yes No**Service Charges:****For the HMO Plan:**

a) Service Charges for Claim Payments:

- HMO Illinois: _____% of Claim Payments; or \$58.77 per Enrollee per month for health Claim Payments.
- Blue Advantage HMO: _____% of Claim Payments; or \$58.77 per Enrollee per month for health Claim Payments.

b) Physician's Services Fees:

- HMO Illinois: \$191.03 per month per single Enrollee; or \$535.64 per month per Enrollee with one (1) or more dependents.
- Blue Advantage HMO: \$160.75 per month per single Enrollee; or \$447.82 per month per Enrollee with one (1) or more dependents.

c) HMO Managed Care Fee: \$13.97 per HMO Enrollee per month.**For the Non-HMO Plan:**

- _____% of Net Claim Payments or \$58.77 per Employee per month.
- Applies to all coverage(s).
- Different percentage(s) or amount(s) for the following types of coverage. Please specify below:
For _____ coverage: _____% of _____ Claim Payments or \$_____ per Employee per month.
For _____ coverage: _____% of _____ Claim Payments or \$_____ per Employee per month.
Other (please specify): _____.

 Virtual Visits Program (Non-HMO Plan only)

- Fee: \$0.52 per covered Employee per month for administration of the program.
- Fee is included in the Service Charges.

 Ancillary Program:

- Health Dialog (may select one (1)) Health Dialog Fee: \$_____ per covered Employee per month
- Health Coach Line (In bound)
- Health Coach Line (In and out bound)
- Health Coach Line (With Disease Management)
- Not applicable

Payment Method: Transfer Payment Post Payment**If Transfer Payment, method of Transfer Payment:** Wire Transfer Draft Electronic Fund Transfer Other (please specify): _____**Payment Period:** Daily Weekly Bi-Weekly Monthly Other (please specify): _____Claim Settlement Period: Monthly Quarterly Other (please specify): _____**If Transfer Payment, Tentative Final Settlement Period:**

Transfer Payments to be made for the following time period after termination:

- three (3) months six (6) months nine (9) months twelve (12) months
- Other (please specify): _____

Excess Loss – Run Off Period: 12 months Standard is twelve (12) months.

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Final Settlement: Final Settlement is to be made within 60 days after end of Excess Loss Run-Off Period. Standard is sixty (60) days.

Employer Payments are to be made past the run-off period for all claims and adjustments.

Advanced Payment Review (APR): APR is a suite of payment integrity offerings. Refer to the ABS. Reimbursement Services are included for the Cost-Plus program. BCBSIL will retain twenty-five percent (25%) of any recovered amounts made on third-party liability claims other than recovery amounts received as a result of or associated with any Workers' Compensation Law.

Does Employer elect additional APR capabilities? Yes No If yes, indicate APR Savings Program or PEPM below:

APR Savings Program

PEPM

For APR capabilities other than Reimbursement Services: If Employer elects APR Savings Program, BCBSIL will invoice twenty-five percent (25%) of any savings amounts identified by BCBSIL or third-party vendor.

For Cost Plus plans, Effective Date of Termination for a person who ceases to meet the definition of Eligible Person:

The date such person ceases to meet the definition of Eligible Person.

The last day of the calendar month in which such person ceases to meet the definition of an Eligible Person.

Other (please specify): date of termination

Prescription Drugs covered under the Medical Benefit:

Medical Drug Rebate Credit:

PPO: \$2.50 per covered Employee per month.

Prescription Drug Program:

HMO (If selected, the Pharmacy Benefit Manager(s) ("PBM") Fee Schedule Exhibit must be attached and is part of this BPA.)

PPO (If selected, the PBM Fee Schedule Exhibit must be attached and is part of this BPA.)

Rebate Credit for Drugs covered under the Pharmacy Benefit:

PPO: \$77.35 per covered Employee per month.

HMO: \$77.35 per Enrollee per month.

HMO Pharmacy Network (Select one (1)):

Traditional Select Network

Network shown on PBM Fee Schedule Exhibit

PPO Pharmacy Network (Select one (1)):

Advantage Network

Preferred Network

Network shown on PBM Fee Schedule Exhibit

PPO Drug List: Performance Drug List **Other (please specify):** _____

Prescription Drug Program Clinical Management Programs

Medication Therapy Management (MTM) (Retrospective) (HMO) Fee: \$_____ per member per month for administration of the program.

Medication Therapy Management (MTM) (Retrospective) (PPO) Fee: \$_____ per member per month for administration of the program.

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Termination Administrative Charge

As applies to the Run-Off Period indicated in the Payment Specifications section below:

- i. **For service charges (including, but not limited to, access fees) billed on a per covered Employee basis at the time of termination of the Policy or partial termination of covered Employees**, the Termination Administrative Charge will be the amount equal to ten percent (10%) of the annualized charges based on the service charges in effect as of the termination date or date of partial termination and the Policy participation of the two (2) months immediately preceding the termination date or date of partial termination. Such aggregate amount will be due BCBSIL within ten (10) days of BCBSIL's notification to the Employer of the Termination Administrative Charge described herein.
- ii. **For service charges (including, but not limited to, access fees) billed on a basis other than per covered Employee at the time of termination of the Policy or partial termination of covered Employees**, the Termination Administrative Charge will be such service charges in effect at the time of termination of the Policy or partial termination of covered Employees to be applied and billed by BCBSIL, and paid by the Employer, in the same manner as prior to termination of the Policy or partial termination of covered Employees.

Termination Administrative Charges assume the continuation of the Policy benefit program(s) and the administrative services in effect prior to termination. Should such Policy benefit program(s) and/or administrative services change, or in the event the average Policy enrollment during the three (3) months immediately preceding termination varies by ten percent (10%) or more from the enrollment used to determine the service charges in effect at the time of termination, BCBSIL reserves the right to adjust the rates for service charges (including, but not limited to, access fees) to be used to compute the Termination Administrative Charge.

**FOR NON-HMO COST-PLUS PROGRAMS ONLY:
PLAN PROVIDER ACCESS FEE(S)**

Yes No

Group Number(s): P40419_300471_300472

% of Average Discount Percentage ("ADP") savings: 2.21%

\$ per Employee per month: \$ _____

Please complete for groups with multiple products (for example, Comprehensive Major Medical and PPO) with separate access fees:

Group Number(s): _____

% of ADP savings: _____%

\$ per Employee per month: \$ _____

EMPLOYER STATEMENTS:

1. Changes in state or federal law or regulations or interpretations thereof may change the terms and conditions of coverage.
2. The undersigned representative is authorized and responsible for purchasing insurance on behalf of the Employer, has provided the information requested in this BPA and, on behalf of the Employer, offers to purchase the benefit program as outlined in the Request For Proposal ("RFP") or, in the case of an HMO Plan, the proposal document submitted to the Employer by the Sales Representative. Any changes to the RFP are specified below. It is understood and agreed that the actual terms and conditions of the benefit program are those contained in the Policy.
3. This BPA is subject to acceptance by BCBSIL. Upon acceptance, BCBSIL shall issue a Policy to the Employer and this BPA shall be incorporated and made a part of the Policy. Upon acceptance of this BPA and issuance of

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the Policy, the Employer shall be referred to as the Policyholder. In the event of any conflict between the RFP and the Policy, the provisions of the Policy shall prevail. No coverage will begin until receipt of the first (1st) premium by BCBSIL.

4. The undersigned representative acknowledges that any producer is acting on behalf of the Employer for purposes of purchasing the Employer's insurance, and that if BCBSIL accepts this BPA and issues a Policy to the Employer, BCBSIL may pay the Employer's producer a commission and/or other compensation in connection with the issuance of such Policy. The undersigned representative further acknowledges that if the Employer desires additional information regarding any commissions or other compensation paid the producer by BCBSIL in connection with the issuance of a Policy, the Employer should contact its producer.
5. The undersigned representative acknowledges that the Employee Retirement Income Security Act of 1974 ("ERISA"), as amended, establishes certain requirements for employee welfare benefit plans. As defined in Section 3 of ERISA, the term "employee welfare benefit plan" includes any plan, fund, or program which is established or maintained by an employer or by an employee organization, or by both, to the extent that such plan, fund, or program was established or is maintained for the purpose of providing for its participants or their beneficiaries, through the purchase of insurance or otherwise, medical, surgical or hospital benefits, or benefits in the event of sickness, accident or disability. The undersigned representative further acknowledges that: (i) an employee welfare benefit plan must be established and maintained through a separate plan document which may include the terms hereof or incorporate the terms hereof by reference, and that (ii) an employee welfare benefit plan document may provide for the allocation or delegation of responsibilities thereunder. However, notwithstanding anything contained in the employee welfare benefit plan document of the Employer (or any group member if the group is an association), the Employer agrees that no allocation or delegation of any fiduciary or nonfiduciary responsibilities under the employee welfare benefit plan of the Employer (or, for Non-HMO Plans, any group member if the group is an association) is effective with respect to or accepted by BCBSIL except to the extent specifically provided and accepted in this BPA or the Policy or otherwise accepted in writing by BCBSIL.
6. The Rebate Credit (if applicable) is a per covered Employee per month (or, for the HMO plan, per Enrollee per month) credit applied to the monthly billing statement. Rebate Credits shall not continue after termination of the Prescription Drug Program, except as otherwise set forth in this BPA or the PBM Fee Schedule Exhibit. (Further information about rebates, the Pharmacy Benefit Manager and the Rebate Credit is included in the governing Group Administration Document to which this BPA is attached under the section titled "The Plan's Separate Financial Arrangements Regarding Prescription Drugs.")

OTHER PROVISIONS:

1. **Reimbursement:** It is understood and agreed that in the event BCBSIL makes a recovery on a third-party liability claim, BCBSIL will retain twenty-five percent (25%) of any recovered amounts, other than recovery amounts received as a result of, or associated with, any Workers' Compensation Law.
2. **Third-Party Recovery Vendors (other than Reimbursement Services):** BCBSIL engages with third-party recovery vendors on a post-pay basis to identify and/or recover any potential overpayments that may have been made to Providers. This provision does not apply to the Cost-Plus Program.
3. **Third-Party Law Firms Provisions (other than Reimbursement Services):** BCBSIL engages with third-party law firms on a post-pay basis to identify and/or recover any potential overpayments that may have been made to Providers.
4. **Summary of Benefits and Coverage ("SBC"):** The SBC Addendum is attached and made a part of the Policy. BCBSIL will create the SBC (only for benefits BCBSIL insures under the Policy) and provide the SBC to the Employer in electronic format. If the Employer approves of the content, Employer will then distribute the SBC to participants and beneficiaries (or hire a third party to distribute) as required by law. If the Employer would like changes to the SBC, it will promptly notify BCBSIL. BCBSIL will also distribute the SBC to participants and beneficiaries via regular hardcopy mail or electronically in response to occasional requests received directly from individuals. All other distribution is the responsibility of the Employer.

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5. **HSA/HDHP purchased:** Yes No (If yes, provide name of HSA administrator/trustee: Founder Bank and select vendor) (**Vendor: Other**)
6. **FSA purchased:** Yes No (If yes, select vendor) (**Vendor: Select Vendor**)
7. **HCA purchased:** Yes No (If yes, complete and attach a separate HCA Benefit Program Application)
8. **Health Reimbursement Account (HRA) purchased:** Yes No (if yes, select vendor) (**Vendor: Select Vendor**)
9. **BlueCare Dental HMO Coverage purchased:** Yes No (If yes, complete separate application.)
10. **Life, Disability, Critical Illness, Accident or Vision Insurance purchased:** Yes No (If yes, complete separate application.)
11. **Excess Loss Coverage purchased:** Yes No (If yes, complete separate application.)
12. **Blue Directions for Large BusinessSM purchased:** Yes No (if yes, the Blue DirectionsSM Addendum is attached and made a part of the Policy.)
13. **(For the Non-HMO Plan) Case Management:** Yes No If Yes, the undersigned representative authorizes provision of alternative benefits for services rendered to Covered Persons in accordance with the provisions of the Policy.
14. **Massachusetts Health Care Reform Act:** Notwithstanding anything to the contrary in this BPA, with respect to the Employer's Employees who live in Massachusetts (if any) the Employer represents that it offers the health insurance benefits provided for herein to all full-time Employees, and the Employer will not make a smaller premium contribution percentage to a full-time Employee living in Massachusetts than to any other full-time Employee living in Massachusetts who receives an equal or greater total hourly or annual salary. For purposes of this representation, a "full-time employee" is defined by Massachusetts law, generally an Employee who is scheduled or expected to work at least the equivalent of an average of thirty-five (35) hours per week.
15. **Wellbeing Management (WBM)**
16. **Medical and Ancillary Package Pricing:** The rates shown in this Agreement reflect a volume-based discount in an amount up to three percent (3%) of the medical premium for the twelve (12) month period beginning on the Policy Effective Date. If any of the qualifying ancillary coverage (BlueCare Dental, Basic Life, Short-Term Disability, Long-Term Disability, Accident, Critical Illness and/or Vision product(s)) lapses during this twelve (12) month period, BCBSIL reserves the right to remove the volume-based discount attributable to the lapsed product on medical premium. In such event, upon sixty (60) days prior written notice to Employer, the premium payment will be adjusted to reflect the removal of the discount attributable to the lapsed product.

ADDITIONAL PROVISIONS:

- A. **Grandfathered Health Plans:** Employer shall provide BCBSIL with written notice prior to renewal (and during the plan year, at least sixty (60) days advance written notice) of any changes in its Contribution Rate Based on Cost of Coverage or Contribution Rate Based on a Formula towards the cost of any tier of coverage for any class of Similarly Situated Individuals as such terms are described in the Affordable Care Act and applicable regulations. Any such changes (or failure to provide timely notice thereof) can result in retroactive and/or prospective changes by BCBSIL to the terms and conditions of coverage. In no event shall BCBSIL be responsible for any legal, tax, or other ramifications related to any benefit package of any group health insurance coverage (each hereafter a "plan") qualifying as a "grandfathered health plan" under the Affordable Care Act and applicable regulations or any representation regarding any plan's past, present and future grandfathered status. The grandfathered health plan form ("Form"), if any, shall be incorporated by reference and made part of the BPA and Group Policy, and Employer represents and warrants that such Form is true, complete, and accurate. If Employer fails to timely provide BCBSIL with any requested grandfathered health plan information, BCBSIL may make retroactive and/or

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prospective changes to the terms and conditions of coverage, including changes for compliance with state or federal laws or regulations or interpretations thereof.

- B. Retiree Only Plans and/or Excepted Benefits:** If the BPA includes any retiree only plans and/or excepted benefits, then Employer represents and warrants that one (1) or more such plans is not subject to some or all of the provisions of Part A (Individual and Group Market Reforms) of Title XXVII of the Public Health Service Act (and/or related provisions in the Internal Revenue Code and ERISA) (an "exempt plan status"). Any determination that a plan does not have exempt plan status can result in retroactive and/or prospective changes by BCBSIL to the terms and conditions of coverage. In no event shall BCBSIL be responsible for any legal, tax or other ramifications related to any plan's exempt plan status or any representation regarding any plan's past, present and future exempt plan status.
- C.** Employer shall indemnify and hold harmless BCBSIL and its directors, officers and employees against any and all loss, liability, damages, fines, penalties, taxes, expenses (including attorneys' fees and costs) or other costs or obligations resulting from or arising out of any claims, lawsuits, demands, governmental inquiries or actions, settlements or judgments brought or asserted against BCBSIL in connection with (a) any plan's grandfathered health plan status, (b) any plan's exempt plan status, (c) any directions, actions and interpretations of the Employer, (d) any provision of inaccurate information, (e) the SBC, (f) any plan's design (including but not limited to any directions, actions and interpretations of the Employer, and/or (g) Employer's selection of EHB definition for the purpose of the Patient Protection and Affordable Care Act ("ACA"). Changes in state or federal law or regulations or interpretations thereof may change the terms and conditions of coverage.

The provisions of paragraphs A-C (directly above) shall be in addition to (and do not take the place of) the other terms and conditions of coverage and/or administrative services between the parties.

Notwithstanding anything in the Policy or Renewal(s) to the contrary, BCBSIL reserves the right to revise our charge for the cost of coverage (premium or other amounts) at any time if any local, state or federal legislation, regulation, rule or guidance (or amendment or clarification thereto) is enacted or becomes effective/implemented, which would require BCBSIL to pay, submit or forward, on its own behalf or on the Employer's behalf, any additional tax, surcharge, fee, or other amount (all of which may be estimated, allocated or pro-rated amounts).

Renewals Only: If this BPA is blank, it is intentional, and this BPA is an addendum to the existing BPA. In such case, all terms of the existing BPA as amended from time to time shall remain in force and effect. However, beginning with the Employer's first renewal date on or after September 23, 2010, the provisions of paragraphs A-C (above) shall be part of (and be in addition to) the terms of the existing BPA as amended from time to time.

Any reference in this BPA to eligible dependents may include Domestic Partners or Civil Union partners but will include dependent covered children under the Limiting Age of twenty-six (26), or election made above.

Any reference in this BPA to the Limiting Age for covered children means twenty-six (26) years, or election made above, regardless of presence or absence of a child's financial dependency, residency, student status, employment, marital status, or any combination of those factors. If the covered child is eligible military personnel, the Limiting Age is thirty (30) years as described in the certificate booklet.

Any reference in this BPA to the "Employee plus one (1) dependent" rate structure means "Employee plus one (1) spouse (includes Civil Union partner and/or, if elected, Domestic Partner) or one (1) child."

Any reference in this BPA to the "Employee plus Child(ren)" rate structure means "Employee plus one (1) or more children."

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Effective 01/01/2023:

- Renewing
- No changes to ICCA
- Collective Bargaining Agreement YES 01/01/2023
- Changes to account structure. TERMINING BA0001 and BA0006. ADDING BA0007 and BA0008 BCO Plans.

WBM

- Updates to corresponding group numbers

BA0005 (HSA Plan)

- Ded InNetwork 3000/6000
- OPX InNetwork 3000/6000

-Wellness Credit: BCBSIL will provide a one-time wellness credit of \$50,000 for the twelve-month period beginning on the Contract Effective Date, to be used to cover costs and expenses associated with implementation and/or operation of a wellness program. If Employer cancels coverage before expiration of the policy period, Employer will be required to refund BCBSIL the full amount of the wellness credit.

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PROXY

The undersigned hereby appoints the Board of Directors of Health Care Service Corporation, a Mutual Legal Reserve Company ("HCSC"), or any successor thereof, with full power of substitution, and such persons as the Board of Directors may designate by resolution, as the undersigned's proxy to act on behalf of the undersigned at all meetings of members of HCSC (and at all meetings of members of any successor of HCSC) and any adjournments thereof, with full power to vote on behalf of the undersigned on all matters that may come before any such meeting and any adjournment thereof. The annual meeting of members is scheduled to be held each year in the HCSC corporate headquarters on the last Tuesday of October at 12:30 p.m. Special meetings of members may be called pursuant to notice provided to the member not less than thirty (30) nor more than sixty (60) days prior to such meetings. This proxy shall remain in effect until revoked either in writing by the undersigned at least twenty (20) days prior to any meeting of members or by attending and voting in person at any annual or special meeting of members.

HCSC pays indemnification or advances expenses to its directors, officers, employees, or agents consistent with HCSC's bylaws then in force and as otherwise required by applicable law.

Group No(s): P40419,
300471,
300472,
H25799,
B00033

By: Melinda McGuffin
Print Signer's Name Here
→ M. McGuffin Executive Director
Signature and Title

Group Name: School Association for Special
Education in DuPage

Address: 2900 Ogden Avenue

City: Lisle State: IL Zip Code: 60532

Dated this 23 day of 11 Month 2022 Year

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Jim Jareczek
Sales Representative
890
District Phone No.
Jennifer Tverdek The Horton Group
Producer Representative
Signature of Producer Representative
The Horton Group
Producer Firm
10320 Orland Parkway
Orland Park, IL 60467
Producer Address
17172185
Producer Number
36-3672171
Producer Tax ID No.

M. McPherson
Signature of Authorized Purchaser
Executive Director
Title
November 23, 2022
Date
Julie Anon
Witness

\$ _____ Amount Submitted (not required for renewals)

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PBM Fee Schedule Exhibit to the Benefit Program Application

Policyholder:	School Association for Special Education in DuPage	Insureds: 265
Term:	01/01/2023-12/31/2023	
GUARANTEED TRADITIONAL AGGREGATE PRICING ARRANGEMENT D (Refer to BPA for Network and Drug List)		
RETAIL		
Brand	Generic	
AWP minus	AWP minus	
HMO 19.05% / PPO 20.40%	HMO 82.15% / PPO 83.50%	
DISPENSING FEE		
Brand	Generic	
\$0.80 HMO / \$0.45 PPO	\$0.80 HMO / \$0.45 PPO	
MAIL		
Brand	Generic	
AWP minus	AWP minus	
HMO 22.95% / PPO 22.95%	HMO 82.60% / PPO 82.60%	
DISPENSING FEE:	\$0	
ESN		
Brand	Generic	
AWP minus	AWP minus	
HMO 22.20% / PPO 23.00%	HMO 85.05% / PPO 85.70%	
DISPENSING FEE:	\$	
AGGREGATE SPECIALTY DISCOUNT		
AWP minus		
19.70%		
DISPENSING FEE:	\$0	
Rebate Credits to Policyholder		
Rebate Credit per Insured per month:	\$77.35	
Administration Fees per Insured per month:	\$0	

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Additional Provisions:

Policyholder will be billed for retail brand and retail generic prescriptions, mail brand and mail generic prescriptions, ESN brand and ESN generic, and Specialty Drug Claims (excluding Compound Drug Claims, Foreign Claims, reversed Claims, and out-of-network Claims) based on the lesser of (a) U&C or (b) PBM's adjudication rate schedule(s) that is/are intended to achieve, on an aggregate calendar-year basis, the AWP discounts and Dispensing Fees shown above for all of BCBSIL's group customers that have purchased the above specific pricing arrangement ("Groups with the Pricing Arrangement") and use the above Network (the "Policyholder's Contract Rates").

For purposes of setting Policyholder's Contract Rates and calculating whether the AWP discounts and Dispensing Fees have been achieved:

- a. "Brand" products include "Brand Drugs" as defined in this Exhibit; and
- b. "Generic" products include "Generic Drugs" as defined in this Exhibit.

Policyholder acknowledges and agrees that Policyholder's Contract Rates may vary based on market influences and as necessary to achieve the AWP discounts and Dispensing Fees shown above, on an aggregate calendar year basis, for Groups with the Pricing Arrangement that use the above Network. However, such variation for Brand products in each of the Retail, Mail, and ESN categories (on an aggregate annual basis) may only vary by +/- three percent (3%) from the applicable AWP discount shown above.

Policyholder will be billed the above Dispensing Fee (such Fee may be included in the amount billed to Policyholder) unless the Policyholder is billed based on the U&C price. If the Policyholder is billed based on the U&C price, then the Dispensing Fee is included in such U&C price.

Policyholder will be billed for Compound Drug Claims based on the applicable discounted rate in the Network Contract.

Policyholder will be billed for Foreign Claims based on an amount equal to the amount billed by the pharmacy.

Policyholder will be billed for out-of-network Claims based on the pricing set forth in the Group Administration Document or this Exhibit, as applicable.

If the AWP discounts and Dispensing Fees shown above are not achieved for a particular calendar year, for Groups with the Pricing Arrangement that use the above Network, then Policyholder will be credited, no later than two hundred ten (210) days after the end of each calendar year during the Term, an amount calculated as follows:

- First, the total aggregate shortfall dollar amount for the calendar year for Groups with the Pricing Arrangement that use the above Network will be calculated by comparing the actual performance of each of the above categories (Retail, Mail, ESN, and Specialty) with the corresponding AWP discounts and Dispensing Fees shown above for each category. The amount of any performance in any category that exceeds the above AWP discounts and Dispensing Fees will be used to offset any and all shortfall(s) in any or all categories. The above aggregate shortfall, if any, is then divided by total claims for Groups with the Pricing Arrangement that use the above Network and did not terminate their Exhibit prior to their anniversary date for the calendar year ("Per Claim Amount"). Then the Per Claim Amount will be multiplied by Policyholder's total Claims for that calendar year to calculate the reconciliation credit. However, if Policyholder terminates this Exhibit prior to its anniversary date and the above Guaranteed Traditional Aggregate Pricing Arrangement is not achieved, then Policyholder will not be eligible to receive such credit.
- For purposes of determining if a shortfall exists, Claims billed to Policyholder based on the U&C price will be considered to have \$0.00 Dispensing Fees.
- Compound Drug Claims, Foreign Claims, reversed Claims, and out-of-network claims are excluded from the calculation of whether the AWP discounts and Dispensing Fees shown above have been achieved and also are excluded from the calculation of any shortfall credit for Policyholder.

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- If the AWP discounts and Dispensing Fees shown above are exceeded for Groups with the Pricing Arrangement that use the above Network, then Policyholder will not receive any credit, and there will not be a year-end settlement.
- Under the Guaranteed Traditional Aggregate Pricing Arrangement any particular group customer's experience relative to the pricing guarantees will not determine its eligibility for a credit. Group customer's eligibility for a credit is determined based on the aggregate experience of all group customers that have purchased the Pricing Arrangement and use the above Network. As such, an individual group customer may have experience that does not meet, or exceeds, the AWP discounts and Dispensing Fees shown above. In addition, when there is a reconciliation credit, it is allocated in a manner described above and not based on any particular group's experience (other than number of Claims).

PBM uses Medi-Span as the pricing source to establish AWP, for purposes of calculating whether the above AWP discounts have been achieved.

Covered Persons' cost share is the applicable Copayment, Deductible, and/or Coinsurance, which Coinsurance is calculated based on Policyholder's Contract Rate or the applicable out-of-network pricing. Zero balance logic is not employed.

AWP discounts are based on the actual NDC-11 dispensed.

AWP discounts do not include savings from Drug Utilization Review or other clinical or medical management programs.

The above Guaranteed Traditional Aggregate Pricing Arrangement, Rebate Credits and Administrative Fees may be subject to change if the Policyholder's Claims include 340B pricing.

If changes occur within the pharmacy benefit management marketplace which lead to a significant deviation from the current economic environment, or it is determined that the above pricing was based on an incomplete or erroneous submission of claims data from the Policyholder, both parties agree to engage in good faith negotiations to amend this Exhibit to make impact on both parties commercially reasonably economically neutral. If the parties cannot agree on the terms of the amendment, either party shall be allowed to terminate this Exhibit with ninety (90) days' prior written notice to the other party. Failure to reach agreement on the amendment shall not be a breach of contract.

The above Guaranteed Traditional Aggregate Pricing Arrangement, Rebate Credits and Administrative Fees are based on the Network and Drug List shown above.

Unless otherwise specified in this Exhibit, capitalized terms used in this Exhibit shall have the meanings set forth in the Group Administration Document or the applicable Certificate Booklet.

Policyholder payments to BCBSIL for Covered Services provided by Network Participants are calculated based on the pricing terms set forth in this Exhibit which shall remain in effect for the Term of this Exhibit to the extent described in the Group Administration Document. Such pricing may or may not equal the amounts actually paid to the Network Participants or received from drug manufacturers (e.g., rebates), or the amounts paid or received between BCBSIL and the PBM. As a result, the PBM or BCBSIL may realize positive margin on prescriptions filled at retail, mail order, ESN or Specialty pharmacies or prescription drug rebates. Policyholder acknowledges that it has negotiated for the specific traditional pricing terms set forth in this Exhibit, and that it and its group health plan have no right to, or legal interest in, any portion of any positive margin retained by BCBSIL or PBM and consents to BCBSIL's and PBM's retention of all such amounts.

In the event the Policyholder wishes to implement benefit plan design changes including, but not limited to, implementation of Coinsurance or increase of Copayment/Deductible, the pricing in this Exhibit may no longer be applicable. If such benefit plan design changes impact the existing pricing, new pricing will need to be negotiated. If the parties cannot agree on the terms of any revised pricing, as provided for in this section, either party shall be allowed to

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terminate this Exhibit with ninety (90) days' prior written notice to the other party. Failure to reach agreement on the new pricing shall not be a breach of contract.

Unexpected generic launches, products launched at risk or under patent litigation are excluded from our Generic guarantees.

Any drug determined to be in short supply based on publications from the Food and Drug Administration ("FDA") or American Society of Health-System Pharmacists ("ASHP") will be excluded from Generic guarantees. In the event these publication sources are not available, BCBSIL will inform Policyholder of an alternative source. BCBSIL shall inform Policyholder in writing, in advance if practicable, of any conversion to an alternative pricing benchmark for Covered Services and give Policyholder a reasonable opportunity to review such new benchmark. Thereafter, Policyholder will be deemed to have approved the designation, which will become part of this Exhibit, unless Policyholder terminates this Exhibit in accordance with its terms. Failure to reach agreement on the new benchmark shall not be a breach of contract. BCBSIL will only use a single nationally recognized pricing source at any given time.

DEFINITIONS

Certain terms are defined in the Group Administration Document, but the following terms and phrases will have the meaning set forth below, for purposes of this Exhibit.

"Average Wholesale Price" or "AWP" means the average wholesale price of a prescription drug as set forth in the PBM price file at the time a Claim is processed. The price file will be updated no less frequently than weekly through the Pricing Source. The applicable AWP used for retail and mail will be based on the actual NDC-11 of the dispensed product. AWP discounts do not include savings from DUR or other clinical or medical management programs.

"Benefit Plan" means the benefit plan document that describes the Covered Prescription Drug Products and Services reimbursement for which an applicable Covered Person of that Benefit Plan is entitled.

"Brand Drug" means, except as otherwise designated in the Additional Provisions of this Exhibit, a drug that may be protected by a patent and/or marketed under a trade name which the Pricing Source designates as a Brand Drug. The Pricing Source used on the effective date of this Exhibit, Medi-Span, typically designates Brand Drugs as M, N or O in their multi-source code indicator. For the purposes of this Agreement, Brand Drugs are defined as all drugs that have a Medi-Span multisource code field equal to "M", "N", or "O" and also include prescription drug products that are available from no greater than three (3) manufacturers.

"Claim" or "Claims" means requests for payment submitted by Network Participants or Covered Persons for Prescription Drug Products and Services.

"Claims Adjudication" means the determination of whether a given Claim is entitled to reimbursement pursuant to the terms and conditions of a Benefit Plan and the amount payable to or by a Network Participant or Covered Person pursuant to such Benefit Plan, the applicable Network Contract and any other applicable factors, including any Copayment/Deductible or Coinsurance payable by a Covered Person, as well as drug utilization review. Claims Adjudication shall accommodate any e-prescribing procedures that may be adopted after the date hereof.

"Compound Drugs" means a prescription product composed of two (2) or more medications mixed together, with at least one (1) of the component medications being a Federal Legend Drug. The end product must not be available in an equivalent commercial form. The product will not be considered a Compound Drug if it is reconstituted or if, to the active ingredient, only water, alcohol, flavoring, coloring, or sodium chloride solutions are added.

"Coinsurance" means that portion of the amount claimed for Covered Prescription Drug Products and Services, calculated as a percentage of the Eligible Charge (or its substitute) for such services, which is to be paid by Covered Persons pursuant to Covered Person's Benefit Plan.

"Copayment/Deductible" means a fixed dollar portion of the amount claimed for Covered Prescription Drug Products and Services that is to be paid by Covered Persons pursuant to Covered Person's Benefit Plan.

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“Covered Prescription Drug Products and Services” means the pharmaceuticals and associated services available to Covered Persons and eligible for reimbursement pursuant to the Covered Person’s Benefit Plan, subject to any Copayment/Deductible or Coinsurance. Covered Prescription Drug Products and Services do not include pharmaceuticals and associated services covered under Policyholder’s medical benefit.

“Dispensing Fee” means the negotiated fee for the Network Participants’ professional service of filling a prescription and is added to the Ingredient Cost for the prescription.

“Drug Utilization Review” or **“DUR”** means the process whereby the therapeutic effects and cost effectiveness of various drug therapies are reviewed, monitored, and acted upon consistent with the Covered Person’s Benefit Plan. DUR can be prospective, concurrent, or retrospective.

“Drug List” means a list of pharmaceutical products which is available to Network Participants, Covered Persons, physicians, or other health care providers for purposes of providing information about the coverage and tier status of individual pharmaceutical products.

“Eligible Claim” means any Claim or category of Claims that is/are not explicitly identified as excluded from an applicable guarantee component within the Group Administration Document or this Exhibit.

“Extended Supply Network” or **“ESN”** means Claims for Covered Prescription Drug Products and Services for which the quantity of medication is at least an Eighty-Four (84) days’ quantity supply of medication, provided that the Covered Person’s Benefit Plan provides for an ESN benefit.

“Foreign Claim” means a Claim for a prescription product or service obtained outside the United States which prescription product or service has an equivalent FDA approved version available for dispensing inside the United States. Prescription products or services that do not have equivalent FDA approved versions are not eligible for reimbursement.

“Generic Drug” means, unless otherwise designated in this Exhibit a drug that is not protected by a patent nor marketed under a trade name which the Pricing Source designates as a Generic Drug. The Pricing Source used on the effective date of this Exhibit, Medi-Span, typically designates Generic Drugs as Y in their multi-source code indicator. For the purposes of this Agreement, Generic Drugs are defined as all drugs that have a Medi-Span multisource code field equal to “Y”, excluding drugs subject to minimum manufacturer requirements set forth in the definition of Brand Drugs.

“Ingredient Cost” means the negotiated rate (e.g., discount of AWP or MAC) for a prescription drug dispensed by a Network Participant and which, when combined with the applicable Dispensing Fee, constitutes the full amount payable to such Network Participant for the given prescription drug and the professional service of dispensing such drug.

“Legend Drugs” means drugs, biologicals, or compounded prescriptions which are required by law to have a label stating “Caution — Federal Law Prohibits Dispensing Without a Prescription,” and which are approved by the FDA for a particular use or purpose.

“MAC List” means the list of unit prices established by PBM for multi-source Covered Drugs, each such unit price specified by Generic Product Identifier (“GPI”) and including the dates for which such price was in effect. The MAC List is maintained by PBM and updated from time to time in accordance with this Exhibit.

“Mail Service” means the service through which Covered Persons may receive Covered Prescription Drug Products and Services through the mail.

“Manufacturer” means a company that manufactures, and/or distributes pharmaceutical drug products.

“Manufacturer Administration Fee” means all negotiated fees received by Prime from any given Manufacturer, directly or through a group purchasing organization, relating to administration of Rebates under a Manufacturer Agreement.

“Maximum Allowable Cost” or **“MAC”** means the unit price established by PBM for a specific multi-source drug present on the MAC List at the time of service. PBM’s MAC Lists applicable to this Exhibit will be available for viewing by

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authorized representatives of Policyholder after thirty (30) days' prior written request submitted by Policyholder to BCBSIL, and subject to Policyholder's execution of PBM's non-disclosure agreement(s). Such requests shall be made no more frequently than four (4) times per calendar year. PBM's MAC List will only be made available for viewing at PBM's corporate headquarters or another secured location designated by PBM. PBM's MAC Lists will be the same for all "Groups with the Pricing Arrangement" and Network" as described in this Exhibit.

"Network Contract" has the meaning set forth in the definition of "Network Participant."

"Network Participant" means each individual pharmacy, chain, or Pharmacy Services Administrative Organizations (PSAO) that has entered into an agreement(s) with PBM or BCBSIL ("Network Contract") to provide Covered Prescription Drug Products and Services to Covered Persons, as may be amended.

"Pricing Source" means Medi-Span, or other such national drug database or alternate pricing benchmark as PBM and BCBSIL may designate, which establishes and provides updates to PBM no less frequently than weekly or as otherwise required by law, regarding AWP or other alternative pricing benchmark for Covered Prescription Drug Products and Services. BCBSIL shall inform Policyholder in writing, in advance if practicable, of any conversion to an alternative pricing benchmark for Covered Services and give Policyholder a reasonable opportunity to review such new benchmark. Thereafter, Policyholder will be deemed to have approved the designation, which will become part of this Exhibit, unless Policyholder terminates this Exhibit in accordance with its terms. Failure to reach agreement on the new benchmark shall not be a breach of contract. BCBSIL will only use a single nationally recognized pricing source at any given time.

"Provider Tax" means any tax on a Covered Prescription Drug Product and Service required to be collected or paid by a pharmacy provider for a Covered Prescription Drug Product and Service.

"Rebate(s)" means any discount or other remuneration of any kind received or recovered by Prime, directly or through a group purchasing organization, from any Manufacturer which is directly attributable to purchase or utilization of Covered Prescription Drug Products and Services by Covered Persons. Rebates do not include Manufacturer Administration Fees or fees retained by a group purchasing organization for its role in securing Rebates and/or Manufacturer Administrative Fees.

"Specialty Drugs" means prescription drugs generally prescribed for use in limited patient populations or diseases. These drugs are typically injected but may also include drugs that are for serious or chronic conditions, have special handling or storage requirements, are infused medications, oral medications and/or that have special handling or storage requirements. In addition, patient support and/or education may be required for these drugs. The list of Specialty Drugs is determined by PBM or BCBSIL and subject to change.

"Usual and Customary" or **"U&C"** means the price, including any Dispensing Fee, that a Network Participant would charge a particular customer if such customer were paying cash for the identical prescription drug service on the date dispensed. This includes any applicable discounts including but not limited to senior discounts, frequent shopper discounts, and other special discounts offered to attract customers.

"Zero Balance Due Claim" means any Claim where the Covered Person cost share covers one hundred percent (100%) of the Eligible Charge for such Claim.

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APPLICATION FOR GROUP INSURANCE

The applicant named below is applying for Group Insurance to provide coverage for the class(es) of persons specified below.

APPLICANT DATA

1. Full legal name of Applicant: Sased Aka School Association For Special Education In Dupage (the "Policyholder")

2. Address: 2900 Ogden Ave City Lisle State IL Zip 60532

EFFECTIVE DATE

The effective date of the applied for group insurance will be 01/01/2023, subject to MetLife's acceptance of this application and the applicant's payment of the Premium due on or before such date.

SITUS

Group Policy forms will be issued for delivery in and governed by the laws of Illinois.

COVERAGE DATA

Employees / Members	Dependents
Vision _____	Vision _____
Dental _____	Dental _____

PREMIUM DATA ->

Premiums will be paid: Monthly Quarterly Annually Other _____

Attached is an advance payment of: \$ 0

AGREEMENT

The Applicant signing below agrees to accept the terms and provisions of all Group Policy forms issued pursuant to this application; including all Exhibits, amendments and endorsements, if any.

Fraud Warning. Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Signature of Applicant's Authorized Representative

Signed at: City Lisle, State IL
Name of Authorized Representative Melinda McGuffin
Title of Authorized Representative Executive Director
Applicant's Signature M. McGuffin

Date: 11/18/2022

Signature of Licensed MetLife Agent or Resident Agent as required by law

Agent's State License No. _____
Date: 11/07/2022
Name of Agent: Anthony Manfrin
Agent's Signature Anthony Manfrin

HIPAA Request

If you wish to include in your booklet certificate the HIPAA privacy language shown on the specimen "Sample Dental and/or Vision Booklet Certificate/SPD Language" provided to you by MetLife, please answer the following questions, sign, and return this form to your MetLife Sales Office.

- A. Are there employees of the Plan Sponsor that may access PHI (Protected Health Information) provided by the Plan? If there are, please provide their title(s) or other identifiers below.

PLEASE DO NOT PROVIDE THEIR NAMES; ONLY TITLE OR OTHER IDENTIFIER.

Title HR Director Title Title

Title HR Assistant Title Title

- B. Should the term "Privacy Officer" be included in Section III. (c) "Sharing of PHI with the Plan Sponsor" of the Dental and/or Vision Plan Document?

Yes No

- C. Should Section IV. "Participant's Rights" be included in the Dental and/or Vision Plan Document? (This is an optional section.)

Yes No

- D. Should Section V. "Privacy Complaints/Issues" be included in the Dental and/or Vision Plan Document? (This is an optional section.)

Yes No

As a duly authorized representative of the Customer named below and its group dental and/or vision plan, and consistent with such Customer's decision to amend its plan document to incorporate HIPAA privacy provisions, I hereby request that MetLife include in Customer's booklet certificate HIPAA privacy language reflecting Customer's choices on this form.

Customer Name **Sased Aka School Association For Special Education In Dupage**

Name of Authorized Representative Melinda McGuffin

Title of Authorized Representative Executive Director

Signature of Authorized Representative M. McGuffin

Date 11/18/2020

**SECOND AMENDMENT TO THE SECOND RENEWAL OF THE INTER-GOVERNMENTAL AGREEMENT
BETWEEN
THE ILLINOIS STATE BOARD OF EDUCATION
AND
THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION**

This Second Amendment to the Second Renewal of the Inter-governmental Grant Agreement ("Second Amendment to the Second Renewal") between the Illinois State Board of Education ("Grantor" or "ISBE") and the School Association for Special Education ("Grantee" or "SASED") is made and entered into as of the date of execution. ISBE and Grantee are referred to herein collectively as "Parties" and individually as a "Party."

RECITALS

- A. Grantor and Grantee entered into that certain Inter-governmental Grant Agreement on May 18, 2020, agreement MY20445 ("Agreement");
- B. The Parties renewed the Agreement for a term commencing December 31, 2020 and ending on December 30, 2021 ("Renewal Agreement");
- C. The Parties renewed and extended the Agreement for a term ending on December 30, 2022 ("Second Renewal Agreement");
- D. The Parties entered into Amendment #1 to the Second Renewal in June 2022 ("Amendment to the Second Renewal"). The "Agreement," "Renewal Agreement," "Second Renewal" and "Amendment to the Second Renewal" shall collectively be referred to as the "Agreement";
- E. The Parties wish to further amend the Agreement; and
- F. The Parties agree this amendment is in the best interest of ISBE and authorized by law.

NOW THEREFORE, BE IT RESOLVED:

- 1. **Incorporation of Recitals:** The Recitals set forth above are hereby incorporated into this Second Amendment to the Second Renewal as if fully set forth herein.
- 2. **Amendment to the Second Renewal Term.** The Second Renewal Term is hereby amended to extend the end date until March 31, 2023. The Second Renewal Term shall commence on December 31, 2021 and end on March 31, 2023 ("Second Renewal Term"), unless terminated sooner as provided in the Agreement.
- 3. **Effect of Amendment.** Except as otherwise specifically set forth in this Second Amendment to the Second Renewal, all other terms and provisions of the Agreement shall remain the same and continue in full force and effect. The Parties agree upon execution of this Second Amendment to the Second Renewal, it shall become a binding and integral part of the Agreement.
- 4. **Counterparts.** This Second Amendment to the Second Renewal may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Facsimile

IN WITNESS WHEREOF, the Parties hereto have caused this Second Amendment to the Second Renewal to be executed by their duly authorized representatives.

ILLINOIS STATE BOARD OF EDUCATION

THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION

By: _____

Dr. Carmen I. Ayala
State Superintendent of Education

Date: _____

By: _____

Jeremy D. Duffy

Date: _____

Printed Title: Legal Officer

Other Approver

By: _____

Robert Wolfe, CPA

Date: _____

Printed Title: Financial Officer

Second Other Approver

By: M. McGuffin _____

Signature of Authorized Representative

Date: 10/31/2022 _____

Printed Name: Melinda McGuffin _____

Printed Title: Executive Director _____

E-mail: mmcguffin@sased.org _____

Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

TRAININGS BY REQUEST

Host Organization Site Agreement

School Behavioral Threat Assessments: An Introduction Train-the-Educator (TtE) Training

This agreement is between the REMS TA Center and the Host Organization, **School Association for Special Education in DuPage**, co-sponsoring the *School Behavioral Threat Assessments: An Introduction Train-the-Educator (TtE)* training offered on **Friday, March 3, 2023** in **Lisle, Illinois**. This day-long, on-site training introduces participants to school behavioral threat assessments, which may help prevent and reduce targeted violence in K-12 schools.

The Host Organization's responsibilities include:

- Ensuring a minimum of 25 attendees and access to their contact information, including email addresses.
- Providing a comfortable and accessible site (i.e., one that can accommodate attendees in round tables or classroom style seating).
- Ensuring an 8-hour time block for the training. *
- Marketing the training to the appropriate audience. *
- Recognizing the U.S. Department of Education (ED), Office of Safe and Supportive Schools (OSSS) and the REMS TA Center on all promotional materials. *
- Designating a point of contact to coordinate on-site and other logistics for the training.
- Participating in one Site Coordination conference call prior to the training.
- Providing audio/visual equipment to conduct the training. *
- Transporting training supplies shipped from or on behalf of the TA Center to training location, and returning supplies via a FedEx drop-off location.
- Providing at least 3 weeks' notice to cancel scheduled events. The Host Organization must keep the scheduled date unless there is a natural disaster or other serious emergency. The TA Center reserves the right to cancel a scheduled training due to lack of registered attendees, but will discuss concerns with ED and the Host Organization before canceling.

* See the *Training by Request Host Organization Planning Checklist* for specific details and requirements.

The REMS TA Center's responsibilities include:

- Hiring knowledgeable trainer(s) to present the day-long training at the Host Organization's site.
- Coordinating Training by Request Protocol and Agreement to facilitate a successful and organized event.
- Providing a marketing flyer specific to the requested training.
- Coordinating pre-registration for the training.
- Providing downloadable training and registration materials for each attendee.
- Providing a staff person to conduct pre-registration and on-site registration, and offer trainer assistance.
- Administering an electronic Participant Satisfaction Survey following the training to facilitate improvement.

Melinda McGuffie M. McGuffie

Host Organization's Representative (Print and Sign Name)

School Association for Special Education in DuPage County, 2900 Ogden Ave., Lisle, IL 60532

Host Organization's Address (Organization Name, Street Address, City, State, and ZIP Code)

11/18/22

Date

Please sign and email back to info@remstacenter.org.



If you have questions or need additional assistance, please contact the REMS TA Center at (855) 781-REMS (7367) or info@remstacenter.org.

[@remstacenter](https://www.twitter.com/remstacenter) <https://www.facebook.com/remstacenter> <https://www.rems.ed.gov>



Readiness and Emergency Management for Schools (REMS) Technical Assistance (TA) Center

TRAININGS BY REQUEST

Host Organization Site Agreement

Resilience Strategies for Educators: Techniques for Self-Care and Peer Support Train-the-Trainer (TtT)

This agreement is between the REMS TA Center and the Host Organization, **School Association for Special Education In DuPage**, co-sponsoring the *Resilience Strategies for Educators: Techniques for Self-Care and Peer Support Train-the-Trainer (TtT) Training by Request* offered on **Thursday, March 2, 2023**, in **Lisle, Illinois**. This on-site, 7-hour training is designed to help caregivers in schools and school districts better understand resilience strategies following natural disasters and other emergency events.

The Host Organization's responsibilities include:

- Ensuring a maximum of 25 attendees, and access to their contact information, including email addresses.
- Providing a comfortable and accessible site (i.e., one that can accommodate attendees in round tables or classroom style seating).
- Ensuring a 7-hour time block for the training.*
- Marketing the training to the appropriate audience.*
- Recognizing the U.S. Department of Education (ED), Office of Safe and Supportive Schools (OSSS) and the REMS TA Center on all promotional materials.*
- Designating a point of contact to coordinate on-site and other logistics for the training.
- Participating in one Site Coordination conference call prior to the training.
- Providing at least one attendee from their mental health partner to help ensure the mental health partner is trained on content delivered, and can facilitate support during and after the training.*
- Providing a list of local mental health and support resources.*
- Providing audio/visual equipment to conduct the training.*
- Providing at least 3 weeks' notice to cancel scheduled events. The Host Organization must keep the scheduled date unless there is a natural disaster or other serious emergency. The TA Center reserves the right to cancel a scheduled training due to lack of registered attendees, but will discuss concerns with ED and the Host Organization before canceling.

* See the *Training by Request Host Organization Planning Checklist* for specific details and requirements.

The REMS TA Center's responsibilities include:

- Hiring knowledgeable trainer(s) to present the 7-hour training at the Host Organization's site.
- Coordinating Training by Request Protocol and Agreement to facilitate a successful and organized event.
- Providing a marketing flyer specific to the requested training.
- Coordinating pre-registration for the training.
- Providing downloadable training and registration materials for each attendee.
- Providing a staff person to conduct pre-registration and on-site registration and offer trainer assistance.
- Administering an electronic Participant Satisfaction Survey following the training to facilitate improvement.

Melinda McGuffin M. McGuffin
Host Organization's Representative (Print and Sign Name)

School Association for Special Education in DuPage County, Lisle, IL 60532
Host Organization's Address (Organization Name, Street Address, City, State, and ZIP Code)

11/18/22
Date

Please sign and email back to info@remstacenter.org.



If you have questions or need additional assistance, please contact the REMS TA Center at (855) 781-REMS (7367) or info@remstacenter.org.

[@remstacenter](https://twitter.com/remstacenter)

<https://remstacenter.org>



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**

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Community Partners ("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 March 3, 2023 ("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 invoice to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
4. **EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.
5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED.
6. **CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to SASED.
7. **OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by SASED.

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

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

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

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

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

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

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

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

15. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the

date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASSED and Contractor.

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

For Contractor: Community Partners
1000 N. Alameda St. Suite 240
Los Angeles, CA 90012

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

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

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

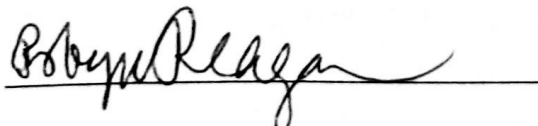
THEREFORE, SASSED and Contractor now voluntarily and knowingly execute this Agreement.

SASSED

By: _____ Date: _____
Executive Director

By: _____ Date: _____
Director of Business Operations

Contractor

 _____ Date: 11/29/22

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

Contractor/Consultant: Robyn Reagan
Address: 1000 S. Alameda St. Suite 240, Los Angeles, CA 90012
Email Address: robyn@circleofriends.org
Phone #: (323) 352-3019

I agree to enter into a contract with SASSED in return for a payment in the amount of \$4,000 for the following services: **Two 2.5-hour presentations of professional development for SASSED staff and districts; presented by Robyn Reagan. These sessions will take place at the following date, time(s), place:**

- **Date:** Thursday, March 3, 2023
- **Time:** 8:00am to 10:30am and 11:00am to 1:30pm
- **Location:** TBD
 - DoubleTree by Hilton Lisle Naperville, 3003 Corporate West Drive, Lisle, Illinois 60532
 - Northern Illinois University, 1120 E. Diehl Road, Naperville, Illinois 60563

Estimated expenses for travel, meals (meals up to \$50.00 per day), etc.: **\$1,500 included in above fee**

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 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.**

Contractor/Consultant Signature: 

Date: 11/29/22

SASSED Admin Signature: _____

Date: _____

Account Code: _____

PO Number: _____



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

TO: SASED Board of Control Members
FROM: Don Robinson, Director of Business Services/CSBO
DATE: December 7, 2022
RE: Zeller and Associates, LLC Contract Approval

Purpose: To approve the E-Rate 2023 Funding Year contract and letter of agency with Zeller and Associates, LLC.

Background: SASED has retained Gerry Zeller's company for E-Rate consulting since 2015. Contracting with a consultant ensures SASED maximizes its E-Rate funding while complying with the FCC's rules. In addition, there have been Emergency Connectivity Fund (ECF) opportunities as an FCC response to the pandemic. Zeller and Associates has filed three claims on SASED behalf, resulting in SASED being awarded almost \$94,000 in ECF funding.

Next Steps: Approved the E-Rate 2023 Funding Year contract and letter of agency with Zeller and Associates, LLC.

**AGREEMENT FOR E-RATE CONSULTING SERVICES
For Funding Year 2023 (7/1/2023 – 6/30/2024)**

THIS AGREEMENT (the "Agreement") is made as of this _____ day of _____, 2022 by and between **SASED: THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY**, 2900 Ogden Avenue, Lisle, IL, 60532-1676, **BEN 135706** (the "Applicant") and **ZELLER AND ASSOCIATES, LLC**, 2827 Covert Road, Glenview, IL 60025-4606 CRN 16051885, (the "Consultant").

RECITALS:

- The Applicant desires to have a Consultant prepare the documentation, forms and applications regarding the Federal Communications Commission ("FCC") Schools and Libraries Program, commonly referred to as the E-Rate Program (E-Rate).
- Applicant has the authority to enter into an Agreement with a Consultant for purposes of complying with the FCC E-Rate Program.
- Consultant is duly qualified to provide the services called for in this Agreement in consideration for the fee stipulated in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Applicant and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

Professional Services Provided. The Applicant hereby agrees to engage the Consultant to provide the Applicant with the services (the "Services") consisting of:

Best practice consulting services in all matters related to Category One and Category Two applications of the Federal Communication Commission E-Rate filings with the schools and library division ("SLD"); including E-Rate Program rules, regulations, policies, procedures, guidelines and deadlines.

Services provided by the Consultant under this agreement to include the following:

1. Advise Applicant on E-Rate compliance including updates on rules or regulatory changes, as applicable.
2. Advise Applicant of eligible services (USAC Eligible Service List "ESL").
3. Advise and assist Applicant in the vendor selection process, sharing all vendor proposals and ensuring compliance with program rules and regulations.
4. Advise and coordinate the preparation and filling of FCC Forms: 470, 471, 486, 500; and related forms, e.g. RAL:
 - a. Notify service providers of applicant's reimbursement payment option(s): by filing vendor specific documents indicating the monthly discount option (SPI) or the applicant reimbursement option (BEAR) as necessary;
 - b. Prepare and file as required:
 1. Invoice Deadline Extension Request(s) (IDER);
 2. Service Provider Identification Number (SPIN) change requests;
 3. Service Substitution Requests.
5. Respond to requests from USAC:
 - a. Program Integrity Assurance (PIA) requests;
 - b. Selective Review Information Requests (SRIR) related to a contracted filing year (current); and/or
 - c. Payment Quality Assurance (PQA) requests.
6. Prepare and file USAC and/or FCC appeals, if necessary.
7. Track, file, and reconcile applicant invoices for current funding year.
8. Act as the applicant's main point of contact with the SLD.
9. Provide Applicant with copies of documents and correspondence that the applicant must be maintain for ten (10) years after the last date of service
10. Other services or tasks which the Parties may agree on.

Applicant Responsibilities

- USAC – EPC Portal: Applicant agrees to designate Zeller and Associates, LLC, as the Applicant’s “E-Rate” consultancy with “Full Rights” as defined by USAC granted to Gerry Zeller, Brian Kelly, David Gornstein, and any other consultant as requested, in consultation with the Applicant, by Zeller and Associates, LLC;
- Provide all required / requested information and data necessary for successful filing of all forms with the SLD in a timely manner;
- Take official action to review drafts and promptly sign and return all forms required for filing with a third party in a timely manner;
- Inform the Consultant at least forty-five (45) days prior to the signing of any contract that may concern E-Rate Eligible services;
- Inform the Consultant within two (2) business days of any communication the Applicant receives from the SLD of the Universal Service Administrative Company (“USAC”);
- Promptly pay Consultant’s fee(s) for services rendered. All payments are due and payable upon receipt of the invoice, unless other payments options have been agreed upon by the parties;
- Retain all necessary E-Rate documentation and correspondence relative to the program for at least ten (10) years from the last date of service as required by the FCC.

Compensation. For the services rendered by the Consultant as described by this Agreement, the Applicant will provide compensation (the "Compensation") to the Consultant as follows:

For Funding Year 2023 (July 1, 2023 to June 30, 2024): Five percent (5.0%) of the actual funding received by the applicant.

- \$750 of this fee due at the signing of this agreement. This initial fee is nonrefundable.
- 50% of the committed funding due September 1, 2023 or within 30 days of receipt of the Funding Year 2023 Funding Commitment Decision Letter.
- The balance will fall due after the last day of the Funding Year (June 30, 2024) or when the applicant receives Funding Year 2023’s reimbursements.

Additional Compensation. The Applicant understands that the Compensation as provided in this Agreement will constitute the full and exclusive monetary consideration and compensation for all services in all matters related to Category One and Category Two applications performed by the Consultant. At the written request of the Applicant, the Consultant will provide additional Professional Services, compensation as agreed to by the parties.

Term. The term of this Agreement ("Term") will commence with the signing of this agreement, and will remain in full force and effect until the Program has paid the applicant all approved amounts for the specified funding year or until all issues with the funding year are resolved. The Term of this Agreement may be extended by mutual written agreement of the Parties.

Termination. Either party may terminate this Agreement by delivering written notice at least (30) days prior to the proposed termination date.

Conflict of Interest. No business or personal relationship exists between any applicant employee and the consultant.

Attorney’s Fees and Costs. In any litigation, arbitration or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, each party shall bear its own attorney fees, together with any costs and expenses to resolve the dispute and to enforce the final judgement.

Severability. In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Confidentiality. Confidential information refers to any data or information relating to the Applicant, whether business or personal, which would reasonably be considered to be private or proprietary to the Applicant and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm

to the Applicant. The Consultant agrees that (s)he will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorized by the applicant, or required by law. This obligation will survive for a period of one (1) year from the termination of this Agreement.

Independent Contractor. While engaged in carrying out and complying with the terms and conditions of this Agreement, Consultant is an independent contractor and not an officer, employee, or agent of the Applicant.

Limitation of Liability. The Applicant is responsible for verifying the accuracy of information submitted to the Consultant. The Consultant disclaims and makes no warranty, express or implied, nor assumes any legal liability or responsibility for the validity, accuracy, correctness, or completeness of any information that is provided by the Applicant to the Consultant. By submitting information, the Applicant understands that Consultant will submit the information to USAC, and shall not be liable for any direct, indirect, incidental, consequential or exemplary damages, including but not limited to, damages for loss of funding, data or other intangible losses, resulting from the Applicant's non-response or incomplete response and/or the Applicant's inaccurate, invalid, incorrect, or incomplete provision of information.

Modification of Agreement. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Assignment. The Consultant will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Applicant.

In the event Zeller and Associates, LLC is unable to perform the above duties; with the consent of the Applicant, they may be assumed by David Gornstein, of E-Rate Funding Services, LLC, 718 Saint Nicholas Drive, O'Fallon, IL 62269 CRN 16082747; Home Office: 618-589-9233; Fax: 866-735-8070; Cell: 973-714-3724; Email: dave.erfs@att.net.

Governing Law. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Illinois, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Authority. The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to execute and contractually bind their respective legal entities.

Entire Agreement. This Agreement supersedes any and all other agreements, whether oral or in writing, between the parties with respect to the subject of this Agreement. The Agreement contains all the covenants and agreements between the parties with respect to the subject of this Agreement, and each party acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any party except the covenants and agreements embodied in this Agreement. No agreement, statement, or promise not contained in this Agreement shall be valid or binding on the parties with respect to the subject of this Agreement.

ACCEPTED on this ___ day of _____ 2022.

Print Name of Authorized Signatory:

Title:

Signature:

X

For Zeller and Associates, LLC:

Gerard "Gerry" F. Zeller

Title:

Consultant

Signature:

**LETTER OF AGENCY FOR THE
FCC'S SCHOOL AND LIBRARIES PROGRAM (E-RATE PROGRAM)
FY2023 (July 1, 2023 – June 30, 2024)
SASED: THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
2900 Ogden Avenue
Lisle, IL 60532-1676**

SASED: The School Association for Special Education in DuPage County, BEN 135706, has retained **Zeller and Associates, LLC (CRN 16051885)**, under contract as an Independent Consultant to serve as its' agent in all matters related to E-Rate Funding Year 2023. This letter authorizes the Consultant and its authorized representatives to engage in all necessary and appropriate E-Rate application activities for the funding years(s) described herein, as well as follow-up actions as necessary related to ALL prior funding years.

I understand that, in submitting any E-Rate Program forms on our behalf, E-Rate Funding Services is making certifications for our school/district/library/consortium. By signing this Letter of Agency, I make the following certifications:

- a. I certify that the school(s) in our district are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million. I certify that the services that our school/district/library purchases under E-Rate, will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.
- b. I certify that the school/district/library has secured access to all of the resources necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services. I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- c. I certify that our school/district/library is compliant, or will be compliant at the time funded services are provided, with the Children's Internet Protection Act.
- d. I certify that our school/district has complied with all E-Rate program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities. I certify that I am authorized to procure eligible services. I certify that I am authorized to submit this request on behalf of the eligible entity listed on this form.
- e. I certify that we will retain all E-Rate related documents for at least Ten years after the last day of service delivered; we will retain all documents necessary to demonstrate compliance with the statute and Commission rules, and I acknowledge that we may be audited pursuant to participation in the schools and libraries program.
- f. I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services are net of any rebates or discounts offered by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- g. I certify that our Form 470 (RFP) is posted and make it available for at least 28 days before considering all bids received. I certify that all bids submitted will be considered and the bid selected will be for the most cost-effective product/service offering, with price being the primary factor. I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them.

I certify that I am authorized to sign this letter of agency and, to the best of my knowledge, information, and belief, all information provided to E-Rate Funding Services for E-Rate submission is true. That entities receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

Print Name of Authorized Signatory:

Title:

Signature:

Date:

X

_____ day of _____ 2022

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

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[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

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

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: review and any necessary updates.

LEGAL REF.: 105 ILCS 5/2-3. 190, 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

SASED Member District Enrollment Data Fall Housing

RCDS	County Name	Category	District Name	ReportGroup	School Count	2022SY	2022SY	2021SY	2021SY	2020SY	2020SY	Change from FY20 to FY22	Change from FY20 to FY22	
						K-12	PreK-12	K-12	PreK-12	K-12	PreK-12	K12	w/Pre-K	
190220200020000	Dupage	2	Keeneyville SD 20	Home District List	3	1268	1336	1320	1382	1333	1413	(65)	(77)	
190220250020000	Dupage	2	Benjamin SD 25	Home District List	2	584	620	575	605	585	625	(1)	(5)	
190220330020000	Dupage	2	West Chicago ESD 33	Home District List	10	3226	3488	3378	3670	3585	3918	(359)	(430)	
190220340020000	Dupage	2	Winfield SD 34	Home District List	2	305	336	268	292	274	311	31	25	
190220450020000	Dupage	2	SD 45 DuPage County	Home District List	8	3004	3156	3188	3329	3130	3306	(126)	(150)	
190220480020000	Dupage	2	Salt Creek SD 48	Home District List	3	473	511	486	516	468	504	5	7	
190220580020000	Dupage	2	Downers Grove GSD 58	Home District List	13	4746	4909	4756	4898	4849	5026	(103)	(117)	
190220600020000	Dupage	2	Maercker SD 60	Home District List	3	1272	1335	1307	1349	1357	1416	(85)	(81)	
190220630020000	Dupage	2	Cass SD 63	Home District List	2	744	802	728	792	724	799	20	3	
190220660020000	Dupage	2	Center Cass SD 66	Home District List	3	1081	1096	1087	1109	1059	1084	22	12	
190220680020000	Dupage	2	Woodridge SD 68	Home District List	7	2650	2788	2627	2789	2776	2957	(126)	(169)	
190220880160000	Dupage	2	DuPage HSD 88	Home District List	2	3948	3948	3940	3940	3923	3923	25	25	
190220940160000	Dupage	2	CHSD 94	Home District List	1	2046	2046	2055	2055	1952	1952	94	94	
190220990160000	Dupage	2	CHSD 99	Home District List	2	4887	4887	5012	5012	4890	4890	(3)	(3)	
190221800040000	Dupage	2	CCSD 180	Home District List	2	434	466	448	463	492	547	(58)	(81)	
190222010260000	Dupage	2	CUSD 201	Home District List	5	1297	1346	1246	1295	1291	1343	6	3	
190222020260000	Dupage	2	Lisle CUSD 202	Home District List	3	1452	1492	1429	1468	1370	1410	82	82	
190222050260000	Dupage	2	Elmhurst SD 205	Home District List	13	8023	8289	8182	8446	8305	8596	(282)	(307)	
						41440	42851	42032	43410	42363	44020	(923)	(1,169)	
			SASED			281.5	297	279.5	305	334	358			
					DIFFERENCE from 2020	-52.5	-61							

SASED Member District Enrollment Data OEPP-9 mo. ADA

District Name	Total Operating Expenditures	OEPP	Total Allowance for Per Capita Computation	PCTC	9 MO Average Daily Attendance FY21	9 MO Average Daily Attendance FY20	9 MO Average Daily Attendance FY19	Change from FY19 to FY21
Keeneyville SD 20	17283038	13871.48	15418984.6	12375.38	1245.94	1329.3	1382.59	-136.65
Benjamin SD 25	10040998	17928.75	9643065.4	17218.22	560.05	600.98	570.62	-10
West Chicago ESD 33	62786816	19264.9	52000077.7	15955.2	3259.13	3697.52	3785.66	-526.53
Winfield SD 34	5881459	22374.02	5602435	21312.57	262.87	281.62	266.2	-3.33
SD 45 DuPage County	49086491	17768.61	42847356.4	15510.13	2762.54	2829.13	2954.88	-192.34
Salt Creek SD 48	9905828	21133.79	9304380	19850.61	468.72	424.28	422.11	46.61
Downers Grove GSD 58	65400161	15030.96	60019156.4	13794.24	4351.03	4250.97	4202.36	148.67
Maercker SD 60	20066743	16092.4	19265363	15449.74	1246.97	1331.83	1254.98	-8.01
Cass SD 63	9742850	12941.98	8991744	11944.24	752.81	727.75	681.45	71.36
Center Cass SD 66	14098612	14427.56	13485917	13800.57	977.2	994.3	1008.19	-30.99
Woodridge SD 68	41936844	15759.81	37921599.1	14250.88	2661	2869.03	2860.21	-199.21
CCSD 180	9547867	24105.91	7584105.6	19147.91	396.08	508.66	542.89	-146.81
DuPage HSD 88	66894947	20480.16	64230380.1	19664.39	3266.33	3455.94	3491.85	-225.52
CHSD 94	29059676	15527.06	25474665.1	13611.53	1871.55	1798.29	1830.73	40.82
CHSD 99	93045448	20453.86	85327907.9	18757.34	4549.04	4509.27	4436.96	112.08
CUSD 201	24144670	20413.15	22607975.1	19113.95	1182.8	1233.58	1173.92	8.88
Lisle CUSD 202	29619852	22396.86	27773208.2	21000.54	1322.5	1320.4	1315.41	7.09
Elmhurst SD 205	125978023	16179.43	122670270.6	15754.61	7786.31	7876.29	7780.66	5.56
0	0	0	0	0	38922.87	40039.14	39961.67	0
0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	Decrease	1479.39
0	0	0	0	0	0	0	Increase	441.07
0	0	0	0	0	0	0	Net change	-1038.8



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Control
 From: Melinda McGuffin, Executive Director
 Date: December 7, 2022
 Re: Enrollment

Purpose:

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

Responding to Need:

The DHH program will now be adding a third Early Childhood classroom to accommodate anticipated enrollment of 4 students in the month of December and another 3-4 students in January/February.

Enrollment Trends:

The chart below shows the changes in enrollment for each SASED program. Rows highlighted in yellow reflect changes between Oct 3, 2022, and Nov 1, 2022, and between Nov 2, 2022, and Dec 1, 2022. Page two provides a synopsis of the reasons for losses for quarter one. Page three of this document provides information on current student enrollment by member district.

	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
November 1, 2022	61	24	35	95	56	33	12	11	327
Gains/Losses	+1/-5	+1/0	0/-1	+3/-4	0/0	+2/0	0/-1	0/0	+7/-11
Net Change 10/3/22-11/1/22	-4	+1	-1	-1	0	+2	-1	0	-4
December 1, 2022	63	24	35	96	57	36	12	11	334
Gains/Losses	+2/0	+1/-1	0/0	+2/-1	+1/0	+3/0	0/0	0/0	+9/-2
Net Change 11/2/22-12/1/22	+2	0	0	+1	+1	+3	0	0	+7



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

1st Quarter Reasons for Losses 8/22-11/1/22	Southeast	Directions	STARS	MN	Vision	DHH	Transition	Project SEARCH	Total
# who returned to school in home district	3			1	1				5
# moved to alternate/private placement				1					1
# who moved out of their resident district			1	2	1		1		5
# who dropped out	1						1		2
# who moved to district homebound/in-hospital status	1								1
# who transferred to home schooled									0
# Other		1 transfer to another SASED program		1 erroneous enrollment					2
Totals	5 of those, 1 over summer	1	1	5 of those, 1 over summer	2 of those, 1 over summer	0	2	0	16

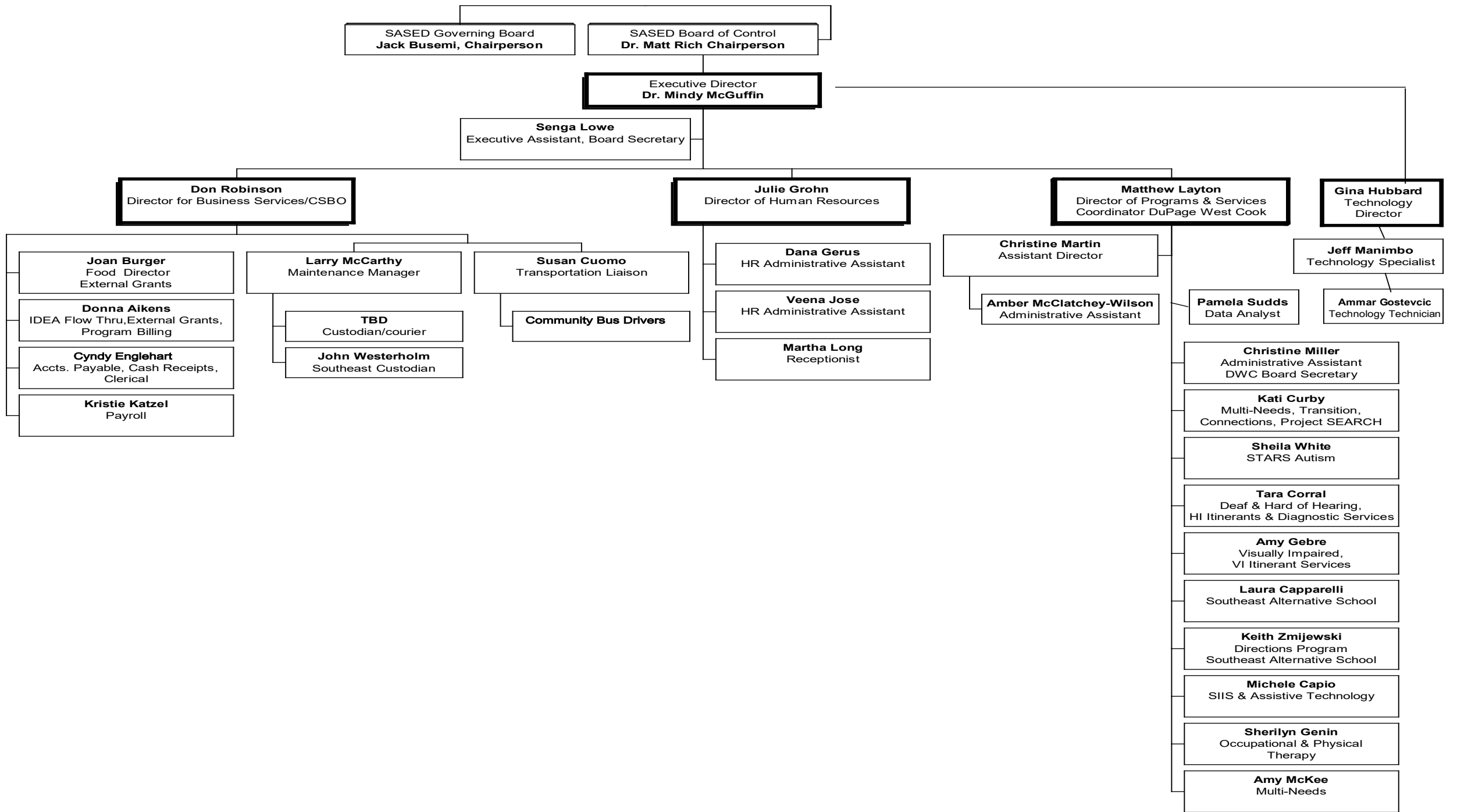
SASED Programs - Member & DWC Districts - Student Enrollment - Dec 1, 2022

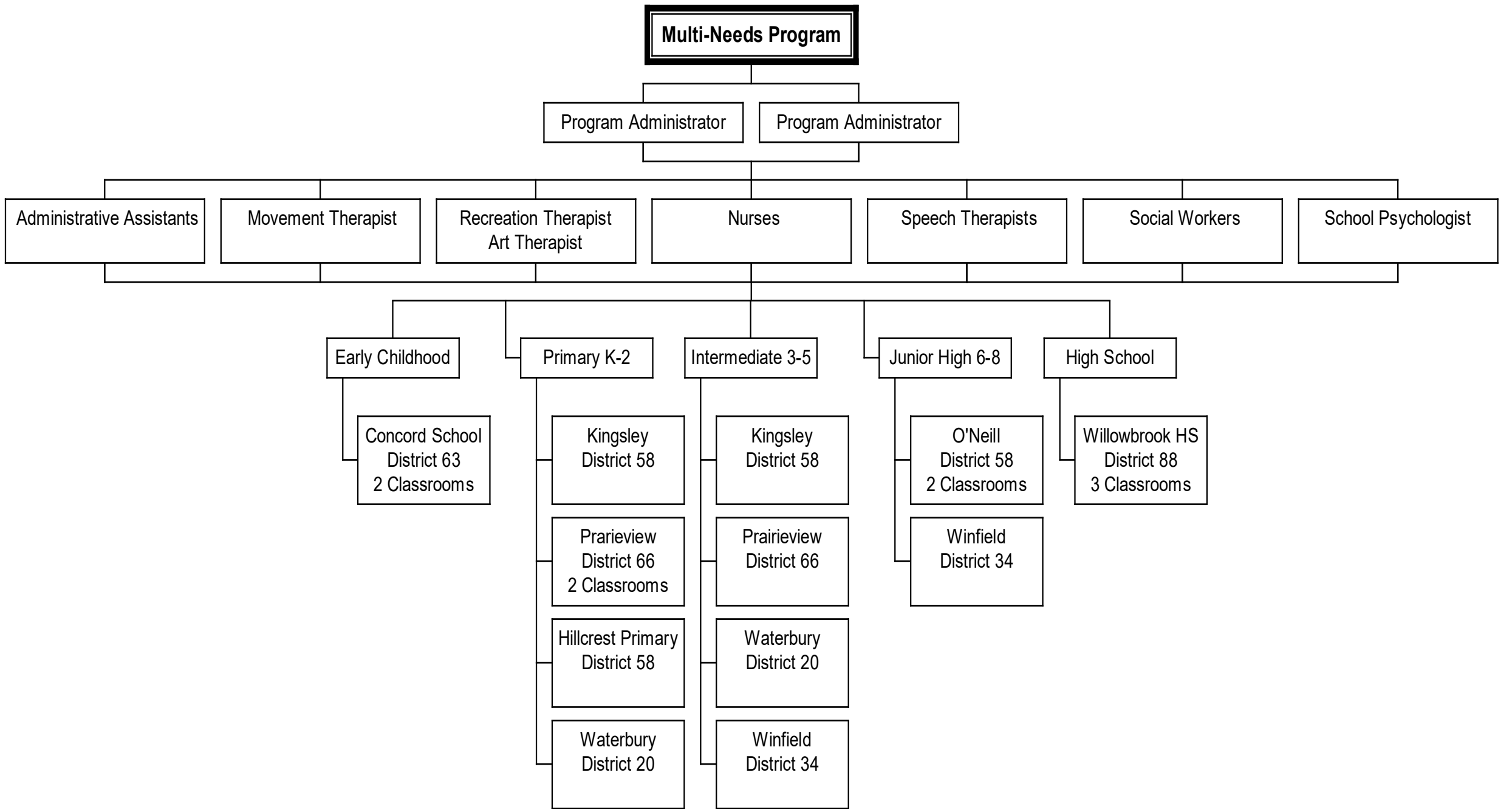
Member District	Southeast	Directions EL, MS, HS	STARS	Multi Needs	Vision	DHH	Transition	Project Search	District Total
20	2			6		1			9
25				3		2			5
33	2	1		2		1			6
34	3	2	1						6
45	3	3		1	1	1			9
48	3	2	4	2	1				12
58	2	3	12	15	1				33
60	2	1	5	9	1	1			19
63	2		4	3					9
66			1	6					7
68	5	1	5	10		2			23
88	2	2		7	1		3	2	17
94	8	2		4			1	1	16
99	6	4		6	7		3		26
180	8		3	6	2				19
201				6	2	1	2		11
202	4	2		8			3		17
205	9			1	2	2			14
DWC+ Kane/Will/Kendall	2	1		1	39	25		8	76
Total Enrollment	63	24	35	96	57	36	12	11	334
	<i>SE total includes 0 CIBS student</i>								<i>grand total includes 0 CIBS student</i>
Difference from 11/1/2022	2	N/C	N/C	1	1	3	N/C	N/C	7

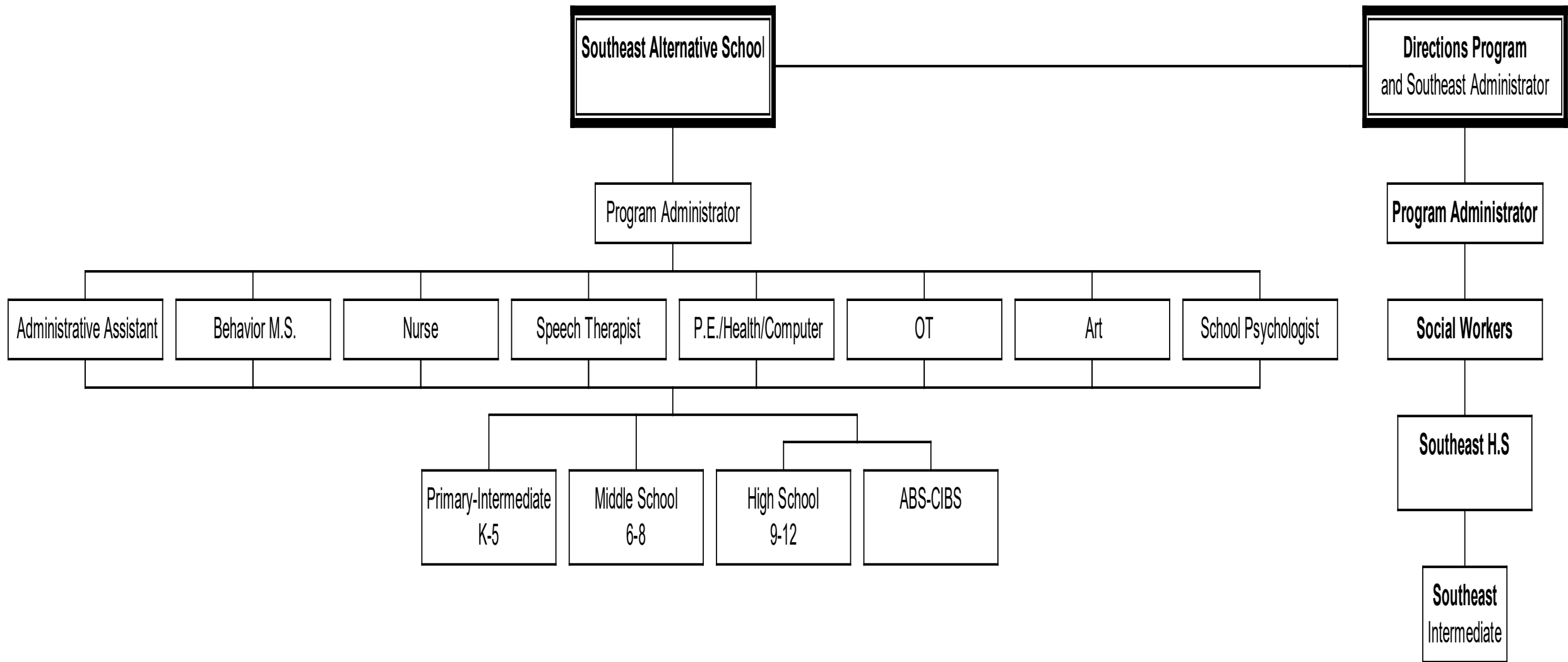
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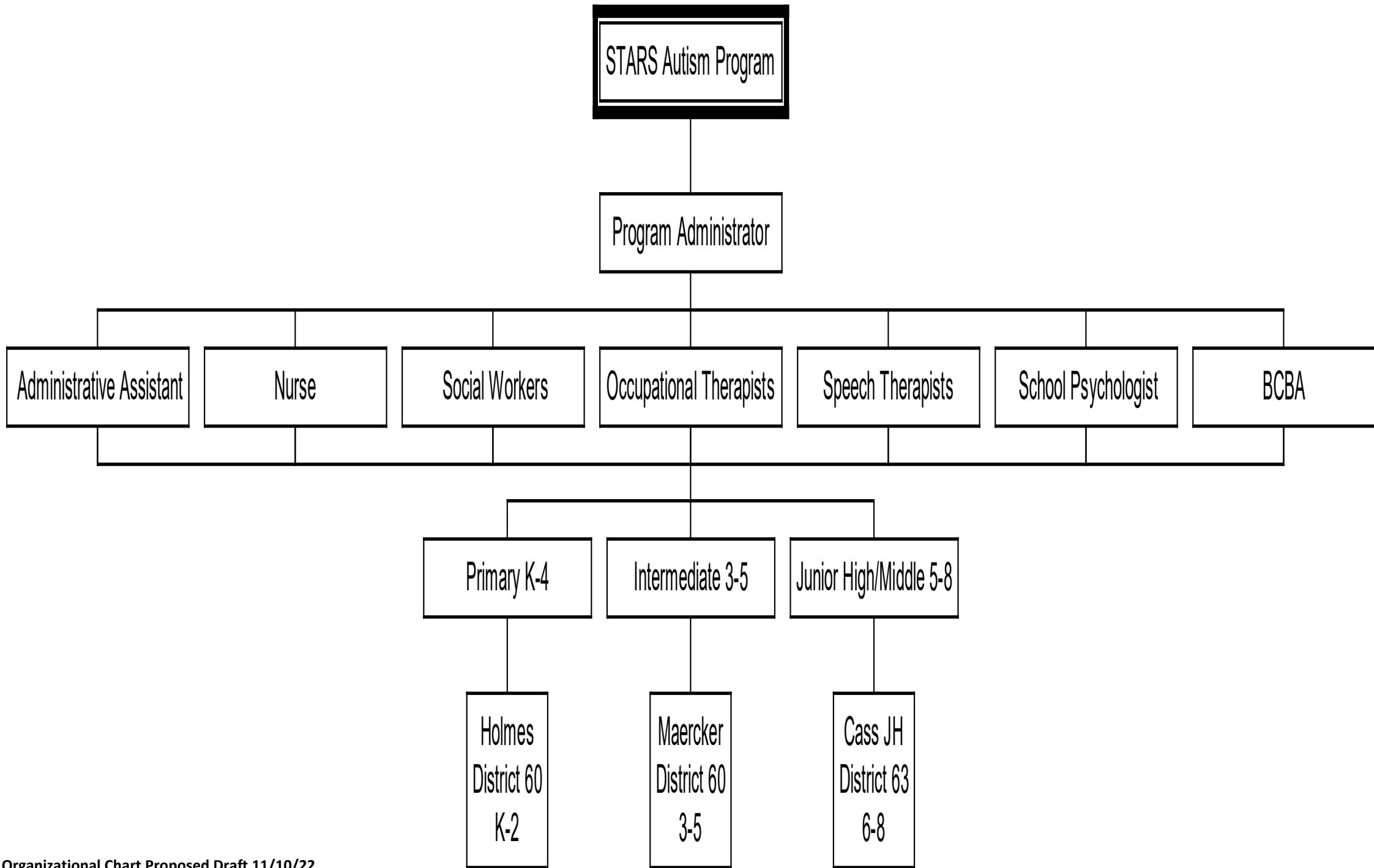
plus

minus









Visually Impaired Program

Program Administrator
and
DHH-VI ESY Admin.

Itinerant Teachers

O&M Itinerant

Administrative Assistant

Orientation & Mobility

Vocational O&M

Nurse

OT, PT

Social Worker

Adaptive PE

Music Therapist

Primary K-3

Intermediate 2-4

Middle School 5-8

High School 9-Transition

Salt Creek
District 48
2 Classrooms

Swartz
District 48

Albright Middle
District 48

Addison Trail HS
District 88
3 Classrooms

