



Board of Control Joint Meeting with Governing Board

January 25, 2023

SASED Administrative Center

2900 Ogden

Lisle, IL 60532

6:30 PM

AGENDA

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Board Member Recognition**
4. **Public Comment**
5. **Information/Correspondence**
 - a. Strategic Planning Progress Update
 - b. FY22-23 Financial Audit Presentation
6. **Discussion With Action**
 - a. Approve the Proposed Tuition and Services Billing Procedures
7. **Discussion Without Action**
 - a. FY23-24 Budget Presentation
8. **Executive Summary**
9. **Consent Agenda**
 - a. FY23 School Maintenance Grant Application
 - b. Approve the Open Session minutes from the 12-7-22 Board of Control meeting
 - c. Approve the Minutes from the October 19, 2022 Policy Committee Meeting
 - d. Approve the Minutes from the November 30, 2022 Finance Committee Meeting
 - e. Approve the Destruction of the Closed Session Audio Recordings from May 19, 2021, June 23, 2021, and August 25, 2021
 - f. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirement and Appointments of Licensed and Educational Support Personnel and the Appointments of Contracted staff as presented.
 - g. Accept the Financial Reports
 - 1) Treasurers Report
 - 2) Revenue & Expenditure Reports
 - 3) Gross Payrolls--
 - 4) Interim Payrolls--
 - 5) Bill List
 - 6) Interim Checks--
 - h. Accept the FY22-23 Financial Audit
 - i. Approve the Addendum to the Letter of Agreement between SASED and Hazard Young Attea Associates (HYA) for Strategic Planning in the amount of \$5,000
 - j. Approve the Agreement with Select Home Care for Nursing Services
 - k. Approve the Education Services Staffing Agreement with Maxim Healthcare Services, Inc.
 - l. Approve the Agreement with Maryland Coalition for Inclusive Education for Professional Learning Workshop during Spring Learning Institute on March 3, 2023 in the amount of \$7,467.
 - m. Approve the Agreement with Ridge Training/James Bolton for Professional Development Workshops in the amount of \$6,540.
 - n. Approve the Agreement with Alexandria Zachos for Professional Development in Speech-Language Pathology to be held on March 3, 2023 in the amount of \$4,000

- o. Approve the Agreement between Early CHOICES and Inclusive School for January 2023 webinar workshop services in the amount of \$5,000
- p. Approve the Agreement with Faith Behr, for strategic planning media design services in the amount not to exceed \$1,625
- q. Approve the Agreement with Key2Ed, Inc. for IEP Workshop in April 2023, in the amount of \$17,200
- r. Approve the renewal of the agreement with Amber Mechanical Contractors, Inc. for full service HVAC maintenance at Southeast in the amount of \$29,203 for 2023
- s. Approve the Intergovernmental Agreement with Berwyn South SD 100 for Multi-Needs Program - Student A
- t. Approve the Intergovernmental Agreement with East Aurora SD 131 for Vision Program - Student A
- u. Approve the recycling of outdated electronics by A-Team Recyclers. Their data destruction processes follow the guidelines of the National Institute of Standards and Technology NIST 800-88 publication.
- v. First reading of revised SASED Policy 2:20 - Powers and Duties of the Board; Indemnification
- w. First reading of revised SASED Policy 2:100 - Board Member Conflict of Interest
- x. First reading of revised SASED Policy 2:105 - Ethics and Gift Ban
- y. First reading of revised SASED Policy 2:125 - Board Member Compensation; Expenses
- z. First reading of revised SASED Policy 2:210 - Organizational Board Meeting
- aa. First reading of revised SASED Policy 2:265 - Title IX Sexual Harassment Grievance Procedures
- bb. First reading of revised SASED Policy 3:50 - Administrative Personnel Other Than the Executive Director
- cc. First reading of revised SASED Policy 3:60 - Administrative Responsibility of the Program Administrator
- dd. First reading of revised SASED Policy 4:120 - Food Services
- ee. First reading of revised SASED Policy 4:165 - Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors
- ff. First reading of revised SASED Policy 5:10 - Equal Employment Opportunity and Minority Recruitment
- gg. First reading of revised SASED Policy 5:20 - Workplace Harassment Prohibited
- hh. First reading of revised SASED Policy 5:120 - Employee Ethics, Code of Professional Conduct, and COntlict of Interest
- ii. First reading of revised SASED Policy 5:200 - Terms and Conditions of Employment and Dismissal
- jj. First reading of revised SASED Policy 5:220 - Substitute Teachers
- kk. First reading of revised SASED Policy 5:280 - Duties and Qualifications
- ll. First reading of revised SASED Policy 5:290 - Employment Termination and Suspensions
- mm. First reading of revised SASED Policy 5:320 - Evaluation
- nn. First reading of revised SASED Policy 6:20 - SASED Calendar and Day
- oo. First reading of revised SASED Policy 6:50 - Wellness and Nutrition
- pp. First reading of revised SASED Policy 6:60 - Curriculum Content
- qq. First reading of revised SASED Policy 6:65 - Student Social and Emotional Development
- rr. First reading of revised SASED Policy 6:250 - Community Resource Persons and Volunteers
- ss. First reading of revised SASED Policy 6:255 - Assemblies and Ceremonies
- tt. First reading of revised SASED Policy 6:260 - Complaints About Curriculum, Instructional Materials, and Programs
- uu. First reading of revised SASED Policy 6:280 - Grading and Promotion
- vv. First reading of revised SASED Policy 6:340 - Student Testing and Assessment Program
- ww. First reading of revised SASED Policy 7:20 - Harassment of Students Prohibited
- xx. First reading of revised SASED Policy 7:70 - Attendance and Truancy
- yy. First reading of revised SASED Policy 7:100 - Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students

- zz. First reading of revised SASSED Policy 7:180 - Prevention of and Response to Bullying, Intimidation and Harassment
- aaa. First reading of revised SASSED Policy 7:250 - Student Support Services
- bbb. First reading of revised SASSED Policy 7:290 - Suicide and Depression Awareness Prevention
- ccc. First reading of revised SASSED Policy 7:340 - Student Records
- 10. **Discussion Without Action - Part 2**
 - a. Executive Director Evaluation Process
 - b. Enrollment Update
 - c. ESY and Regular School Year Lease Rates
 - d. Board Committee Updates
 - 1) Negotiations Committee
 - 2) Finance Committee
 - 3) Policy Committee
 - 4) Protocols Committee
 - e. Spring Institute 2023
- 11. **Discussion with Action - Part 2**
 - a. Approve the Proposed Tuition and Services Billing Procedures
 - b. Approve the Extended School Year (ESY) Tuition and Pay Rates
 - c. Approve the Resolution to Regulate Expense Reimbursements for Board Members - 2:125-E3
 - d. Approve to move forward with signing a contract with Engle for electricity supply at Southeast, based on the recommendation from Vanguard Energy Services, LLC
- 12. **Closed Session**
- 13. **Adjournment**



TEACHING

LEADING

BELIEVING

STRATEGIC PLAN 2023-27





FROM THE DIRECTOR

As we navigate the new post pandemic reality together SASED's new strategic plan will serve as the guidebook for the next four years. Through this strategic plan SASED endeavors to meet the needs of its students, families, districts, and staff through ongoing, focused, efforts to maximize student outcomes.

Each priority area identified in the strategic plan: highly qualified staff and exemplary programs and services, communications and operations, was developed based on input from interviews, focus groups, surveys, and committee work. The data collected reflects SASED's continuous improvement journey incorporating both strengths and challenges for SASED into its strategic plan.

SASED's values of teaching, leading, and believing resonate throughout the plan. The addition of three value statements highlights SASED's commitment to diversity, equity, and inclusion throughout the organization. I look forward to celebrating together as we accomplish each indicator identified for measuring our success at achieving our goals.

Sincerely,
Dr. Mindy McGuffin
Executive Director, SASED

MEMBER DISTRICTS

- Keeneyville School District 20
- Benjamin School District 25
- West Chicago Elementary School District 33
- Winfield School District 34
- School District 45, DuPage County
- Salt Creek School District 48
- Downers Grove Grade School District 58
- Maercker District 60
- Cass School District 63
- Center Cass School District 66
- Woodridge School District 68
- DuPage HS District 88
- Community HS District 94
- Community HS District 99
- Community Consolidated School District 180
- Westmont Community Unit School District 201
- Lisle Community Unit School District 202
- Elmhurst Community Unit School District 205



FROM THE CHAIR



BOARDS

District	Board of Control	Governing Board
Keeneyville SD 20	Terry Walloch Heather Weishaar ✓	Terry Walloch Heather Weishaar ✓
Benjamin SD 25	Jack Buscemi Dennis Peterson ✓	Jack Buscemi, Chairperson Dennis Peterson ✓
West Chicago Elem Sch 33	Dr. Kristina Davis* Rita Balgeman ✓	Tom Doyle Chad McLean ✓
Winfield SD 34	Dr. Matt Rich,* Chairperson Norm Bothwell ✓	Norm Bothwell Matt Tibble ✓
DuPage County SD 45	Dr. Anthony Palmisano,* Sec. Melissa Slinn ✓	Emily Shultz Melissa Slinn ✓
Salt Creek SD 48	Ray Kielminski James C Blair ✓	James C Blair, Vice-Chairperson Ray Kielminski ✓
Downers Grove SD 58	Emily Hanus Greg Harris ✓	Emily Hanus Greg Harris ✓
Maercker SD 60	Dr. Sean Nugent* Amy Sullivan ✓	Mary Satchwell Amy Sullivan ✓
Cass SD 63	Mark Cross* Lana Johnson ✓	Rinku Patel Kent Absalonsen ✓
Center Cass SD 66	Dr. Andrew Wise* Beth Bukey ✓	Liane Raso Beth Bukey ✓
Woodridge SD 68	Thomas Ruggio, Vice-Chair Dr. Patrick Broncato ✓	Thomas Ruggio, Secretary Mike Toohey ✓
DuPage HS District 88	Dr. Jean Barbanente* Donna Craft Cain ✓	Donna Craft Cain Amy Finnegan ✓
Community HS District 94	Lynn Casey Maher Katherine Doremus ✓	Katherine Doremus Lynn Casey-Maher ✓
Community HS District 99	Jaoanna Vazquez Drexler Dr. Nancy Kupka ✓	Jaoanna Vazquez Drexler Dr. Nancy Kupka ✓
Community Con. District 180	Dr. Tom Schneider* Krystle Vanterpool ✓	Krystle Vanterpool Nader Najjar ✓
Westmont CUSD 201	Leah Conover Kevin Marren ✓	Leah Conover Kevin Marren ✓
Lisle CUSD 202	Wendy Nadeau Steve Lesniak ✓	Steve Lesniak Wendy Nadeau ✓
Elmhurst CUSD 205	Beth Hosler Dr. Keisha Campbell ✓	Karen Stuefen Courtenae Trautmann ✓

* Denotes superintendent

✓ Denotes alternate

WHO WE ARE



MISSION

Our mission is to maximize student outcomes



VISION

Our vision is to be the innovative leader that inspires, creates and implements best practices in education for all

VALUES



TEACHING

- Is student centered and solution focused
- Is data informed, standards-aligned, evidence based, rigorous, and high quality
- Prepares students to lead enriched and productive lives within their communities



LEADING

- Through ongoing professional development to equip educators with best practice skills and competencies
- By influencing and implementing federal and state mandates for special and general education
- By being a resource for new research and initiatives in education



BELIEVING

- All students can learn
- Independence, dignity and equity are the rights of all
- To best serve students, we develop and sustain collaborative relationships

STRATEGIC PLAN: How We Got Here

The Strategic Planning process provided a framework for decision making that built upon the shared vision and values held by the community. The three concrete phases empowered stakeholders with critical information and strategies to bring decisions into focus.

ENGAGE THE COMMUNITY



FOCUS AND PLAN FOR THE FUTURE



IMPLEMENT AND EVALUATE IMPACT



- Planning meeting to further customize the process
- Individual interviews
- Focus groups
- Community survey
- Review of organizational performance data



- Mission
- Vision
- Core values
- Individual interviews
- Strategic priorities
- Strategic objectives



- Action plans that include: strategies, timelines, resources needed, responsible staff.
- Strategic Indicators to measure progress of Strategic Plan
- Strategic dashboard to track and communicate Strategic Plan and progress

STRATEGIC PLAN: **Timeline**





KEY SURVEY RESULTS

Strengths

The exceptional caliber of the teaching staff; they are caring, responsive, skilled, and great at their jobs

High level of commitment from member districts to use desired services

Highly responsive and collaborative to member districts when needs arise

Targeted special education programs and services are excellent and highly desired by member districts

Staff that is committed to the students supporting them to be successful

Excellent relationships with member districts that focus on high quality programs for students

Financially stable with fair and equitable fee structure

Challenges

Recruiting and retaining high quality staff

Alignment of student and staff learning environment needs to rented spaces, and the need for a master classroom/facility plan

Continue to focus on communication targets on quality, frequency, and timeliness

Continue to review the financial model that all member districts can support

Inconsistent operating procedure and protocols

Provide new opportunities to member districts and have them participate in the design, development, implementation, and evaluation of these services

OVERVIEW: Priority Areas



1



High Quality Staffing

Goals are to recruit and retain employees through strategic actions

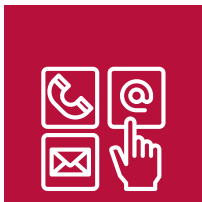
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Exemplary Programs and Services

Goals are to enhance access, equity and opportunity to programs and reduce opportunity gaps, provide training, needs assessment and other strategies

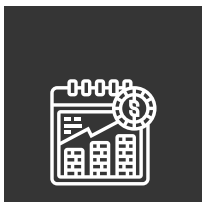
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Communications

Goals are to develop, implement and continually evaluate communications plans and create written procedures for all SASSED constituents

4

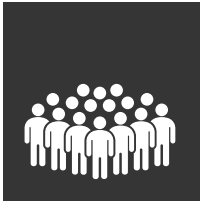


Operations

Maintain fiscal responsibility through investigating organizational efficiencies, updating procedures and billing structures and developing master facility plan

PRIORITY: High Quality Staffing

1



High Quality Staffing

Goal 1 - Recruitment: Enhance and implement a recruitment plan to market the organization through various methods

Strategic Actions

- Build a strong recruitment brand for SASSED
- Strengthen and increase relationships with Colleges and Universities
- Ensure onboarding process fully informs and prepares newly hired staff for the expectations of their assigned position

Goal 2 - Retention: Enhance, expand and coordinate retention strategies for all employee groups

Strategic Actions

- Increase and encourage employee engagement
- Establish a committee to build a cohesive sense of belonging with all employees
- Support employee wellness
- Improve and expand comprehensive mentoring programs



PRIORITY: Exemplary Programs and Services

2



Exemplary Programs and Services

Goal 1 - Enhance access, equity, and opportunity to high-quality, innovative special education programs designed to:

- Increase educational achievement and functional performance
- Promote positive behavior and social emotional well-being
- Reduce opportunity gaps
- Prepare students for post-secondary transition

Strategic Actions

- Improving high-quality program and instruction
- Expand supportive, inclusive, and safe learning environments
- Establish a culture of data-informed decision making
- Expand professional learning

Goal 2 - Develop an ongoing process to gather member district input on programs and services

Strategic Actions

- Complete a comprehensive needs assessment
- Training for quality IEP development
- Create PD for evidence-based practices and inclusion
- Support additional needs determined by member districts
- Improve the collaborative relationship with member districts

PRIORITY: Communications



Goal 1 - Develop, implement, and routinely evaluate comprehensive communication plans to provide routine and emergency communications to all stakeholders

Strategic Actions

Develop and implement communication plans for staff, districts, and families

- Launch and maintain an updated accessible website
- Establish and maintain a social media presence
- Develop measures of communication effectiveness

Goal 2 - Create and enhance written guidance/procedures for students, parents, districts and staff

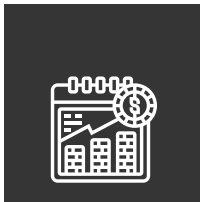
Strategic Actions

- Provide easy access for all organization protocols
- Determine the critical procedures that need to be developed
- Create employee protocols for all organizational functions
- Establish professional training opportunities to learn critical procedures



PRIORITY: Operations

4



Operations

Goal 1 - Maintain fiscal responsibility

Strategic Actions

- Analyze and update tuition billing procedures
- Identify and maintain an adequate fund balance
- Examine opportunities for increasing organizational efficiency (staffing and enrollment)
- Explore financial management systems to support billing practices

Goal 2 - Seek improvement and streamlining business services

Strategic Actions

- Review and define selections and costs on the menu of services
- Provide joint opportunities for collaboration and professional development for district business officials and district administrators
- Investigate opportunities for cost savings through shared services with member districts
- Study OT-PT billing structure and practices

Goal 3 - Determine facility (infrastructure) planning strategies

Strategic Actions

- Develop a master facility plan (office and learning environments)
- Review and revise lease agreement terms and rates
- Collaborate with membership on sources of funding for facilities improvement and maintenance

ACKNOWLEDGEMENTS

STRATEGIC PLAN PARTICIPANTS

Interview Participants

Board Members

Beth Hosler - Elmhurst SD 205
Leah Conover - Westmont SD 201
Joanna Vazquez-Drexler - CHSD 99
Terry Walloch - Keeneyville SD 20
Jean Barbanente - DuPage SD 88
Tom Ruggio - Woodridge SD 68

SASED Administrators

Mindy McGuffin
Sheila White
Michele Capiro
Tara Corral

Focus Group Participants

District Superintendents

Hank Thiele - CHSD 99
Frank Evans - Salt Creek SD 48
Mark Cross - Cass SD 63
Matt Rich - Winfield 34
Omar Castillo - Keeneyville SD 20
Moses Cheng - CHSD 94
Jean Barbanente - DuPage SD 88

District Administrators

Rebecca Garretson - Winfield 34
Julie Salamone - Benjamin SD 25
Colleen Flores - Keeneyville SD 20
Jennifer Sabourin - Salt Creek SD 48
Lisa Bollow - CHSD 99
Sean Rhoads - CCSD 66
Anne Bowers - Woodridge SD 68
Jennifer Law - Lisle SD 202



District Business Admin/CSBO's

Sue Caddy - Maercker SD 60
David Wilkinson - Lisle SD 202
Natalie Principe - Benjamin SD 25
Edward Noster - DuPage SD 88

SASED Parents (via Zoom)

Suzanne Hirschboek
Jill Lansu
Michele Alms
Cristina Stanilla
Adriana Kuropas

SASED Central Office

Martha Long
Pamela Sudds
Diana Connolly
Melissa Ward
Michelle Whitfield
Amber McClatchey-Wilson
Gina Hubbard
Christina Fortuna
Melissa Stola
Katrina Johnson
Donna Aikens
Kristie Katzel
Joan Burger
Jeff Manimbo

ACKNOWLEDGEMENTS

STRATEGIC PLAN PARTICIPANTS

SASED Admin/Program Directors/ Coordinators/Admin Assistants

Matthew Layton
Christine Martin
Julie Grohn
Amy McKee
Kati Curby
Senga Lowe
Chris Miller
Dana Gerus

SASED Staff

Robin Cox
Emilee Huntley
Jeanine Sadowski
Lynn Moynihan
Claire Smith
Kristina Murphy
Jeanine Peters
Carrie Castaldo
Ashley Lohrenz
Melissa Hoffman
Tammy Marson
Steve Erzig
Abigail Kaufman
Ruth Roberts
Karen Stornello
Elizabeth Willmot
Maria Bettler
Ena Uhren
Jessica D'Amico
Anna Froehling

SASED Steering Committee

Shannon Bohnert
Christine Martin
Lauren Johnson
Michele Capio
Ashley Austin
Rachel Bell
Matthew Layton
Laura Provancal
Laura Zacharski
Sherilyn Genin
Kristine Chaplin
Jennifer Kirkpatrick

Special thanks to
HYA, HYA Lead
Associate Dr. Brian
Harris, Focus Group
Facilitator Rebecca
Burcer, LCSW and
Project Support Dr.
Laurie Kimbrel.



Teaching Leading Believing



Contact

**The School Association for Special Education
in DuPage County**

2900 Ogden Ave., Lisle, IL , 60532

630-778-4500

www.sased.org





To: Dr. Melinda McGuffin, Executive Director
From: David Sellers, Business Services Consultant
Date: January 15, 2023
Subj: Tuition Rates Formula – Revised Methodology

BACKGROUND

SASED has a past practice of issuing pre-bills to for both SASED and DuPage West Cook Tuition programs. Tuition prebills for STARS, Multi-Needs, Southeast/Directions, Transition, and Project SEARCH have been sent in the time frame July-September with a final bill sent at the end of the year.

Billing for DuPage West Cook tuition programs is on a different schedule. For the Vision and Deaf and Hard of Hearing tuition programs a pre-bill for 75% of the tuition is sent out between July and September followed by the remaining 25% of the pre-bill in December-January. A final bill is sent at the end of the year.

As final bills for both SASED and DuPage West Cook tuition programs have been sent to all districts in early July. This has created pressure for the final bills to be perfect within a short time frame after the fiscal year has ended. This also causes ‘unfavorable surprises’ for districts that have students enrolled in programs and services for which the final bill is larger than the pre-bill.

Conceptually, the ‘pre-bill’ has been a ‘down payment’ and the ‘final bill’ has been expected to incorporate a completely accurate accounting of all costs that occurred in the given year.

PROPOSED CHANGE TO METHODOLOGY

In January, more than six months after the prior fiscal year has been closed and the accounting records have been incorporated into the annual independent audit, tuition rates are to be calculated using factors in a revised methodology as follows:

- 1.) The prior year actual costs, which have been reviewed by the independent auditor, and
- 2.) The Tax Cap CPI for the fiscal year currently in progress, and
- 3.) The Tax Cap CPI for the fiscal year upcoming the next year.

In year one of the implementation, there will be a one-time adjustment to the FY2022-23 tuition bill. This is necessary to establish a base year, FY2021-22, that is as accurate as possible. In subsequent years, there will be no pre-bills or supplemental bills. Tuition rates will be set for a given fiscal year on a one-time-only basis.

For FY2022-23, the tuition rates will be calculated as [the FY2021-22 final tuition rates], times [an increase factor of 1.4% (the Tax Cap CPI as published by February, 2021, applicable to fiscal year 2022-23)].

For FY2023-24, the tuition rates will be calculated as [the FY2021-22 final tuition rates], **times** [an increase factor of 1.4% (the Tax Cap CPI as published by February, 2021, applicable to fiscal year 2022-23)] **times** [an increase factor of 5.0% (the Tax Cap CPI as published by February, 2022, applicable to fiscal year 2023-24)]

This methodology represents a ‘one-year-lookback and two-year-look-ahead’, as follows:

	Tuition FY2021-22	Tax Cap CPI Increase	Tuition FY2022-23	Tax Cap CPI Increase	Tuition FY2023-24
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Multi-Needs	43,743	1.4%	44,355	5.0%	46,573
BD/Southeast	41,915	1.4%	42,502	5.0%	44,627
VI	46,023	1.4%	46,667	5.0%	49,001
DHH	49,378	1.4%	50,069	5.0%	52,573
STARS	36,070	1.4%	36,575	5.0%	38,404
TRANS	54,308	1.4%	55,068	5.0%	57,822
Directions	32,399	1.4%	32,853	5.0%	34,495

In January of 2024, rates for FY2024-25 can be finalized using rates calculated from FY2022-23 actual costs. These costs will have been subject to independent audit. The tuition rates chart that can then be completed in January, 2024 is:

	Tuition FY2022-23	Tax Cap CPI Increase	Tuition FY2023-24	Tax Cap CPI Increase	Tuition FY2024-25
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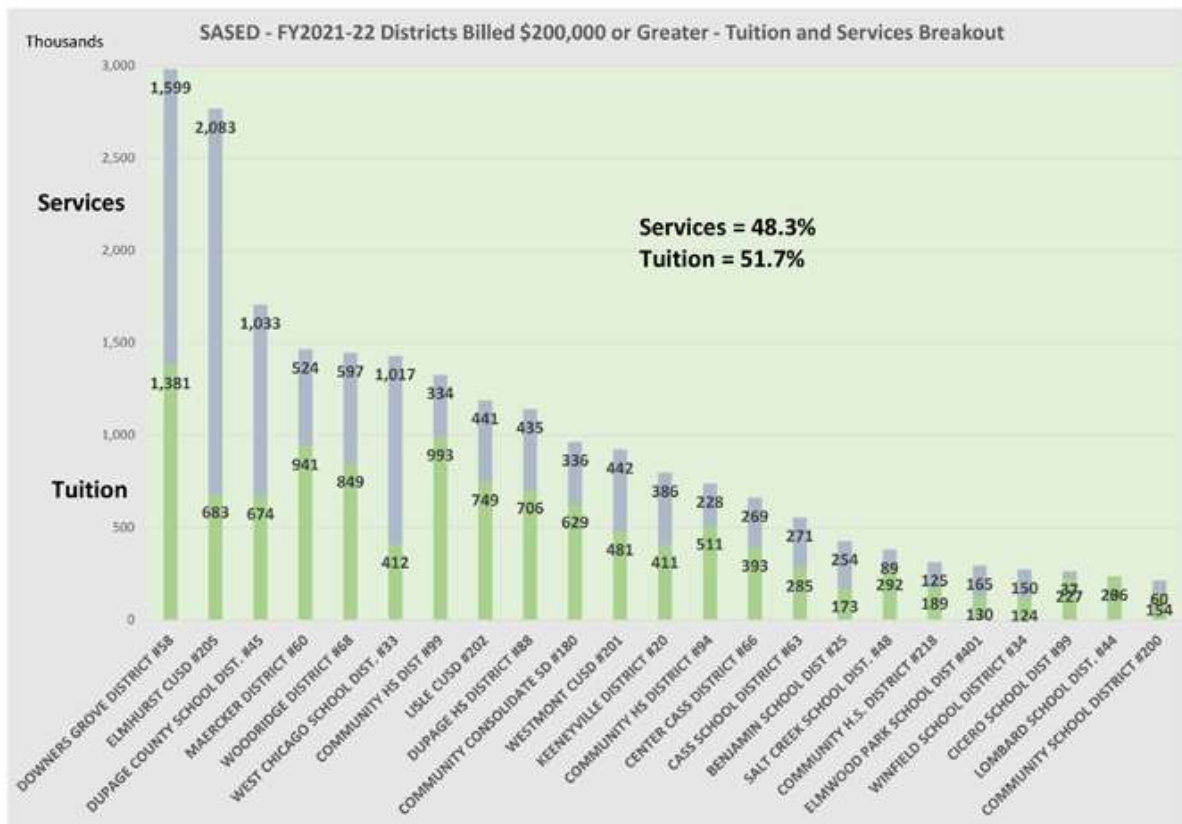
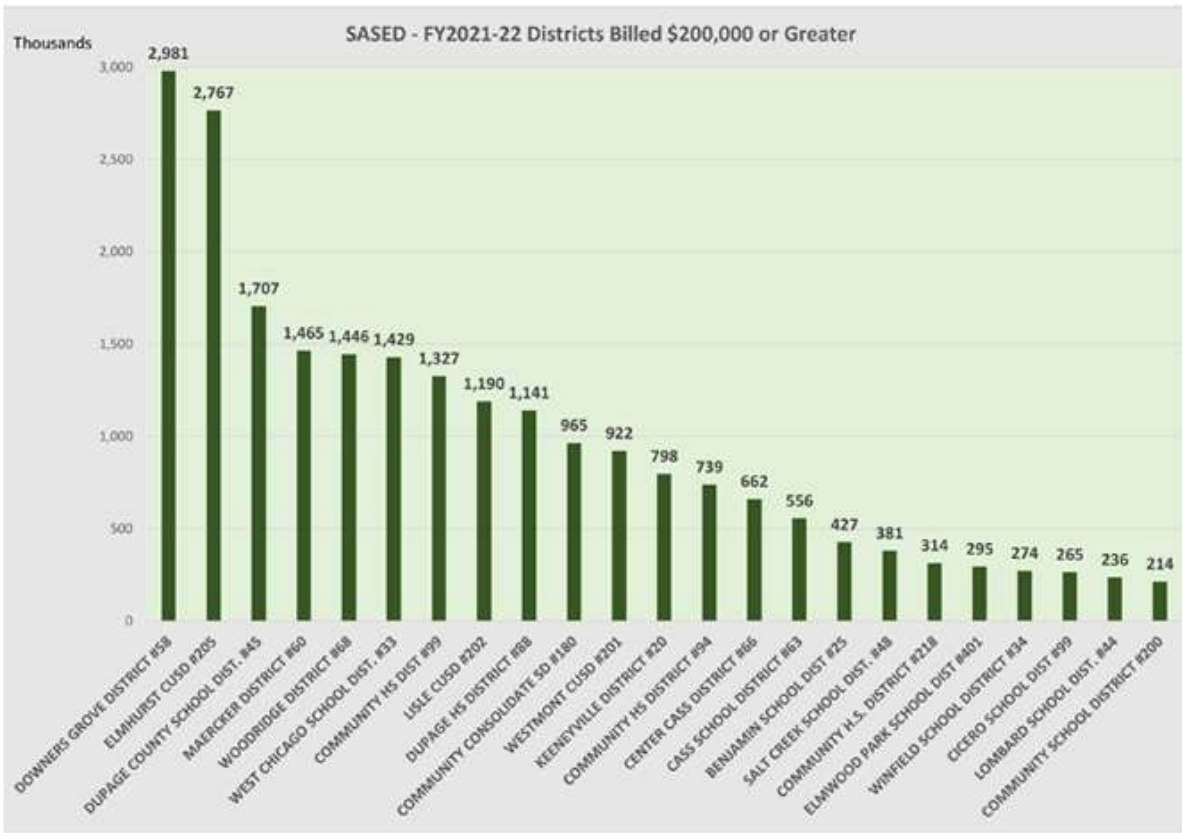
Multi-Needs	44,355	5.0%	46,573	5.0%	TBD
BD/Southeast	42,502	5.0%	44,627	5.0%	TBD
VI	46,667	5.0%	49,001	5.0%	TBD
DHH	50,069	5.0%	52,573	5.0%	TBD
STARS	36,575	5.0%	38,404	5.0%	TBD
TRANS	55,068	5.0%	57,822	5.0%	TBD
Directions	32,853	5.0%	34,495	5.0%	TBD

The rates for **FY2022-23 used to calculate the rates for FY2024-25 will be different** from the above; however, the rates for FY2023-24 will remain final, exactly as calculated in January or February, 2023. The **FY2024-25 rates** will be based upon re-calculated rates for FY2022-23 (using audited costs) that are then increased by Tax Cap CPI factors for FY2023-24 (the 5.0%) **and** FY2024-25 (5.0%). Tax Cap CPI increases published by February, 2022 (known) and by February, 2023 (recently finalized) will serve as the increase factors for the FY2024-25 tuition rates.

This revised methodology provides for one established tuition amount for each program with rates that can be published for users of the tuition programs that are not going to be changed – no risk of unfavorable surprises in July relating to tuition rates. Using the established tuition amount, districts will still receive a pre-bill and then the final bill will account for the ADE adjustments/changes in enrollments throughout the year. A final bill for services that are ‘usage’-based, e.g. OT/PT services or one-to-one aides will also be issued after the end of the school year, as in the past.

A limitation or potential downside related to this methodology is the risk of a financial deficit in a fiscal year that cannot be addressed through a ‘final billing’ process that has been the past practice. It is expected that cumulative cash reserves can be used to offset a deficit if it does occur. The ‘flipside’ is that a financial surplus that may occur is to be kept in reserve and provide a means of offsetting some future fiscal year deficit; if one were to occur. A second limitation is that just under half of the revenue from districts is from services (48% in FY2021-22), see the below charts and ‘OVERVIEW OF BILLING CYCLES FOR TUITION AND SERVICES’. Billings for services are ‘usage-based’; and it is not practical to apply a one-year-lookback/two-year-look ahead to these rates. Use of contracted/outsourced staffing when providing services is one of the factors that significantly impacts the costs associated with providing services to districts throughout a school year.

For tuition programs, the application of a new system offers strengths that outweigh the weaknesses or limitations.



OVERVIEW OF BILLING CYCLES FOR TUITION AND SERVICES

Invoiced services include 1:1 Aides, 1:1 Interpreters, 1:1 Medical Aides, Assistive Technology, Audiology, Itinerants, OT/PT, and School Improvement.

The following chart illustrates the billing cycle for all tuition and services.

Program / Service	Tuition	Service	Invoice Date
SASED Programs	X		July
DWC Vision and Hearing	X		September (75%)
IST/AT		X	September
Project SEARCH	X		September
Interpreters		X	October
OT/PT		X	October
Itinerants		X	December
Member IDEA (PD & Admin)		X	December
Private Facility*		X	December
1:1 Staffing		X	December - January
DWC Vision and Hearing	X		December - January (25%)
Diagnostic (Audiology)		X	January (1st half)
Diagnostic (Audiology)		X	June (2nd half)
* 20% of billing staff member's total compensation allocated among districts			

The business office currently does a “true-up” on service costs of most services at the end of each fiscal year for 1:1 Aides, 1:1 Interpreters, 1:1 Medical Aides, Itinerants, Audiology and OT/PT Services to actual days of student enrollment

Assistive Technology and School Improvement are not tried up. Districts are invoiced for all of the days selected on the Menu. Districts can add additional days if staff is available, refunds are not generated for these two services.



SASED

Fiscal Year 2023-24 Budget Development Presentation

Submitted: January 25, 2023

**SASED BOARD OF CONTROL MEETING
JANUARY 25, 2023**

Recommendation:

The administration recommends the approval of:

- FY 2022-24 Budget Guidelines and Assumptions
- FY2023-24 Tuition and Fees Rates
- FY2023-24 Supplemental Budget Development Materials
- Monthly Budget Progress Statement

FY203-24 BUDGET PREPARATION

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I. FY2023-24 BUDGET PREPARATION – Process, Guidelines and Assumptions

BUDGET PROCESS

The SASSED administration will develop guidelines consistent with the Illinois Tax Cap CPI-U increase, effective for the 2023-24 school year – the increase from January 1, 2020 to December 31, 2021. This increase was finalized in January, 2022 at 5.0% (limited from a 7.0% increase). The administration will also consider the impact of the most recent CPI-U that will be finalized in mid-January, 2023. This factor represents the most current measure of inflation. The most recent month for which a 2020 increase is available is October, reflecting an increase of 7.8% -- see exhibit titled ‘Tax Cap Consumer Price Index History’.

The administration is continuing efforts to review the various programs and ensure that staffing and budgetary resources are used efficiently. These efforts include providing the program administrators with historical as well as current information for their review as they develop budget recommendations. SASSED has experienced declining enrollment over the past two school years; and resource efficiency will be examined in light of the uncertainty of projected enrollments in the tuition programs.

Analysis

Planning objectives include maximizing individual classroom enrollments while staying within regulatory limits. Efforts also emphasize sharing of staff members, where practical, to maximize staffing efficiencies. The consistent goal of budget development processes is to identify opportunities to minimize tuition and fee rates, and incorporate better, more efficient ideas into the budget recommendations.

Review of Staffing Patterns

Goals

- Retain SASSED’s quality programming, commitment to measurable student growth and ensure compliance with students’ IEP needs/requirements.
- Student enrollment of 10 in each classroom. No classroom will be opened with an enrollment of less than 6-8 students. However, consideration will be given to alternate enrollment/staffing patterns if: 1) required due to a small classroom size; 2) required for preschool age students; 3) required due to the range of severity of student disabilities; 4) required due to the severity of student needs as indicated on student IEP’s; and 5) required due to other extraordinary factors.
- Consolidate first for maximum instructional space and second for the creation/maintenance of cluster sites.

Procedures

- SASED’s past practice has been to collaboratively develop staffing patterns with input from program administrators. Final decisions are made at the cabinet level.
- The use of related services staff members to provide planning time for teachers will be reviewed to determine minutes needed and explore other low cost alternatives.
- Curriculum and technology priorities will be incorporated into proposed budgets for specific programs and forwarded for approval or revision at the cabinet level. All revisions to program budgets will be discussed with the program administrator who submitted the proposals.
- The administration continues to closely monitor enrollment and staffing patterns across SASED tuition programs. The new enrollment dashboard continues to be updated weekly. Refinement to SASED's student referral procedures and program descriptions along with professional development on writing Individualized Education Programs will support teams in their data driven decision making for allocation of individual supports and services.
- Operating costs for SASED services to member districts (i.e., IST, SI, AT, OT/PT and Itinerant Teachers) are comprised almost entirely of salary and benefits. In addition to maximizing caseloads for staffing efficiency, the Cabinet team will pursue cost avoidance related to ‘overhead/administrative’ staffing supports for SASED programming. Ms. Christine Martin, Assistant Director for Programs and Services will retire at the end of the FY23 school year. This position will not be filled. The administrative assistant currently collaborating with Christine is being cross trained now to fulfill her role with a program administrator for next year. A reduction of two central office positions.

ASSUMPTIONS – REVENUES

	Projected Increase for FY 2023-24
CPI Increase Impacting District’s Levies <i>(calendar year 2022)</i>	5.0%
Tuition Programs <i>Increase equal to the Property Tax Cap CPI</i>	5.0%
Service Programs	
One to One Staff	5.0%
School Improvement	5.0%
Assisted Technology	5.0%
OT/PT	5.0%

NOTE: the increase from FY2021-22 to FY2022-23 also followed the Tax Cap CPI, an increase factor of 1.4%.

PERSONNEL REIMBURSEMENT

Personnel Reimbursement has been replaced with the Evidence Based Funding Formula (EBF). Under this model of distributing State funds to school districts, SASSED will receive a hold harmless payment in the amount of its FY16 claim for Personnel Reimbursement. This hold harmless payment is approximately \$2,800,000. It is paid in bimonthly payments, which is favorable to SASSED's monthly cash flow. The Finance Committee has recommended that we allocate the EBF revenues to offset program costs as we had previously done with the Personnel Reimbursement. Additionally, Medicaid revenues have been incorporated into funds necessary to balance revenues and expenditures within the programs.

TRANSPORTATION REIMBURSEMENT

This revenue source represents approximately \$350,000, approximately 2% of the funding for SASSED's tuition and fee programs. It requires an annual claim in the year funds are spent, and then reimbursement is received in the year following the claim.

EXTERNAL GRANTS

The Midwest PBIS program has been discontinued as of June 30,2020. The Early Choices grant remains ongoing for FY2023-24.

OUT OF DISTRICT FEES

Based on enrollment, non-SASED districts may place students in our Alternative School. Similarly, non-DWC districts can place students in the Visually Impaired or Deaf and Hard of Hearing programs that SASSED operates. We are currently charging a \$10,000 tuition surcharge to non-member districts for students who attend these programs. These fees work toward reducing tuition costs for our member districts. We recommend no change in this fee for FY2023-24.

IDEA BILLING OF MEMBER DISTRICTS

Revenues are anticipated to include 7.5% of each member district's IDEA revenues, including a 2.5% funding of professional development, plus 5% of each member district's IDEA Preschool funding.

SOUTHEAST ALTERNATIVE SCHOOL BUILDING MAINTENANCE ASSESSMENT

The current \$2,000 building maintenance fee per pupil had been approved for a five-year term. The term for this approved fee expires at the end of the 2023 school year. This topic will be on the February 8, 2023, finance committee meeting agenda for discussion.

ASSUMPTIONS - EXPENDITURES

Budgeted Wages and Benefit Increases

Salaries & Wages

Certified Bargaining Unit	<u>2.0%</u> applied to base
Non-Certified Bargaining Unit	<u>TBD%</u>
Occupational and Physical Therapists (Soft Freeze)	<u>TBD%</u>
All Other Groups	<u>TBD%</u>

Increases in salaries and benefits are pending the outcomes of collective bargaining with the Support Staff Association. The current draft of the budget has incorporated a comparison of year-to-date costs with the same time period in fiscal year 2021-22. Adjustments have been made based upon actual activity and anticipated needs in the various programs. As budget development efforts continue, at least two scenarios are to be developed, varying the levels of services that are anticipated to be required by member districts. .

For all remaining employee groups (non-bargaining), we are anticipating increases that follow the Tax Cap CPI-U and take into consideration the settlements for employees represented through collective bargaining.

Benefits

Medical and Dental Insurance Rates

Increases negotiated based upon relevant claims history data are as follows:

	<u>%Change</u>
Medical Insurance	<u>7.5% increase</u>
Dental Insurance	<u>-13.1% reduction</u>

Facilities

The ten-year Life Safety Survey and a number of specific high priority needs identified by the architect are to be reviewed. Specific projects for the summers of 2023, and 2024, and longer range planning are pending review by the Finance Committee.

II. TUITION AND FEE RATE ANALYSIS

TUITION RATES

See attached 'TUITION HISTORY AND PROPOSED FOR FY2023-24

This exhibit provides the rates calculated to achieve 'breakeven' funding for the tuition programs in FY2021-22. These rates are then increased by the Tax Cap CPI for FY2022-23 and then further increased by the Tax Cap CPI for FY2023-24. The rates for FY2023-24 are to be published with the Menu of Services. It is important for member districts, DuPage West Cook and all other districts utilizing SASED services to return the Menu of Services forms in as timely a manner as possible.

SERVICE PROGRAMS

See attached 'SERVICE PROGRAMS RATES HISTORY AND PROPOSED FOR FY2023-24

Increases being requested for service rates for next year are based upon a 5.0% increase, based upon the Tax Cap CPI. The increase from FY2021-22 to FY2022-23 was 1.4%, also based upon the Tax Cap CPI.

School Association for Special Education in DuPage County
 Tuition Program Rates - FY2021-22, FY2022-23 and FY2023-24

	Tuition <u>FY2021-22</u>	Tax Cap CPI Increase	Tuition <u>FY2022-23</u>	Tax Cap CPI Increase	Tuition <u>FY2023-24</u>
Multi-Needs	43,743	1.4%	44,355	5.0%	46,573
BD/Southeast	41,915	1.4%	42,502	5.0%	44,627
VI	46,023	1.4%	46,667	5.0%	49,001
DHH	49,378	1.4%	50,069	5.0%	52,573
STARS	36,070	1.4%	36,575	5.0%	38,404
TRANS	54,308	1.4%	55,068	5.0%	57,822
Directions	32,399	1.4%	32,853	5.0%	34,495

	Pre-Bill <u>FY2022-23</u>
Multi-Needs	43,402
BD/Southeast	35,151
VI	42,886
DHH	45,979
STARS	35,002
TRANS	42,638
Directions	31,847

	Supplemental Bill <u>FY2022-23</u>
Multi-Needs	954
BD/Southeast	7,351
VI	3,781
DHH	4,090
STARS	1,573
TRANS	12,430
Directions	1,006

FINAL HISTORICAL COUNTS AND RATES
PROJECTED ENROLLMENTS AND RATES

School Association for Special Education in DuPage County
Budget Presentation Exhibit: TUITION HISTORY AND PROPOSED FOR FY2023-24

	(A.)	(B.)	(C.)	(D.)	(E.)	(F.)	(G.)	(H.)	(I.)	(J.)	(K.)	(L.)	(M.)	(N.)		
				<u>Excluding Overhead/ Indirect Costs</u>	<u>REVISED</u>				<u>Excluding Overhead/ Indirect Costs</u>	TAX CAP CPI = 1.4% INCREASE				TAX CAP CPI = 5.0% INCREASE		
TUITION RATES	FY2020-21		Estimated Tuition Revenue	FY2020-21 Direct Expenditures	FY2021-22		Estimated Tuition Revenue	FY2021-22 Direct Expenditures	FY2022-23		Estimated Tuition Revenue	FY2023-24		FY2023-24 Tuition-Funded Expenditures		
Program	Acctg Code	#	Tuition		#	Tuition			#	Tuition		Projected Enrollment	FY2023-24 Tuition			
			(A.)*(B.)			(E.)*(F.)			(F.)*1.014	(I.)*(J.)			(J.)*1.05			
Multi-Needs	134206	93.7	39,820	3,729,939	3,255,205	93.0	43,743	4,068,099	3,783,503	93.0	44,355	4,125,052	93.0	46,573	4,331,305	
BD/SE Alterntv Schl	134204	70.9	34,794	2,466,547	2,891,002	64.0	41,915	2,681,722	2,630,439	64.0	42,502	2,719,266	64.0	44,627	2,855,229	
Visually Impaired	134202	68.9	39,072	2,690,889	2,592,659	64.0	46,023	2,946,853	2,779,755	64.0	46,667	2,988,109	64.0	49,001	3,137,514	
Deaf/Hard of Hearing	134203	54.7	44,945	2,456,244	2,251,917	48.7	49,378	2,406,190	2,219,297	48.7	50,069	2,439,877	48.7	52,573	2,561,870	
STARS/Autism	134205	44.4	32,141	1,426,096	1,380,452	37.0	36,070	1,334,590	1,170,020	37.0	36,575	1,353,274	37.0	38,404	1,420,938	
Transition Program	134207	15.1	40,467	610,647	600,287	13.5	54,308	730,986	686,503	13.5	55,068	741,219	13.5	57,822	778,280	
Directions	134212	15.4	31,130	477,846	624,664	17.9	32,399	579,294	513,265	17.9	32,853	587,404	17.9	34,495	616,774	
		362.9		13,858,208	13,596,186	338.1		14,747,733	13,782,783	338.1		14,954,201	338.1		15,701,911	
				Amt. from EBF/Medicaid				Amt. from EBF/Medicaid							Amt. from EBF/Medicaid	
				EBF	1,274,069			EBF	1,141,876						EBF	1,141,876
				Medicaid	762,262			Medicaid	578,255						Medicaid	243,342
				Total:	2,036,331			Total:	1,720,131						Total:	1,385,218

School Association for Special Education in DuPage County
Budget Presentation Exhibit: SERVICE PROGRAM RATES HISTORY AND PROPOSED FOR FY2023-24

SERVICE PROGRAMS

	FY2020-21	FY2021-22	FY2022-23	FY2023-24
	Billing	Billing	Billing	Billing
OT/PT	Rate	Rate	Rate	Rate
Level 1	1,096	1,124	1,140	1,197
Level 2	2,193	2,249	2,280	2,395
Level 3	3,284	3,368	3,415	3,586
Level 4	4,381	4,493	4,556	4,784
Level 5	6,571	6,739	6,833	7,175
Level 6	8,667	8,889	9,013	9,464
Level 7	10,950	11,231	11,388	11,958
Level 8	13,143	13,480	13,669	14,352
Level 9	15,331	15,724	15,944	16,741
Level 10	17,522	17,971	18,223	19,134
Level 11	19,709	20,214	20,497	21,522
Level 12	21,901	22,463	22,777	23,916
1:1 Classroom Aide	32,801	32,153	40,000	42,000
1:1 Medical Asst	55,211	66,869	68,000	71,400
IST (daily rate)	845	910	923	969
Rtl (daily rate)	845	910	923	969
User Fee - based upon actual cost:				
1:1 Interpreter	37,593	47,847	48,517	50,943

IV. SUPPLEMENTAL BUDGET PREPARATION MATERIALS

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School Association for Special Education in DuPage County

Revenue Report FY21, FY22 Actual, FY23 Budget

MAJOR SOURCES	(A.)	(B.)	(C.)	(D.)	(E.)	(F.)	(G.)	
	Actual	Actual	Budget	FY23B	FYTD	Unrealized	FYTD %	
<u>Code</u>	<u>Revenue Category</u>	<u>FY2020-21</u>	<u>FY2021-22</u>	<u>FY2022-23</u>	<u>%F22 to</u>	<u>FY2022-23</u>	<u>FY2022-23</u>	<u>2022-23</u>
<u>132x</u>	SUMMER ESY	114,215	240,270	300,000	24.9%	184,377	115,623	61.5%
<u>134x</u>	TUITION PROGRAMS	14,223,485	13,439,908	15,037,876	11.9%	12,277,471	2,760,405	81.6%
<u>194x</u>	SERVICES	10,018,066	10,770,931	11,376,724	5.6%	6,552,654	4,824,070	57.6%
<u>1xxx</u>	OTHER LOCAL	43,370	160,173	80,000	-50.1%	39,748	40,252	49.7%
<u>1991</u>	BUILDING ASSESSMENT/MAINT G	151,620	156,060	200,000	28.2%	130,480	69,520	65.2%
<u>2200</u>	IDEA	812,665	836,296	840,000	0.4%	852,334	-12,334	101.5%
<u>3001</u>	EBF - EVIDENCE-BASED FUNDING	2,799,607	2,799,607	2,799,607	0.0%	1,145,295	1,654,312	40.9%
<u>3510</u>	TRANSPORTATION	441,193	264,716	375,000	41.7%	181,871	193,129	48.5%
<u>3360</u>	STATE LUNCH/BRKFST	778	1,819	1,250	-31.3%	848	402	67.9%
<u>42xx</u>	FEDERAL LUNCH/BRKFST	24,089	163,527	161,000	-1.5%	57,894	103,106	36.0%
<u>4605</u>	FEDERAL - PRESCHOOL	675,078	561,521	480,000	-14.5%	202,894	277,106	42.3%
<u>4991</u>	MEDICAID ADMIN OUTREACH	462,439	1,480,448	200,000	-86.5%	381,466	-181,466	190.7%
<u>4xxx</u>	FEDERAL - OTHER GRANTS	511,358	591,005	390,000	-34.0%	587,627	-197,627	150.7%
		30,277,963	31,466,281	32,241,457	2.5%	22,594,961	9,646,497	70.1%
	Local	24,550,756	24,767,343	26,994,600	9.0%	19,184,730	7,809,870	71.1%
	State	3,241,578	3,066,142	3,175,857	3.6%	1,328,015	1,847,842	41.8%
	IDEA	812,665	836,296	840,000	0.4%	852,334	-12,334	101.5%
	Federal	1,672,964	2,796,500	1,231,000	-56.0%	1,229,882	1,118	99.9%
		30,277,963	31,466,281	32,241,457	2.5%	22,594,961	9,646,497	70.1%

School Association for Special Education in DuPage County

Revenue Report FY21, FY22 Actual, FY23 Budget

Description <u>Account Level</u>	(A.) Actual FY2020-21	(B.) Actual FY2021-22	(C.) Budget FY2022-23	(D.) FY23B %F22 to	(E.) FYTD FY2022-23	(F.) Unrealized FY2022-23	(G.) FYTD % 2022-23	Account				Resp Adm	Resp Name		
	STAFF DEVELOPMENT SUPPLIES	11,991	0	0	0.0%	0	0	0.0%	4	10R605	1220	4100	01	462000	CMI
S.S.M.N. SUMMER SCHOOL TUITION	69,482	167,256	208,163	24.5%	133,366	74,797	64.1%	0	10R002	1322	0000	01	132201	ESY	ESY
S.S. - DWC SUMMER SCHOOL	44,733	73,014	91,837	25.8%	51,011	40,826	55.5%	0	10R002	1322	0000	01	132202	ESY	ESY
Donation Revenue - VI Tuition	0	2,000	2,238	11.9%	0	2,238	0.0%	0	10R001	1342	0000	01	134202	GAM	Gebre, A
V.I. TUITION	2,777,144	2,757,997	3,085,915	11.9%	2,228,800	857,115	72.2%	0	10R005	1342	0000	01	134202	GAM	Gebre, A
Miscellaneous Billing DHH	364	303	339	12.1%	600	-261	177.0%	0	10R000	1342	0000	01	134203	CTA	Corral, T
H.I. TUITION	2,490,388	2,167,386	2,425,082	11.9%	1,015,906	1,409,176	41.9%	0	10R005	1342	0000	01	134203	CTA	Corral, T
Allocation to VAC Grant	46,875	0	0	0.0%	0	0	0.0%	0	10R001	1342	0000	01	134204	CLA	Capparel
B.D. TUITION	2,481,744	2,203,307	2,465,274	11.9%	2,231,492	233,782	90.5%	0	10R006	1342	0000	01	134204	CLA	Capparel
AUTISM PROGRAM TUITION	1,459,256	1,218,100	1,362,929	11.9%	1,295,074	67,855	95.0%	0	10R006	1342	0000	01	134205	WSH	White, S
M.N. TUITION	3,741,394	3,906,362	4,370,817	11.9%	4,226,070	144,747	96.7%	0	10R006	1342	0000	01	134206	CMC	Curby/M
TRANSITION TUITION	630,070	554,498	620,426	11.9%	520,184	100,242	83.8%	0	10R006	1342	0000	01	134207	GAM	Gebre, A
Directions Prog Tuition	527,990	549,508	614,843	11.9%	674,821	-59,978	109.8%	0	10R000	1342	0000	01	134212	CLA	Capparel
Project Search Revenue	68,258	80,448	90,013	11.9%	84,524	5,489	93.9%	0	10R000	1342	0000	01	134213	CMC	Curby/M
INTEREST INCOME BROKERAGE ACCT	0	23,739	0	-100.0%	13,532	-13,532	0.0%	0	10R006	1510	0000	01	199901	MME	McGuffir
INTEREST	10,282	-13,510	80,000	-692.2%	5,178	74,822	6.5%	0	10R005	1510	0000	01	199901	MME	McGuffir
GAIL/LOSS INVESTMENTS	0	-2,579	0	-100.0%	-39,025	39,025	0.0%	0	10R000	1520	0000	01	199901	MME	McGuffir
VISION O&M ITIN REVENUE	0	271	286	5.7%	0	286	0.0%	0	10R005	1940	0000	01	134202	GAM	Gebre, A
OT/PT ALLOCATION TO PGMS	-6,590	0	0	0.0%	-1,703	1,703	0.0%	0	10R001	1940	0000	01	194001	GSH	Genin, S.
O.T./P.T. USER FEE	5,045,346	5,286,602	5,583,938	5.6%	5,435,406	148,532	97.3%	0	10R007	1940	0000	01	194001	GSH	Genin, S.
DIAGNOSTIC REVENUES	216,367	264,134	278,990	5.6%	0	278,990	0.0%	0	10R002	1940	0000	01	194002	CTA	Corral, T
VAC USER FEE	26,750	20,466	21,617	5.6%	20,835	782	96.4%	0	10R006	1940	0000	01	194003	TSA	Tatham,
1:1 MISC BILLINGS	0	8,832	9,328	5.6%	0	9,328	0.0%	0	10R001	1940	0000	01	194004	TBD	TBD
ONE TO ONE AIDE	2,575,936	2,554,223	2,697,881	5.6%	0	2,697,881	0.0%	0	10R005	1940	0000	01	194004	TBD	TBD
User Fee Billing	52,264	2,357	2,490	5.6%	0	2,490	0.0%	0	10R001	1940	0000	01	194006	TBD	TBD
ONE TO ONE INTERPRETER	81,450	50,717	53,569	5.6%	55,000	-1,431	102.7%	0	10R005	1940	0000	01	194008	TBD	TBD
1:1 HEALTH AIDE-MED ASST	452,175	719,089	759,533	5.6%	0	759,533	0.0%	0	10R005	1940	0000	01	194009	TBD	TBD
AT BILLINGS	80,500	105,499	111,432	5.6%	117,300	-5,868	105.3%	0	10R006	1940	0000	01	194010	CMI	Capio, M
SCHOOL IMP IST REVENUE	657,620	886,512	936,373	5.6%	893,849	42,525	95.5%	0	10R007	1940	0000	01	194013	CMI	Capio, M
HI ITINERANT BILLING	712,498	673,690	711,580	5.6%	0	711,580	0.0%	0	10R006	1940	0000	01	194014	GCO	Gebre/C
SASED PBIS	0	0	0	0.0%	-89	89	0.0%	0	10R001	1940	0000	01	194015	CMI	Capio, M
USER FEE SPEECH	0	606	640	5.6%	0	640	0.0%	0	10R000	1940	0000	01	194034	ZZZ	History
USER FEE PSYCHOLOGIST	52,908	840	887	5.6%	0	887	0.0%	0	10R000	1940	0000	01	194035	ZZZ	History
User Fee Billing	62,807	18,231	19,256	5.6%	20,957	-1,701	108.8%	0	10R001	1940	0000	01	194036	ZZZ	History
USER FEE NURSE	8,038	0	0	0.0%	0	0	0.0%	0	10R000	1940	0000	01	194037	ZZZ	History
EC LOCAL REVENUE	0	68,878	72,752	5.6%	11,100	61,652	15.3%	0	10R000	1940	0000	02	194101	KAN	Kremer,
FORUM REVENUE	0	1,097	1,159	5.7%	0	1,159	0.0%	0	10R003	1940	0000	03	194600	ZZZ	History

School Association for Special Education in DuPage County

Revenue Report FY21, FY22 Actual, FY23 Budget

Description <u>Account Level</u>	(A.) Actual FY2020-21	(B.) Actual FY2021-22	(C.) Budget FY2022-23	(D.) FY23B %F22 to	(E.) FYTD FY2022-23	(F.) Unrealized FY2022-23	(G.) FYTD % 2022-23	Account			Resp Adm	Resp Name			
	MIDWEST PBIS LOCAL REVENUE	0	2,510	2,651	5.6%	0	2,651	0.0%	0	10R000	1940	0000	03	194600	ZZZ
AD ALLOC - MEDICAID	0	106,379	112,362	5.6%	0	112,362	0.0%	0	10R001	1940	0000	01	199901	MME	McGuffir
NON-MEMBER DIST REVENUE	39	194	0	-100.0%	0	0	0.0%	0	10R001	1993	0000	01	462000	CMI	Capio, M
BOARD - OTHER	21,057	152,329	0	-100.0%	60,063	-60,063	0.0%	0	10R001	1999	0000	01	199901	MME	McGuffir
FLOW THROUGH 94-142	812,665	836,296	840,000	0.4%	852,334	-12,334	101.5%	0	10R001	2200	0000	01	462000	CMI	Capio, M
General State Aid	2,799,607	2,799,607	2,799,607	0.0%	1,145,295	1,654,312	40.9%	0	10R000	3001	0000	01	300100	SDA	Sellers, L
STATE FREE LUNCH	778	1,819	1,250	-31.3%	848	402	67.9%	0	10R006	3360	0000	01	169000	BJO	Burger, J
TRANSPORTATION REIMBURSET	441,193	264,716	375,000	41.7%	181,871	193,129	48.5%	0	10R005	3510	0000	01	351000	SDA	Sellers, L
National Lunch Program	1,030	121,694	140,000	15.0%	46,173	93,827	33.0%	0	10R000	4210	0000	01	169000	BJO	Burger, J
NATL SCHOOL BREAKFAST	646	41,833	21,000	-49.8%	11,721	9,279	55.8%	0	10R006	4220	0000	01	169000	BJO	Burger, J
SUMMER FOOD PROGRAM	22,413	0	0	0.0%	0	0	0.0%	0	10R000	4225	0000	00	000000	SDA	Sellers, L
PRESCH DISCRETIONARY	377,179	339,452	290,171	-14.5%	118,554	171,617	40.9%	0	10R007	4605	0000	02	460501	KAN	Kremer,
PRESCHOOL DEVELOPMENT GRANT	30,366	0	0	0.0%	0	0	0.0%	0	10R000	4605	0000	01	460502	KAN	Kremer,
FY20/21 PS DEV GRANT REVENUE	267,533	222,069	189,829	-14.5%	84,340	105,489	44.4%	0	10R000	4605	0000	02	460503	KAN	Kremer,
MEDICAID ADMIN OUTREACH	462,439	1,480,448	200,000	-86.5%	381,466	-181,466	190.7%	0	10R006	4991	0000	01	499100	BJO	Burger, J
VAC COVID REVENUE	175,550	20,200	0	-100.0%	0	0	0.0%	0	10R007	4998	0000	02	499800	TSA	Tatham,
V.A.C. GRANT	305,564	402,590	390,000	-3.1%	191,627	198,373	49.1%	0	10R006	4998	0000	02	499800	TSA	Tatham,
ESSR RELIEF GRANT REVENUE	30,244	0	0	0.0%	0	0	0.0%	0	10R000	4998	0000	00	499805	SDA	Sellers, L
ESSER III ARP REVENUE	0	168,215	0	-100.0%	396,000	-396,000	0.0%	0	10R000	4998	0000	01	499810	ZZZ	History
BUILD ASSESSMENT	151,620	156,060	200,000	28.2%	161,380	38,620	80.7%	0	20R006	1991	0000	01	199100	MLA	McCarth
SCHOOL MAINTENANCE GRANT REV	0	0	0	0.0%	-30,900	30,900	0.0%	0	20R000	3099	0000	01	309900	SDA	Sellers, L
Totals	30,277,963	31,466,281	32,241,457	-11	22,594,961	9,646,497	24								
FLOW-THRU TO DISTRICTS															
MEDICARE DIRECT SERVICE	0	1,919,451	915,254	-52.3%	1,271,856	-356,602	139.0%	0	10R006	4992	0000	01	499200	BJO	Burger, J

School Association for Special Education in DuPage

FUNCTIONS

Expenditures by Object within Function Two-Year History, Current and Projected Budget

		(B.)	(C.)	(D.)	(E.)	(D.)	(F.)	(G.)	(H.)
		FY21	FY22	FY21 to	FY23	FY22 to FY23	FY24	FY23 to	FY22 to
		<u>Actual</u>	<u>Actual</u>	<u>Pct Chg</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	One-Year	Two-Year
							<u>Pct Chg</u>	<u>Pct Chg</u>	
10.1200	SPECIAL ED PROGRAMS K-12	206,974	177,463	-14.3%	179,115	0.9%	179,115	0.0%	0.9%
10.1206	VISUALLY IMPAIRED (VI)	3,246,912	3,478,612	7.1%	3,536,741	1.7%	3,536,741	0.0%	1.7%
10.1207	HARD OF HEARING (HH)	3,076,045	3,042,079	-1.1%	3,113,801	2.4%	3,113,801	0.0%	2.4%
10.1212	BEHAVIOR DISORDERED (BD)	3,773,895	3,352,743	-11.2%	3,460,708	3.2%	3,460,708	0.0%	3.2%
10.1216	AUTISM PGM	1,795,412	1,648,528	-8.2%	1,677,618	1.8%	1,677,618	0.0%	1.8%
10.1220	MULTI NEEDS	4,647,615	5,078,618	9.3%	5,176,178	1.9%	5,176,178	0.0%	1.9%
10.1221	TRANSITION PROGRAM	719,660	735,608	2.2%	748,380	1.7%	748,380	0.0%	1.7%
10.1459	V.A.C.	192,712	174,639	-9.4%	297,924	70.6%	297,924	0.0%	70.6%
10.1600	SUMMER SCHOOL	78,633	421,670	436.3%	372,803	-11.6%	372,803	0.0%	-11.6%
10.2130	HEALTH SERVICES	6,303,468	6,683,935	6.0%	6,641,539	-0.6%	6,641,539	0.0%	-0.6%
10.2132	MEDICAL SERVICES	59,449	3,864	-93.5%	3,961	2.5%	3,961	0.0%	2.5%
10.2140	PSYCHOLOGICAL SERVICES	52,187	0	-100.0%	0		0	0.0%	0.0%
10.2150	SPEECH PATHLGY/AUDIO SVS	233,443	229,959	-1.5%	256,283	11.4%	256,283	0.0%	11.4%
10.2210	IMPROVEMENT INST SERV	2,043,024	2,069,034	1.3%	2,378,784	15.0%	2,378,784	0.0%	15.0%
10.2310	BRD ED SERVICES	127	9,183	7159.6%	10,500	14.3%	10,500	0.0%	14.3%
10.2320	EXECUTIVE ADM. SERV	710,120	992,588	39.8%	1,009,236	1.7%	1,009,236	0.0%	1.7%
10.2330	SERVICE AREA ADMINISTRATIVE S	141,555	89,346	-36.9%	81,048	-9.3%	81,048	0.0%	-9.3%
10.2510	DIRCTN BUSINESS SUPPT SER	97,346	180,429	85.3%	195,444	8.3%	195,444	0.0%	8.3%
10.2520	FISCAL SERVICES	700,482	356,150	-49.2%	453,517	27.3%	453,517	0.0%	27.3%
10.2530	FACILITIES ACQ.CONST SERV	0	2,996	0.0%	0	-100.0%	0	0.0%	-100.0%
10.2540	OPERATION MAINT. PLNT SER	534,778	394,449	-26.2%	695,151	76.2%	695,151	0.0%	76.2%
10.2550	PUPIL TRANSPORTATION SER	452,444	570,422	26.1%	569,226	-0.2%	569,226	0.0%	-0.2%
10.2562	FOOD PREPARATION/DISPNSV	20,650	170,500	725.7%	141,829	-16.8%	141,829	0.0%	-16.8%
10.2642	RECRUITMENT/PLACEMENT SER	467,238	479,726	2.7%	626,853	30.7%	626,853	0.0%	30.7%
10.2660	INFORMATION TECHNOLOGY	969,557	1,256,338	29.6%	1,549,129	23.3%	1,549,129	0.0%	23.3%
10.4320	MEDICAID - moved to sub-fund	0	0	0.0%	0		0	0.0%	0.0%
10.4998	E3 SUMMER ENRICH CERT SAL	0	168,215	0.0%	0	-100.0%	0	0.0%	-100.0%
10.8190	MIDWEST PBIS	281,755	21,460	-92.4%	0	-100.0%	0	0.0%	-100.0%
20.2530	FACILITIES ACQ.CONST SERV	19,000	89,911	373.2%	175,000	94.6%	175,000	0.0%	94.6%
20.2540	OPERATION MAINT. PLNT SER	20,150	0	-100.0%	25,000		25,000	0.0%	0.0%
	Totals:	30,844,629	31,878,467		33,375,768		33,375,768		
	% Increase:		3.4%		4.7%		0.0%		

School Association for Special Education in DuPage

Comparable Northern Illinois Special Education Cooperatives - Key Financial Indicators

FISCAL YEAR 2020-21

Cooperative	Member Districts Information					Comparable Special Education Cooperatives Information										
	(A.)	(B.)	(C.)	(D.)	(E.)	(F.)	(H.)	(I.)	(J.)	(K.)	(L.)	(M.)	(N.)	(O.)	(P.)	
	County	Member Districts Total Enrollment	Member Districts Average Expenditures Per Pupil	ISBE School Report Card Students with Disabilities	Weighted Average Percentage of Member Districts' Students with Disabilities (D.)/(C.)	FY2018-19 Tuition Revenue	Function 1200 Salaries & Benefits	Function 1200 Salaries with Disabilities (H.)/(G.)	Function 1200 Total Expenditures	Total Revenues	Total Expenditures	Fiscal Year Surplus / (Deficit)	Cumulative Combined Fund Balances	Cumulative Balance Pct of Expenditures (M.)/(L.)	Total Expenditures Per Students with Disabilities (L.)/(D.)	
By Expenditures Per Students with Disabilities																
1	Proviso Area Exceptional Child 06-803	Cook	9,575	21,061	1,361	6.5%	18,750,429	18,750,429	13,778	9,965,363	23,218,412	23,098,229	120,183	1,877,010	8.1%	16,972
2	Exc Children Have Opportuniti 07-150	Cook	24,364	20,325	3,099	15.2%	22,871,472	22,871,472	7,379	14,753,404	35,306,615	40,252,213	-4,945,598	33,302,874	82.7%	12,987
3	Niles Twp District for Spec Edu 05-807	Cook	9,091	24,349	1,494	6.1%	14,548,798	14,548,798	9,741	8,803,840	16,867,225	16,508,633	358,592	17,156,638	103.9%	11,054
4	Aero Spec Educ Coop 07-806	Cook	18,676	19,609	3,019	15.4%	15,224,664	15,224,664	5,044	10,575,805	31,183,214	28,337,052	2,846,162	10,276,667	36.3%	9,387
5	S Will Co Coop for Spec Ed 56-255	Will	10,862	17,862	1,596	8.9%	11,645,251	11,645,251	7,297	8,352,184	16,220,842	14,896,303	1,324,539	6,049,803	40.6%	9,334
6	Lagrange Area Dept Spec Ed (L 06-204	Cook	20,905	18,814	3,758	20.0%	22,052,195	22,052,195	5,868	7,171,308	25,554,856	25,762,590	-207,734	5,050,894	19.6%	6,856
7	Coop Assoc for Spec Educ 19-015	Dupage	24,121	20,325	4,203	20.7%	18,562,396	18,562,396	4,416	5,899,941	21,064,331	25,196,014	-4,131,683	1,871,062	7.4%	5,994
8	Eisenhower Cooperative 07-127	Cook	16,721	19,556	2,940	15.0%	8,334,674	8,334,674	2,835	7,133,169	16,009,890	17,505,817	-1,495,927	434,167	2.5%	5,955
9	Southwest Cook Coop Spec Ed 07-142	Cook	29,536	18,060	4,841	26.8%	18,969,677	18,969,677	3,919	14,195,771	27,813,622	27,932,840	-119,218	7,533,943	27.0%	5,770
10	NW Suburban Spec Educ Org 05-805	Cook	46,347	20,254	8,408	41.5%	30,467,470	30,467,470	3,624	24,593,380	38,299,012	38,643,355	-344,343	19,023,458	49.2%	4,596
11	Northern Suburban Spec Ed Di 34-804	Lake	36,205	28,194	7,613	27.0%	13,711,934	13,711,934	1,801	11,771,513	32,261,179	33,349,357	-1,088,178	10,305,739	30.9%	4,381
12	School Assn For Special Educ 19-803	Dupage	41,359	22,374	7,277	32.5%	14,360,880	14,360,880	1,974	17,727,901	30,299,346	30,866,336	-566,990	8,804,276	28.5%	4,242
13	Speed SEJA #802 07-802	Cook	30,221	23,505	4,837	20.6%	9,507,282	9,507,282	1,965	7,046,354	16,972,585	19,820,509	-2,847,924	2,854,794	14.4%	4,097
14	Spec Educ Dist Lake County (SE 34-825	Lake	70,574	19,181	12,363	64.5%	32,443,243	32,443,243	2,624	20,458,647	48,521,966	49,483,655	-961,689	18,086,684	36.6%	4,003
By Member Districts' Weighted Average Expenditures Per Pupil																
1	Northern Suburban Spec Ed Di 34-804	Lake	36,205	28,194	7,613	27.0%	13,711,934	13,711,934	1,801	11,771,513	32,261,179	33,349,357	-1,088,178	10,305,739	30.9%	4,381
2	Niles Twp District for Spec Edu 05-807	Cook	9,091	24,349	1,494	6.1%	14,548,798	14,548,798	9,741	8,803,840	16,867,225	16,508,633	358,592	17,156,638	103.9%	11,054
3	Speed SEJA #802 07-802	Cook	30,221	23,505	4,837	20.6%	9,507,282	9,507,282	1,965	7,046,354	16,972,585	19,820,509	-2,847,924	2,854,794	14.4%	4,097
4	School Assn For Special Educ 19-803	Dupage	41,359	22,374	7,277	32.5%	14,360,880	14,360,880	1,974	17,727,901	30,299,346	30,866,336	-566,990	8,804,276	28.5%	4,242
5	Proviso Area Exceptional Child 06-803	Cook	9,575	21,061	1,361	6.5%	18,750,429	18,750,429	13,778	9,965,363	23,218,412	23,098,229	120,183	1,877,010	8.1%	16,972
6	Exc Children Have Opportuniti 07-150	Cook	24,364	20,325	3,099	15.2%	22,871,472	22,871,472	7,379	14,753,404	35,306,615	40,252,213	-4,945,598	33,302,874	82.7%	12,987
7	Coop Assoc for Spec Educ 19-015	Dupage	24,121	20,325	4,203	20.7%	18,562,396	18,562,396	4,416	5,899,941	21,064,331	25,196,014	-4,131,683	1,871,062	7.4%	5,994
8	NW Suburban Spec Educ Org 05-805	Cook	46,347	20,254	8,408	41.5%	30,467,470	30,467,470	3,624	24,593,380	38,299,012	38,643,355	-344,343	19,023,458	49.2%	4,596
9	Aero Spec Educ Coop 07-806	Cook	18,676	19,609	3,019	15.4%	15,224,664	15,224,664	5,044	10,575,805	31,183,214	28,337,052	2,846,162	10,276,667	36.3%	9,387
10	Eisenhower Cooperative 07-127	Cook	16,721	19,556	2,940	15.0%	8,334,674	8,334,674	2,835	7,133,169	16,009,890	17,505,817	-1,495,927	434,167	2.5%	5,955
11	Spec Educ Dist Lake County (SE 34-825	Lake	70,574	19,181	12,363	64.5%	32,443,243	32,443,243	2,624	20,458,647	48,521,966	49,483,655	-961,689	18,086,684	36.6%	4,003
12	Lagrange Area Dept Spec Ed (L 06-204	Cook	20,905	18,814	3,758	20.0%	22,052,195	22,052,195	5,868	7,171,308	25,554,856	25,762,590	-207,734	5,050,894	19.6%	6,856
13	Southwest Cook Coop Spec Ed 07-142	Cook	29,536	18,060	4,841	26.8%	18,969,677	18,969,677	3,919	14,195,771	27,813,622	27,932,840	-119,218	7,533,943	27.0%	5,770
14	S Will Co Coop for Spec Ed 56-255	Will	10,862	17,862	1,596	8.9%	11,645,251	11,645,251	7,297	8,352,184	16,220,842	14,896,303	1,324,539	6,049,803	40.6%	9,334

School Association for Special Education in DuPage

Comparable Northern Illinois Special Education Cooperatives - Key Financial Indicators

FISCAL YEAR 2020-21

	Member Districts Information					Comparable Special Education Cooperatives Information										
	(A.)	(B.)	(C.)	(D.)	(E.)	(F.)	(H.)	(I.)	(J.)	(K.)	(L.)	(M.)	(N.)	(O.)	(P.)	
Cooperative	County	Member Districts Total Enrollment	Member Districts Average Expenditures Per Pupil	ISBE School Report Card Students with Disabilities	Weighted Average Percentage of Member Districts' Students with Disabilities (D.)/(C.)	FY2018-19 Tuition Revenue	Function 1200 Salaries & Benefits	Function 1200 Salaries with Disabilities (H.)/(G.)	Function 1200 Total Expenditures	Total Revenues	Total Expenditures	Fiscal Year Surplus / (Deficit)	Cumulative Combined Fund Balances	Cumulative Balance Pct of Expenditures (M.)/(L.)	Total Expenditures Per Student with Disabilities (L.)/(D.)	
By Function 1200, Special Education Instruction, Salaries and Benefits Per Students with Disabilities																
1	Proviso Area Exceptional Child 06-803	Cook	9,575	21,061	1,361	6.5%	18,750,429	18,750,429	13,778	9,965,363	23,218,412	23,098,229	120,183	1,877,010	8.1%	16,972
2	Niles Twp District for Spec Edu 05-807	Cook	9,091	24,349	1,494	6.1%	14,548,798	14,548,798	9,741	8,803,840	16,867,225	16,508,633	358,592	17,156,638	103.9%	11,054
3	Exc Children Have Opportuniti 07-150	Cook	24,364	20,325	3,099	15.2%	22,871,472	22,871,472	7,379	14,753,404	35,306,615	40,252,213	-4,945,598	33,302,874	82.7%	12,987
4	S Will Co Coop for Spec Ed 56-255	Will	10,862	17,862	1,596	8.9%	11,645,251	11,645,251	7,297	8,352,184	16,220,842	14,896,303	1,324,539	6,049,803	40.6%	9,334
5	Lagrange Area Dept Spec Ed (L 06-204	Cook	20,905	18,814	3,758	20.0%	22,052,195	22,052,195	5,868	7,171,308	25,554,856	25,762,590	-207,734	5,050,894	19.6%	6,856
6	Aero Spec Educ Coop 07-806	Cook	18,676	19,609	3,019	15.4%	15,224,664	15,224,664	5,044	10,575,805	31,183,214	28,337,052	2,846,162	10,276,667	36.3%	9,387
7	Coop Assoc for Spec Educ 19-015	Dupage	24,121	20,325	4,203	20.7%	18,562,396	18,562,396	4,416	5,899,941	21,064,331	25,196,014	-4,131,683	1,871,062	7.4%	5,994
8	Southwest Cook Coop Spec Ed 07-142	Cook	29,536	18,060	4,841	26.8%	18,969,677	18,969,677	3,919	14,195,771	27,813,622	27,932,840	-119,218	7,533,943	27.0%	5,770
9	NW Suburban Spec Educ Org 05-805	Cook	46,347	20,254	8,408	41.5%	30,467,470	30,467,470	3,624	24,593,380	38,299,012	38,643,355	-344,343	19,023,458	49.2%	4,596
10	Eisenhower Cooperative 07-127	Cook	16,721	19,556	2,940	15.0%	8,334,674	8,334,674	2,835	7,133,169	16,009,890	17,505,817	-1,495,927	434,167	2.5%	5,955
11	Spec Educ Dist Lake County (SE 34-825	Lake	70,574	19,181	12,363	64.5%	32,443,243	32,443,243	2,624	20,458,647	48,521,966	49,483,655	-961,689	18,086,684	36.6%	4,003
12	School Assn For Special Educ 19-803	Dupage	41,359	22,374	7,277	32.5%	14,360,880	14,360,880	1,974	17,727,901	30,299,346	30,866,336	-566,990	8,804,276	28.5%	4,242
13	Speed SEJA #802 07-802	Cook	30,221	23,505	4,837	20.6%	9,507,282	9,507,282	1,965	7,046,354	16,972,585	19,820,509	-2,847,924	2,854,794	14.4%	4,097
14	Northern Suburban Spec Ed Di 34-804	Lake	36,205	28,194	7,613	27.0%	13,711,934	13,711,934	1,801	11,771,513	32,261,179	33,349,357	-1,088,178	10,305,739	30.9%	4,381
By Total Cumulative Fund Balances Percent of Expenditures																
1	Niles Twp District for Spec Edu 05-807	Cook	9,091	24,349	1,494	6.1%	14,548,798	14,548,798	9,741	8,803,840	16,867,225	16,508,633	358,592	17,156,638	103.9%	11,054
2	Exc Children Have Opportuniti 07-150	Cook	24,364	20,325	3,099	15.2%	22,871,472	22,871,472	7,379	14,753,404	35,306,615	40,252,213	-4,945,598	33,302,874	82.7%	12,987
3	NW Suburban Spec Educ Org 05-805	Cook	46,347	20,254	8,408	41.5%	30,467,470	30,467,470	3,624	24,593,380	38,299,012	38,643,355	-344,343	19,023,458	49.2%	4,596
4	S Will Co Coop for Spec Ed 56-255	Will	10,862	17,862	1,596	8.9%	11,645,251	11,645,251	7,297	8,352,184	16,220,842	14,896,303	1,324,539	6,049,803	40.6%	9,334
5	Spec Educ Dist Lake County (SE 34-825	Lake	70,574	19,181	12,363	64.5%	32,443,243	32,443,243	2,624	20,458,647	48,521,966	49,483,655	-961,689	18,086,684	36.6%	4,003
6	Aero Spec Educ Coop 07-806	Cook	18,676	19,609	3,019	15.4%	15,224,664	15,224,664	5,044	10,575,805	31,183,214	28,337,052	2,846,162	10,276,667	36.3%	9,387
7	Northern Suburban Spec Ed Di 34-804	Lake	36,205	28,194	7,613	27.0%	13,711,934	13,711,934	1,801	11,771,513	32,261,179	33,349,357	-1,088,178	10,305,739	30.9%	4,381
8	School Assn For Special Educ 19-803	Dupage	41,359	22,374	7,277	32.5%	14,360,880	14,360,880	1,974	17,727,901	30,299,346	30,866,336	-566,990	8,804,276	28.5%	4,242
9	Southwest Cook Coop Spec Ed 07-142	Cook	29,536	18,060	4,841	26.8%	18,969,677	18,969,677	3,919	14,195,771	27,813,622	27,932,840	-119,218	7,533,943	27.0%	5,770
10	Lagrange Area Dept Spec Ed (L 06-204	Cook	20,905	18,814	3,758	20.0%	22,052,195	22,052,195	5,868	7,171,308	25,554,856	25,762,590	-207,734	5,050,894	19.6%	6,856
11	Speed SEJA #802 07-802	Cook	30,221	23,505	4,837	20.6%	9,507,282	9,507,282	1,965	7,046,354	16,972,585	19,820,509	-2,847,924	2,854,794	14.4%	4,097
12	Proviso Area Exceptional Child 06-803	Cook	9,575	21,061	1,361	6.5%	18,750,429	18,750,429	13,778	9,965,363	23,218,412	23,098,229	120,183	1,877,010	8.1%	16,972
13	Coop Assoc for Spec Educ 19-015	Dupage	24,121	20,325	4,203	20.7%	18,562,396	18,562,396	4,416	5,899,941	21,064,331	25,196,014	-4,131,683	1,871,062	7.4%	5,994
14	Eisenhower Cooperative 07-127	Cook	16,721	19,556	2,940	15.0%	8,334,674	8,334,674	2,835	7,133,169	16,009,890	17,505,817	-1,495,927	434,167	2.5%	5,955

School Association for Special Education in DuPage
 Job Assignment Categories and Staffing - FY2022-23

Vacant/
Outsourced

TitleCd

Administration and Central Office Support

CA.01	Administrator	4.00
CA.02	Asst. Director Prog & Services	1.00
CA.03	Program Administrator	7.00
CA.04	Asst. Program Administrator	1.00
CA.05	Coordinator-OT/PT	1.00
CA.06	Technology Coordinator	1.00
CA.07	Technology Services Specialist, Level 1	2.00
CA.08	Data Analyst	1.00
CA.09	Maintenance Manager	1.00
CA.10	Transportation Liaison	1.00
CA.11	Executive Assistant	1.00
CA.12	HR & Business Office Asst.	1.00
CA.13	Administrative Asst.	4.00
CA.14	Business Office Asst.	4.00
CA.15	Receptionist	1.00
CA.16	Custodian	1.00
CA.17	Secretary-12 month	2.00
CA.18	Admin. Asst.-10-month	4.00
CA.19	Secretary-10 month	4.63

Sub-Total FTE

42.63

Instructors/Licensed Staff/Program Support

IP.22	Teacher	72.00
IP.23	Occupational Therapist	38.60
IP.24	Occupational Therapy Asst.	3.00
IP.25	Speech/Language Pathologist	14.57
IP.26	O & M Specialist	4.00
IP.27	Psychologist	2.00
IP.28	Counselor	1.00
IP.29	TRANSITION SPECIALIST	1.00
IP.30	LEAD INTERPRETER	1.00
IP.31	Interpreter	5.00
IP.32	ART THERAPIST	2.00
IP.33	Behavior Management Specialist	4.00
IP.34	Physical Therapist	11.00
IP.35	IST/SI SPECIALIST	12.00
IP.36	Social Worker	8.00
IP.37	Movement Specialist	1.00
IP.38	BCBA STARS	1.00
IP.39	Audiologist	2.00
IP.40	School Nurse	2.00

Sub-Total FTE

185.17

6.02

Instructional Support

S1.01	Teacher Asst.	67.00
S1.02	Signing Asst.	10.00
S1.03	Medical Assistant	7.00

Sub-Total FTE

84.00

29.53

5.47

Other Staff

S2.01	Early CHOICES Director	1.00
S2.02	Early CHOICES AOE Coordinator	1.00
S2.03	Early CHOICES Admin. Asst.	1.00
S2.04	Early CHOICES Inclusion Specialist	1.00
S2.05	BUS DRIVER	2.00

Sub-Total FTE

6.00

18

Total Employed FTE

41.02

317.80

358.82

School Association for Special Education in DuPage

Through Month: December

Budget Progress Statement

	(A.)	(B.)	(C.)	(D.)	(E.)	(F.)	(G.)	(H.)	(I.)	(J.)	(K.)	(L.)	(M.)
Revenues					Percent								
<u>Combined Educ/O&M</u>	FY2020-21			FY2021-22	Change		FY2022-23				FY2022-23		Percent
	<u>Actual</u>			<u>Actual</u>	FY21 to FY22		<u>Budget</u>				<u>Projection</u>		<u>FY22 to FY23</u>
Local Sources													
Tuition	14,360,880			13,680,179	-4.7%		15,337,875			Tuition Billing/ADE	14,954,201		9.3%
Services	10,043,777			11,057,980	10.1%		11,376,725			Purchased Services	12,937,837		17.0%
Other	190,782			-187,133	-198.1%		280,000				280,000		
State Sources													
Grants-in-Aid	3,241,578			2,800,276	-13.6%		2,800,857				2,800,857		0.0%
Transportation	0			347,987			375,000				375,000		7.8%
Federal Sources													
IDEA -SASED	0			836,490			840,000				840,000		0.4%
Grants in Aid	2,462,329			1,708,451	-30.6%		2,146,254			EarlyChild/VAC/Med-Outreach/ESSR	2,004,741		17.3%
Total Revenues	30,299,346			30,244,230	-0.2%		33,156,711				34,192,636		13.1%

Expenditures	Through			Through			Through			Year-End	FY2022-23 CURRENT Projection	Projected	
	Audited	December	Percent	Audited	December	Percent	December	Formula	Formula	FY2022-23		Budget to	Percent
	FY2020-21	FY2020-21	FY21	FY2021-22	FY2021-22	FY22	FY2022-23	FY2022-23	FY2022-23	Actual		Change	
Educational Fund	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>YTD Actual</u>	<u>Percent</u>	<u>Projected</u>		<u>Variance</u>	<u>FY22 to FY23</u>
			(B.) / (A.)			(E.) / (D.)			(B.+E.)/(A.+D.)		(K.) - (G.)		
Salaries	20,380,916	7,318,209	35.9%	19,905,452	7,403,829	37.2%	19,834,768	7,428,110	36.5%	20,326,776	20,079,220	244,452	0.9%
Benefits	5,635,889	2,050,036	36.4%	5,187,784	2,016,555	38.9%	5,524,294	1,750,125	37.6%	4,658,148	5,273,666	-250,628	1.7%
Contract Staffing	368,152	114,535	31.1%	1,105,606	310,943	28.1%	953,067	1,133,522	28.9%	3,926,253	3,000,000	2,046,933	171.3%
Purchased Services	3,517,728	2,026,122	57.6%	4,869,340	1,821,927	37.4%	5,761,025	2,745,919	45.9%	5,984,905	5,200,000	-561,025	6.8%
Supplies/Materials	462,827	236,948	51.2%	485,933	232,339	47.8%	774,891	204,631	49.5%	413,704	420,000	-354,891	-13.6%
Capital Outlay	7,716	4,316	55.9%	51,309	0	0.0%	89,672	86,166	7.3%		89,672	0	74.8%
Dues/Fees/Other	317,499	0	0.0%	20,855	0	0.0%	0	0	0.0%	0	0	0	-100.0%
Non-Cap Equipment	135,640	1,412,542	1041.4%	161,530	148,638	92.0%	238,000	118,123	525.3%	22,485	238,000	0	47.3%
Totals	30,826,367	13,162,708	42.7%	31,787,809	11,934,232	37.5%	33,175,717	13,466,597	40.1%	35,332,270	34,300,557	1,124,840	7.9%
Total Staffing	26,384,957	9,482,780	35.9%	26,198,842	9,731,327	37.1%	26,312,129	10,311,757	36.5%	28,911,177	28,352,885	2,040,756	
		%Change FY to FY		-0.7%	2.6%		0.4%	6.0%		10.4%	8.2%		

Operations & Maintenance Fund

Purchased Services	0	0	0.0%	0	0		0	0					
Capital Outlay	39,150	0	0.0%	99,457	0	0.0%	175,000	79,532			175,000	0	
Non-Cap Equipment	0	0		0	0		25,000	0			25,000	0	
Totals	39,150	0	0.0%	99,457	0	0.0%	200,000	79,532			200,000	0	0.0%

Revenues Minus Expenditures

	<u>-566,171</u>			<u>-1,643,036</u>			<u>-219,006</u>				<u>-307,921</u>		
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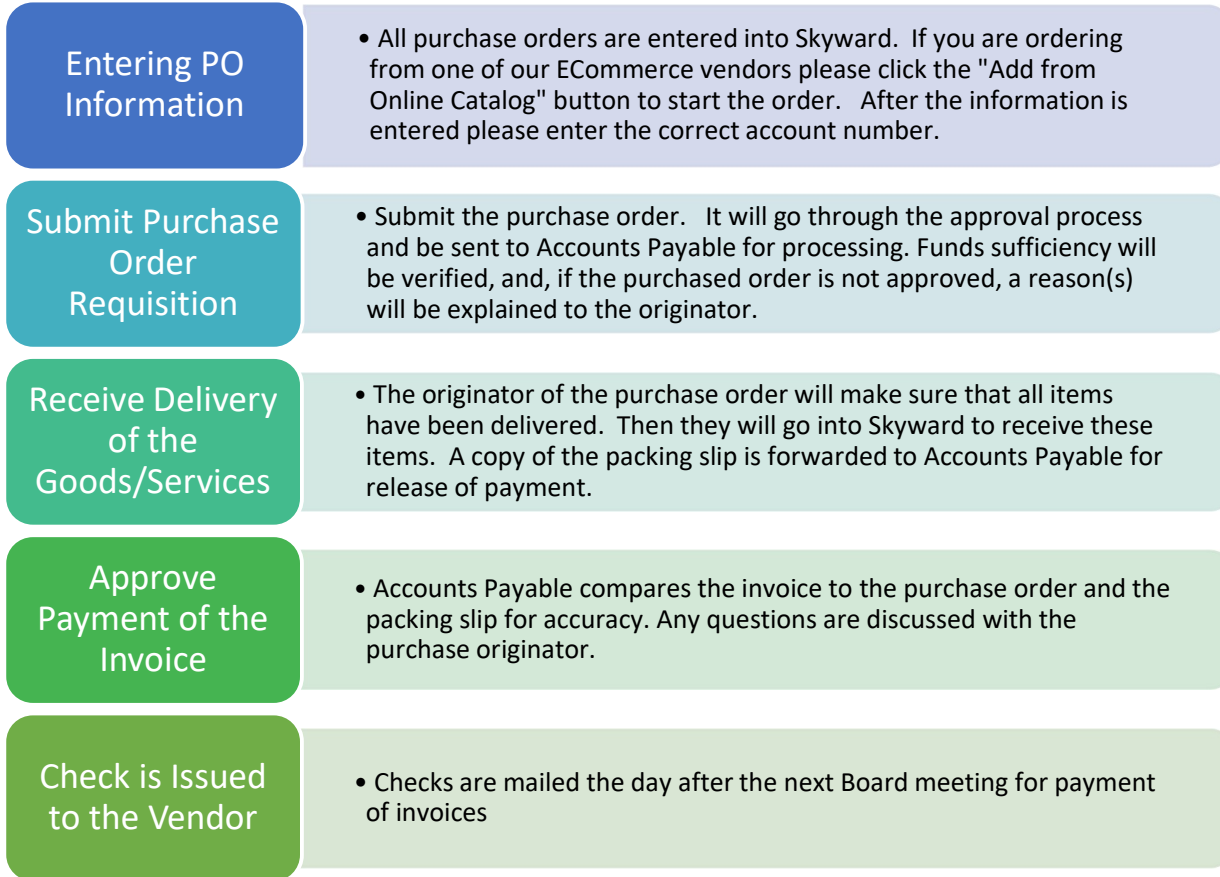
APPENDIX

BUDGET CALENDAR

Budget Process & Timeline	Time Frame
Preliminary budget parameters, including preliminary tuition and fee rates, are presented to the Finance Committee.	December 14, 2022
The preliminary budget parameters recommended by the Finance Committee are presented to a joint meeting of the Board of Control and Governing Board.	January 25, 2023
Staffing patterns and student enrollment projections for FY22 are finalized. Program budgets and tuition/service fee rates are developed. The Technology budget for SASSED’s administration, programs and services is developed. The remaining Menu of Service rates are developed.	February-March, 2023
Finance Committee approval is obtained for tuition and fee rates, if changed from those previously presented (optional meeting).	February 8, 2023
The Board of Control approves the tuition and fee rates.	February, 2023
Menus are distributed to SASSED member districts.	March, 2023
Program Directors and Administrative Staff complete budget proposals for Cabinet level review and approval.	April 7, 2023
A Finance Committee meeting is scheduled to review budget progress and obtain additional direction on the completion of the budget.	April, 2023
A Tentative Budget is completed, incorporating detailed program budgets. A meeting is held with the Finance Committee to obtain approval of the Tentative Budget prior to presentation to the SASSED Board of Control.	May, 2023
The Tentative Budget is presented to the Board of Control.	May 24, 2023
The Governing Board approves the Tentative Budget, to be placed on public display for 30 days.	May 31, 2023
The Governing Board meets to approve the Final Budget, to be submitted to the Illinois State Board of Education. (This must be completed prior to August 31, 2023.)	July – August 2023



School Association for Special Education in DuPage Overview of Purchasing Procedures



Other Practices & Considerations

A competitive bid is required for purchase of \$25,000 or more not specifically exempted by School Code – call Accounts Payable for assistance. For purchases less than \$25,000, obtain quotations from at least three vendors. To obtain an emergency P.O. Number required by a vendor, submit a requisition and contact the Accounts Payable office.

Under approved circumstances, a Blanket Purchase Order may be issued to an approved vendor with an amount “not to exceed” on the Purchase Order for purchases of supplies not to exceed one fiscal year.

A Purchase Order can be issued for an amount “Not to Exceed” when the precise dollar amount is not known.

Capital Outlay(5xxx object account code): Used for new and replacement equipment and facilities improvements.

Equipment(5xxx): (1) Useful life of more than one year, (2) is a stand-alone item, not part or component of a larger item, (3) has a unit value of \$2,500 or more, (4) can usually be repaired or maintained over time, (5) retains its basic shape & appearance over time.

Supplies(4xxx): Used for tangible good not qualified as “capital outlay”, generally: (1) disposable or consumable, (2) unit cost of less than \$500, (3) often used with a larger item.

Purchased Service(3xxx): Used when an outside vendor’s professional knowledge, skill or workmanship is the main value of the purchase.

Dues & Fees/Other(6xxx): Used to pay membership dues or fees to professional associations.

Non-Capitalized Equipment(7xxx): Hybrid of Supplies and Equipment, but for equipment with an item value of less than \$2,500 and greater than \$500.

Avoid “verbal” purchasing which causes an invoice to be received **prior** to the issuance of a purchase order. This practice bypasses internal controls and may cause the District to be cited for a deficiency by the Independent Auditor. If emergency circumstances force you to verbally authorize a purchase, e-mail Accounts Payable explaining the emergency and submit a purchase requisitions within 24 hours. Indicate ‘amount not to exceed’ in the body of the requisition if the purchase amounts are yet to be finalized.

School Association for Special Education in DuPage

Expenditures by Object within Function Two-Year History, Current and Projected Budget

		FUNCTION/OBJECT					(G.)	(H.)	
		(B.)	(C.)	(D.)	(E.)	(D.)	(F.)	FY23 to	FY22 to
		FY21	FY22	FY22	FY23	FY22 to FY23	FY24	FY24	FY24
		Actual	Actual	Pct Chg	Budget	Budget Pct Chg	Budget	One-Year Pct Chg	Two-Year Pct Chg
10.1200	SPECIAL ED PROGRAMS K-12	206,974	177,463	-14.3%	179,115	0.9%	179,115	0.0%	0.9%
	Salaries	151,306	149,571	-1.1%	148,204	-0.9%	148,204	0.0%	-0.9%
	Benfits	24,690	25,033	1.4%	28,048	12.0%	28,048	0.0%	12.0%
	Purchased Services	8,598	2,859	-66.7%	2,863	0.1%	2,863	0.0%	0.1%
	Supplies/Materials	22,380	0	-100.0%	0		0	0.0%	0.0%
10.1206	VISUALLY IMPAIRED (VI)	3,246,912	3,478,612	7.1%	3,536,741	1.7%	3,536,741	0.0%	1.7%
	Salaries	2,339,857	2,335,450	-0.2%	2,314,102	-0.9%	2,314,102	0.0%	-0.9%
	Benfits	609,448	609,783	0.1%	683,222	12.0%	683,222	0.0%	12.0%
	Purchased Services	281,243	525,533	86.9%	526,333	0.2%	526,333	0.0%	0.2%
	Supplies/Materials	12,964	7,846	-39.5%	13,084	66.8%	13,084	0.0%	66.8%
	Capital Outlay	3,400	0	-100.0%	0		0	0.0%	0.0%
10.1207	HARD OF HEARING (HH)	3,076,045	3,042,079	-1.1%	3,113,801	2.4%	3,113,801	0.0%	2.4%
	Salaries	2,124,113	2,062,877	-2.9%	2,044,022	-0.9%	2,044,022	0.0%	-0.9%
	Benfits	597,475	528,720	-11.5%	592,395	12.0%	592,395	0.0%	12.0%
	Purchased Services	303,589	392,716	29.4%	393,313	0.2%	393,313	0.0%	0.2%
	Supplies/Materials	12,578	19,086	51.7%	31,831	66.8%	31,831	0.0%	66.8%
	Capital Outlay	0	4,043	0.0%	8,240	103.8%	8,240	0.0%	103.8%
	Non-Capitalized Equipment	38,290	34,637	-9.5%	44,000	27.0%	44,000	0.0%	27.0%
10.1212	BEHAVIOR DISORDERED (BD)	3,773,895	3,352,743	-11.2%	3,460,708	3.2%	3,460,708	0.0%	3.2%
	Salaries	2,867,166	2,333,122	-18.6%	2,311,795	-0.9%	2,311,795	0.0%	-0.9%
	Benfits	639,508	429,567	-32.8%	481,301	12.0%	481,301	0.0%	12.0%
	Purchased Services	148,726	474,998	219.4%	475,719	0.2%	475,719	0.0%	0.2%
	Supplies/Materials	118,495	115,056	-2.9%	191,893	66.8%	191,893	0.0%	66.8%
10.1216	AUTISM PGM	1,795,412	1,648,528	-8.2%	1,677,618	1.8%	1,677,618	0.0%	1.8%
	Salaries	1,297,543	1,085,414	-16.3%	1,075,492	-0.9%	1,075,492	0.0%	-0.9%
	Benfits	303,383	251,947	-17.0%	282,291	12.0%	282,291	0.0%	12.0%
	Purchased Services	182,280	298,870	64.0%	299,325	0.2%	299,325	0.0%	0.2%
	Supplies/Materials	12,207	12,298	0.7%	20,510	66.8%	20,510	0.0%	66.8%

School Association for Special Education in DuPage

Expenditures by Object within Function Two-Year History, Current and Projected Budget

		Expenditures by Object within Function Two-Year History, Current and Projected Budget					FUNCTION/OBJECT		
		(B.)	(C.)	(D.)	(E.)	(D.)	(F.)	(G.)	(H.)
		FY21	FY22	FY21 to	FY23	FY22 to FY23	FY24	FY23 to	FY22 to
		Actual	Actual	FY22	Budget	Budget	Budget	FY24	FY24
				Pct Chg		Pct Chg		One-Year	Two-Year
								Pct Chg	Pct Chg
10.1220	MULTI NEEDS	4,647,615	5,078,618	9.3%	5,176,178	1.9%	5,176,178	0.0%	1.9%
	Salaries	3,262,050	3,277,647	0.5%	3,247,685	-0.9%	3,247,685	0.0%	-0.9%
	Benfits	921,590	954,961	3.6%	1,069,970	12.0%	1,069,970	0.0%	12.0%
	Purchased Services	452,743	829,164	83.1%	830,427	0.2%	830,427	0.0%	0.2%
	Supplies/Materials	11,232	16,846	50.0%	28,096	66.8%	28,096	0.0%	66.8%
10.1221	TRANSITION PROGRAM	719,660	735,608	2.2%	748,380	1.7%	748,380	0.0%	1.7%
	Salaries	463,270	486,150	4.9%	481,706	-0.9%	481,706	0.0%	-0.9%
	Benfits	127,593	104,620	-18.0%	117,221	12.0%	117,221	0.0%	12.0%
	Purchased Services	125,512	138,245	10.1%	138,455	0.2%	138,455	0.0%	0.2%
	Supplies/Materials	3,285	6,594	100.8%	10,998	66.8%	10,998	0.0%	66.8%
10.1459	V.A.C.	192,712	174,639	-9.4%	297,924	70.6%	297,924	0.0%	70.6%
	Salaries	66,038	68,399	3.6%	79,249	15.9%	79,249	0.0%	15.9%
	Benfits	26,402	24,127	-8.6%	22,191	-8.0%	22,191	0.0%	-8.0%
	Purchased Services	99,947	81,414	-18.5%	164,291	101.8%	164,291	0.0%	101.8%
	Supplies/Materials	326	700	114.8%	32,193	4500.3%	32,193	0.0%	4500.3%
10.1600	SUMMER SCHOOL	78,633	421,670	436.3%	372,803	-11.6%	372,803	0.0%	-11.6%
	Salaries	69,871	338,185	384.0%	257,881	-23.7%	257,881	0.0%	-23.7%
	Benfits	5,753	29,427	411.5%	44,233	50.3%	44,233	0.0%	50.3%
	Purchased Services	0	49,179	0.0%	35,329	-28.2%	35,329	0.0%	-28.2%
	Supplies/Materials	3,009	4,879	62.1%	27,625	466.2%	27,625	0.0%	466.2%
	Non-Capitalized Equipment	0	0	0.0%	7,735		7,735	0.0%	0.0%
10.2130	HEALTH SERVICES	6,303,468	6,683,935	6.0%	6,641,539	-0.6%	6,641,539	0.0%	-0.6%
	Salaries	4,490,491	4,451,429	-0.9%	4,589,436	3.1%	4,589,436	0.0%	3.1%
	Benfits	1,489,461	1,337,470	-10.2%	1,285,813	-3.9%	1,285,813	0.0%	-3.9%
	Purchased Services	303,324	874,353	188.3%	714,682	-18.3%	714,682	0.0%	-18.3%
	Supplies/Materials	15,876	15,079	-5.0%	26,008	72.5%	26,008	0.0%	72.5%
	Capital Outlay	4,316	4,697	8.8%	20,600	338.6%	20,600	0.0%	338.6%
	Non-Capitalized Equipment	0	907	0.0%	5,000	451.1%	5,000	0.0%	451.1%

School Association for Special Education in DuPage

Expenditures by Object within Function Two-Year History, Current and Projected Budget

		Expenditures by Object within Function Two-Year History, Current and Projected Budget					FUNCTION/OBJECT		
		(B.)	(C.)	(D.)	(E.)	(D.)	(F.)	(G.)	(H.)
		FY21	FY22	FY21 to	FY23	FY22 to FY23	FY24	FY23 to	FY22 to
		Actual	Actual	FY22	Budget	Budget	Budget	One-Year	Two-Year
				Pct Chg		Pct Chg		Pct Chg	Pct Chg
10.2132	MEDICAL SERVICES	59,449	3,864	-93.5%	3,961	2.5%	3,961	0.0%	2.5%
	Salaries	40,729	3,577	-91.2%	3,688	3.1%	3,688	0.0%	3.1%
	Benfits	16,452	274	-98.3%	263	-3.9%	263	0.0%	-3.9%
	Purchased Services	2,268	13	-99.4%	10	-20.2%	10	0.0%	-20.2%
10.2140	PSYCHOLOGICAL SERVICES	52,187	0	-100.0%	0		0	0.0%	0.0%
	Salaries	41,850	0	-100.0%	0		0	0.0%	0.0%
	Benfits	10,337	0	-100.0%	0		0	0.0%	0.0%
10.2150	SPEECH PATHLGY/AUDIO SVS	233,443	229,959	-1.5%	256,283	11.4%	256,283	0.0%	11.4%
	Salaries	157,958	153,443	-2.9%	153,983	0.4%	153,983	0.0%	0.4%
	Benfits	48,264	41,911	-13.2%	43,115	2.9%	43,115	0.0%	2.9%
	Purchased Services	14,495	19,025	31.3%	21,734	14.2%	21,734	0.0%	14.2%
	Supplies/Materials	6,125	12,560	105.1%	4,739	-62.3%	4,739	0.0%	-62.3%
	Capital Outlay	0	0	0.0%	22,712		22,712	0.0%	0.0%
	Non-Capitalized Equipment	6,601	3,020	-54.2%	10,000	231.1%	10,000	0.0%	231.1%
10.2210	IMPROVEMENT INST SERV	2,043,024	2,069,034	1.3%	2,378,784	15.0%	2,378,784	0.0%	15.0%
	Salaries	1,358,337	1,446,505	6.5%	1,468,432	1.5%	1,468,432	0.0%	1.5%
	Benfits	286,613	292,343	2.0%	411,158	40.6%	411,158	0.0%	40.6%
	Purchased Services	265,386	266,455	0.4%	395,135	48.3%	395,135	0.0%	48.3%
	Supplies/Materials	127,731	61,231	-52.1%	101,059	65.0%	101,059	0.0%	65.0%
	Non-Capitalized Equipment	4,957	2,499	-49.6%	3,000	20.0%	3,000	0.0%	20.0%
10.2310	BRD ED SERVICES	127	9,183	7159.6%	10,500	14.3%	10,500	0.0%	14.3%
	Purchased Services	127	9,183	7159.6%	10,500	14.3%	10,500	0.0%	14.3%
10.2320	EXECUTIVE ADM. SERV	710,120	992,588	39.8%	1,009,236	1.7%	1,009,236	0.0%	1.7%
	Salaries	463,297	478,091	3.2%	443,026	-7.3%	443,026	0.0%	-7.3%
	Benfits	153,752	158,672	3.2%	124,047	-21.8%	124,047	0.0%	-21.8%
	Purchased Services	66,844	331,278	395.6%	387,574	17.0%	387,574	0.0%	17.0%
	Supplies/Materials	25,756	24,547	-4.7%	54,589	122.4%	54,589	0.0%	122.4%
	Capital Outlay	471	0	-100.0%	0		0	0.0%	0.0%

School Association for Special Education in DuPage

Expenditures by Object within Function Two-Year History, Current and Projected Budget

		FUNCTION/OBJECT					(G.)	(H.)	
		(B.)	(C.)	(D.)	(E.)	(D.)	(F.)	FY23 to	FY22 to
		FY21	FY22	FY21 to	FY23	FY22 to FY23	FY24	FY24	FY24
		Actual	Actual	Pct Chg	Budget	Budget Pct Chg	Budget	One-Year	Two-Year
								Pct Chg	Pct Chg
10.2330	SERVICE AREA ADMINISTRATIVE SE	141,555	89,346	-36.9%	81,048	-9.3%	81,048	0.0%	-9.3%
	Salaries	103,373	64,772	-37.3%	60,986	-5.8%	60,986	0.0%	-5.8%
	Benfits	36,922	23,002	-37.7%	17,077	-25.8%	17,077	0.0%	-25.8%
	Purchased Services	1,261	1,690	34.0%	2,161	27.9%	2,161	0.0%	27.9%
	Supplies/Materials	0	-118	0.0%	824	-797.9%	824	0.0%	0.0%
10.2510	DIRCTN BUSINESS SUPPT SER	97,346	180,429	85.3%	195,444	8.3%	195,444	0.0%	8.3%
	Salaries	93,584	140,000	49.6%	147,000	5.0%	147,000	0.0%	5.0%
	Benfits	6,868	30,527	344.5%	39,690	30.0%	39,690	0.0%	30.0%
	Purchased Services	-3,106	9,180	-395.5%	7,724	-15.9%	7,724	0.0%	-15.9%
	Supplies/Materials	0	722	0.0%	1,030	42.6%	1,030	0.0%	42.6%
10.2520	FISCAL SERVICES	700,482	356,150	-49.2%	453,517	27.3%	453,517	0.0%	27.3%
	Salaries	306,568	201,476	-34.3%	199,934	-0.8%	199,934	0.0%	-0.8%
	Benfits	105,885	77,064	-27.2%	55,981	-27.4%	55,981	0.0%	-27.4%
	Purchased Services	281,579	76,736	-72.7%	194,924	154.0%	194,924	0.0%	154.0%
	Supplies/Materials	6,451	874	-86.4%	2,678	206.4%	2,678	0.0%	206.4%
10.2530	FACILITIES ACQ.CONST SERV	0	2,996	0.0%	0	-100.0%	0	0.0%	-100.0%
	Capital Outlay	0	2,996	0.0%	0	-100.0%	0	0.0%	-100.0%
10.2540	OPERATION MAINT. PLNT SER	534,778	394,449	-26.2%	695,151	76.2%	695,151	0.0%	76.2%
	Salaries	40,373	68,384	69.4%	49,451	-27.7%	49,451	0.0%	-27.7%
	Benfits	9,674	10,722	10.8%	13,846	29.1%	13,846	0.0%	29.1%
	Purchased Services	430,881	304,127	-29.4%	607,061	99.6%	607,061	0.0%	99.6%
	Supplies/Materials	53,850	11,216	-79.2%	23,793	112.1%	23,793	0.0%	112.1%
	Capital Outlay	0	0	0.0%	0		0	0.0%	0.0%
	Non-Capitalized Equipment	0	0	0.0%	1,000		1,000	0.0%	0.0%
10.2550	PUPIL TRANSPORTATION SER	452,444	570,422	26.1%	569,226	-0.2%	569,226	0.0%	-0.2%
	Salaries	213,942	279,271	30.5%	203,704	-27.1%	203,704	0.0%	-27.1%
	Benfits	98,195	105,408	7.3%	57,037	-45.9%	57,037	0.0%	-45.9%
	Purchased Services	131,774	141,893	7.7%	235,354	65.9%	235,354	0.0%	65.9%
	Supplies/Materials	8,534	43,851	413.8%	47,381	8.1%	47,381	0.0%	8.1%
	Capital Outlay	0	0	0.0%	25,750		25,750	0.0%	0.0%

School Association for Special Education in DuPage

Expenditures by Object within Function Two-Year History, Current and Projected Budget

		FUNCTION/OBJECT						(G.)	(H.)
		(B.)	(C.)	(D.)	(E.)	(D.)	(F.)	FY23 to	FY22 to
				FY21 to		FY22 to FY23		FY24	FY24
		FY21	FY22	FY22	FY23	Budget	FY24	One-Year	Two-Year
		<u>Actual</u>	<u>Actual</u>	<u>Pct Chg</u>	<u>Budget</u>	<u>Pct Chg</u>	<u>Budget</u>	<u>Pct Chg</u>	<u>Pct Chg</u>
10.2562	FOOD PREPARATION/DISPN SV	20,650	170,500	725.7%	141,829	-16.8%	141,829	0.0%	-16.8%
	Salaries	5,869	29,087	395.6%	23,898	-17.8%	23,898	0.0%	-17.8%
	Benfits	2,590	14,424	456.9%	6,691	-53.6%	6,691	0.0%	-53.6%
	Purchased Services	12,191	124,189	918.7%	110,725	-10.8%	110,725	0.0%	-10.8%
	Supplies/Materials	0	2,200	0.0%	405	-81.6%	405	0.0%	-81.6%
	Non-Capitalized Equipment	0	600	0.0%	110	-81.7%	110	0.0%	-81.7%
10.2642	RECRUITMENT/PLACEMENT SER	467,238	479,726	2.7%	626,853	30.7%	626,853	0.0%	30.7%
	Salaries	314,966	302,677	-3.9%	348,803	15.2%	348,803	0.0%	15.2%
	Benfits	85,756	97,144	13.3%	97,666	0.5%	97,666	0.0%	0.5%
	Purchased Services	64,929	73,987	14.0%	155,149	109.7%	155,149	0.0%	109.7%
	Supplies/Materials	1,586	5,918	273.1%	20,600	248.1%	20,600	0.0%	248.1%
	Capital Outlay	0	0	0.0%	4,635		4,635	0.0%	0.0%
10.2660	INFORMATION TECHNOLOGY	969,557	1,256,338	29.6%	1,549,129	23.3%	1,549,129	0.0%	23.3%
	Salaries	108,364	171,224	58.0%	182,294	6.5%	182,294	0.0%	6.5%
	Benfits	29,269	53,635	83.3%	51,044	-4.8%	51,044	0.0%	-4.8%
	Purchased Services	724,153	861,442	19.0%	1,005,346	16.7%	1,005,346	0.0%	16.7%
	Supplies/Materials	29,187	83,007	184.4%	135,445	63.2%	135,445	0.0%	63.2%
	Capital Outlay	6,714	0	-100.0%	0		0	0.0%	0.0%
	Non-Capitalized Equipment	71,871	87,030	21.1%	175,000	101.1%	175,000	0.0%	101.1%
10.4320	MEDICAID - moved to sub-fund	0	0	0.0%	0		0	0.0%	0.0%
10.4998	E3 SUMMER ENRICH CERT SAL	0	168,215	0.0%	0	-100.0%	0	0.0%	-100.0%
	Purchased Services	0	44,783	0.0%	0	-100.0%	0	0.0%	-100.0%
	Supplies/Materials	0	48,632	0.0%	0	-100.0%	0	0.0%	-100.0%
	Non-Capitalized Equipment	0	74,800	0.0%	0	-100.0%	0	0.0%	-100.0%

School Association for Special Education in DuPage

Expenditures by Object within Function Two-Year History, Current and Projected Budget

		Expenditures by Object within Function Two-Year History, Current and Projected Budget					FUNCTION/OBJECT		
		(B.)	(C.)	(D.)	(E.)	(D.)	(F.)	(G.)	(H.)
		FY21	FY22	FY21 to	FY23	FY22 to FY23	FY24	FY23 to	FY22 to
		<u>Actual</u>	<u>Actual</u>	FY22	<u>Budget</u>	Budget	<u>Budget</u>	FY24	FY24
				Pct Chg	<u>Budget</u>	Pct Chg	<u>Budget</u>	One-Year	Two-Year
								Pct Chg	Pct Chg
10.8190	MIDWEST PBIS	281,755	21,460	-92.4%	0	-100.0%	0	0.0%	-100.0%
	Non-Capitalized Equipment	281,755	21,460	-92.4%	0	-100.0%	0	0.0%	-100.0%
20.2530	FACILITIES ACQ.CONST SERV	19,000	89,911	373.2%	175,000	94.6%	175,000	0.0%	94.6%
	Capital Outlay	19,000	89,911	373.2%	175,000	94.6%	175,000	0.0%	94.6%
20.2540	OPERATION MAINT. PLNT SER	20,150	0	-100.0%	25,000		25,000	0.0%	0.0%
	Purchased Services	20,150	0	-100.0%	0		0	0.0%	0.0%
	Capital Outlay	0	0	0.0%	25,000		25,000	0.0%	0.0%
	Totals:	30,844,629	31,878,467		33,375,768		33,375,768		
	% Increase:		3.4%		4.7%		0.0%		

Tax Cap Consumer Price Index, History, 2005 to Present

U.S. City Average, All Items, 1982-84=100

Year	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
2005	190.7	191.8	193.3	194.6	194.4	194.5	195.4	196.4	198.8	199.2	197.6	196.8
2006	198.3	198.7	199.8	201.5	202.5	202.9	203.5	203.9	202.9	201.8	201.5	201.8
2007	202.416	203.499	205.352	206.686	207.949	208.352	208.299	207.917	208.490	208.936	210.177	210.036
2008	211.080	211.693	213.528	214.823	216.632	218.815	219.964	219.086	218.783	216.573	212.425	210.228
2009	211.143	212.193	212.709	213.240	213.856	215.693	215.351	215.834	215.969	216.177	216.330	215.949
2010	216.687	216.741	217.631	218.009	218.178	217.965	218.011	218.312	218.439	218.711	218.803	219.179
2011	220.223	221.309	223.467	224.906	225.964	225.722	225.922	226.545	226.889	226.421	226.230	225.672
2012	226.665	227.663	229.392	230.085	229.815	229.478	229.104	230.379	231.407	231.317	230.221	229.601
2013	230.280	232.166	232.773	232.531	232.945	233.504	233.596	233.877	234.149	233.546	233.069	233.049
2014	233.916	234.781	236.293	237.072	237.900	238.343	238.250	237.852	238.031	237.433	236.151	234.812
2015	233.707	234.722	236.119	236.599	237.805	238.638	238.654	238.316	237.945	237.838	237.336	236.525
2016	236.916	237.111	238.132	239.261	240.229	241.018	240.628	240.849	241.428	241.729	241.353	241.432
2017	242.839	243.603	243.801	244.524	244.733	244.955	244.786	245.519	246.819	246.663	246.669	246.524
2018	247.867	248.991	249.554	250.546	251.588	251.989	252.006	252.146	252.439	252.885	252.038	251.233
2019	251.712	252.776	254.202	255.548	256.092	256.143	256.571	256.558	256.759	257.346	257.208	256.974
2020	257.971	258.678	258.115	256.389	256.394	257.797	259.101	259.918	260.280	260.388	260.229	260.474
2021	261.582	263.014	264.877	267.054	269.195	271.696	273.003	273.567	274.310	276.589	277.948	278.802
2022	281.148	283.716	287.504	289.109	292.296	296.311	296.276	296.171	296.808	298.012		

Pct. Prior Month: 0.27% -0.22% -0.67% 0.00% 0.55% 0.51% 0.32% 0.14% 0.04% -0.06%

Year-to-Year Percentage Change													Tax Cap	Monthly	Monthly	Tax/FYR	Five-Year
													CPI	Half1	Half2	Applied	Rolling
																	Average
2005 to	2006	3.99%	3.60%	3.36%	3.55%	4.17%	4.32%	4.15%	3.82%	2.06%	1.31%	1.97%	2.5%	0.52%	-0.14%	2007/FY09	
2006 to	2007	2.08%	2.42%	2.78%	2.57%	2.69%	2.69%	2.36%	1.97%	2.76%	3.54%	4.31%	4.1%	0.54%	0.14%	2008/FY10	3.3%
2007 to	2008	4.28%	4.03%	3.98%	3.94%	4.18%	5.02%	5.60%	5.37%	4.94%	3.66%	1.07%	0.1%	0.70%	-0.74%	2009/FY11	2.2%
2008 to	2009	0.03%	0.24%	-0.38%	-0.74%	-1.28%	-1.43%	-2.10%	-1.48%	-1.29%	-0.18%	1.84%	2.7%	0.43%	0.05%	2010/FY12	2.4%
2009 to	2010	2.63%	2.14%	2.31%	2.24%	2.02%	1.05%	1.24%	1.15%	1.14%	1.17%	1.14%	1.5%	0.16%	0.09%	2011/FY13	2.2%
2010 to	2011	1.63%	2.11%	2.68%	3.16%	3.57%	3.56%	3.63%	3.77%	3.87%	3.53%	3.39%	3.0%	0.50%	-0.02%	2012/FY14	2.3%
2011 to	2012	2.93%	2.87%	2.65%	2.30%	1.70%	1.66%	1.41%	1.69%	1.99%	2.16%	1.76%	1.7%	0.28%	0.04%	2013/FY15	1.8%
2012 to	2013	1.59%	1.98%	1.47%	1.06%	1.36%	1.75%	1.96%	1.52%	1.18%	0.96%	1.24%	1.5%	0.28%	-0.04%	2014/FY16	2.1%
2013 to	2014	1.58%	1.13%	1.51%	1.95%	2.13%	2.07%	1.99%	1.70%	1.66%	1.66%	1.32%	0.8%	0.38%	-0.24%	2015/FY17	1.7%
2014 to	2015	-0.09%	-0.03%	-0.07%	-0.20%	-0.04%	0.12%	0.17%	0.20%	-0.04%	0.17%	0.50%	0.7%	0.27%	-0.15%	2016/FY18	1.5%
2015 to	2016	1.37%	1.02%	0.85%	1.13%	1.02%	1.00%	0.83%	1.06%	1.46%	1.64%	1.69%	2.1%	0.32%	0.06%	2017/FY19	1.4%
2016 to	2017	2.50%	2.74%	2.38%	2.20%	1.87%	1.63%	1.73%	1.94%	2.23%	2.04%	2.20%	2.1%	0.24%	0.12%	2018/FY20	1.4%
2017 to	2018	2.07%	2.21%	2.36%	2.46%	2.80%	2.87%	2.95%	2.70%	2.28%	2.52%	2.18%	1.9%	0.37%	-0.05%	2019/FY21	1.5%
2018 to	2019	1.55%	1.52%	1.86%	2.00%	1.79%	1.65%	1.81%	1.75%	1.71%	1.76%	2.05%	2.3%	0.33%	0.03%	2020/FY22	1.8%
2019 to	2020	2.49%	2.33%	1.54%	0.33%	0.12%	0.65%	0.99%	1.31%	1.37%	1.18%	1.17%	1.4%	0.05%	0.09%	2021/FY23	
2020 to	2021	1.40%	1.68%	2.62%	4.16%	4.99%	5.39%	5.37%	5.25%	5.39%	6.22%	6.81%	7.0%	0.72%	0.36%	2022/FY24	
2021 to	2022	7.48%	7.87%	8.54%	8.26%	8.58%	9.06%	8.52%	8.26%	8.20%	7.75%			1.05%	-16.66%	2023/FY25	
												Months Completed:	12	0.31%	-0.06%		

-- 2019 to 2020 indicates trend of CPI-U for the current year

-- EXAMPLE Percent Change Calculation: For December, 2015 to

Average CPI 2001 to present: 1.9%

December 2016: ((241.432 minus 236.525) divided by 236.525) equals the 2.1% increase

School Association for Special Education in DuPage County

Medical and Dental Insurance Rates - FY2023-24 Compared to Prior Year FY2022-23

ANNUAL PREMIUM

MEDICAL

EMPLOYEE SHARE

FY2023-24			
<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
PPO BCO	2,399.41	7,681.57	10,080.98
PPO HSA	1,833.33	5,500.18	7,333.51
HMO-I	1,832.30	5,550.45	7,382.75
HMO BA	1,699.26	4,913.49	6,612.75

FY2022-23			
<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
PPO BCO	2,232.01	7,145.64	9,377.65
PPO HSA	1,705.42	5,116.45	6,821.87
HMO-I	1,704.47	5,116.69	6,821.16
HMO BA	1,580.71	4,570.68	6,151.39

Premium Increase FY23 to FY24			
<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
PPO BCO	7.5%	7.5%	7.5%
PPO HSA	7.5%	7.5%	7.5%
HMO-I	7.5%	8.5%	8.2%
HMO BA	7.5%	7.5%	7.5%

SASED SHARE

- PPO BCO
- PPO HSA
- HMO-I
- HMO BA

<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
PPO BCO	9,597.64	11,522.35	21,119.99
PPO HSA	7,333.32	8,250.28	15,583.60
HMO-I	7,329.20	8,200.66	15,529.86
HMO BA	6,797.04	7,370.23	14,167.27

<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
PPO BCO	8,928.04	10,718.47	19,646.51
PPO HSA	6,821.70	7,674.67	14,496.37
HMO-I	6,817.86	7,675.04	14,492.90
HMO BA	6,322.83	6,856.03	13,178.86

<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
PPO BCO	7.5%	7.5%	7.5%
PPO HSA	7.5%	7.5%	7.5%
HMO-I	7.5%	6.8%	7.2%
HMO BA	7.5%	7.5%	7.5%

TOTAL COST

- PPO BCO
- PPO HSA
- HMO-I
- HMO BA

<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
PPO BCO	11,997.05	19,203.92	31,200.97
PPO HSA	9,166.65	13,750.46	22,917.11
HMO-I	9,161.50	13,751.11	22,912.61
HMO BA	8,496.30	12,283.72	20,780.02

<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
PPO BCO	11,160.05	17,864.11	29,024.16
PPO HSA	8,527.12	12,791.12	21,318.24
HMO-I	8,522.33	12,791.73	21,314.06
HMO BA	7,903.54	11,426.71	19,330.25

<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
PPO BCO	7.5%	7.5%	7.5%
PPO HSA	7.5%	7.5%	7.5%
HMO-I	7.5%	7.5%	7.5%
HMO BA	7.5%	7.5%	7.5%

DENTAL

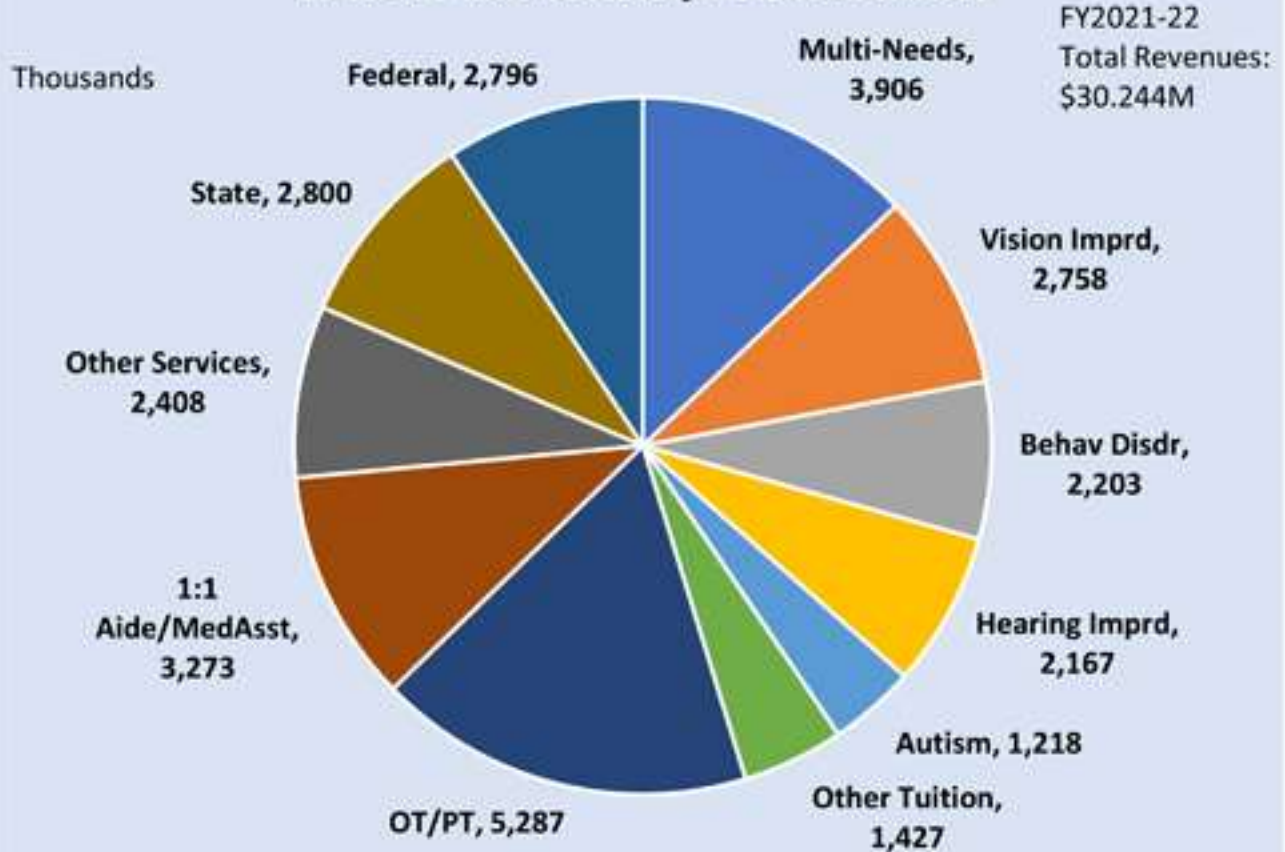
- EMPLOYEE SHARE
- SASED SHARE
- TOTAL COST

<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
EMPLOYEE SHARE	83.67	296.11	379.78
SASED SHARE	334.67	444.17	778.83
TOTAL COST	418.33	740.28	1,158.61

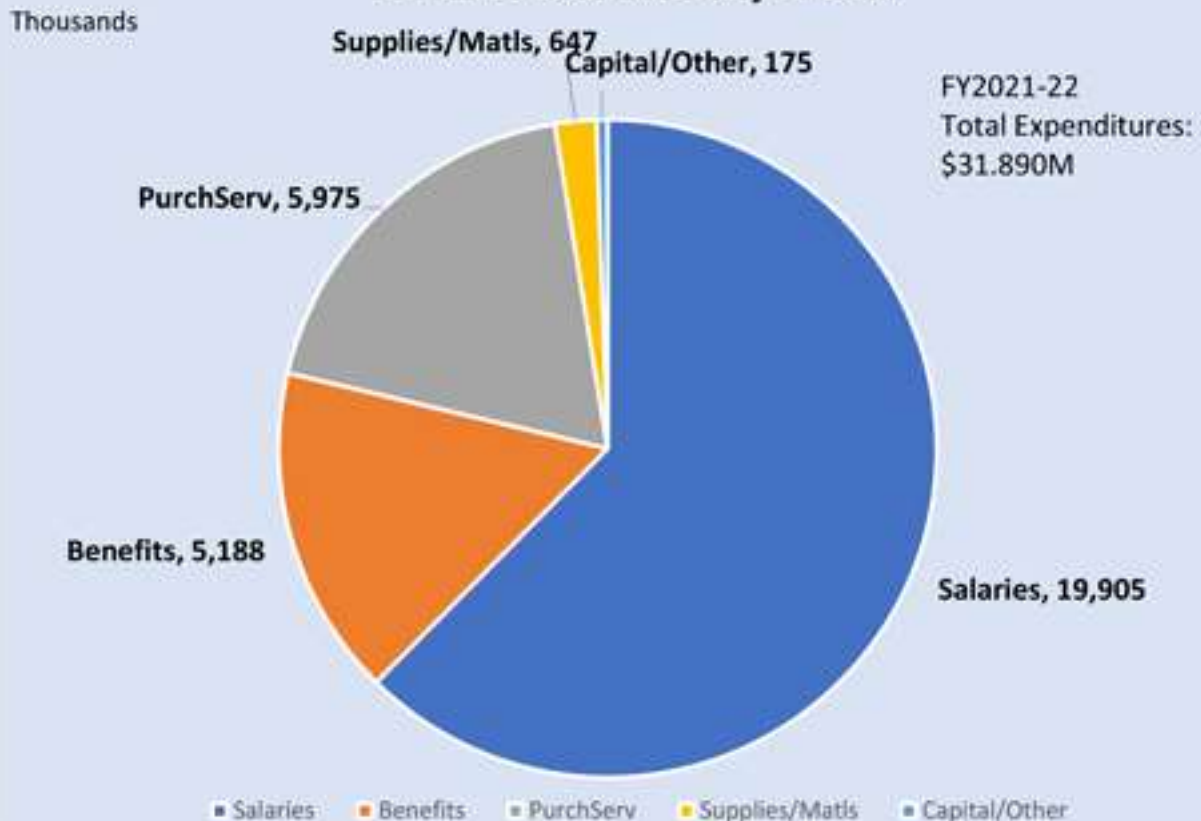
<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
EMPLOYEE SHARE	96.88	376.10	472.98
SASED SHARE	387.50	564.16	951.66
TOTAL COST	484.38	940.26	1,424.64

<u>Single</u>	<u>Dependent</u>	<u>Family</u>	
EMPLOYEE SHARE	-13.6%	-21.3%	-19.7%
SASED SHARE	-13.6%	-21.3%	-18.2%
TOTAL COST	-13.6%	-21.3%	-18.7%

Where the Money Comes From

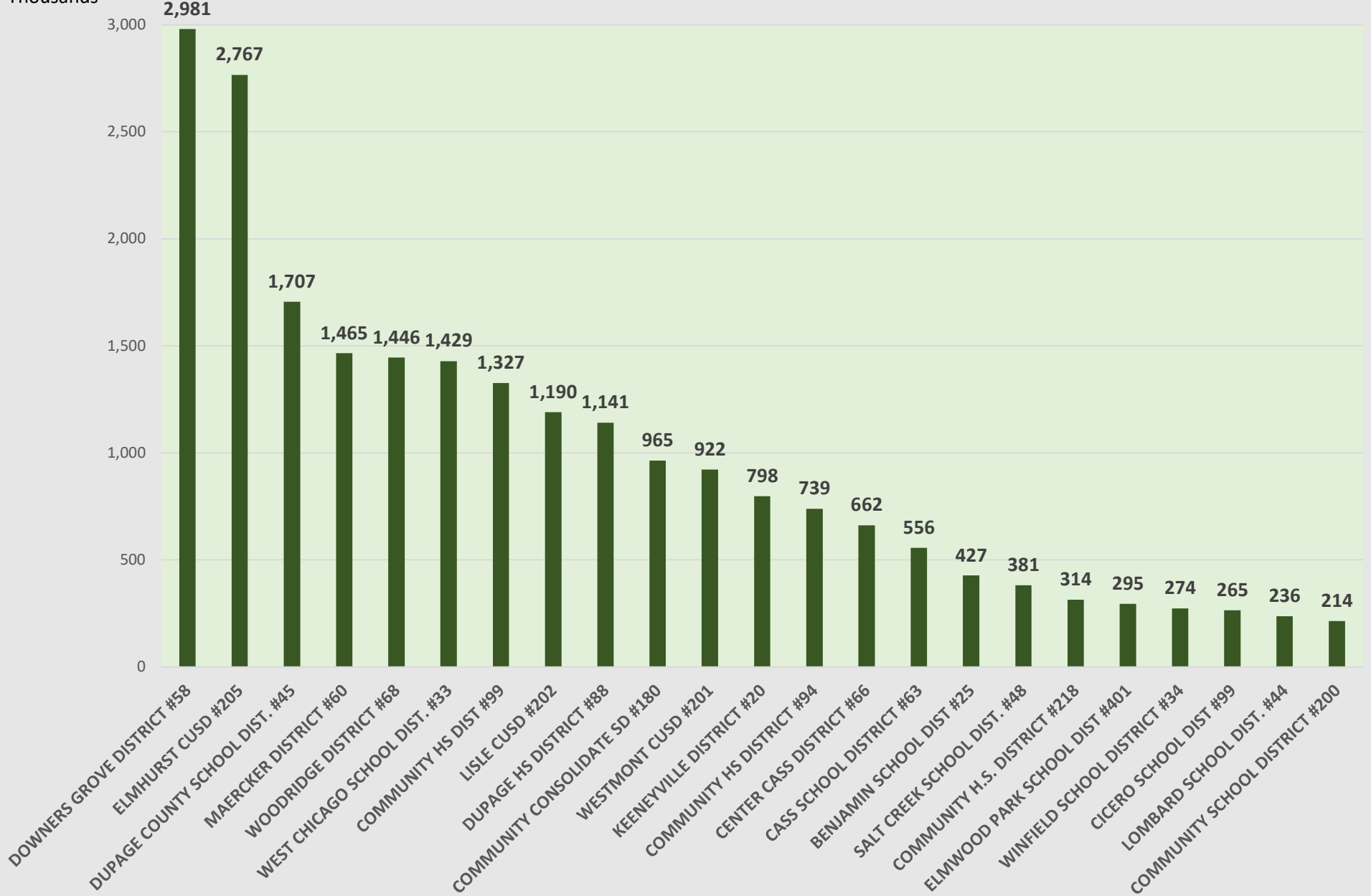


Where the Money Goes



SASED - FY2021-22 Districts Billed \$200,000 or Greater

Thousands



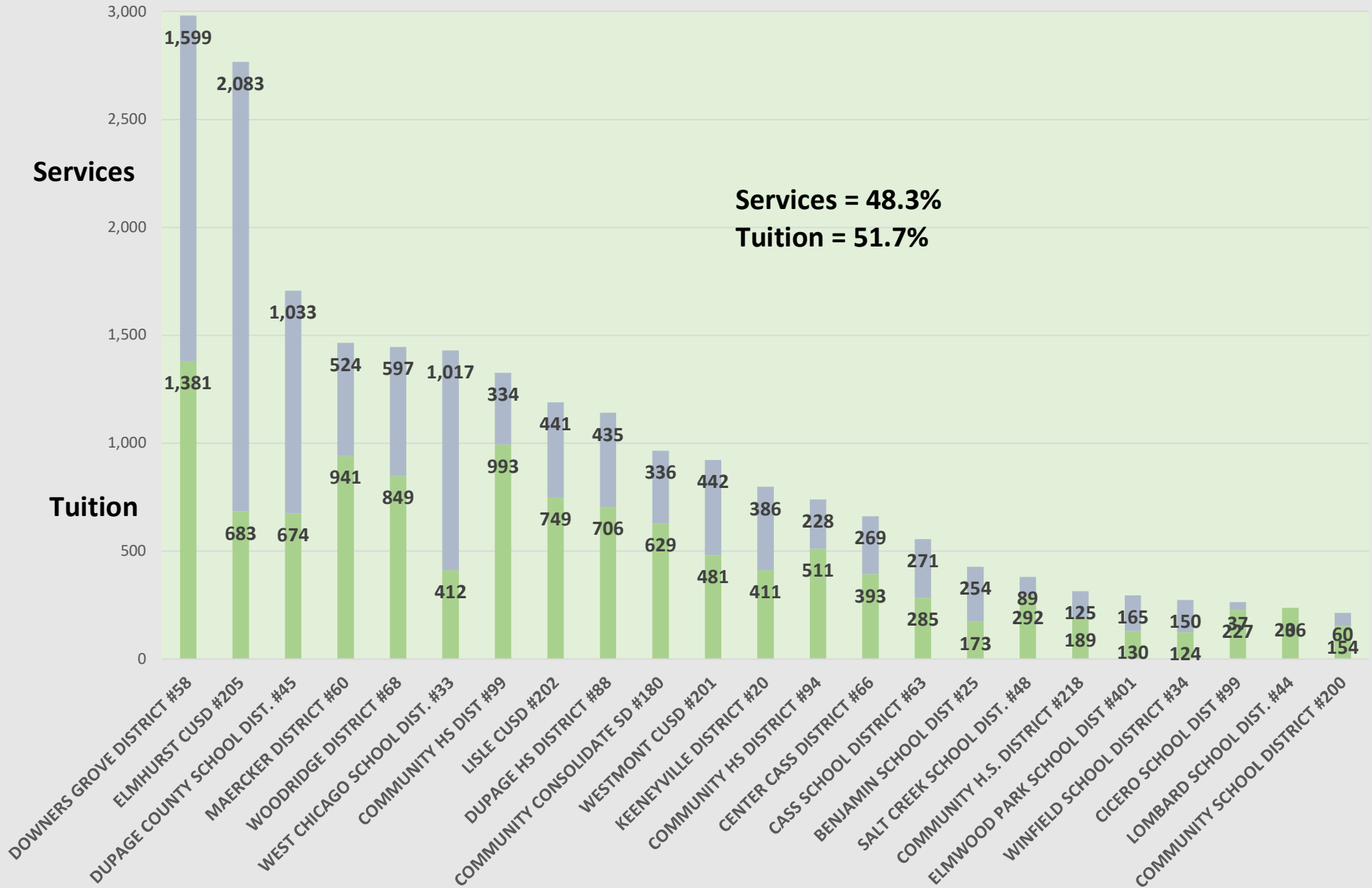
SASED - FY2021-22 Districts Billed \$200,000 or Greater - Tuition and Services Breakout

Thousands

Services

Tuition

Services = 48.3%
Tuition = 51.7%



School Association for Special Education in DuPage County
Revenues By District After Refunds in FY2021-22

		(A.) Invoiced/ Paid	(B.) Accounts Payable Refunds	(C.) SASED Revenues After Refunds (B.)-(C.)	(D.) SASED Tuition Program Revenues	(E.) Percent Tuition	(F.) SASED Revenues From Services	(G.) Percent Services	
1	#002 BEN000	BENSENVILLE SCHOOL DIST. #2	42,303	0	42,303	42,303	100.0%	0	0.0%
2	#015 MAR000	MARQUARDT SCHOOL DIST #15	167,163	0	167,163	167,163	100.0%	0	0.0%
3	#020 KEE000	KEENEYVILLE DISTRICT #20	797,519	86,862	710,657	327,190	46.0%	383,468	54.0%
4	#025 BEN000	BENJAMIN SCHOOL DIST #25	427,207	58,301	368,906	116,524	31.6%	252,382	68.4%
5	#033 WES000	WEST CHICAGO SCHOOL DIST. #33	1,429,130	96,942	1,332,188	342,269	25.7%	989,919	74.3%
6	#034 WIN000	WINFIELD SCHOOL DISTRICT #34	273,594	3,812	269,782	130,554	48.4%	139,229	51.6%
7	#044 LOM000	LOMBARD SCHOOL DIST. #44	236,493	35,486	201,007	201,007	100.0%	0	0.0%
8	#045 VIL000	DUPAGE COUNTY SCHOOL DIST. #45	1,706,507	254,994	1,451,514	552,716	38.1%	898,797	61.9%
9	#048 SAL000	SALT CREEK SCHOOL DIST. #48	380,764	21,792	358,972	276,798	77.1%	82,174	22.9%
10	#054C SC000	SCHAUMBURG C.C.S.D. #54	14,025	0	14,025	0	0.0%	14,025	100.0%
11	#058 DOW000	DOWNERS GROVE DISTRICT #58	2,980,837	17,051	2,963,787	1,378,178	46.5%	1,585,609	53.5%
12	#060 MAE000	MAERCKER DISTRICT #60	1,465,390	80,740	1,384,650	902,540	65.2%	482,110	34.8%
13	#061 DAR000	DARIEN SCHOOL DIST #61	34,983	0	34,983	22,528	64.4%	12,454	35.6%
14	#063 CAS000	CASS SCHOOL DISTRICT #63	555,736	3,102	552,634	286,087	51.8%	266,547	48.2%
15	#066 CEN000	CENTER CASS DISTRICT #66	661,814	12,462	649,352	393,093	60.5%	256,259	39.5%
16	#068 WOO000	WOODRIDGE DISTRICT #68	1,445,791	18,698	1,427,093	848,664	59.5%	578,429	40.5%
17	#080C NO000	NORRIDGE SCHOOL DISTRICT #80	814	39	775	0	0.0%	775	100.0%
18	#081C SC000	SCHILLER PARK DISTRICT #81	47,681	157	47,524	44,424	93.5%	3,100	6.5%
19	#084C FR000	FRANKLIN PARK SCH DIST #84	67,840	0	67,840	64,415	95.0%	3,425	5.0%
20	#085.5C 000	RIVER GROVE DISTRICT #85.5	44,424	0	44,424	44,424	100.0%	0	0.0%
21	#086 HIN000	HINSDALE TWP. H.S. DIST. #86	7,750	0	7,750	0	0.0%	7,750	100.0%
22	#086C UN000	UNION RIDGE DISTRICT #86	45,291	18,658	26,633	26,633	100.0%	0	0.0%
23	#087 GLE000	GLENBARD SCHOOL DIST #87	158,126	0	158,126	126,990	80.3%	31,136	19.7%
24	#087C BE000	BERKELEY SCHOOL DIST #87	139,004	0	139,004	139,004	100.0%	0	0.0%
25	#088 DUP000	DUPAGE HS DISTRICT #88	1,141,129	99,300	1,041,829	631,263	60.6%	410,566	39.4%
26	#088C BE000	BELLWOOD SCHOOL DIST #88	17,770	0	17,770	17,770	100.0%	0	0.0%
27	#088K 000	PLANO C.U.S.D. #88	38,962	0	38,962	38,962	100.0%	0	0.0%
28	#089 COM000	COMMUNITY CONSLTD SD #89	143,468	0	143,468	143,468	100.0%	0	0.0%
29	#089C MA000	MAYWOOD-MELROSE PARK SD#89	2,601	0	2,601	2,601	100.0%	0	0.0%
30	#089W 000	FAIRMONT SCHOOL DISTRICT #89	47,303	0	47,303	47,303	100.0%	0	0.0%

School Association for Special Education in DuPage County
Revenues By District After Refunds in FY2021-22

		(A.) Invoiced/ Paid	(B.) Accounts Payable Refunds	(C.) SASED Revenues After Refunds (B.)-(C.)	(D.) SASED Tuition Program Revenues	(E.) Percent Tuition	(F.) SASED Revenues From Services	(G.) Percent Services	
31	#090C RI000	RIVER FOREST PS DIST #90	42,250	814	41,436	41,436	100.0%	0	0.0%
32	#091C FO000	FOREST PARK DISTRICT #91	89,144	0	89,144	87,594	98.3%	1,550	1.7%
33	#093C HI000	HILLSIDE SCHOOL DISTRICT #93	61,919	0	61,919	42,303	68.3%	19,616	31.7%
34	#094 COM000	COMMUNITY HS DISTRICT #94	739,161	127,798	611,363	422,448	69.1%	188,914	30.9%
35	#096C RI000	RIVERSIDE PUBLIC SCHOOL #96	163,335	0	163,335	132,199	80.9%	31,136	19.1%
36	#097C OA000	OAK PARK SCHOOL DIST #97	78,870	893	77,977	45,291	58.1%	32,686	41.9%
37	#098C BE000	BERWYN SCHOOL DIST #98	90,529	814	89,715	89,715	100.0%	0	0.0%
38	#099 COM000	COMMUNITY HS DIST #99	1,326,765	65,922	1,260,843	931,400	73.9%	329,443	26.1%
39	#099C CI000	CICERO SCHOOL DIST #99	264,820	948	263,872	226,536	85.9%	37,336	14.1%
40	#100 FEN000	FENTON CHS DISTRICT #100	41,436	0	41,436	41,436	100.0%	0	0.0%
41	#100C BE000	BERWYN SOUTH S.D. #100	133,408	0	133,408	123,921	92.9%	9,486	7.1%
42	#104C SU000	SUMMIT SCHOOL DIST #104	119,984	0	119,984	88,848	74.0%	31,136	26.0%
43	#108 LAK000	LAKE PARK CHS DIST #108	41,436	0	41,436	41,436	100.0%	0	0.0%
44	#109C IN000	INDIAN SPRINGS DIST #109	45,356	0	45,356	45,356	100.0%	0	0.0%
45	#117C NO000	NORTH PALOS SCHOOL DIST. #117	79,387	0	79,387	48,251	60.8%	31,136	39.2%
46	#122C RI000	RIDGELAND SCHOOL DIST #122	33,978	22,790	11,188	11,188	100.0%	0	0.0%
47	#127.5 000	CHICAGO RIDGE DISTRICT 127.5	77,572	0	77,572	46,436	59.9%	31,136	40.1%
48	#128C 000	PALOS HEIGHTS DISTRICT #128	47,303	0	47,303	47,303	100.0%	0	0.0%
49	#129K AU000	AURORA SCHOOL DIST #129	172,178	0	172,178	141,042	81.9%	31,136	18.1%
50	#130C CO000	BLUE ISLAND PUBLIC S.D. #130	867	0	867	867	100.0%	0	0.0%
51	#131K AU000	AURORA EAST DISTRICT #131	93,739	0	93,739	93,739	100.0%	0	0.0%
52	#135C OR000	ORLAND DISTRICT #135	47,303	0	47,303	47,303	100.0%	0	0.0%
53	#158 000	CONS. SCHOOL DIST. #158	46,436	0	46,436	46,436	100.0%	0	0.0%
54	#159W 000	MOKENA PUBLIC SCHOOL DIST. #159	47,303	0	47,303	47,303	100.0%	0	0.0%
55	#180 COM000	COMMUNITY CONSOLIDATE SD #180	964,733	3,110	961,624	614,173	63.9%	347,450	36.1%
56	#181 COM000	COMMUNITY CONS. DISTRICT #181	5,425	0	5,425	0	0.0%	5,425	100.0%
57	#200 COM000	COMMUNITY SCHOOL DISTRICT #200	214,129	18,697	195,431	154,484	79.0%	40,947	21.0%
58	#201 WE5000	WESTMONT CUSD #201	922,307	36,401	885,906	480,738	54.3%	405,168	45.7%
59	#201C MO000	MORTON EAST HS DIST #201	1,550	0	1,550	0	0.0%	1,550	100.0%
60	#202 LIS000	LISLE CUSD #202	1,190,033	93,047	1,096,986	655,103	59.7%	441,884	40.3%

School Association for Special Education in DuPage County
Revenues By District After Refunds in FY2021-22

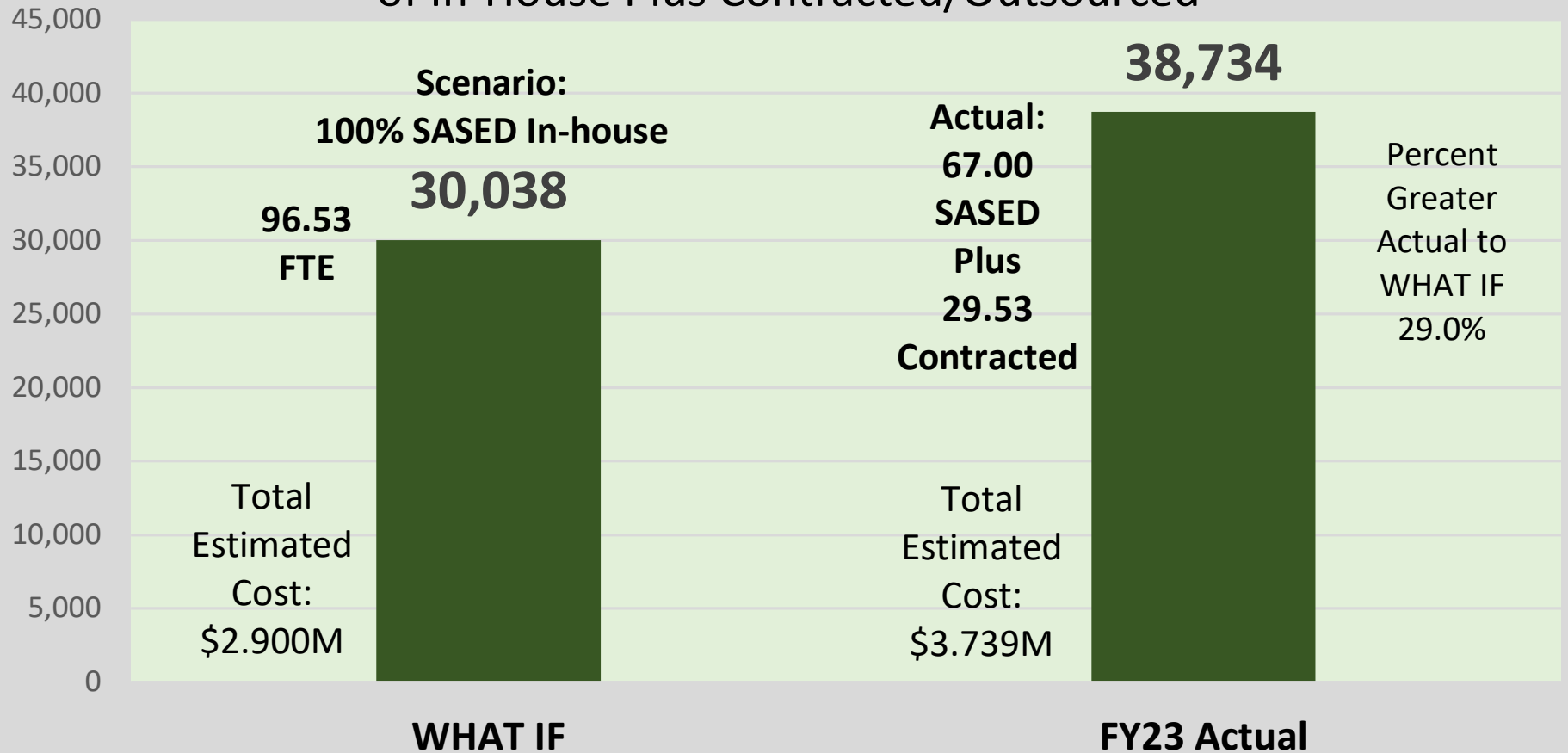
	(A.)	(B.)	(C.)	(D.)	(E.)	(F.)	(G.)
	Invoiced/ Paid	Accounts Payable Refunds	SASED Revenues After Refunds (B.)-(C.)	SASED Tuition Program Revenues	Percent Tuition	SASED Revenues From Services	Percent Services
61 #204 IND000 INDIAN PRAIRIE CUSD #204	105,590	0	105,590	72,904	69.0%	32,686	31.0%
62 #204C LY000 LYONS TOWNSHIP HS DIST.#204	42,777	0	42,777	42,777	100.0%	0	0.0%
63 #204W JO000 JOLIET H.S. DISTRICT #204	124,875	0	124,875	93,739	75.1%	31,136	24.9%
64 #205 ELM000 ELMHURST CUSD #205	2,765,607	64,896	2,700,711	649,328	24.0%	2,051,383	76.0%
65 #208C RI000 RIVERSIDE BROOKFIELD #208	42,303	0	42,303	42,303	100.0%	0	0.0%
66 #209C P 000 PROVISO TOWNSHIP #209	175,885	0	175,885	167,478	95.2%	8,407	4.8%
67 #210W 000 LINCOLN-WAY DISTRICT 210	47,303	0	47,303	47,303	100.0%	0	0.0%
68 #212C LE000 LEYDEN H.S. DISTRICT #212	74,387	0	74,387	43,251	58.1%	31,136	41.9%
69 #218C 000 COMMUNITY H.S. DISTRICT #218	313,918	93,100	220,818	162,905	73.8%	57,913	26.2%
70 #220C RE000 REAVIS DISTRICT OFFICE #220	41,436	0	41,436	41,436	100.0%	0	0.0%
71 #230C CO000 CONSOLIDATED HSD #230	89,192	0	89,192	72,378	81.1%	16,813	18.9%
72 #365U VA000 VALLEY VIEW DIST #365U	77,572	0	77,572	46,436	59.9%	31,136	40.1%
73 #401C EL000 ELMWOOD PARK SCHOOL DIST #401	129,978	7,200	122,778	88,542	72.1%	34,236	27.9%
	25,734,895	1,344,824	24,390,072	13,679,936	56.1%	10,710,135	43.9%

PRIOR THREE FISCAL YEARS:	Collections	Refunds	Net
FY2020-21	25,408,189	848,647	24,559,542
FY2019-20	27,472,459	654,880	26,817,579
FY2018-19	27,547,955	1,071,629	26,476,326

SASED Staffing of Teacher Aide Positions

WHAT IF 100% In-House vs Current Mix of In-House Plus Contracted/Outsourced

Cost Per FTE



SCHOOL MAINTENANCE PROJECT GRANT

FY 23 Application Cycle - Round 1

District Certification

Name : School Assn For Special Educ

RCDT #: 19-022-8030-60

TIN #: 362919494

The submissions made to the Illinois State Board of Education by the applicant and the terms and conditions described in the Grant Application Certifications and Assurances and the Program Specific and Financial Assurances of this application shall constitute the grant agreement between the applicant and the Illinois State Board of Education for the use of the funds to complete the projects described in the "Work Item Listing" section of the School Maintenance Project Grant Application. This grant agreement shall be deemed to be entered into when the application has been approved by the Illinois State Board of Education. This grant agreement constitutes the entirety of the agreement between the parties and supersedes any other agreement or communication, whether written or oral, relating to the award of the grant funds. The person submitting this application on behalf of the applicant certifies and assures the Illinois State Board of Education that he or she has been duly authorized to file this application for and on behalf of the applicant, is the authorized representative of the applicant in connection with this grant agreement, and that he or she is authorized to execute these Certifications and Assurances and Standard Terms of the Grant on behalf of the applicant. Further, the person submitting this application on behalf of the applicant certifies under oath that all information in the grant agreement is true and correct to the best of his or her knowledge, information and belief, that grant funds shall be used only for the purposes described in this agreement, and that the award of this grant is conditioned upon this certification.

The authorized representative of the applicant who will affix his or her signature below certifies that he or she has read, understood and will comply with all of the provisions of the following certifications and assurances.

The person approving these Certifications, Assurances and Standard Terms of the Grant hereby certifies and assures the Illinois State Board of Education that the person submitting the final application on behalf of the applicant (and thereby executing the grant agreement with the Illinois State Board of Education) has the necessary legal authority to do so. (v2.23.2017)

The person approving this application certifies (1) to the statements contained in the list of certifications, and (2) that the statements herein are true, complete and accurate to the best of his/her knowledge. He/she also provided the required assurances titled "Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant" and "Program Specific and Financial Assurances for the School Maintenance Project Grant" (found within the application under "Application Certifications and Assurances") and agrees to comply with any resulting terms if an award is accepted. He/she is aware that any false, fictitious, or fraudulent statements or claims may subject him/her to criminal, civil or administrative penalties. (U.S. Code, Title 18, Section 1001). The list of certification and assurances is included below.

By submitting this form, I certify to the above and that the local board of education or other school governing authority has authorized the school maintenance project during a duly convened meeting, and has reserved local funds to meet the local match requirement. In addition, the applicant has not obligated funds or begun work on any of the projects listed on this application prior to the submission of this application. Signing below certifies that he or she has read, understood, and will comply with all the provisions of the following:

- Grant Application Certifications and Assurances, and Standard Terms for the School Maintenance Project Grant, and
- Program-Specific and Financial Assurances for the School Maintenance Project Grant.

Signature of President of Board of Education

Date

Name of Board President (type or print)

A copy of this form signed by the President of the Board of Education AND the Taxpayer Identification Number Form MUST be printed, signed, and attached as a PDF under the Application Required Attachments before your application can be approved. No application will be processed without these two signed attachments, without the ICQ completed through the grantee portal, and the SMPG GATA Risk Assessment completed in IWAS.

(SMPG Dist. Cert. - Rev. 8/2021)

2. Pledge of Allegiance

3. Public Comment - No public comments

4. Consent agenda

Motion was made to approve the following consent agenda items as presented. This motion, made by Member Buscemi and seconded by Member Cross, Passed.

- a. Approved the Open and Closed Session Minutes from the 10-26-22 Board of Control Meeting
- b. Approved the destruction of the Closed Session audio recordings from January 27, 2021, February 24, 2021, March 24, 2021, and April 28, 2021
- c. Approved the Minutes from the 9-14-22 Finance Committee Meeting
- d. Personnel Recommendations
Accepted/Approved 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. Accepted the Financial Reports
 1. Treasurers Report for October and November 2022
 2. Revenue & Expenditure Reports for October and November 2022
 3. Gross Payrolls = October \$1,667,580.38 and November \$1,664,914.58
 4. Interim Payrolls - October \$594,199.07 and November \$583,632.88
 5. Bill List - \$558,152.03
 6. Interim Checks - October \$78,624.89 and November \$450,928.03
 7. Voided Checks - \$19,653.30
- f. Approved the Authorization to Release December 2022 Disbursements Prior to the January 2023 Board of Control Meeting
- g. Approved the New BCBS Healthcare Plan for SASED Staff effective 1-1-23
- h. Approved the New Met Life Vision and Dental Plans for SASED Staff effective 1-1-23
- i. Approved the Second Amendment to the Intergovernmental Agreement between the Illinois State Board of Education (ISBE) and SASED, which terminates on March 31, 2023.
- j. Approved the Agreement between SASED and Jackie Girgis for two bilingual psychological evaluations for two students in the amount of \$3,000.
- k. Approved 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. Approved 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. Approved 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. Approved the Agreement between SASED and Cue College for Professional Development Services
- o. Approved the Agreement between SASED and Kary Zarate for Spring Institute Days professional development in the amount of \$2500
- p. Approved the Agreement between SASED and Community Partners for Spring Institute Days professional development in the amount of \$4000
- q. Approved the Agreement between Early Choices and Bridget Brown for services as the speaker for Preschool Inclusion Roundtable in the amount of \$300
- r. Approved the E-Rate 2023 Funding Year Contract and Letter of Agency for Zeller and Associates, LLC
- s. Approved the Intergovernmental Agreement with East Aurora SD 131 for DHH Program - Student A
- t. Approved the Intergovernmental Agreement with East Aurora SD 131 for Vision Program - Student A
- u. Approved 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

- y. Second reading of SASED Policy 4:70 - Resource Conservation
- z. Second reading of SASED Policy 4:80 - Accounting and Audits
- aa. Second reading of SASED Policy 4:180 - Pandemic Preparedness; Management and Recovery
- bb. Second reading of SASED Policy 5:70 - Religious Holidays
- cc. Second reading of SASED Policy 5:80 - Court Duty
- dd. Second reading of SASED Policy 5:240 - Suspension
- ee. Second reading of SASED Policy 5:270 - Employment At-Will, Compensation, and Assignment
- ff. Second reading of SASED Policy 6:80 - Teaching About Controversial Issues
- gg. Second reading of SASED Policy 6:140 - Education and Homeless Issues
- hh. Second reading of SASED Policy 6:290 - Homework
- ii. Second reading of SASED Policy 7:15 - Student and Family Privacy Rights
- jj. Second reading of SASED Policy 7:190 - Student Behavior
- kk. Second reading of SASED Policy 7:190-AP4 - Administrative Procedure - Use of Isolated Time Out, Time Out, and Physical Restraint
- ll. Second reading of SASED Policy 7:230 - Misconduct by Students with Disabilities
- mm. Second reading of SASED Policy 7:270 - Administering Medicines to Students
- nn. Second reading of SASED Policy 7:285 - Anaphylaxis Prevention, Response and Management Program

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
	Community High School District 94	Lynn Casey-Maher
	Community High School District 99	Joanna Vazquez-Drexler

Nays: none

Absent: Cass School District 63
Center Cass School District 66
DuPage High School District 88
Community Consolidated School District 180
Westmont Community Unit School District 201
Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

Ayes: 11 Districts **Nays:** none **Absent:** 7 Districts

Upon roll call vote, motion carried.

5. Discussion Without Action

- a. Enrollment Update - Matthew Layton responded to the Board's request at the last meeting for SASED to provide comparison data showing members district's enrollment from SY20-23. The data shows a general trend of a decrease in enrollment throughout our member districts, as well as with

SASED. However, SASED is anticipating a slight increase in enrollment beginning in January 2023. Administration continues to look at programs and services offered to the SASED membership as well as classroom usage throughout our programs.

- b. Strategic Planning Progress Update- Dr. Mindy McGuffin shared that the Strategic Planning Core Team has met with Dr. Brian Harris of HYA three times in Nov-Dec. They are finalizing the draft for Phase 2 of the process and will be presenting the draft to various groups and staff in January for feedback. A draft of phase 1 and 2 of the strategic plan is anticipated to be presented at the joint board meeting in January 2023. During January and February additional groups of member district and SASED staff will be invited to collaborate on the development measurable actions. The final plan draft is anticipated for board presentation in March 2023.
- c. SASED Organizational Chart- An updated chart for this school year was shared with the Board. For this year there are no changes to SASED's organizational structure.
- d. Board Committee Updates- Mr. Mark Cross presented information discussed during the Protocols Committee meeting on December 5. Survey information collected regarding other cooperative governance structures was shared with the Board. Mr. Cross acknowledged the commitment to service of public Board members. The Board discussed variables that impact a change in the membership of the Board of Control. Talking points included changing the name from Board of Control to Board of Directors. Further questions and conversation regarding knowledge and communication for decision making and approvals of both boards, public board member service, connection to the Governing Board (current cross membership between Boards), committees, continuity, and timelines for any proposed change. Dr. McGuffin will speak with the attorney about the process for a change to the Board of Control. The Protocols Committee will continue to meet as needed.

6. Discussion With Action

- a. Approved the disposal of (2) 2005 Chevrolet Express vans, (1) 2004 Chevrolet Express van, and (1) 2008 Dodge Caravan SE van.

I move to approve the disposal of vehicles as presented. This motion, made by Member Rich and seconded by Member Casey-Maher, 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
	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
Westmont Community Unit School District 201
Elmhurst Community Unit School District 205

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

Upon roll call vote, motion carried.

7. Adjournment

I move to adjourn at 6:47pm. This Motion, made by Member Palmisano 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



POLICY COMMITTEE MEETING

October 19, 2022 - 5:30 PM

**SASED Administration Center
2900 Ogden Ave., Lisle, IL 60532**

MEETING MINUTES

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

- Dr. Kristina Davis, West Chicago Elementary School District 33
- Ray Kielminski, Salt Creek District 48
- Dr. Jean Barbanents, DuPage High School District 88
- Joanna Vazquez-Drexler, Community High School District 99 - arrived at 6:04pm
- Dr. Melinda McGuffin, SASED Executive Director

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

May 2022 PRESS

A. Policies with Changes

1. Policy 2:230 - Public Participation at School Board Meetings and Petitions to the Board
2. Policy 4:10 - Fiscal and Business Management
3. Policy 4:70 - Resource Conservation
4. Policy 4:80 - Accounting and Audits
5. Policy 4:180 - Pandemic Preparedness; Management; and Recovery
6. Policy 5:70 - Religious Holidays
7. Policy 5:80 - Court Duty
8. Policy 5:240 - Suspension
9. Policy 5:270 - Employment At-Will, Compensation, and Assignment
10. Policy 6:80 - Teaching About Controversial Issues
11. Policy 6:140 - Education and Homeless Issues
12. Policy 6:290 - Homework
13. Policy 7:15 - Student and Family Privacy Rights
14. Policy 7:190 - Student Behavior
15. Policy 7:190-AP4 - Use of Isolated Time Out, Time Out, and Physical Restraint
16. Policy 7:230 - Misconduct by Students with Disabilities
17. Policy 7:270 - Administering Medicines to Students
17. Policy 7:285 - Anaphylaxis Prevention, Response and Management Program (previously Food Allergy)

B. Removal of Policies

1. Policy 7:232 - Use of Isolated Time Out and Physical Restraint

C. IASB School Board Policies Online

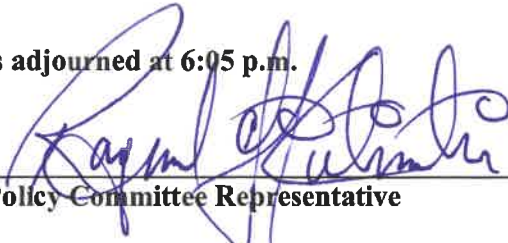
SASED met with Boyd Furgeson of IASB on July 14, 2022 and began the process for school board policies online SASED policies online. Policies were reviewed and clarifying questions were answered. Next meeting with Mr. Ferguson is scheduled for November 4, 2022.



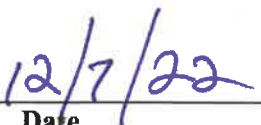
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

The meeting was adjourned at 6:05 p.m.

Approved:



Policy Committee Representative



Date

Signature Date
BOC Chairperson

Signature Date
BOC Secretary



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

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

MEETING MINUTES

1. Call to Order/Roll Call

Dr. Mindy McGuffin called the meeting to order at 5:36 PM and welcomed those in attendance. Roll call was taken with the following responding:

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

Also in Attendance:

Dr. Mindy McGuffin, Executive Director, SASED
Don Robinson, Director of Business Services, CSBO, SASED
David Sellers, Interim Director of Business Services, CSBO, SASED
Senga Lowe, Board Recording Secretary, SASED

2. Approval of Minutes from September 14, 2022 Finance Committee Meeting

Motion was made to approve the Minutes from the September 14, 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. Auto Disposals

The recommendation was made to ask the Board to approve the disposal of (2) 2005 Chevrolet Express Vans, (1) 2004 Chevrolet Express Van, and (1) 2008 Dodge Grand Caravan SE.

Next Steps: Recommend placing items for disposal on upcoming agenda for Board of Control at December 7, 2022 meeting

4. Lease Agreement Rates Review

Lease agreements are on a 5 year review cycle. A member district has asked for an increase in classroom rental fees for regular year and ESY. Dr. McGuffin raised the question of engaging the lease discussion group for their input. Lease group to review and consider the variables that might support an increase, ie. increase in utility costs, and a standard increase in salaries and benefits of custodial staff. Sue Caddy will use D60 to conduct a space utilization-cost review for current programs housed at D60. Mindy McGuffin will survey other cooperatives to see what they are paying for classroom rental within their districts. Also consider real estate fair market rates to justify paying the increase.

Next Steps: SASED to survey other cooperatives about classroom lease rates, review D60 space utilization/cost

analysis, and review fair market lease rates. Report back to Finance Committee on 12/14 with findings and discuss.

5. Tuition and Service Billing

Don Robinson facilitated a meeting with member district business officials/CSBO's in October. Take aways from that meeting include the desired need for transparency and timely tuition projections. The districts would rather be presented with an initial higher tuition rate and possibly receive a rebate, than to have to be asked for more money to cover tuition costs at a later time. When preparing tuition bills SASSED distributes hold harmless EBF funds across the programs which reduces the tuition obligation following the old personnel reimbursement format. Remaining EBF funds are applied to the administrative overhead. Until this Spring Medicaid Fee for Service and Administrative Outreach revenues were also applied to the administrative costs. However, in the Spring Fee for Service funds were returned to districts. The combined drop in ADE and return of Medicaid Fee for Service to districts are contributors to the increase in tuition that would have been billed in the final bill if the SASSED board had not granted a "tuition holiday" to districts. At present the final tuition bills are being recalculated in preparation for a recommendation for final FY23 tuition costs.

Next Steps: Prepare tuition billing and tentative tuition increase notice to districts prior to winter break

6. Fund Balance Policy

Mr. Sellers shared the data that was gathered from other cooperatives regarding their fund balance as expressed by percent of a year of expenditures in cumulative fund balances that was completed previously. This chart will be updated with more current information. Mr. Robinson collected qualitative information from area cooperatives on their policy and procedures via a survey and shared the results. Sue Caddy suggested that SASSED has 3-5 months in cash reserve. Consider anticipated life safety capital expenditures anticipated for the near future. Review cash flow expenditures and see where the ebb and flow is to provide an accurate reserve.

Next Steps: Continue refining recommendation on Fund Balance Policy and bring additional information per discussion to finance committee.

7. Adjournment

Dr. Mindy McGuffin called to adjourn meeting at 6:40 PM.

Approved:  12-14-22
Finance Committee Representative Date

Signature Date
BOC Chairperson

Signature Date
BOC Secretary



PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
DiVito, Patricia	1:1 Teacher Assistant	User Fee Dist. #201	11/18/2014	12/22/2022	Accepted another position
Gneple, Yolande	1:1 Teacher Assistant	User Fee Dist. #33	9/27/2021	12/16/2022	Personal reasons
Johnson, Rosemary	Signing Assistant/DHH North School	Tuition	9/29/2003	5/31/2023	Retiring* (*revised retirement date)

2. Appointments – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Kirkman, Carly	Teacher/DHH North School	Tuition	1/9/2023		\$26,833.29 Prorated from \$53,089.00
VanCleve, Cassidy	Teacher/DHH Itinerant - .60 F.T.E.	Tuition	1/9/2023		\$17,377.02 Prorated from \$56,094.00

3. Change of Employment Status – Registered Staff

Rancatore, Jillian	From:				
	Occupational Therapist 1.0 F.T.E.	User Fee Member Dists.	8/15/2016		\$65,634.00
	To:				
	Occupational Therapist 0.80 F.T.E.	User Fee Member Dists.	1/23/2023		\$59,248.26 Prorated from \$65,634.00

4. Change of Employment Status – Educational Support Staff

Miller, Kelly	From:				
	Teacher/MN Waterbury	Tuition	8/10/2022 – 12/21/2022		\$13,767.82 Prorated from \$51,587.00
	To:				
	1:1 Teacher Assistant	User Fee Dist. #58	1/4/2023	\$20.07	



5. Appointments – Registered Staff - Contracted

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Abrego, Maricela	Occupational Therapist Foxhire/Pedistaff	User Fee Member Dists.	1/6/2023	\$79.00	
Konsoer, Kirsten	RN/MN Program Kingsley-Maxim	User Fee Dist. #60	12/15/2022	\$75.00	
McClain, Jacqueline	RN/VI Program Addison Trail-Maxim	User Fee Dist. #87	1/9/2023	\$75.00	
Reniguntala, Kiran	RN/MN Program Willowbrook-Maxim	User Fee Dist. #88	11/7/2022	\$85.00	

6. Appointments – Educational Support Staff – Contracted

Dixon, Kortney	1:1 Teacher Asst./MN Waterbury-Maxim	User Fee Dist. #20	12/12/2022	\$50.00	
Dryden, Jessica	1:1 Teacher Asst./MN Prairieview-Maxim	User Fee Dist. #58	1/4/2023	\$50.00	
Julitz, Julie	Teacher Assistant Southeast School	Tuition	1/9/2023	\$60.00	
Khosrowabadi, Janine	1:1 Teacher Asst./MN Waterbury-Maxim	User Fee Dist. #100	1/5/2023	\$50.00	
Oberheu, Tyler	1:1 Teacher Asst./MN O’Neill- Stepping Stones	User Fee Dist. #68	12/7/2022	\$38.00	
Quesada, Nina	1:1 Teacher Asst./VI Swartz-Maxim	User Fee Dist. #180	1/9/2023	\$50.00	
Valdez, Donell	1:1 Teacher Asst./MN O’Neill-Maxim	User Fee Dist. #60	1/3/2023	\$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 – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Alexander, Brittany	Teacher/DHH North School	2/21/2023 – 5/5/2023
Goes, Jennifer	Teacher/MN Prairieview	1/12/2023 – 1/26/2023
Johnson, Julia	ELL Teacher SASED Programs	2/7/2023 – 2/10/2023

2. Leaves of Absences/FMLA – Educational Support Staff

Galvan, Migdalia	Teacher Assistant/MN Prairieview	1/11/2023 – 1/24/2023
Gindy, Jackleine	Teacher Assistant/MN Prairieview	1/27/2023 – TBD (Intermittent)
Hahn, Cynthia	Teacher Assistant/DHH Westmont Jr. High	1/6/2023 – 1/13/2023
Klein, Nicole	Teacher Assistant/STARS Cass Jr. High	1/4/2023 – TBD (Intermittent)

DIRECTOR OF BUSINESS - CHIEF SCHOOL BUSINESS OFFICIAL

EMPLOYMENT AGREEMENT

JULY 1, 2023 through June 30, 2024

THIS EMPLOYMENT AGREEMENT (“Agreement”) is made on the date hereinafter set forth between Rachel Wisniewski (“Director of Business-Director of Business-Chief School Business Official”) and the Board of Control of (“BOARD”) of the School Association for Special Education in DuPage County (“SASED”).

A. EMPLOYMENT AND SALARY

1. The BOARD employs the Director of Business - Chief School Business Official for a term of twelve months commencing on July 1, 2023 and terminating on June 30, 2024 at an annual salary of One Hundred Twenty-Four Thousand, Six Hundred Seventy and No/100 Dollars (\$124,670.00). The Director of Business-Chief School Business Official shall work a Two Hundred Fifty-Nine (259)-day calendar each school year and shall be paid her annual salary in equal installments in accordance with SASED rules governing payment of administrative staff members.
2. In addition to the annual salary stated in Paragraph A.1 of this Agreement, the BOARD shall pay on the Director of Business-Chief School Business Official’s behalf to the State of Illinois Teachers’ Retirement System (“TRS”) and the Teachers’ Health Insurance Security Fund (“T.H.I.S. Fund”) the CSBO’s required contributions to said pension system and health fund. It is the parties’ intention to qualify all such payments paid by the BOARD on the Director of Business-Chief School Business Official’s behalf as employer payments pursuant to Section 414(h) of the Internal Revenue Code of 1986, as amended. The Director of Business-Chief School Business Official does not have any right or claim to said amount except as it may become available at the time of retirement or resignation from the TRS. Both parties acknowledge that the Director of Business-Chief School Business Official did not have the option of choosing to receive the contributed amounts directly, instead of having such contributions paid by the

BOARD to the TRS, and that such contributions are made as a condition of employment to secure the Director of Business-Chief School Business Official's future services, knowledge and experience.

3. During the term of this Agreement, the Director of Business-Chief School Business Official shall hold a valid Professional Educator License, and such other relevant Administrative endorsements shall qualify her to act as Director of Business-Chief School Business Official of SASSED under the *School Code of Illinois* and the Rules of the Illinois State Board of Education.

B. BENEFITS

1. SASSED shall reimburse the Director of Business-Chief School Business Official for expenses incurred for business-related travel outside the Chicago metropolitan area in accordance with SASSED policies and procedures.
2. As a condition of her employment, the Director of Business-Chief School Business Official shall be required to travel between SASSED buildings and programs and make other business-related trips including, but not limited to, meetings with SASSED and member school district representatives, parents and constituents, and other local, State and federal agencies and organizations. It is recognized that because of such required travel, the Director of Business-Chief School Business Official will incur expenses of a business nature for the lease or acquisition of a vehicle and the expenses typically associated therewith, including insurance. As a condition of her employment and in order to fulfill the aforementioned required travel, the Director of Business-Chief School Business Official shall provide, at her sole expense, a personally owned or leased vehicle for business purposes and bear all costs associated with the lease or purchase, upkeep and maintenance of said vehicle. The Director of Business-Chief School Business Official, at the Director of Business-Chief School Business Official's sole cost, shall also maintain automobile insurance coverage for business usage of said vehicle. Coverage shall not be less than Illinois statutory minimums, shall not have any exclusions for business use, and shall include Auto Physical Damage coverage to the vehicle as SASSED's coverages will not be responsible for any

physical damage to the Director of Business-Chief School Business Official's vehicle. All coverages should be placed with a carrier with an AVI or greater rating by AM Best. A Certificate of Insurance shall be provided as proof of insurance and shall name SASSED, the SASSED Governing Board and SASSED Board of Control as Additional Insureds. As and for a vehicle allowance to be used by the Director of Business-Chief School Business Official towards the lease or acquisition of a vehicle and all expenses associated therewith, including insurance, the BOARD shall pay to the Director of Business-Chief School Business Official the sum of Four Hundred and No/100 Dollars (\$400.00) per month. It shall be the Director of Business-Chief School Business Official's sole responsibility to maintain appropriate documentation of the business use of the vehicle for personal income tax purposes.

3. As a condition of her employment, the Director of Business-Chief School Business Official shall be required to utilize a BOARD-provided cellular telephone for SASSED-related business. The Board shall pay for the cost of such cellular telephone.
4. The Director of Business-Chief School Business Official shall also be entitled to the following BOARD-paid benefits:
 - a. Medical, dental and vision insurance for the Director of Business-Chief School Business Official and her eligible dependents;
 - b. Term life insurance in the face amount of Fifty Thousand Dollars (\$50,000); and
 - c. Supplemental disability insurance, when combined with TRS disability payments for which the Director of Business-Chief School Business Official may be eligible, shall provide no more than sixty percent (60%) of the Director of Business-Chief School Business Official's base salary in the event of disability.

However, in the event that the Board's contribution towards the Director of Business-Chief School Business Official's participation in the SASSED group hospitalization and major medical insurance group plan under this Section subjects the Board to any excise tax, civil money penalty or civil action for

noncompliance with the nondiscrimination provisions of the *Patient Protection and Affordable Care Act*, P.L. 111-148 and/or the *Health Care and Education Reconciliation Act*, P.L. 111-152, the Board shall immediately reduce its contribution towards the Director of Business-Chief School Business Official participation by the amount necessary to avoid the imposition of an excise tax, civil money penalty or civil action. Further, and in such event, unless otherwise agreed to in writing by the Parties, the Board shall elect to convert the amount of the reduction to an alternative form of compensation or combination of compensation and benefit(s) to the extent necessary to avoid the imposition of an excise tax, civil money penalty or civil action; however, in no event shall such an alternative form of compensation or combination of compensation and benefit(s) subject the Board to an employer contribution to TRS for an increase in creditable earnings in excess of six percent (6%).

5. The Director of Business-Chief School Business Official shall be entitled to receive fourteen (14) days of sick leave per year, which may accumulate up to three hundred forty (340) days. No reimbursement or buy-back of these days shall be allowed.
6. The Director of Business-Chief School Business Official shall be entitled to receive two (2) personal days and one (1) emergency day. Personal days and the emergency day may be used as in the case of sick leave. Any unused personal or emergency days shall be added to accumulated sick leave, pursuant to Paragraph B.5 above.
7. Paid vacation of twenty (20) working days during each school year of this Agreement will be granted. Any vacation time must be approved in advance by the Executive Director of SASED. Vacation days shall be taken during the school year for which they were granted, or by December 31 of the following school year, provided that no more than five (5) unused vacation days may be carried over to the final school year of this Agreement. Vacation days are not cumulative. Vacation days not used in accordance with this subsection shall be deemed lost. In consideration of the salary increases provided under this Agreement and the carryover of unused vacation days as provided under this subsection, and insofar

that the parties agree that any payment made to the Director of Business-Chief School Business Official for unused vacation at the termination of the Agreement is not intended as TRS creditable earnings, payment for unused vacation days at the Director of Business-Chief School Business Official' final per diem rate shall become due and payable to the Director of Business-Chief School Business Official thirty (30) days following the later of (a) the Director of Business-Chief School Business Official's last day of work, (b) termination of this Agreement, or (c) the Director of Business-Chief School Business Official's final regular payroll.

8. The Director of Business-Chief School Business Official may attend, subject to the Executive Director's Approval, appropriate professional meetings at the national and state level and documented expenses incurred shall be paid by SASED.
9. The Director of Business-Chief School Business Official shall be allowed such holidays, benefits and other privileges as are set forth in the then-applicable policies of SASED for administrative personnel, or as the BOARD may otherwise determine.
10. The BOARD shall pay all of the Director of Business-Chief School Business Official's dues and membership fees in professional organizations approved by the Executive Director.

C. POWERS AND DUTIES

1. The Director of Business-Chief School Business Official shall devote maximum attention and energy to the business of SASED. The Director of Business-Chief School Business Official shall not, during the term of this Agreement, engage in other business activities which will detract from her ability to function as the Director of Business-Chief School Business Official. The Director of Business-Chief School Business Official may attend and teach with the prior approval of the Executive Director university courses, seminars, or other professional growth activities; serve as a consultant to other non-SASED districts or educational agencies for short-term duration without loss of salary; lecture; and engage in writing activities and speaking engagements. The Director of

Business-Chief School Business Official may not jeopardize the functioning of SASED by any lengthy and conspicuous absence for such activities.

2. The duties and responsibilities of the Director of Business – Chief School Business Official shall be those duties set forth in the applicable job description and such other professional duties as from time to time may be assigned to the Director of Business – Chief School Business Official by the Executive Director. The BOARD reserves the right to reassign the Director of Business – Chief School Business Official to different duties from time to time during the term of the contract, without a loss of pay.
3. The Director of Business – Chief School Business Official shall be responsible for and deemed to have knowledge of, all of the policies and rules and regulations established by the Board and shall comply with their requirements.

D. TERMINATION

1. This Agreement may be terminated by:
 - a. Mutual agreement;
 - b. Disability, as certified by a physician, which makes the performance of the Director of Business-Chief School Business Official's duties impossible;
 - c. Discharge for cause;
 - d. Death; or
 - e. Retirement of the Director of Business-Chief School Business Official.
2. The BOARD may terminate this Agreement by written notice to the Director of Business-Chief School Business Official at any time after the Director of Business-Chief School Business Official has been absent from employment for whatever cause for a continuous period of four (4) months after the exhaustion of sick, personal and vacation leave. All of SASED's obligations shall cease upon such termination. Prior to termination for disability, the Director of Business-Chief School Business Official may request a hearing before the BOARD.
3. Discharge for cause shall be for conduct which is prejudicial to SASED. Reasons for discharge for cause shall be given in writing, and the Director of

Business-Chief School Business Official shall be entitled to appear before the BOARD to discuss such causes. If the Director of Business-Chief School Business Official chooses to be accompanied by legal counsel, he shall bear any of her costs therein involved. Such meeting shall be conducted in closed session.

E. EVALUATION

The Executive Director and the Director of Business-Chief School Business Official shall, on an annual basis consistent with the cycle for evaluating certified teachers, discuss and evaluate their working relationship, rapport and understanding, as well as the Director of Business-Chief School Business Official's progress toward annual performance goals or other performance standards. At that time, the Director of Business-Chief School Business Official's performance under the Agreement and progress toward the goals shall be appraised by the Executive Director and a written evaluation of that performance shall be provided to the Director of Business-Chief School Business Official. The initial meeting to review the evaluation is planned occur by February 1st. The parties may schedule such other meetings to review the evaluation or other performance considerations and determine, if necessary, the terms and conditions of the continued future employment of the Director of Business-Chief School Business Official. The results of the evaluation, or failure by the Executive Director to complete an evaluation does not preclude dismissal or nonrenewal of the contract. At any time during the term of this Agreement, if the Director of Business-Chief School Business Official's performance fails to meet expectations communicated to the Director in writing, whether through an evaluation or otherwise, the BOARD may terminate this Agreement. Such termination of the Agreement for performance deficiencies is in addition to the provisions in Paragraph D, and no hearing will be required.

F. NOTICE

Any notice required to be given under this Agreement shall be deemed sufficient if it is in writing and sent by certified mail, return receipt requested, to the residence of the Director of Business-Chief School Business Official and to the BOARD Chairperson.

G. AMENDMENTS

Any amendment to this Agreement shall be reduced to writing, formally approved by the BOARD, executed by the BOARD Chairperson and Secretary, and the Director of Business-Chief School Business Official, and appended to this Agreement.

H. MISCELLANEOUS

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

**Director of Business-
Chief School Business Official**

Rachel Wisniewski

Rachel Wisniewski

SASED Board of Control

By: _____

Chairperson

Attest: _____

Secretary

1-17-23

Date:

Date:

School Association for Special Education in DuPage County
 Treasurer's Report
 December 31, 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	12,700,890.98	385,760.82	(19,284.90)	1,026,652.98	14,094,019.88
Investments					
Septemer Activity	7,637.44				7,637.44
Interest Earned	-				-
Gains/(Losses) on Sales of Securities	518,237.63	4,074.89	6,096.54	(528,409.06)	-
Record Health Fund Transfers	6,634,710.49	1,363.17		3,359.83	6,639,433.49
Cash Receipts	(3,562,909.70)		(1,472.53)		(3,564,382.23)
Cash Disbursements - General	(1,683,610.80)				(1,683,610.80)
- Payroll					
Subtotal	1,914,065.06	5,438.06	4,624.01	(525,049.23)	1,399,077.90
Ending Balance	<u>14,614,956.04</u>	<u>391,198.88</u>	<u>(14,660.89)</u>	<u>501,603.75</u>	<u>15,493,097.78</u>
Investment - Demand Deposit - Fifth Third Bank	9,271,525.43	389,838.71	(13,188.36)	498,243.92	10,146,419.70
IL School District Liquid Asset Fund	20,714.63				20,714.63
Fifth Third Securities	5,325,963.45	-	-	-	5,325,963.45
	<u>14,618,203.51</u>	<u>389,838.71</u>	<u>(13,188.36)</u>	<u>498,243.92</u>	<u>15,493,097.78</u>



Don Robinson, Treasurer

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

CASH ACTIVITY REPORT

Beginning Balance 12/1/2022	15,381.89
December Activity - Interest Earned	50.43
Ending Balance*	<u>15,432.32</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
December 31, 2022

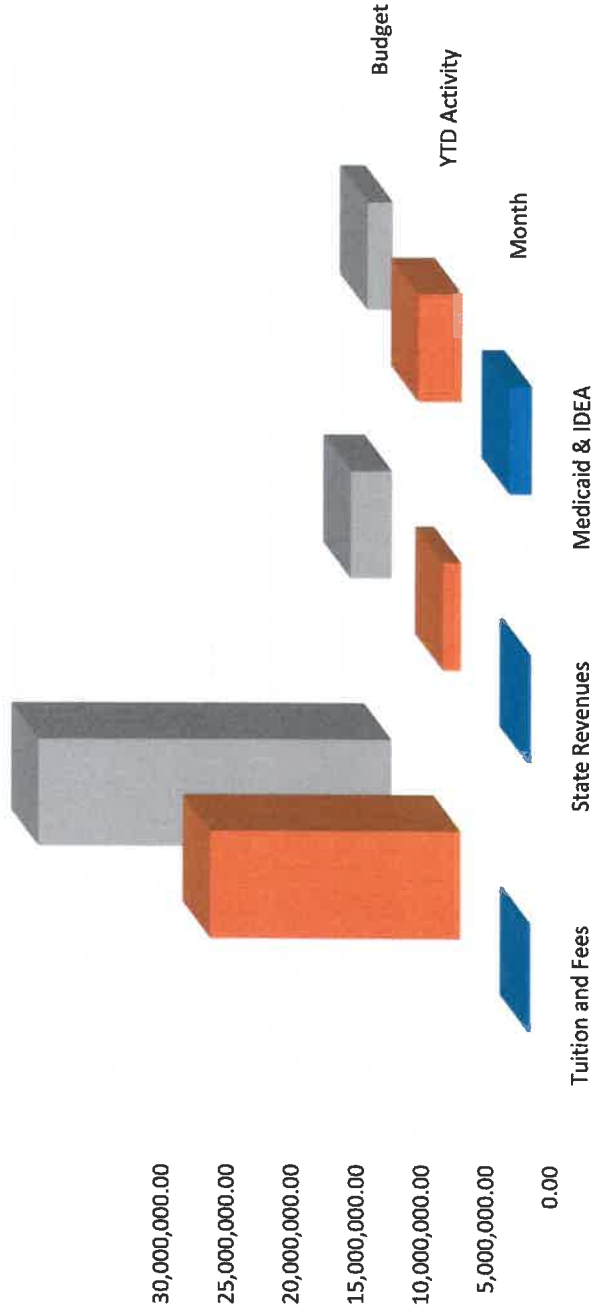
EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	5,282.31	0.374%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	15,432.32	0.475%	Money Market	ISDLAF	Money Market Mutual Fund
	20,714.63				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	9,271,525.43	.14%/.15%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	846,049.81	0.09%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	28,844.46	0.14%	N/A	Fifth Third Bank	Collateralized Deposit
	10,146,419.70				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	20,335.45	Varies	Money Market	Fifth Third Securities, Custodian	Money Market Mutual Fund
Certificates of Deposit - short-term	245,000.00	Varies	Various, < 1 yr	Fifth Third Securities, Custodian	FDIC Insured
Certificates of Deposit - long-term	2,205,000.00	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	-				
	5,325,963.45				
	15,493,097.78	TOTAL			

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

SASED PROGRAMS

<u>Program</u>	<u>Dec-22 Monthly Activity</u>	<u>2022-23 FYTD Activity</u>	<u>2022-23 Original Budget</u>	<u>% YTD</u>
Tuition and Fees	200,066.06	19,259,212.47	27,135,233.00	<u>71.0%</u>
State Revenues	254,510.00	1,423,521.16	3,174,607.00	<u>44.8%</u>
Medicaid & IDEA	1,692,981.26	3,346,303.62	1,955,254.00	<u>171.1%</u>
Total	<u>2,147,557.32</u>	<u>24,029,037.25</u>	<u>32,265,094.00</u>	<u>74.5%</u>

SASED PROGRAM REVENUE

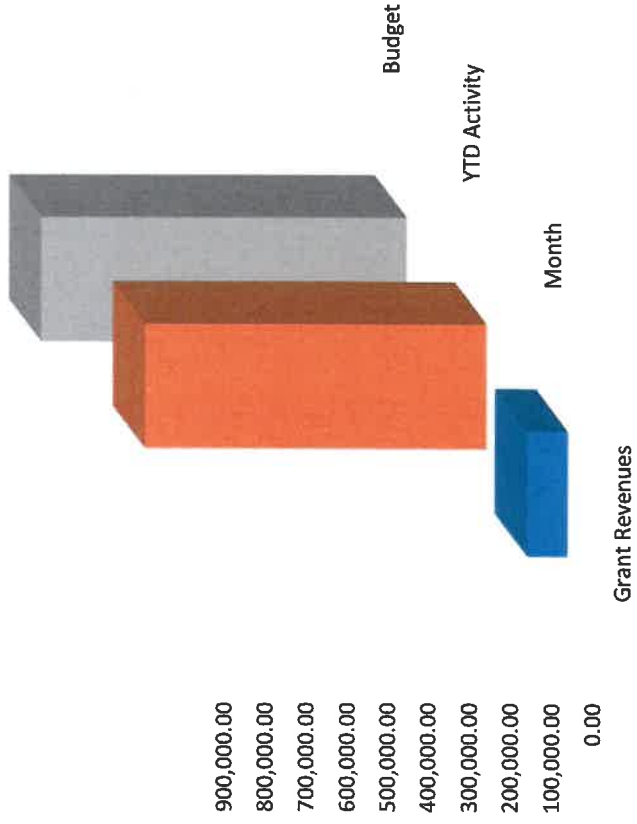


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-Dec-22**

EXTERNAL GRANT PROGRAMS

Program	Dec-22 Monthly Activity	2022-23 FYTD Activity	2022-23 Original Budget	% YTD
Grant Revenues	<u>98,083.85</u>	<u>836,286.62</u>	<u>891,617.00</u>	<u>93.8%</u>

EXTERNAL GRANT REVENUE



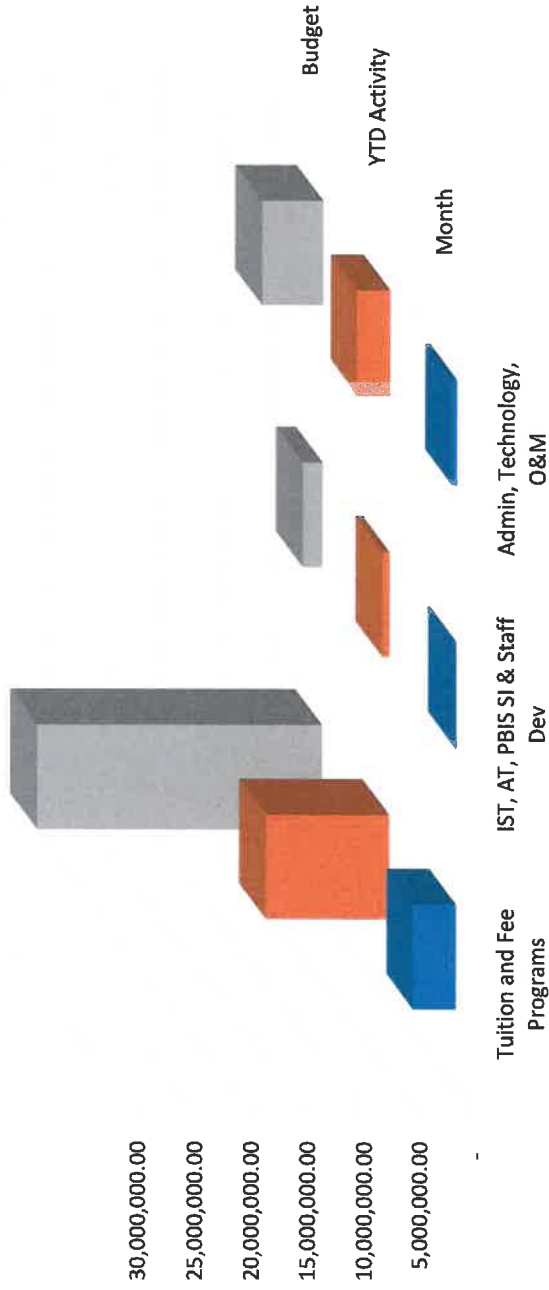
**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING**

31-Dec-22

SASED PROGRAMS

<u>Program</u>	<u>Dec-22</u>	<u>2022-23</u>	<u>2022-23</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Tuition and Fee Programs	3,824,793.47	10,974,791.22	25,121,190.00	<u>43.7%</u>
IST, AT, PBIS SI & Staff Dev	129,558.87	654,260.49	1,762,908.00	<u>37.1%</u>
Admin, Technology, O&M	447,806.14	2,953,015.80	5,455,353.00	<u>54.1%</u>
	<u>4,402,158.48</u>	<u>14,582,067.51</u>	<u>32,339,451.00</u>	<u>45.1%</u>

SASED PROGRAM EXPENDITURES



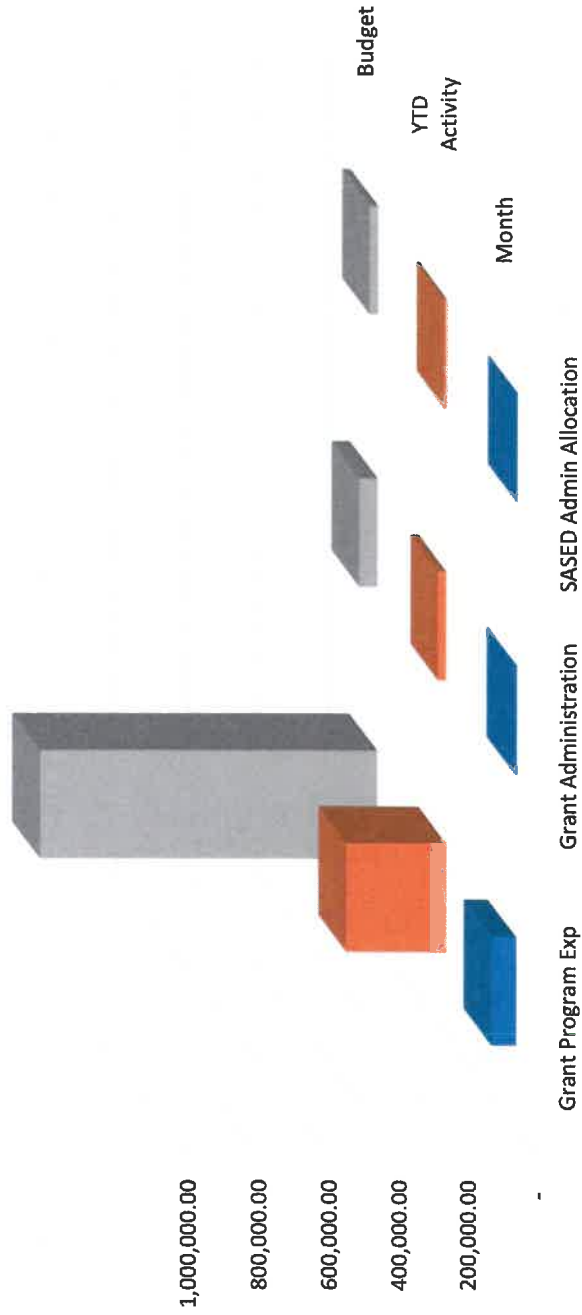
**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING**

31-Dec-22

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Dec-22</u>	<u>2022-23</u>	<u>2022-23</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Grant Program Exp	69,296.29	289,788.52	959,737.00	<u>30.2%</u>
Grant Administration	4,031.58	24,496.38	52,084.00	<u>47.0%</u>
SASED Admin Allocation	<u>1,487.54</u>	<u>8,285.64</u>	<u>24,496.00</u>	<u>33.8%</u>
Total	<u><u>74,815.41</u></u>	<u><u>322,570.54</u></u>	<u><u>1,036,317.00</u></u>	<u><u>31.1%</u></u>

EXTERNAL GRANT EXPENDITURES



GROSS PAYROLL

December 2022 \$ 1,681,110.80

TOTAL SALARY	:	1,681,110.80
TOTAL DEDUCTIONS	:	581,768.61
TOTAL EMPLOYEES	:	331

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

INTERIM PAYROLL LIABILITIES

December 2022 \$ 593,078.96

12/15/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300379	SASED EDUCATION ASSOCIATION	12/15/2022	\$3,258.13	
222300380	SASED SUPPORT STAFF ASSOCIATION	12/15/2022	\$1,186.69	
		2 ACHS Check(s) For a Total of		\$4,444.82
102113	STATE DISBURSEMENT UNIT	12/15/2022	\$172.26	
102114	STATE DISBURSEMENT UNIT	12/15/2022	\$456.00	
		2 Computer Check(s) For a Total of		\$628.26
202200200	ILLINOIS DEPT OF REVENUE	12/15/2022	\$33,637.27	
202200203	TEACHERS RETIREMENT (2.2%)	12/15/2022	\$2,650.37	
202200204	TEACHERS RETIREMENT SYSTEM	12/15/2022	\$41,126.72	
202200205	THIS (TRS HEALTH) FUND	12/15/2022	\$7,174.31	
202200206	MB FINANCIAL (FEDERAL)	12/15/2022	\$65,689.82	
202200207	MB FINANCIAL BANK (FICA-E)	12/15/2022	\$32,780.83	
202200208	MB FINANCIAL BANK (FICA-W)	12/15/2022	\$32,780.83	
202200209	THE OMNI GROUP	12/15/2022	\$1,923.00	
202200210	CUNA MUTUAL GROUP	12/15/2022	\$21,493.37	
202200211	TEACHERS RETIREMENT SYSTEM SSP	12/15/2022	\$30.00	
		10 Wire Transfer Check(s) For a Total of		\$239,286.52
		2 ACH Checks For a Total of		\$4,444.82
		2 Computer Checks For a Total of		\$628.26
		Total for 14 Manual, Wire Tran, ACH & Computer Checks		\$244,359.60
		Net Amount		\$244,359.60
10	EDUCATION FUND			\$244,359.60

12/30/2022 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300472	BAY, JULIE D	12/30/2022	\$600.00	
222300473	CANNATA, SAM	12/30/2022	\$600.00	
222300474	DIAMOND, NANETTE	12/30/2022	\$600.00	
222300475	SASED EDUCATION ASSOCIATION	12/30/2022	\$3,258.13	
222300476	SASED SUPPORT STAFF ASSOCIATION	12/30/2022	\$1,165.66	
222300477	SCHROEDER, LYNN A	12/30/2022	\$600.00	
222300478	SMITH, LISA	12/30/2022	\$600.00	
222300479	THIELSEN, MYRA LYNN	12/30/2022	\$800.00	
		8 ACH Check(s) For a Total of		\$8,223.79
102193	STATE DISBURSEMENT UNIT	12/30/2022	\$172.26	
102194	STATE DISBURSEMENT UNIT	12/30/2022	\$380.00	
102195	UNITED WAY OF NAPERVILLE	12/30/2022	\$20.00	
		3 Computer Check(s) For a Total of		\$572.26
202200201	IMRF (EMPLOYEES CONT)	12/15/2022	\$19,021.25	
202200202	IMRF (EMPLOYERS CONT)	12/15/2022	\$26,680.74	
202200212	ILLINOIS DEPT OF REVENUE	12/30/2022	\$34,457.02	
202200213	IMRF (EMPLOYEES CONT)	12/30/2022	\$19,031.69	
202200214	IMRF (EMPLOYERS CONT)	12/30/2022	\$26,697.41	
202200215	TEACHERS RETIREMENT (2.2%)	12/30/2022	\$2,702.84	
202200216	TEACHERS RETIREMENT SYSTEM	12/30/2022	\$41,940.96	
202200217	THIS (TRS HEALTH) FUND	12/30/2022	\$7,316.32	
202200218	MB FINANCIAL (FEDERAL)	12/30/2022	\$70,030.82	
202200219	MB FINANCIAL BANK (FICA-E)	12/30/2022	\$33,011.47	
202200220	MB FINANCIAL BANK (FICA-W)	12/30/2022	\$33,011.47	
202200221	THE OMNI GROUP	12/30/2022	\$1,923.00	
202200222	CUNA MUTUAL GROUP	12/30/2022	\$19,882.60	
202200223	TEACHERS RETIREMENT SYSTEM SSP	12/30/2022	\$30.00	
202200224	TEACHERS RETIREMENT (FED)	12/30/2022	\$3,737.68	
202200225	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	12/30/2022	\$435.46	
202200226	ILLINOIS DEPT OF REVENUE	12/30/2022	\$12.58	
		17 Wire Transfer Check(s) For a Total of		\$339,923.31
		8 ACH Checks For a Total of		\$8,223.79
		3 Computer Checks For a Total of		\$572.26
		Total for 28 Manual, Wire Tran, ACH & Computer Checks		\$348,719.36
		Net Amount		\$348,719.36
10	EDUCATION FUND			\$348,719.36

BILLS PAYABLE LIST – FLOW THROUGH

December 16, 2022 \$ 661,281.83

January 26, 2023 \$ 726,409.23

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
12/16/2022	222300381	KEENEYVILLE DISTRICT	Medicaid Fee for Service for Service Provided 2019 Adjustments
			9,124.49
12/16/2022	222300382	BENJAMIN SCHOOL DIST	Medicaid Fee for Service for Service Provided 2019 Adjustments
			1,262.45
12/16/2022	222300383	DUPAGE COUNTY SCHOOL	Medicaid Fee for Service for Service Provided 2019 Adjustments
			157,729.61
12/16/2022	222300384	DOWNERS GROVE DISTRI	Medicaid Fee for Service for Service Provided 2019 Adjustments
			78,825.25
12/16/2022	222300385	MAERCKER DISTRICT #6	Medicaid Fee for Service for Service Provided 2019 Adjustments
			9,765.83
12/16/2022	222300386	CASS SCHOOL DISTRICT	Medicaid Fee for Service for Service Provided 2019 Adjustments
			4,029.02
12/16/2022	222300387	CENTER CASS DISTRICT	Medicaid Fee for Service for Service Provided 2019 Adjustments
			1,335.63
12/16/2022	222300388	DUPAGE HS DISTRICT #	Medicaid Fee for Service for Service Provided 2019 Adjustments
			101,290.57
12/16/2022	222300389	COMMUNITY HS DIST #9	Medicaid Fee for Service for Service Provided 2019 Adjustments
			20,404.56
12/16/2022	222300390	COMMUNITY CONSOLIDAT	Medicaid Fee for Service for Service Provided 2019 Adjustments
			15,804.83
12/16/2022	222300391	LISLE CUSD #202	Medicaid Fee for Service for Service Provided 2019 Adjustments
			36,342.44
			Totals for checks
			435,914.68

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/26/2023	102218	BENSENVILLE SCHOOL D	Medicaid Fee for Service for August-September, 2022	452.85
01/26/2023	102219	WEST CHICAGO SCHOOL	Medicaid Administrative Outreach July-Sept 2022	52,394.03
01/26/2023	102219	WEST CHICAGO SCHOOL	Medicaid Fee for Service for August-September, 2022	14,570.09
01/26/2023	102220	WINFIELD SCHOOL DIST	Medicaid Administrative Outreach July-Sept 2022	2,679.37
01/26/2023	102221	FRANKLIN PARK SCH DI	Medicaid Fee for Service for August-September, 2022	648.04
01/26/2023	102222	RIVER GROVE DISTRICT	Medicaid Fee for Service for August-September, 2022	351.32
01/26/2023	102223	COMMUNITY CONSLTD SD	Medicaid Fee for Service for August-September, 2022	131.85
01/26/2023	102224	FOREST PARK DISTRICT	Medicaid Fee for Service for August-September, 2022	488.47
01/26/2023	102225	HILLSIDE SCHOOL DIST	Medicaid Fee for Service for August-September, 2022	195.34
01/26/2023	102226	CICERO SCHOOL DIST #	Medicaid Fee for Service for August-September, 2022	978.65
01/26/2023	102227	SUMMIT SCHOOL DIST #	Medicaid Fee for Service for August-September, 2022	557.87
01/26/2023	102228	NORTH PALOS SCHOOL D	Medicaid Fee for Service for August-September, 2022	305.90
01/26/2023	102229	COMMUNITY SCHOOL DIS	Medicaid Fee for Service for August-September, 2022	479.35
01/26/2023	102230	WESTMONT CUSD #201	Medicaid Fee for Service for FY22 Transportation	2,614.33
01/26/2023	102230	WESTMONT CUSD #201	Medicaid Administrative Outreach July-Sept 2022	9,679.66
01/26/2023	102230	WESTMONT CUSD #201	Medicaid Fee for Service for August-September, 2022	1,296.29
01/26/2023	102231	PROVISO TOWNSHIP #20	Medicaid Fee for Service for August-September, 2022	215.52
01/26/2023	102232	COMMUNITY H.S. DISTR	Medicaid Fee for Service for August-September, 2022	235.14
Totals for checks				88,274.07

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/26/2023	222300486	KEENEYVILLE DISTRICT	Medicaid Fee for Service for FY22 Transportation	1,076.04
01/26/2023	222300486	KEENEYVILLE DISTRICT	Medicaid Administrative Outreach July-Sept 2022	18,055.63
01/26/2023	222300486	KEENEYVILLE DISTRICT	Medicaid Fee for Service for August-September, 2022	2,613.14
01/26/2023	222300487	BENJAMIN SCHOOL DIST	Medicaid Fee for Service for FY22 Transportation	11,929.59
01/26/2023	222300487	BENJAMIN SCHOOL DIST	Medicaid Administrative Outreach July-Sept 2022	4,434.71
01/26/2023	222300487	BENJAMIN SCHOOL DIST	Medicaid Fee for Service for August-September, 2022	1,098.64
01/26/2023	222300488	DUPAGE COUNTY SCHOOL	Medicaid Fee for Service for Service Provided 2/22 to 5/22	118.27
01/26/2023	222300488	DUPAGE COUNTY SCHOOL	Medicaid Administrative Outreach July-Sept 2022	54,943.09
01/26/2023	222300488	DUPAGE COUNTY SCHOOL	Medicaid Fee for Service for August-September, 2022	29,820.82
01/26/2023	222300489	SALT CREEK SCHOOL DI	Medicaid Fee for Service for FY22 Transportation	15,100.77
01/26/2023	222300489	SALT CREEK SCHOOL DI	Medicaid Administrative Outreach July-Sept 2022	4,444.06
01/26/2023	222300489	SALT CREEK SCHOOL DI	Medicaid Fee for Service for August-September, 2022	1,423.02
01/26/2023	222300490	DOWNERS GROVE DISTRI	Medicaid Fee for Service for FY22 Transportation	12,638.92
01/26/2023	222300490	DOWNERS GROVE DISTRI	Medicaid Administrative Outreach July-Sept 2022	19,563.00
01/26/2023	222300490	DOWNERS GROVE DISTRI	Medicaid Fee for Service for August-September, 2022	4,116.21
01/26/2023	222300491	MAERCKER DISTRICT #6	Medicaid Fee for Service for FY22 Transportation	21,482.12
01/26/2023	222300491	MAERCKER DISTRICT #6	Medicaid Administrative Outreach July-Sept 2022	12,852.38
01/26/2023	222300491	MAERCKER DISTRICT #6	Medicaid Fee for Service for August-September, 2022	13,411.67
01/26/2023	222300492	CASS SCHOOL DISTRICT	Medicaid Fee for Service for FY22 Transportation	255.04
01/26/2023	222300492	CASS SCHOOL DISTRICT	Medicaid Administrative Outreach July-Sept 2022	2,860.13
01/26/2023	222300492	CASS SCHOOL DISTRICT	Medicaid Fee for Service for August-September, 2022	4,324.56
01/26/2023	222300493	CENTER CASS DISTRICT	Medicaid Fee for Service for FY22 Transportation	623.20
01/26/2023	222300493	CENTER CASS DISTRICT	Medicaid Administrative Outreach July-Sept 2022	3,622.30
01/26/2023	222300493	CENTER CASS DISTRICT	Medicaid Fee for Service for August-September, 2022	3,298.10
01/26/2023	222300494	WOODRIDGE DISTRICT #	Medicaid Fee for Service for Service Provided 2/22 to 5/22	104.57
01/26/2023	222300494	WOODRIDGE DISTRICT #	Medicaid Fee for Service for FY22 Transportation	38,721.34
01/26/2023	222300494	WOODRIDGE DISTRICT #	Medicaid Administrative Outreach July-Sept 2022	23,067.21
01/26/2023	222300494	WOODRIDGE DISTRICT #	Medicaid Fee for Service for August-September, 2022	27,024.30

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01/26/2023	222300495 DUPAGE HS DISTRICT #	Medicaid Fee for Service for FY22 Transportation	22,948.69
01/26/2023	222300495 DUPAGE HS DISTRICT #	Medicaid Administrative Outreach July-Sept 2022	16,416.83
01/26/2023	222300495 DUPAGE HS DISTRICT #	Medicaid Fee for Service for August-September, 2022	3,781.20
01/26/2023	222300496 COMMUNITY HS DISTRICT	Medicaid Fee for Service for FY22 Transportation	19,935.00
01/26/2023	222300496 COMMUNITY HS DISTRICT	Medicaid Administrative Outreach July-Sept 2022	9,882.24
01/26/2023	222300496 COMMUNITY HS DISTRICT	Medicaid Fee for Service for August-September, 2022	6,117.05
01/26/2023	222300497 COMMUNITY HS DIST #9	Medicaid Fee for Service for FY22 Transportation	11,241.14
01/26/2023	222300497 COMMUNITY HS DIST #9	Medicaid Administrative Outreach July-Sept 2022	20,155.77
01/26/2023	222300497 COMMUNITY HS DIST #9	Medicaid Fee for Service for August-September, 2022	5,818.98
01/26/2023	222300498 COMMUNITY CONSOLIDAT	Medicaid Fee for Service for FY22 Transportation	26,016.80
01/26/2023	222300498 COMMUNITY CONSOLIDAT	Medicaid Administrative Outreach July-Sept 2022	7,393.10
01/26/2023	222300498 COMMUNITY CONSOLIDAT	Medicaid Fee for Service for August-September, 2022	5,765.25
01/26/2023	222300499 LISLE CUSD #202	Medicaid Fee for Service for FY22 Transportation	18,621.34
01/26/2023	222300499 LISLE CUSD #202	Medicaid Administrative Outreach July-Sept 2022	11,904.28
01/26/2023	222300499 LISLE CUSD #202	Medicaid Fee for Service for August-September, 2022	7,756.98
01/26/2023	222300500 ELMHURST CUSD #205	Medicaid Fee for Service for FY22 Transportation	70,521.55
01/26/2023	222300500 ELMHURST CUSD #205	Medicaid Administrative Outreach July-Sept 2022	29,486.72
01/26/2023	222300500 ELMHURST CUSD #205	Medicaid Fee for Service for August-September, 2022	11,349.41
		Totals for checks	638,135.16

BILLS PAYABLE LIST – GRANTS

December 16, 2022 \$ 27,558.07

January 26, 2023 \$ 14,865.00

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/16/2022	222300392	ACCOUNTABILITY SOLUT	FY 2023 Contract for Services	9,700.00
12/16/2022	222300393	BAIN, AMY	Travel/Phone/Internet	111.94
12/16/2022	222300394	KREMER, ANN	Travel/Phone/Internet	162.91
12/16/2022	222300395	REISING RECHNER, PAM	Travel/Phone/Internet	261.14
12/16/2022	222300396	ROPARS, EMILY	Travel/Phone/Internet	196.34
12/16/2022	222300397	SCHACKMANN, JULIE	Travel/Phone/Internet	436.11
12/16/2022	222300398	TOKAT, TALIN	Travel/Phone/Interenet	282.95
			Totals for checks	11,151.39

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
12/16/2022	102121	COMMUNITY SCHOOL DIS	FY23 STEP Grant WNHS
			1,913.70
12/16/2022	102121	COMMUNITY SCHOOL DIS	FY23 STEP Grant WWSHS
			1,156.97
12/16/2022	102121	COMMUNITY SCHOOL DIS	FY23 STEP Grant Transition
			212.00
12/16/2022	102121	COMMUNITY SCHOOL DIS	FY23 STEP Grant - Wheaton
			7,209.30
			Transition
12/16/2022	102122	BROWN, BRIDGET	Contract for Services
			300.00
12/16/2022	102123	CROFF, NATASHA	contract for services
			100.00
12/16/2022	102124	NDSEC	FY20 STEP Grant
			800.00
12/16/2022	102124	NDSEC	FY21 STEP Grant
			4,635.96
12/16/2022	102125	SIMPLE MACHINES MARK	Website Services
			78.75
			Totals for checks
			16,406.68

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01/26/2023	102233	COMMUNITY SCHOOL DIS	FY23 STEP Grant - Wheaton North	5,032.70
01/26/2023	102233	COMMUNITY SCHOOL DIS	FY23 STEP Grant Wheaton Transition	2,093.82
01/26/2023	102233	COMMUNITY SCHOOL DIS	FY23 STEP Grant WWSHS	4,761.46
01/26/2023	102233	COMMUNITY SCHOOL DIS	FY23 STEP COVD Reimbursement - Wheaton Transition	37.95
01/26/2023	102234	SIMPLE MACHINES MARK	Website Maintenance	157.50
			Totals for checks	12,083.43

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01/26/2023	222300501	ACCOUNTABILITY SOLUT	FY 2023 Contract for Services	1,200.00
01/26/2023	222300502	BAIN, AMY	Travel/Phone/Internet	247.74
01/26/2023	222300503	KREMER, ANN	Travel/Phone/Internet	712.87
01/26/2023	222300504	REISING RECHNER, PAM	Travel/Phone/Internet	213.99
01/26/2023	222300505	ROPARS, EMILY	Travel/Phone/Internet	150.41
01/26/2023	222300506	SCHACKMANN, JULIE	Travel/Phone/Internet	82.81
01/26/2023	222300507	TOKAT, TALIN	Travel/Phone/Interenet	173.75
			Totals for checks	2,781.57

BILLS PAYABLE LIST – SASED PROGRAMS

December 16, 2022 \$ 1,765,781.34

January 26, 2023 \$ 718,845.40

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/16/2022	102126	WINFIELD SCHOOL DIST	Lunch/SASED Students August 2022	57.33
12/16/2022	102126	WINFIELD SCHOOL DIST	FY23 Classroom Lease MN Winfield Central School	46,000.00
12/16/2022	102126	WINFIELD SCHOOL DIST	FY23 Classroom Lease - Winfield Central School Office MN	12,000.00
12/16/2022	102126	WINFIELD SCHOOL DIST	September 2022 SASED Students Free Lunch	335.16
12/16/2022	102126	WINFIELD SCHOOL DIST	October 2022 SASED Students Free Lunch	458.64
12/16/2022	102127	WESTMONT CUSD #201	Breakfast and Lunch/SASED Students August 2022	273.66
12/16/2022	102127	WESTMONT CUSD #201	FY23 Classroom Lease - Westmont Jr. High DHH	23,000.00
12/16/2022	102127	WESTMONT CUSD #201	FY23 Classroom Lease - Westmont Jr High Office 50% DHH	6,000.00
12/16/2022	102127	WESTMONT CUSD #201	FY23 Classroom Lease - Westmont High School MN	50,000.00
12/16/2022	102127	WESTMONT CUSD #201	October 2022 SASED Students Free Breakfast and Lunch	675.59
12/16/2022	102127	WESTMONT CUSD #201	September 2022 SASED Students Free Breakfast and Lunch	693.63
12/16/2022	102128	ADVOCATE OCCUPATIONA	L. Zacharski	131.00
12/16/2022	102129	AMBER MECHANICAL CON	Repairs/SE	1,280.00
12/16/2022	102130	AMERICANEAGLE.COM, I	Monthly fee for Shared Server Hosting and Maintenance	225.00
12/16/2022	102130	AMERICANEAGLE.COM, I	Monthly Fee for Shared Server Hosting and Maintenance	225.00
12/16/2022	102131	ANDREWS PRINTING	Envelopes/Business Cards	795.00
12/16/2022	102132	BALDWIN, AMY	Mileage Reimbursement 10/3/22 to 11/29/22	101.42
12/16/2022	102133	BERWYN GARAGE	Balance due (69341/69342/69343)	337.50
12/16/2022	102133	BERWYN GARAGE	Service Work	1,802.53
12/16/2022	102134	BLUUM OF MINNESOTA L	Smartboard license renewal	2,268.00
12/16/2022	102135	CDW GOVERNMENT	Battery backup replacements	3,860.59
12/16/2022	102136	CENTRAL INSTITUTE FO	11.21-22.22 CID Virtual PD	450.00
12/16/2022	102137	CHC WELLBEING	Flue Shots	611.00
12/16/2022	102138	CHEM-CARE, INC.	Surface and Hand Wipes	4,013.00
12/16/2022	102139	CLIC	Property/Casulaty/Student Accident Program July 1, 2022 to July 1, 2023	26,340.00
12/16/2022	102140	CREATIVE EXCHANGE	Music Therapy - Salt Creek November 2022	375.00
12/16/2022	102140	CREATIVE EXCHANGE	Music Therapy - DHH November 2022	375.00
12/16/2022	102140	CREATIVE EXCHANGE	Music therapy - Albright Middle November 2022	150.00
12/16/2022	102140	CREATIVE EXCHANGE	Music Therapy - Addison Trail November 2022	225.00
12/16/2022	102140	CREATIVE EXCHANGE	Music Therapy - Transition November 2022	450.00
12/16/2022	102140	CREATIVE EXCHANGE	Music Therapy - Swartz November 2022	375.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/16/2022	102140	CREATIVE EXCHANGE	Music Therapy - STARS November 2022	675.00
12/16/2022	102140	CREATIVE EXCHANGE	Music Therapy - Southeast Alt November 2022	900.00
12/16/2022	102141	CURALINC, LLC	01443 Employee Assistance Program First Quarter 2023	2,007.60
12/16/2022	102142	EDU HEALTHCARE, LLC	10/17/22 to 10/21/22	4,664.25
12/16/2022	102142	EDU HEALTHCARE, LLC	11/7/22 to 11/11/22	3,445.65
12/16/2022	102142	EDU HEALTHCARE, LLC	11/21/22	633.60
12/16/2022	102142	EDU HEALTHCARE, LLC	11/28/22 to 12/2/22	4,060.80
12/16/2022	102142	EDU HEALTHCARE, LLC	11/14/22 to 11/18/22	4,491.90
12/16/2022	102145	FOXHIRE, LLC	Neha Sharma Week Ending 11/11/22	1,891.75
12/16/2022	102145	FOXHIRE, LLC	Tracie Glumac Week ending 11/11/22	2,370.00
12/16/2022	102145	FOXHIRE, LLC	Kimberly Cossmann Week Ending 11/11/22	2,332.50
12/16/2022	102145	FOXHIRE, LLC	Casey Smith Week Ending 11/11/22	2,242.50
12/16/2022	102145	FOXHIRE, LLC	Emily Malone Week Ending 11/11/22	2,299.50
12/16/2022	102145	FOXHIRE, LLC	Samantha Avgerinos Week Ending 11/11/22	2,220.00
12/16/2022	102145	FOXHIRE, LLC	Beth Kern Week Ending 11/11/22	2,400.00
12/16/2022	102145	FOXHIRE, LLC	Neha Sharma Week Ending 11/18/22	3,084.38
12/16/2022	102145	FOXHIRE, LLC	Tracie Glumac Week Ending 11/18/22	2,370.00
12/16/2022	102145	FOXHIRE, LLC	Kimberly Cossmann Week Ending 11/18/22	2,915.63
12/16/2022	102145	FOXHIRE, LLC	Casey Smith Week Ending 11/18/22	2,242.50
12/16/2022	102145	FOXHIRE, LLC	Emily Malone Week Ending 11/18/22	2,482.00
12/16/2022	102145	FOXHIRE, LLC	Samantha Avgerinos Week Ending 11/18/22	2,775.00
12/16/2022	102145	FOXHIRE, LLC	Beth Kern Week Ending 11/18/22	3,000.00
12/16/2022	102145	FOXHIRE, LLC	Neha Sharma Week Ending 11/25/22	1,233.75
12/16/2022	102145	FOXHIRE, LLC	Tracie Glumac Week Ending 11/25/22	1,185.00
12/16/2022	102145	FOXHIRE, LLC	Kimberly Cossmann Week Ending 11/25/22	1,166.25
12/16/2022	102145	FOXHIRE, LLC	Casey Smith Week Ending 11/25/22	1,121.25
12/16/2022	102145	FOXHIRE, LLC	Emily Malone Week Ending 11/25/22	565.75
12/16/2022	102145	FOXHIRE, LLC	Samantha Avgerinos Week Ending 11/25/22	1,110.00
12/16/2022	102145	FOXHIRE, LLC	Beth Kern Week Ending 11/25/22	1,200.00
12/16/2022	102145	FOXHIRE, LLC	Neha Sharma Week Ending 12/2/22	3,084.38
12/16/2022	102145	FOXHIRE, LLC	Tracie Glumac Week ending	2,370.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			12/2/22	
12/16/2022	102145	FOXHIRE, LLC	Kimberly Cossmann Week Ending	2,332.50
			12/2/22	
12/16/2022	102145	FOXHIRE, LLC	Casey Smith Week Ending	560.63
			12/2/22	
12/16/2022	102145	FOXHIRE, LLC	Emily Malone Week Ending	2,737.50
			12/2/22	
12/16/2022	102145	FOXHIRE, LLC	Samantha Avgerinos Week Ending 12/2/22	2,775.00
12/16/2022	102145	FOXHIRE, LLC	Beth Kern Week Ending 12/2/22	3,000.00
12/16/2022	102146	GRAINGER	Blk/Yellow Floor Tape	6.35
12/16/2022	102147	HEARTLAND ALLIANCE H	MN 10/6/22 to 10/25/22	620.00
12/16/2022	102147	HEARTLAND ALLIANCE H	Audiology/North Elementary 9/8/22 to 9/28/22	1,328.53
12/16/2022	102147	HEARTLAND ALLIANCE H	MN 10/3/22	10.50
12/16/2022	102147	HEARTLAND ALLIANCE H	DHH 10/3/22 to 10/31/22	220.50
12/16/2022	102148	HUGHES, JILL	Mileage Reimbursement 11/1/22 to 11/30/22	169.25
12/16/2022	102149	HYA CORPORATION	Planning, Interviews, Focus Groups 8/31/22 and 10/7/22	165.00
12/16/2022	102149	HYA CORPORATION	Second Installment of the Consulting Fee for Strategic Planning	6,975.00
12/16/2022	102150	IDEAL ENVIRONMENTAL	Asbestos Designated Person Training Course 11/15/22 L. McCarthy	325.00
12/16/2022	102151	ILLINOIS STATE UNIVE	School health days	45.00
12/16/2022	102152	IT SAVVY LLC	Adobe acrobat renewal	1,945.24
12/16/2022	102152	IT SAVVY LLC	Microbusiness printer	1,219.47
12/16/2022	102152	IT SAVVY LLC	27" Monitors	3,933.29
12/16/2022	102153	JASON JOBB	Mileage Reimbursement 11/1/22 to 11/30/22	129.38
12/16/2022	102154	JTC TECHNOLOGIES, LL	Renewals	4,525.80
12/16/2022	102155	KEYGUARD ASSISTIVE T	LAMP Words for Life Keyguard for IPAD and Touch Chat Keyguard for IPAD	148.12
12/16/2022	102156	WILLIAM MACGILL & CO	Disposable Underpads PO 2072200032	532.50
12/16/2022	102157	MAXIM HEALTHCARE SER	792679306156 Dates: 11/14/22 to 1/18/22	6,361.20
12/16/2022	102157	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 11/12/22	23,095.35
12/16/2022	102157	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 11/19/22	28,215.40
12/16/2022	102157	MAXIM HEALTHCARE SER	792679306156 11/1/22 to 11/11/22	6,590.45
12/16/2022	102157	MAXIM HEALTHCARE SER	Young, Noah 11/21/22 to 11/22/22	1,099.50
12/16/2022	102157	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 11/26/22	8,248.25
12/16/2022	102157	MAXIM HEALTHCARE SER	792679306156 Dates 11/28/22 to 12/2/22	4,649.05
12/16/2022	102157	MAXIM HEALTHCARE SER	ERM360-0366 Period Ending 12/3/22	31,598.20
12/16/2022	102158	MCGUINN, CAROL	CPI Training 11/17/22	465.00
12/16/2022	102159	MED-EL CORP.	30467-SONNETT battery frame	309.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/16/2022	102160	MEDLINE INDUSTRIES I	Hi-Low Mat Table 4X7 and Foot Switch	3,346.47
12/16/2022	102161	MICROSONIC INC.	Edison Perez	128.00
12/16/2022	102161	MICROSONIC INC.	Sara Rumbo	108.00
12/16/2022	102161	MICROSONIC INC.	Daniya Clay	115.95
12/16/2022	102161	MICROSONIC INC.	Gabriel Jackson	74.00
12/16/2022	102161	MICROSONIC INC.	Carson Fasbender	55.00
12/16/2022	102161	MICROSONIC INC.	Zachary Walsh	129.00
12/16/2022	102161	MICROSONIC INC.	Kate Sloan	124.00
12/16/2022	102161	MICROSONIC INC.	Ameen Igbal	108.00
12/16/2022	102161	MICROSONIC INC.	Ariel Molden	74.00
12/16/2022	102161	MICROSONIC INC.	Stella Kalas	112.00
12/16/2022	102162	N2Y INC.	Year 2 Renewal	40,768.45
12/16/2022	102163	NORTHERN ILLINOIS UN	Room Rental, Catering and Setup 8/10/22	14,895.00
12/16/2022	102164	PADDOCK PUBLICATIONS	111661 Treasurer Reports	1,086.75
12/16/2022	102165	PLANSOURCE	August 2022	2,220.12
12/16/2022	102165	PLANSOURCE	ACA/PEPM November 2022	2,220.12
12/16/2022	102166	PRC-SALTILLO	Student Stand Replace missing/lost one	1,210.00
12/16/2022	102167	PROCARE THERAPY		12,790.50
12/16/2022	102167	PROCARE THERAPY	11/21/22 to 11/22/22	2,107.25
12/16/2022	102167	PROCARE THERAPY	11/14/22 to 11/18/22	11,917.00
12/16/2022	102168	PULASKI COUNTY SPECI	Refund Check #444678	350.00
12/16/2022	102169	QUALITY INTEGRATED S	Service Request 22024 /Front Door Camera	306.25
12/16/2022	102170	RICOH USA, INC.	Docuware Cloud Base Additional Named User	1,889.48
12/16/2022	102171	SOLIAN	33664 Smith, Bonnie 11/6/22	28.75
12/16/2022	102171	SOLIAN	33664 Dates: 11/14/22 to 11/18/22	16,209.00
12/16/2022	102171	SOLIAN	33664 Dates: 11/7/22 to 11/11/22	3,060.00
12/16/2022	102171	SOLIAN	33664 Dates: 11/7/22 to 11/11/22	23,316.75
12/16/2022	102171	SOLIAN	33664 Dates: 11/21/22 to 11/22/22	6,394.50
12/16/2022	102172	SONITROL CHICAGOLAND	Fire Security Services 12/1/22 to 2/28/23	633.00
12/16/2022	102173	SONOVA USA INC.	056-3023-P5011- Roger ON w/o docking station	7,767.39
12/16/2022	102173	SONOVA USA INC.	10 Battery 13 PowerOne (60ea/pkg) 6 BLI 10 Open Dome 4.0 S 10 Phonak Charger BTE RIC US plug add shipping & handling 19.99	916.99
12/16/2022	102174	STORE SMART	SLP MISC SUPPLIES	106.28
12/16/2022	102175	THE STEPPING STONES	10/16/22 to 10/29/22	32,621.57
12/16/2022	102175	THE STEPPING STONES	Dates: 10/30/22 to 11/12/22	33,629.01
12/16/2022	102176	UNITED SEATING & MOB	Repair Work and Parts	157.60
12/16/2022	102177	U.S. POSTAL SERVICE	Postage	2,000.00
12/16/2022	102178	USI EDUCATION & GOVE	USI Opti Clear(R) Gloss 1.3 mil Roll Laminating Film	273.72
12/16/2022	102179	ZELLER AND ASSOCIATE	e-Rate Consulting: Funding Year 2023	750.00
12/16/2022	102179	ZELLER AND ASSOCIATE	Erate Consulting: Funding	5,350.91

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
			Year 2021	
			Totals for checks	626,111.76

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/16/2022	222300399	KEENEYVILLE DISTRICT	Breakfast and Lunch/SASED Students August 2022	184.08
12/16/2022	222300399	KEENEYVILLE DISTRICT	FY23 Classroom Lease - MN Waterbury	46,000.00
12/16/2022	222300399	KEENEYVILLE DISTRICT	September 2022 SASED Students Free Lunch	459.39
12/16/2022	222300399	KEENEYVILLE DISTRICT	October 2022 SASED Students Free Lunch and Breakfast	572.91
12/16/2022	222300400	DUPAGE COUNTY SCHOOL	Breakfast/Lunch for SASED Students August 2022	636.62
12/16/2022	222300400	DUPAGE COUNTY SCHOOL	FY23 Classroom Lease - North School DHH	72,350.00
12/16/2022	222300400	DUPAGE COUNTY SCHOOL	FY23 Classroom Lease - North School MN	46,000.00
12/16/2022	222300400	DUPAGE COUNTY SCHOOL	FY23 MN Refund	43,402.00
12/16/2022	222300400	DUPAGE COUNTY SCHOOL	September 2022 SASED Students Meals	1,291.71
12/16/2022	222300400	DUPAGE COUNTY SCHOOL	November 2022 SASED Student Meals	1,347.48
12/16/2022	222300401	SALT CREEK SCHOOL DI	Breakfast and Lunch/SASED Students August 2022	227.23
12/16/2022	222300401	SALT CREEK SCHOOL DI	FY23 Classroom Lease - Salt Creek School Vision	46,000.00
12/16/2022	222300401	SALT CREEK SCHOOL DI	FY23 Classroom Lease - Albright Vision	46,000.00
12/16/2022	222300401	SALT CREEK SCHOOL DI	FY23 Classroom Lease - Swartz Vision	23,000.00
12/16/2022	222300401	SALT CREEK SCHOOL DI	FY23 Classroom Lease - Swartz Office Vision	23,000.00
12/16/2022	222300401	SALT CREEK SCHOOL DI	FY23 Classroom Lease - Albright Office Vision	23,000.00
12/16/2022	222300401	SALT CREEK SCHOOL DI	September 2022 SASED Student Meals	854.38
12/16/2022	222300401	SALT CREEK SCHOOL DI	October 2022 SASED Student Meals	888.93
12/16/2022	222300402	DOWNERS GROVE DISTRI	Lunch/SASED Students August 2022	264.60
12/16/2022	222300402	DOWNERS GROVE DISTRI	FY23 Classroom Lease - Kingsley MN	46,000.00
12/16/2022	222300402	DOWNERS GROVE DISTRI	FY23 Classroom Lease - O'Neill Jr. High MN	46,000.00
12/16/2022	222300402	DOWNERS GROVE DISTRI	FY23 Classroom Lease - Hillcrest MN	23,000.00
12/16/2022	222300402	DOWNERS GROVE DISTRI	FY23 MN Refund	43,402.00
12/16/2022	222300402	DOWNERS GROVE DISTRI	September 2022 SASED Students free lunch	983.43
12/16/2022	222300402	DOWNERS GROVE DISTRI	October 2022 SASED Students Free Lunch	1,009.89
12/16/2022	222300403	MAERCKER DISTRICT #6	FY23 Classroom Lease - Maercker School Autism	23,000.00
12/16/2022	222300403	MAERCKER DISTRICT #6	FY23 Classroom Lease - Holmes Autism	69,000.00
12/16/2022	222300404	CASS SCHOOL DISTRICT	Lunch/SASED Students August 2022	119.07
12/16/2022	222300404	CASS SCHOOL DISTRICT	FY23 Classroom Lease - Csas Jr High Autism	46,000.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/16/2022	222300404	CASS SCHOOL DISTRICT	FY23 Classroom Lease - Concord MN	46,000.00
12/16/2022	222300404	CASS SCHOOL DISTRICT	FY23 MN Refund	32,117.48
12/16/2022	222300404	CASS SCHOOL DISTRICT	September 2022 SASED Students Free Lunch	723.24
12/16/2022	222300404	CASS SCHOOL DISTRICT	October 2022 SASED Students Lunch	551.25
12/16/2022	222300405	CENTER CASS DISTRICT	Meals/SASED Students August 2022	128.10
12/16/2022	222300405	CENTER CASS DISTRICT	FY23 Classroom Lease - Prairieview MN	69,000.00
12/16/2022	222300405	CENTER CASS DISTRICT	September/ October 2022 SASED Student Meals	658.80
12/16/2022	222300406	DUPAGE HS DISTRICT #	FY23 Classroom Lease - Addison Trail Vision	75,000.00
12/16/2022	222300406	DUPAGE HS DISTRICT #	FY23 Classroom Lease - Willowbrook MN	75,000.00
12/16/2022	222300407	LISLE CUSD #202	FY23 MN Refund	77,689.58
12/16/2022	222300408	ELMHURST CUSD #205	FY23 MN Refund	29,947.38
12/16/2022	222300409	2955, LLC	January 2023 Rent for 2900 Ogden Ave, Lisle, IL	48,234.12
12/16/2022	222300410	AHN, MAY	Mileage Reimbursement 11/1/22 to 11/29/22	104.56
12/16/2022	222300411	AL WARREN OIL CO., I	Delivery 11/17/22	497.41
12/16/2022	222300411	AL WARREN OIL CO., I	Delivery 12/1/22	465.54
12/16/2022	222300411	AL WARREN OIL CO., I	Delivery 12/8/22	292.11
12/16/2022	222300412	ALDRICH, DANA	Mileage Reimbursement 11/1/22 to 11/30/22	50.13
12/16/2022	222300413	ALEXANDER, BRITTANY	Reimbursement - Materials for ELA FFL Groups	5.32
12/16/2022	222300414	ANDERSEN, VERONICA	Mileage Reimbursement 11/1/22 to 11/30/22	87.56
12/16/2022	222300415	ARIANO, EMILIA	Reimbursement - Pumpkin/Christmas Crafts	8.75
12/16/2022	222300415	ARIANO, EMILIA	Reimbursement - Movie rip	30.00
12/16/2022	222300416	BERGFELD, BETH	Mileage Reimbursement 11/1/22 to 11/30/22	191.13
12/16/2022	222300417	BOHNERT, SHANNON	Mileage Reimbursement 9/14/22 to 11/30/22	51.25
12/16/2022	222300418	BOLIN, BRIANNE	Mileage Reimbursement 10/3/22 to 10/26/22	151.19
12/16/2022	222300418	BOLIN, BRIANNE	Mileage Reimbursement 11/7/22 to 11/30/22	165.56
12/16/2022	222300419	BRUSICH, WENDY	Reimbursement - Jewel	48.39
12/16/2022	222300419	BRUSICH, WENDY	Reimbursement - Swiss Miss	5.59
12/16/2022	222300419	BRUSICH, WENDY	Reimbursement - Tickets	30.00
12/16/2022	222300420	BURGER, JOAN	Mileage Reimbursement 9/20/22 to 11/8/22	20.03
12/16/2022	222300421	CARRASQUILLO, ELIZAB	Mileage Reimbursement 11/1/22 to 11/30/22	138.88
12/16/2022	222300422	CELINSKA, DOROTA	Mileage Reimbursement 9/6/22 to 12/8/22	495.00
12/16/2022	222300423	CHAPLIN, KRISTINE	Mileage Reimbursement 11/1/22 to 11/30/22	148.73
12/16/2022	222300424	CIECKO, ASHLEY	Mileage Reimbursement 11/4/22 to 11/28/22	26.78

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/16/2022	222300425	COHLA, STEPHANIE	Mileage Reimbursement 11/1/22 to 11/30/22	115.18
12/16/2022	222300426	CREAGAN, HELEN	Mileage Reimbursement 11/1/22 to 11/30/22	106.75
12/16/2022	222300427	CULLEN, ROBIN	Mileage Reimbursement 9/13/22 to 11/15/22	67.44
12/16/2022	222300428	CUOMO, SUSAN	Mileage Reimbursement 8/23/22 to 11/16/22	56.63
12/16/2022	222300429	DAHL, LAURA	Reimbursement - Community Bowling Outing and Classroom Cooking	57.76
12/16/2022	222300430	DELEONARDIS, NICOLE	Mileage Reimbursement - 11/9/22 to 11/22/22	20.63
12/16/2022	222300431	DOPKA, DONALD	Mileage Reimbursement 8/25/22 to 10/7/22	194.31
12/16/2022	222300432	DORCHACK, MARIA	Mileage Reimbursement 11/1/22 to 11/30/22	183.25
12/16/2022	222300433	FROEHLING, ANNA	Reimbursement - Cooking	12.35
12/16/2022	222300433	FROEHLING, ANNA	Reimbursement - apples	11.76
12/16/2022	222300434	GRILL, MEGHAN	Mileage Reimbursement 10/4/22 to 10/25/22	112.88
12/16/2022	222300434	GRILL, MEGHAN	Mileage Reimbursement 11/1/22 to 11/29/22	126.59
12/16/2022	222300435	GROHN, JULIE	Travel Allowance December	400.00
12/16/2022	222300436	HOFFMAN, MELISSA	Mileage Reimbursement 9/2/22 to 11/15/22	32.94
12/16/2022	222300437	HOMAN, JULIA	Mileage Reimbursement 11/1/22 to 11/30/22	257.91
12/16/2022	222300438	JACKSON, JACQUELYN	Reimbursement - Costco Classroom Supplies	38.99
12/16/2022	222300439	JOHNSON, JULIA	Mileage Reimbursement 10/4/22 to 10/28/22	107.13
12/16/2022	222300440	LAREN, RICHARD	Reimbursement - Classroom Cooking/Jewel	41.29
12/16/2022	222300441	LAYTON, MATTHEW	Travel Allowance December	400.00
12/16/2022	222300442	LOHRENZ, ASHLEY	Mileage Reimbursement 11/1/22 to 11/30/22	226.97
12/16/2022	222300443	LOONEY, KATHERINE	Mileage Reimbursement 11/2/22 to 11/29/22	55.35
12/16/2022	222300444	LOWE, SENGA	Reimbursement - Decorations for Winter Event	15.00
12/16/2022	222300445	MAGNUSON, LAURA	Reimbursement - Classroom supplies for Fall Fest	16.56
12/16/2022	222300446	MARTIN, CHRISTINE	Travel Allowance December	400.00
12/16/2022	222300447	MCGUFFIN, MELINDA	Travel Allowance December	400.00
12/16/2022	222300447	MCGUFFIN, MELINDA	Reimbursement - Thank You Cards/Jimmy Johns for Strategic Planning	51.99
12/16/2022	222300447	MCGUFFIN, MELINDA	Reimbursement - Panera & Target (Meeting Supplies)	75.53
12/16/2022	222300447	MCGUFFIN, MELINDA	Reimbursement - Tablecloths and garland	22.50
12/16/2022	222300448	MCGUIRE, GRACE	Mileage Reimbursement 9/28/22 to 10/19/22	115.06
12/16/2022	222300449	MEDEARIS, CHRISTOPHE	Mileage Reimbursement 8/31/22 to 11/11/22	472.24

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
12/16/2022	222300450	MILLER, CHRISTINE	Reimbursement - Board Meeting & PAC Meeting	56.99	
12/16/2022	222300451	MOROZ, KRISTYN	Mileage Reimbursement 11/2/22 to 11/30/22	162.13	
12/16/2022	222300452	MOYNIHAN, LYNN	Mileage Reimbursement 11/1/22 to 11/30/22	198.38	
12/16/2022	222300453	MUCKIAN, RACHEL	Mileage Reimbursement 11/16/22 to 11/18/22	24.00	
12/16/2022	222300454	ONYSCHAK, AUDREY	Mileage Reimbursement 11/2/22 to 11/30/22	26.63	
12/16/2022	222300455	PADDEN, JODI	Mileage Reimbursement 9/13/22 to 9/29/22	63.13	
12/16/2022	222300456	PETERSON, COLLEEN	Mileage Reimbursement 10/4/22 to 11/30/22	124.94	
12/16/2022	222300457	RENC, MARK	Reimbursement - Ventra	7.00	
12/16/2022	222300458	ROBERTS, RUTH	Mileage Reimbursement 11/1/22 to 11/30/22	107.28	
12/16/2022	222300459	ROBINSON, DONALD	Travel Allowance December	400.00	
12/16/2022	222300460	SADOWSKI, JEANINE	Mileage Reimbursement 8/19/22 to 11/11/22	56.69	
12/16/2022	222300461	SEYLER, NICOLE	Mileage Reimbursement 8/10/22 to 8/30/22	58.13	
12/16/2022	222300461	SEYLER, NICOLE	Mileage Reimbursement 8/31/22 to 9/21/22	56.88	
12/16/2022	222300462	SHANAHAN, KERRY	Mileage Reimbursement 11/2/22 to 11/30/22	333.01	
12/16/2022	222300463	SMITH, CLAIRE	Mileage Reimbursement 11/1/22 to 11/30/22	421.94	
12/16/2022	222300464	TATHAM, SARA	Conference Registration/Mileage/Lodging/M eals	704.79	
12/16/2022	222300464	TATHAM, SARA	Mileage Reimbursement 11/3/22 to 11/28/22	119.10	
12/16/2022	222300465	THOMPSON, EVA	Mileage Reimbursement 11/11/22 to 11/29/22	51.69	
12/16/2022	222300465	THOMPSON, EVA	Mileage Reimbursement 10/12/22 to 11/30/22	150.09	
12/16/2022	222300466	URBAN, JESSICA	Mileage Reimbursement 11/1/22 to 11/30/22	104.37	
12/16/2022	222300467	WAWCZAK, ELIZABETH	Mileage Reimbursement 9/29/22 to 11/15/22	138.81	
12/16/2022	222300468	ZACHARSKI, LAURA	Reimbursement - cooking and sensory items	51.03	
Totals for checks				1,139,669.58	

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01/26/2023	102217	ODP BUSINESS SOLUTIO	Pocket Folders	164.58
01/26/2023	102217	ODP BUSINESS SOLUTIO	supplies for Ann Kremer	12.99
01/26/2023	102217	ODP BUSINESS SOLUTIO	OT PT Supplies	59.54
01/26/2023	102217	ODP BUSINESS SOLUTIO	OT PT Supplies	15.95
01/26/2023	102217	ODP BUSINESS SOLUTIO	OT PT Supplies	25.95
01/26/2023	102217	ODP BUSINESS SOLUTIO	kitchen thermometers	9.89
01/26/2023	102217	ODP BUSINESS SOLUTIO	kitchen thermometers	15.98
01/26/2023	102217	ODP BUSINESS SOLUTIO	supplies for PRR	10.49
			Totals for checks	315.37

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/26/2023	102235	AASPA	Membership Dues: Julie Grohn	275.00
01/26/2023	102236	ADVOCATE OCCUPATIONA	Julie Payne	131.00
01/26/2023	102237	ALEXANDER GRAHAM BEL	10.19.22 Cue College Virtual PD & Review Sessions	360.00
01/26/2023	102238	AMBER MECHANICAL CON	Billing #1 of 4	7,300.75
01/26/2023	102239	AMERICAN BUILDING SE	Door Replacement/SE	2,844.25
01/26/2023	102240	AMERICANEAGLE.COM, I	Shared Server Hosting and Maintenance	225.00
01/26/2023	102241	ARK THERAPEUTIC SERV	Oral Chew Tool	63.23
01/26/2023	102242	BERWYN GARAGE	Service Call MN 05 2019 Freightliner Thomas/Coolant	150.00
01/26/2023	102242	BERWYN GARAGE	2004 Chevy Van/Replace Battery	467.19
01/26/2023	102242	BERWYN GARAGE	2005 Chevy Van/Replace Battery	467.19
01/26/2023	102243	BEST PRICED PRODUCTS	OT PT Disposable Supplies 12-14-22	1,215.41
01/26/2023	102244	CDW GOVERNMENT	Network and Wireless Upgrade Orders/Switches	90,880.00
01/26/2023	102244	CDW GOVERNMENT	Network and Wireless Upgrade Orders/Switches	13,792.00
01/26/2023	102244	CDW GOVERNMENT	Network and Wireless Upgrade Orders/Switches	6,670.00
01/26/2023	102244	CDW GOVERNMENT	Network and Wireless Upgrade Orders/Switches	11,739.00
01/26/2023	102244	CDW GOVERNMENT	Network and Wireless Upgrade Orders/Switches	11,482.00
01/26/2023	102245	CLINTON COUNTY REGIO	9 Expanded Functions Eye Gaze Binding - Coil Tabs Cut - Yes Cost for Michigan Schools - \$40 Cost for Non-Profit and Out-of-State - \$70 plus shipping	81.00
01/26/2023	102246	CREATIVE EXCHANGE	Music Therapy - December 2023/Salt Creek	525.00
01/26/2023	102246	CREATIVE EXCHANGE	Music Therapy - December 2022/DHH	525.00
01/26/2023	102246	CREATIVE EXCHANGE	Music Therapy - December 2022/Albright Middle School	225.00
01/26/2023	102246	CREATIVE EXCHANGE	Music Therapy - December 2023/SE Alternative	675.00
01/26/2023	102246	CREATIVE EXCHANGE	Music Therapy - December 2023/STARS	600.00
01/26/2023	102246	CREATIVE EXCHANGE	Music Therapy - December 2022/Swartz	525.00
01/26/2023	102246	CREATIVE EXCHANGE	Music Therapy - December 2022/Transition	450.00
01/26/2023	102246	CREATIVE EXCHANGE	Music Therapy - December 2022/Addison Trail	225.00
01/26/2023	102247	CRW INC.	Labor/Materials to Wireless Access Points	2,730.00
01/26/2023	102248	EDU HEALTHCARE, LLC	12/5/22 to 12/9/22	4,379.40
01/26/2023	102248	EDU HEALTHCARE, LLC	12/12/22 to 12/16/22	4,600.35
01/26/2023	102248	EDU HEALTHCARE, LLC	12/19/22 to 12/22/22	2,778.30
01/26/2023	102248	EDU HEALTHCARE, LLC	1/4/23 to 1/6/23	911.25
01/26/2023	102249	EMBRACE EDUCATION	EmbraceDS: Direct Service	9,094.16

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/26/2023	102250	ENGLER CALLAWAY BAAS	General School Law December 2022	1,600.00
01/26/2023	102251	EXUCOM SYSTEMS	FaxFinder Support Renewal	1,998.75
01/26/2023	102253	FOXHIRE, LLC	Beth Kern Week Ending 12/9/22	3,000.00
01/26/2023	102253	FOXHIRE, LLC	Samantha Avgerinos Week Ending 12/9/22	2,775.00
01/26/2023	102253	FOXHIRE, LLC	Emily Malone Week Ending 12/9/22	2,737.50
01/26/2023	102253	FOXHIRE, LLC	Casey Smith Week Ending 12/9/22	2,803.13
01/26/2023	102253	FOXHIRE, LLC	Kimberly Cossmann Week Ending 12/9/22	2,915.63
01/26/2023	102253	FOXHIRE, LLC	Tracie Glumac Week Ending 12/9/22	2,370.00
01/26/2023	102253	FOXHIRE, LLC	Neha Sharma Week Ending 12/9/22	3,084.38
01/26/2023	102253	FOXHIRE, LLC	Kimberly Cossmann Week Ending 12/23/22	816.38
01/26/2023	102253	FOXHIRE, LLC	Neha Sharma Week Ending 12/23/22	1,850.63
01/26/2023	102253	FOXHIRE, LLC	Beth Kern Week Ending 12/23/22	1,800.00
01/26/2023	102253	FOXHIRE, LLC	Samantha Avgerinos Week Ending 12/23/22	1,652.42
01/26/2023	102253	FOXHIRE, LLC	Casey Smith Week Ending 12/23/22	1,121.25
01/26/2023	102253	FOXHIRE, LLC	Emily Malone Week Ending 12/23/22	1,587.75
01/26/2023	102253	FOXHIRE, LLC	Beth Kern Week Ending 12/16/22	3,000.00
01/26/2023	102253	FOXHIRE, LLC	Samantha Avgerinos Week Ending 12/16/22	2,775.00
01/26/2023	102253	FOXHIRE, LLC	Emily Malone Week Ending 12/16/22	2,664.50
01/26/2023	102253	FOXHIRE, LLC	Casey Smith Week Ending 12/16/22	2,803.13
01/26/2023	102253	FOXHIRE, LLC	Kimberly Cossmann Week Ending 12/16/22	2,915.63
01/26/2023	102253	FOXHIRE, LLC	Neha Sharma Week Ending 12/16/22	2,919.88
01/26/2023	102253	FOXHIRE, LLC	Tracie Glumac Week Ending 12/16/22	2,370.00
01/26/2023	102254	FUN AND FUNCTION	OT PT Disposable Supplies	27.94
01/26/2023	102255	GIRGIS, JACKLEN	File Review, Assessments, IEP Meeting	3,500.00
01/26/2023	102256	HEARTLAND ALLIANCE H	DHH 11/1/22 to 11/30/22	175.00
01/26/2023	102256	HEARTLAND ALLIANCE H	MN 11/9/22 to 11/11/22	249.36
01/26/2023	102256	HEARTLAND ALLIANCE H	Audiology/North Elementary 11/1/22 to 11/30/22	3,141.13
01/26/2023	102256	HEARTLAND ALLIANCE H	Holmes 11/21/22	161.21
01/26/2023	102256	HEARTLAND ALLIANCE H	English>Arabic Translation	199.80
01/26/2023	102257	HUGHES, JILL	Mileage Reimbursement 12/1/22 to 12/21/22	142.19
01/26/2023	102257	HUGHES, JILL	Mileage Reimbursement 1/9/23	12.38
01/26/2023	102258	HYA CORPORATION	Translations: Spanish/Questions for State	156.98

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/26/2023	102258	HYA CORPORATION	of the District Survey Sonsulting Fee for Facilitation of Additional Workshops for Strategic Planning Services	5,000.00
01/26/2023	102258	HYA CORPORATION	Consulting Fee for Strategic Planning (1/2/23) and expenses (11/10/22)	7,050.00
01/26/2023	102259	IAER VISION CONFEREN	Conference Registration - Tara Corral	190.00
01/26/2023	102260	JIM DHAMER PLUMBING	Water Heater	1,495.00
01/26/2023	102261	JASON JOBB	Mileage Reimbursement 12/2/22 to 12/21/22	86.44
01/26/2023	102262	MACGILL DISCOUNT MED	Nursing Supplies - Shawn Milos	159.00
01/26/2023	102263	MAXIM HEALTHCARE SER	792679 306156 Dates: 12/6/22 to 12/9/22 Ban, Eliza	2,372.35
01/26/2023	102263	MAXIM HEALTHCARE SER	792679306156 Dates: 12/13/22 to 12/16/22	2,938.70
01/26/2023	102263	MAXIM HEALTHCARE SER	7926879 306156 Dates: 12/12/22 to 12/22/22	7,136.80
01/26/2023	102263	MAXIM HEALTHCARE SER	792679 306156 1/3/23 to 1/6/23	3,420.50
01/26/2023	102263	MAXIM HEALTHCARE SER	792679 306156 Dates: 10/12/22 to 10/14/22	1,705.95
01/26/2023	102264	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 12/10/22	30,838.35
01/26/2023	102264	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 12/31/22	1,283.00
01/26/2023	102264	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 12/14/22	15,475.95
01/26/2023	102264	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 12/17/22	31,384.10
01/26/2023	102265	MEDLINE INDUSTRIES I	Hi-Low Mat Table 4X7 and Foot Switch	341.71
01/26/2023	102266	MICROSONIC INC.	Joshua Huerta	124.00
01/26/2023	102266	MICROSONIC INC.	Mya Foritz	126.00
01/26/2023	102266	MICROSONIC INC.	Graciella Goodwin	105.36
01/26/2023	102266	MICROSONIC INC.	Haashem Malik	96.00
01/26/2023	102267	NCS PEARSON	OT PT ASSESSMENTS	344.17
01/26/2023	102268	OTICON INC	FM Adaptor	89.99
01/26/2023	102269	PLANSOURCE	C7778 December 2022	2,550.87
01/26/2023	102270	PROCARE THERAPY	82888 Dates: 11/28/22 to 12/2/22	14,658.50
01/26/2023	102270	PROCARE THERAPY	82888 Dates: 12/19/22 to 12/23/22	7,772.50
01/26/2023	102270	PROCARE THERAPY	8288 Dates: 12/5/22 to 12/9/22	14,733.25
01/26/2023	102270	PROCARE THERAPY	82888 Dates: 12/12/22 to 12/16/22	14,637.00
01/26/2023	102270	PROCARE THERAPY	82888 1/4/23 to 1/6/23	2,700.00
01/26/2023	102271	SCHOOL SPECIALTY LLC	Classroom Consumable Supplies - Room 3	2.38
01/26/2023	102272	SECURLY	Securly renewal	5,638.80
01/26/2023	102273	SOLIANT	33664 Dates: 11/28/22 to 12/2/22	26,765.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
01/26/2023	102273	SOLIANT	33664 Dates: 12/19/22 to 12/23/22	14,716.00
01/26/2023	102273	SOLIANT	11/28/22 to 11/29/22	1,650.00
01/26/2023	102273	SOLIANT	33664 Dates: 12/12/22 to 12/16/22	26,457.75
01/26/2023	102273	SOLIANT	33664 Dates: 12/5/22 to 12/9/22	12,717.50
01/26/2023	102273	SOLIANT	33664 Dates:12/5/22 to 12/9/22	14,321.00
01/26/2023	102273	SOLIANT	33664 Dates: 11/14/22 to 11/18/22	14,615.00
01/26/2023	102273	SOLIANT	33664 Dates: 1/4/23 to 1/6/23	4,833.75
01/26/2023	102274	SONOVA USA INC.	056-3023-P5011 Roger ON Microphones w/o docking station	7,767.39
01/26/2023	102274	SONOVA USA INC.	18 052-3113-X02-P5 Roger X Receivers 793.55 add 19.99 shipping	14,303.89
01/26/2023	102275	STAMATELOPOULOS, KEL	Mileage Reimbursement 11/2/22 to 12/21/22	214.38
01/26/2023	102276	THE STEPPING STONES	SASE1501 Dates: 11/13/22 to 11/26/22	20,414.02
01/26/2023	102276	THE STEPPING STONES	SASE1501 Dates: 8/21/22 to 9/3/22	26,339.69
01/26/2023	102276	THE STEPPING STONES	SASE1501 Dates: 12/11/22 to 12/24/22	24,273.83
01/26/2023	102276	THE STEPPING STONES	SASE1501 Dates: 11/27/22 to 12/10/22	34,540.59
01/26/2023	102277	THERAPRO, INC.	OT PT Assessments	345.18
01/26/2023	102278	UNITED SEATING & MOB	Stander Repair	667.60
01/26/2023	102278	UNITED SEATING & MOB	Repair Control & Power Box	433.20
01/26/2023	102279	WARD, KRISTEN	Mileage Reimbursement 11/3/22 to 12/8/22	84.88
01/26/2023	102280	WAREHOUSE DIRECT	Price Adjustment for Salt Spreader	83.00
01/26/2023	102281	WILLOWBROOK FORD INC	Oil Change/Inspection Ford 1FMZK1Y80LKA45199	95.30
01/26/2023	102282	WPS	OT PT Assessment Forms On-Line 12-14-22	350.00
Totals for checks				656,159.05

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
01/26/2023	222300508	SALT CREEK SCHOOL DI	Registration Fees for 22/23	3,229.09
01/26/2023	222300509	2955, LLC	February 2023 Rent for 2900 Ogden Ave., Lisle, IL	48,234.12
01/26/2023	222300510	AHN, MAY	Mileage Reimbursement 12/2/22 to 12/22/22	85.43
01/26/2023	222300511	AL WARREN OIL CO., I	Delivery 12/15/22	418.37
01/26/2023	222300511	AL WARREN OIL CO., I	Delivery Date 1/5/23	188.62
01/26/2023	222300511	AL WARREN OIL CO., I	Delivery 1/12/23	283.12
01/26/2023	222300512	ALDRICH, DANA	Mileage Reimbursement 12/6/22 to 12/20/22	28.00
01/26/2023	222300513	ARIANO, EMILIA	Reimbursement - Stuffed Toys	11.00
01/26/2023	222300513	ARIANO, EMILIA	Reimbursement - groceries for class lesson	25.39
01/26/2023	222300514	ARVANS, SUSAN	Mileage Reimbursement 10/3/22 to 11/30/22	50.77
01/26/2023	222300515	BERGFELD, BETH	Mileage Reimbursement 12/1/22 to 12/21/22	54.69
01/26/2023	222300516	BOCZKOWSKI, DEBRA	Mileage Reimbursement 10/3/22 to 10/28/22	297.51
01/26/2023	222300516	BOCZKOWSKI, DEBRA	Mileage Reimbursement 11/1/22 to 11/30/22	250.63
01/26/2023	222300517	BRUSICH, WENDY	Reimbursement - Noodles for cooking lesson	4.44
01/26/2023	222300517	BRUSICH, WENDY	Reimbursement - Christmas ornaments	15.48
01/26/2023	222300517	BRUSICH, WENDY	Reimbursement - Various Grocery Items	82.86
01/26/2023	222300518	BUNGERT, TINA	Mileage Reimbursement 10/19/22	37.20
01/26/2023	222300519	CAPIO, MICHELE	Reimbursement - Holiday Staff lunch	150.00
01/26/2023	222300519	CAPIO, MICHELE	Mileage Reimbursement 11/1/22 to 12/14/22	165.44
01/26/2023	222300520	CARRASQUILLO, ELIZAB	Mileage Reimbursement 12/2/22 to 12/21/22	201.13
01/26/2023	222300521	CIECKO, ASHLEY	Mileage Reimbursement 12/2/22 to 12/16/22	19.35
01/26/2023	222300522	COHLA, STEPHANIE	Mileage Reimbursement 12/1/22 to 12/21/22	119.40
01/26/2023	222300523	CORRAL, TARA	Reimbursement - Staff Appreciation Lunch	538.36
01/26/2023	222300523	CORRAL, TARA	Mileage Reimbursement 11/1/22 to 12/16/22	117.06
01/26/2023	222300524	CREAGAN, HELEN	Mileage Reimbursement 12/1/22 to 12/20/22	100.25
01/26/2023	222300525	CURBY, KATI	Mileage Reimbursement 11/3/22 to 12/22/22	156.13
01/26/2023	222300525	CURBY, KATI	Reimbursement - Staff Appreciation Lunch	105.19
01/26/2023	222300526	DELEONARDIS, NICOLE	Mileage Reimbursement 12/1/22 to 12/16/22	20.63
01/26/2023	222300527	DORCHACK, MARIA	Mileage Reimbursement 12/1/22 to 12/16/22	132.63
01/26/2023	222300528	DUGAN, PATRICK	Mileage Reimbursement 11/1/22 to 12/20/22	192.09
01/26/2023	222300528	DUGAN, PATRICK	Reimbursement - Instructional	46.56

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			(Lakeshore Learning)	
01/26/2023	222300529	FARRELL, LYSA	Mileage Reimbursement 11/4/22 to 12/21/22	100.50
01/26/2023	222300530	FORTUNA, CHRISTINA	Mileage Reimbursement 11/9/22 to 12/21/22	54.63
01/26/2023	222300531	GEBRE, AMY	Reimbursement - Staff Holiday Lunch	204.95
01/26/2023	222300531	GEBRE, AMY	Reimbursement - Staff Pizza/Holiday	142.80
01/26/2023	222300532	GENIN, SHERILYN	Mileage Reimbursement 11/1/22 to 12/20/22	277.50
01/26/2023	222300532	GENIN, SHERILYN	Reimbursement Holiday Staff Allotment	50.97
01/26/2023	222300533	GROHN, JULIE	Travel Allowance - December 2023	400.00
01/26/2023	222300534	HOMAN, JULIA	Mileage Reimbursement 12/1/22 to 12/22/22	232.61
01/26/2023	222300535	HUNTLEY, EMILEE	Mileage Reimbursement 10/13/22 to 12/15/22	44.98
01/26/2023	222300535	HUNTLEY, EMILEE	Mileage Reimbursement 10/3/22 to 12/21/22	100.09
01/26/2023	222300535	HUNTLEY, EMILEE	Mileage Reimbursement 10/7/22 to 12/6/22	28.63
01/26/2023	222300536	JACKSON, JACQUELYN	Reimbursement - Cleaning Supplies	19.43
01/26/2023	222300537	JOHNSON, JULIA	Mileage Reimbursement 12/1/22 to 12/22/22	83.75
01/26/2023	222300537	JOHNSON, JULIA	Mileage Reimbursement 11/2/22 to 11/30/22	78.25
01/26/2023	222300538	KAUFMAN, ABIGAIL	Mileage Reimbursement 9/9/22 to 11/18/22	59.75
01/26/2023	222300539	LAREN, RICHARD	Reimbursement - Cooking Lesson	35.16
01/26/2023	222300540	LAYTON, MATTHEW	Travel Allowance - January 2023	400.00
01/26/2023	222300541	LOHRENZ, ASHLEY	Mileage Reimbursement 12/1/22 to 12/16/22	135.51
01/26/2023	222300542	LOONEY, KATHERINE	Mileage Reimbursement 12/7/22 to 12/16/22	25.67
01/26/2023	222300543	LOWE, SENGA	Reimbursement - Napkins, Plates	18.47
01/26/2023	222300544	MARTIN, CHRISTINE	Travel Allowance - January 2023	400.00
01/26/2023	222300545	MC CULLOUGH, LISA	Mileage Reimbursement 12/1/22 to 12/16/22	149.01
01/26/2023	222300546	MCCARTHY, LAWRENCE J	Reimbursement- Menards	48.94
01/26/2023	222300547	MCGUFFIN, MELINDA	Mileage Reimbursement - January 2023	400.00
01/26/2023	222300548	MCGUIRE, GRACE	Mileage Reimbursement 11/1/22 to 12/2/22	97.11
01/26/2023	222300549	MCKEE, AMY	Mileage Reimbursement 9/27/22 to 12/15/22	319.64
01/26/2023	222300550	MEDEARIS, CHRISTOPHE	Mileage Reimbursement 11/17/22 to 12/16/22	151.13
01/26/2023	222300551	MOROZ, KRISTYN	Mileage Reimbursement 12/1/22 to 12/21/22	163.31

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01/26/2023	222300552	MOYNIHAN, LYNN	Mileage Reimbursement 12/1/22 to 12/20/22	111.43
01/26/2023	222300553	MUCKIAN, RACHEL	Mileage Reimbursement 12/14/22, 12/21/22	24.00
01/26/2023	222300554	NARDI, TRACEY	Transition Bowling League	62.00
01/26/2023	222300554	NARDI, TRACEY	Reimbursement - Ace Hardware/Ventra Tickets	150.90
01/26/2023	222300555	ONYSCHAK, AUDREY	Mileage Reimbursement 12/5/22 to 12/22/22	21.06
01/26/2023	222300556	PEAHL, KIRSTIN	Reimbursement Transportation Tickets	65.00
01/26/2023	222300556	PEAHL, KIRSTIN	Reimbursement Transportation tickets	170.75
01/26/2023	222300557	PELLICANO, DARCEY	Mileage Reimbursement 10/13/22 to 12/16/22	87.44
01/26/2023	222300558	PETERSON, COLLEEN	Mileage Reimbursement 12/1/22 to 12/21/22	65.19
01/26/2023	222300559	PETERSEN, JENNIFER	Mileage Reimbursement 11/1/22 to 12/16/22	41.38
01/26/2023	222300560	ROBERTS, RUTH	Mileage Reimbursement 12/1/22 to 12/21/22	96.64
01/26/2023	222300561	ROBINSON, DONALD	Travel Allowance January 2023	400.00
01/26/2023	222300562	SADIKOT, ZARA	Mileage Reimbursement 10/7/22 to 1/5/22	93.13
01/26/2023	222300563	SEYLER, NICOLE	Reimbursement - Christmas Craft Items	25.98
01/26/2023	222300563	SEYLER, NICOLE	Mileage Reimbursement 12/7/22 to 12/16/22	81.25
01/26/2023	222300563	SEYLER, NICOLE	Mileage Reimbursement 9/22/22 to 11/9/22	108.13
01/26/2023	222300564	SMITH, CLAIRE	Mileage Reimbursement 12/5/22 to 12/23/22	220.56
01/26/2023	222300565	TATHAM, SARA	Mileage Reimbursement 12/2/22 to 12/16/22	55.00
01/26/2023	222300566	THOMPSON, EVA	Mileage Reimbursement 12/2/22 to 12/16/22	74.80
01/26/2023	222300567	URBAN, JESSICA	Mileage Reimbursement 12/1/22 to 12/20/22	60.31
01/26/2023	222300568	WALSH, ANNA	Mileage Reimbursement 11/9/22 to 12/2/22	337.18
01/26/2023	222300569	WHITE, SHEILA	Mileage Reimbursement 10/3/22 to 10/27/22	177.56
01/26/2023	222300569	WHITE, SHEILA	Mileage Reimbursement 11/1/22 to 12/19/22	257.56
Totals for checks				62,370.98

INTERIM CHECKS

December 2022 \$ 969,380.67

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/01/2022	102090	CASH	Community Cash Replenishment	500.00
12/01/2022	102091	CONSTELLATION NEW EN	1629898 Service Period: 10/24/22 to 11/22/22	3,390.96
12/01/2022	102092	DUPAGE COUNTY PUBLIC	107211-13515817Water Sewer	85.49
12/01/2022	102092	DUPAGE COUNTY PUBLIC	107211-13515817Water Sewer	-85.49
12/01/2022	102093	GUARDIAN	00519548 December 2022	1,056.14
12/01/2022	102094	ILLINOIS STATE POLIC	Fingerprinting	113.00
12/01/2022	102095	KONICA MINOLTA BUSIN	Coverage 11/22/22 to 12/21/22	1,258.00
12/01/2022	102096	KONICA MINOLTA PREMI	1055705311	1,032.16
12/01/2022	102097	NET56	Licenses-Jamf Pro iOS:Jamf Pro iOS (10/22 usage)	200.60
12/01/2022	102097	NET56	December 2022 Billing	23,062.18
12/01/2022	102097	NET56	December 2022 Billing/Internet Access/Connectivity/Communicat ion Taxes	3,861.80
12/01/2022	102098	UNIVERSAL PREMIUM	SN814 Dates: 11/1/22 to 11/15/22	645.76
12/01/2022	102099	VERIZON WIRELESS	380381311-00001 Oct 14 to Nov 13	70.65
12/01/2022	102099	VERIZON WIRELESS	942483379-00001 Oct 11 to Nov 10	155.01
12/01/2022	102099	VERIZON WIRELESS	942482156-00001 Oct 11 to Nov 10	53.82
12/01/2022	102099	VERIZON WIRELESS	380335400-00001 Oct 20 to Nov 19	900.85
12/01/2022	102099	VERIZON WIRELESS	480335060-00001 Oct 20 to Nov 19	53.95
12/01/2022	102099	VERIZON WIRELESS	385780586-00001 Oct 20 to Nov 19	1.78
12/01/2022	102099	VERIZON WIRELESS	285824433-00001 Oct 20 to Nov 19	2.76
12/01/2022	102099	VERIZON WIRELESS	480335060-00002 Oct 20 to Nov 19	8.70
12/01/2022	102099	VERIZON WIRELESS	980338541-00001 Oct 20 to Nov 19	4.93
12/01/2022	102099	VERIZON WIRELESS	685742208-00001 Oct 20 to Nov 19	12.15
12/01/2022	102099	VERIZON WIRELESS	980514589-00002 Oct 17 to Nov 16	9.79
12/01/2022	102100	WEISS SNOW REMOVAL,	Snow Removal 11/16/22	583.90
Totals for checks				36,978.89

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION		AMOUNT
12/02/2022	102102	HEALTH CARE SERVICE	6573182296 October 2022		320,102.52
12/06/2022	102103	CHICAGO WOLVES	Directions Program Field Trip		169.00
12/06/2022	102104	CASS SCHOOL DISTRICT	Overpaid FY23 OT/PT		220.00
				Totals for checks	320,491.52

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/08/2022	102106	GUARDIAN - ALTERNATE	00519548 November 2022	15,700.61
12/08/2022	102107	HEALTH CARE SERVICE	6573182296 November 2022	543,694.30
12/08/2022	102108	KONICA MINOLTA PREMI	500-0601077-000 Dates: 11/22/22 to 12/22/22	2,275.00
12/08/2022	102109	NICOR GAS	28-69-21-10001 Period: 11/1/22 to 12/1/22	528.76
12/08/2022	102110	T-MOBILE	979924297 10/21/22 to 11/20/22	586.60
12/08/2022	102110	T-MOBILE	976288363 10/21/22 to 11/20/22	1,222.40
12/08/2022	102111	UNIVERSAL PREMIUM	SN814 Dates: 11/16/22 to 11/30/22	275.26
12/08/2022	102112	VERIZON WIRELESS	680514606-00001 Oct 26 to Nov 25	5.60
Totals for checks				564,288.53

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
12/15/2022	102180	ALLIED BENEFIT SYSTE	A06120 December 2022	419.75
12/15/2022	102181	AMERICAN HERITAGE LI	W6508	892.58
12/15/2022	102182	BELGIOS CATERING	Holiday Party/SE	500.00
12/15/2022	102183	GOURMET GORILLA	Transition and Southeast	158.61
12/15/2022	102183	GOURMET GORILLA	Transition	2,437.20
12/15/2022	102183	GOURMET GORILLA	Southeast	8,879.60
12/15/2022	102184	ILLINOIS STATE POLIC	Fingerprinting	395.50
12/15/2022	102185	KONICA MINOLTA PREMI	1055705311 Coverage Period: 12/26/22 to 1/25/23	1,032.16
12/15/2022	102185	KONICA MINOLTA PREMI	1055705311 Coverage Period: 9/26/22 to 10/25/22	1,209.73
12/15/2022	102186	ORKIN EXTERMINATING	28483215 Service 12.13.22	82.94
12/15/2022	102187	RICOH USA, INC.	Subscription Coverage 10/1/22 to 9/30/23	7,020.00
12/15/2022	102188	VANGUARD ENERGY SERV	400641 November 2022	1,579.28
12/15/2022	102189	VERIZON WIRELESS	780335060-00001 Nov 2 to Dec 1	8.05
12/15/2022	102190	VSP OF ILLINOIS, NFP	30079160 December 2022 COBRA	51.72
12/15/2022	102190	VSP OF ILLINOIS, NFP	30079160 December 2022	1,842.01
12/19/2022	102191	CITI CARDS	CEnglehart Card 12/22	944.30
12/19/2022	102191	CITI CARDS	Office supplies for STARS	77.97
12/19/2022	102191	CITI CARDS	Classroom Supplies M. Misch	154.63
12/19/2022	102192	DEARBORN NATIONAL LI	R021947-1 December 2022	5,491.26
Totals for checks				33,177.29

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
12/30/2022	102198	FIFTH THIRD BANK/MAS	MMAP	8,497.47
12/30/2022	102198	FIFTH THIRD BANK/MAS	10.28.22 North Supply Order	81.89
12/30/2022	102198	FIFTH THIRD BANK/MAS	Rubber Finger Tips	2.98
12/30/2022	102198	FIFTH THIRD BANK/MAS	SLP supplies	88.92
12/30/2022	102198	FIFTH THIRD BANK/MAS	Misc. classroom items	27.97
12/30/2022	102198	FIFTH THIRD BANK/MAS	Dry Erase Markers	28.20
12/30/2022	102198	FIFTH THIRD BANK/MAS	Case of 10, Retevis Walkie Talkies Earpiece with Mic 2 Pin Acoustic Tube Headset Compatible with Baofeng UV-5R Retevis H-777 RT21 RT22 Arcshell AR-5 Two Way Radio-In ear	199.96
12/30/2022	102198	FIFTH THIRD BANK/MAS	OT PT STander Repair	157.00
12/30/2022	102198	FIFTH THIRD BANK/MAS	Extech 407760 USB Sound Level Datalogger, Learning Resources Penguins On Ice Math Activity Set, Homeschool, Learning Resources Mini Motors Counting and Sorting Fun Set-72, TSYAN Counting Dinosaurs Toys Matching Game for Kids with,	284.66
12/30/2022	102198	FIFTH THIRD BANK/MAS	1 each - The Responsive Advisory Book: 150] Purposeful Plans for Middle School by Michelle Benson, Rio Clemente, et al. and The Power of Our Words for Middle School: Teacher Language That Helps Students Learn by Responsive Classroom	46.00
12/30/2022	102198	FIFTH THIRD BANK/MAS	1 package of 60 Dry Erase Lap Boards, 1 package of Shuttle Art Dry Erase Markers, 12 Colors, 144 bulk markers, 1 package of Favide 24 Pack Magnetic White Board Dry Erasers.	172.97
12/30/2022	102198	FIFTH THIRD BANK/MAS	Interventions: Support for Individual Students With Behavior Challenges, 3rd edition	36.49
12/30/2022	102198	FIFTH THIRD BANK/MAS	Bluedog ink order	3,010.86
12/30/2022	102198	FIFTH THIRD BANK/MAS	Bluedog waste toner boxes	55.92
12/30/2022	102198	FIFTH THIRD BANK/MAS	Collapsable Storage Bins	115.26
12/30/2022	102198	FIFTH THIRD BANK/MAS	Disposable Gloves	159.80
12/30/2022	102198	FIFTH THIRD BANK/MAS	SC	285.67
12/30/2022	102198	FIFTH THIRD BANK/MAS	AK	285.41
12/30/2022	102198	FIFTH THIRD BANK/MAS	travel for Ann Kremer	96.90
12/30/2022	102199	UNIVERSAL PREMIUM	SN814 Dates: 12/1/22 to 12/15/22	334.98

Totals for checks 13,969.31

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/08/2022	222300374 COHLA, STEPHANIE	Reimbursement - classroom consumables and cooking supplies	36.48
12/08/2022	222300375 DAHL, LAURA	Reimbursement classroom materials and cooking supplies	21.13
12/08/2022	222300376 LOONEY, KATHERINE	Reimbursement - therapy consumable goods and classroom materials	44.30
12/08/2022	222300376 LOONEY, KATHERINE	Reimbursement - therapy consumable goods/classroom materials	49.71
12/08/2022	222300376 LOONEY, KATHERINE	Reimbursement - therapy consumables	48.50
12/08/2022	222300377 QUICK, JENNIFER	Reimbursement - folding table for lunch prep	48.98
12/08/2022	222300377 QUICK, JENNIFER	Reimbursement - game activity and lamination	42.87
12/08/2022	222300377 QUICK, JENNIFER	Reimbursement - cooking, read aloud, goal work & sensory	41.40
12/08/2022	222300378 WALSH, ANNA	Reimbursement Book for classrooms	9.99
		Totals for checks	343.36

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
12/15/2022	222300469	CIECKO, ASHLEY	Reimbursement - sippy cups	14.73
12/15/2022	222300470	COHLA, STEPHANIE	Reimbursement - classroom expendables and work tasks	34.47
12/15/2022	222300470	COHLA, STEPHANIE	Reimbursement - expendables and cooking	32.19
12/15/2022	222300471	QUICK, JENNIFER	Reimbursement - Task Box Materials	31.63
12/15/2022	222300471	QUICK, JENNIFER	Reimbursement - Task Box Materials	18.75
Totals for checks				131.77

**ADDENDUM to
LETTER OF AGREEMENT
HYA Strategic Planning Process**

Purpose

The purpose of this Addendum to the Letter of Agreement signed on August 23, 2022, is to document additional services provided by Hazard, Young, Attea and Associates ("HYA"), to School Association for Special Education in DuPage County ("SASED") to support development of a strategic plan. All other provisions from the Letter of Agreement remain unchanged.

HYA Responsibilities

HYA shall provide the following services:

- Facilitation of four half-day or two full-day workshops for the development of implementation plans. These sessions will focus on creating actionable, measurable plans that impact equitable student outcomes.

SASED Responsibilities

- Provision of location and logistics for workshops
- Determine and invite team members for each strategic priority area

Fees and Payment Schedule

In consideration for Services, SASED will pay to Hazard, Young, Attea, & Associates \$5,000 for two on-site days of Associate work and all meeting preparation including development of agenda and meeting materials.

Reimbursement Costs

- Printing and Postage; HYA is a green corporation whereby all documents related to the search will be provided electronically. If SASED wishes to have hard copies, SASED will be billed for expenses to cover the costs associated with printing, binding and shipping all materials.
- SASED will be billed for Associate mileage from his home to SASED offices.

Additional Services

If the Director wishes to secure additional services beyond those specifically described in this addendum or the original agreement dated August 23, 2022, these services can be discussed and defined with the Associate and added to the contract as a second addendum. Additional work remains at the originally specified rate of \$2,500 per day and may be billed in half day increments.

Hazard, Young, Attea & Associates:

M. McBuff 12-9-2022
Signature Date

Mindy McBuff Executive Director
Name Title

School Association for Special Education in DuPage County:

Nanci Perez 12/12/2022
Signature Date

Nanci Perez, Chief Operating Officer
Name Title



NURSING SERVICES AGREEMENT Illinois

This Staffing Agreement (hereinafter "Agreement") is entered into this 21st day of December, 2022 (the "Effective Date") by and between SASED referred to in this Agreement as "INSTITUTION," and MyLife, LLC dba Team Select Home Care, an Illinois Corporation including its affiliates and subsidiaries, referred to in this Agreement as "TEAM SELECT." "TEAM SELECT" and "INSTITUTION" are sometimes referred to in this Agreement individually as "Party" or collectively referenced herein as the "PARTIES".

RECITALS

WHEREAS, INSTITUTION operates a School, as defined by State Law located in State and wishes to engage TEAM SELECT to provide personnel to supplement INSTITUTION's staff.

WHEREAS, TEAM SELECT operates a home health agency and employs licensed health care personnel to provide healthcare services to INSTITUTION.

THEREFORE, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, and intending to be legally bound, INSTITUTION and TEAM SELECT hereby agree to the following terms and conditions:

A. TERM OF AGREEMENT

- 1. Term.** The term of this Agreement commences on the Effective Date and expires automatically on the one-year anniversary of the Effective Date, unless sooner terminated in accordance with Section 2.
- 2. Termination.** Either party may terminate this Agreement at any time, with or without cause, by providing at least thirty (30) days advance written notice of the termination date to the other party. Such termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination. If either Party breaches this Agreement, the other Party may terminate immediately upon written notice to the breaching Party.

B. RESPONSIBILITIES OF TEAM SELECT

- 1. Services.** TEAM SELECT will, upon request by INSTITUTION, provide one or more licensed or certified health care providers (i.e. LPNs and RNs,) as specified by INSTITUTION (collectively, "Personnel") for nursing services to a patient (the "Services").
- 2. Personnel.** TEAM SELECT will supply INSTITUTION with Personnel who meet the following criteria and will provide evidence of the following to INSTITUTION upon written request:
 - 1) Current, valid state license/registration and/or certification, as applicable
 - 2) Current CPR certification
 - 3) Health clearance to include proof of pre-employment physical and baseline TB test
 - 4) Provision of professional licensure as required by state law
 - 5) Proof of completion of education requirements required by state law(s).



- 6) Current valid skills competency to include, (i) written exam; (ii) skills checklist and (ii) verified work history.
- 7) Completed TEAM SELECT Infection Control and HIPAA training.
- 8) Completed/clear state-specific background checks, as defined by educational code.
- 9) All TEAM SELECT employees will also be required to authorize INSTITUTION to conduct criminal background and fingerprint checks with the Illinois State Police and FBI. Additionally, TEAM SELECT employees will be required to authorize INSTITUTION to verify that their information will be checked against the Sex Offender and Murderer and Violet Offender databases. All background checks are made to ensure that new employees have no prior criminal record that would render said persons as unwanted in a school setting, e.g., child molestation, pornography, possession or distribution of a controlled substance, any felony conviction, etc. If, in the duration of this Agreement, a contractor employee is convicted of such an offense, they will be prevented from attending or working at INSTITUTION facilities. TEAM SELECT will also be in compliance with current and future local, state, and federal laws and regulations. Expenses related to all fingerprinting and background checks will be paid by INSTITUTION.
Employment and Taxes. TEAM SELECT will follow its standard employment policies and procedures to verify that all Personnel meet applicable licensing requirements. TEAM SELECT, or its subcontractor if applicable, will maintain direct responsibility as employer for the payment of wages and other compensation, and for any applicable mandatory withholdings and contributions such as federal, state, and local income taxes, social security taxes, worker's compensation, and unemployment insurance. INSTITUTION shall be responsible for any sales tax, gross receipts tax, excise tax or other state taxes applicable to the Services provided by TEAM SELECT.

C. Responsibilities of INSTITUTION

1. **Orientation.** INSTITUTION will promptly provide TEAM SELECT Personnel with an adequate and timely orientation to INSTITUTION. INSTITUTION shall review instructions regarding confidentiality (including student and employee), and orient TEAM SELECT Personnel to the specific Exposure Control Plan of the INSTITUTION as it pertains to OSHA requirements for blood borne pathogens and infection control, as well as any of the INSTITUTION's specific policies and procedures provided to TEAM SELECT for such purpose. INSTITUTION maintains no control over the means and methods used by Personnel to provide the Services.
2. **Responsibility for Student Care.** INSTITUTION retains full authority and responsibility for professional and medical management of care for each of its students, for developing and providing individualized Healthcare Plans (IHP's) for its students. TEAM SELECT shall ensure that services provided by TEAM SELECT Personnel under this agreement are furnished in a safe and effective manner and in accordance with applicable laws and standards of care.
3. **Placement Fee.** For a period of twelve (12) months following that date on which TEAM SELECT Personnel last worked a shift at INSTITUTION, INSTITUTION agrees that it will take no steps to recruit, hire or employ as its own employees or as a contractor those Personnel provided by TEAM SELECT during the term of this Agreement. INSTITUTION understands and agrees that TEAM SELECT is not an employment agency and that Personnel are assigned to the patient to render temporary service(s) and are not assigned to become employed by the INSTITUTION. The INSTITUTION further acknowledges and agrees that there is a substantial investment in business related costs incurred by TEAM SELECT in recruiting, training, and employing Personnel, to



Personnel.

Per Diem or Short-Term Staff Non-Performance. If INSTITUTION concludes, in its sole discretion, that any Personnel provided by TEAM SELECT have engaged in misconduct, or have been negligent, INSTITUTION may require the Personnel to leave the premises and will notify TEAM SELECT immediately in writing, providing in reasonable detail the reason(s) for such decision. INSTITUTION'S obligation to compensate TEAM SELECT for such Personnel's services will be limited to the number of hours actually worked. TEAM SELECT will not reassign the individual to INSTITUTION without prior approval of the INSTITUTION.

4. Insurance.

a. INSTITUTION will maintain at its sole expense valid policies of general and professional liability insurance with minimum limits of \$1,000,000 per occurrence and \$3,000,000 annual aggregate covering the acts or omissions of its employees, contractors and agents, which may give rise to liability in connection with the Services under this Agreement. INSTITUTION will give TEAM SELECT prompt written notice of any material change in INSTITUTION coverage.

b. TEAM SELECT will maintain at all times during this agreement the insurance coverage listed below. Prior to the commencement of this Agreement, TEAM SELECT shall provide INSTITUTION with the certificate of insurance and policy endorsements reflecting the coverage specified below, and naming INSTITUTION as an additional insured on the general liability policy on a primary and noncontributory basis and providing by endorsement that any such insurance policy shall not be terminated, amended, or canceled without at least 30 days' prior written notice to INSTITUTION.

Professional Liability

1. Each occurrence or Wrongful Act Limit \$1,000,000
2. Annual Aggregate Limit \$3,000,000

Commercial General Liability

1. Each Occurrence Bodily Injury & Property damage \$1,000,000
2. Each event personal injury \$1,000,000
3. General aggregate \$2,000,000
4. Coverage must be written on an "occurrence" basis
5. School District and its elected officials and employees shall be named as additional insureds
6. Coverage shall not exclude claims for sexual abuse/molestation
7. Coverage shall not exclude claims for corporal punishment

6. **Incident Reports/Complaints:** INSTITUTION shall report in writing to TEAM SELECT any unexpected incident known to involve any Personnel within two days (such as Personnel errors, unanticipated deaths or other unanticipated student-related events or injuries known to be attributable to Personnel, and any safety hazards known to be related to the services provided by Personnel) if the incident may have an adverse impact on the INSTITUTION and/or TEAM SELECT in order to comply with TEAM SELECT's incident tracking program. INSTITUTION will also report any complaints regarding TEAM SELECT Personnel within two business days. Complaints and grievances regarding TEAM SELECT Personnel may be reported to the local TEAM SELECT representative at any time.

7. PARTIES(MUTUAL)RESPONSIBILITIES

- a. **Non-discrimination.** Neither TEAM SELECT nor INSTITUTION will discriminate on the basis of age, race, color, national origin, religion, sex, disability, being a qualified disabled veteran, being a qualified veteran of the Vietnam era, or any other category protected by law.

8. COMPENSATION

- a. **Invoicing.** TEAM SELECT will supply Personnel under this Agreement at the rates listed in the



Attachment(s). TEAM SELECT will submit invoices to INSTITUTION every week for Personnel provided to INSTITUTION during the preceding week. Invoices shall be submitted to the following address:

SASED
c/o: HR
2900 Ogden Ave
Lisle, Illinois 60532
PH-(630) 778-4500
TAX ID/EIN: _____

- b. **Payment.** All amounts due to TEAM SELECT are due and payable within forty-five (45) days from date of invoice. INSTITUTION will send all payments to the address set forth on the invoice.
- c. **Late Payment.** INSTITUTION shall process and pay invoices in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1, et seq.
- d. **Rate Change.** TEAM SELECT will provide INSTITUTION at least thirty (30) days advance written notice of any change in rates.
- e. **Annual Rate Increases.** INSTITUTION agrees to and accepts annual rate increases at the percentage of 3.5% annually.

9. GENERAL TERMS

- a. **Independent Contractors.** TEAM SELECT and INSTITUTION are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or 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. Neither TEAM SELECT nor INSTITUTION nor any of their respective agents or employees shall control or have any right to control the activities of the other party or its Personnel in carrying out the terms of this Agreement.
- b. **Assignment.** Neither party may assign this Agreement without the prior written consent of the other party, nor will such consent not be unreasonably withheld. No such consent will be required for assignment to an entity owned by or under common control with assignor or in connection with any acquisition of all of the assets or capital stock of a party; provided however, the assigning party will provide notice of such transaction to the other party and remain fully responsible for compliance with all of the terms of this Agreement.

c. Indemnification. TEAM SELECT agrees to indemnify and hold harmless INSTITUTION, and its board of education, individual board members, officers, administrators, employees, representatives and agents, and each of them, from and against any and all claims, actions, or liabilities which may be asserted against them by third parties to the extent arising from the negligent act or omission of TEAM SELECT, its directors, officers, employees or agents, including Personnel, and to the extent arising from any breach of this Agreement by TEAM SELECT. INSTITUTION agrees to indemnify and hold harmless TEAM SELECT, its directors, officers, shareholders, employees and agents from and against any and all claims, actions, or liabilities which may be asserted against them by third parties in connection with the negligent performance of INSTITUTION, its directors, officers, employees, contractors or agents under this Agreement.

d. Attorneys' Fees. In the event either party is required to obtain legal assistance (including in-house counsel) to enforce its rights under this Agreement, or to collect any monies due to such party for services provided, the prevailing party shall be entitled to receive from the other party, in addition to all other sums due, reasonable attorney's fees, court costs and expenses, if any, incurred

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enforcing its rights and/or collecting its monies.

e. Notices. Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either party may change the address to which notices are sent by sending written notice of such change of address to the other party.

SASED/ c/o:HR
2900 Ogden Ave
Lisle, Illinois 60532

Team Select Home Care 2999 N 44th St,
Ste 100 Phoenix, AZ 85018-7247 ATTN:
Contracts Dept.

f. Headings. The headings of sections and subsections of this Agreement are for reference only and will not affect in any way the meaning or interpretation of this Agreement.

g. Entire Contract; Counterparts. This Agreement constitutes the entire contract between INSTITUTION and TEAM SELECT regarding the services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document. No amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both parties.

h. Availability of Personnel. TEAM SELECT is providing individual care for a student(s), TEAM SELECT will make commercially reasonable efforts to ensure that student(s) care remain consistent.

i. Compliance with Laws. TEAM SELECT agrees that all services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state or local laws and regulations or applicable accrediting body standards are modified, TEAM SELECT reserves the right to notify INSTITUTION in writing of any modifications to the Agreement in order to remain in compliance with such law, rule or regulation.

j. Severability. In the event that one or more provision(s) of this Agreement is deemed invalid,

unlawful and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.

- k. Governing Law, Jurisdiction.** This Agreement will be governed by and construed in accordance with the laws of the State of Illinois, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Illinois.
- l. Limitation on Liability.** Except for each Party's obligations of indemnity and defense as provided in Section 9(c), neither TEAM SELECT nor INSTITUTION will be responsible for special, indirect, incidental, consequential, or other similar damages, including but not limited to lost profits, that the other party may incur or experience in connection with this Agreement or the services provided, however caused, even if such party has been advised of the possibility of such damages.

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- m. Incorporation of Recitals.** The recitals set forth at the beginning of this Agreement are incorporated by reference as if fully set forth herein.
- n. Conflict of Interest.** By entering into this Agreement, the Parties agree that all conflicts of interest shall be disclosed to the other Party for review in accordance with that Party's policies and procedures. A conflict of interest occurs when an employee has professional or personal interests that compete with his/her services to or on behalf of TEAM SELECT or the INSTITUTION, or the best interests of students. Such competing interests may make it difficult for an employee to fulfill his or her duties impartially.

10. CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

a. Confidentiality.

1. TEAM SELECT / INSTITUTION Information. The parties recognize and acknowledge that, by virtue of entering into this Agreement and providing services hereunder, the parties will have access to certain information of the other party that is confidential and constitutes valuable, special, and unique property of the party. Each of the parties agrees that neither it nor his/her staff shall, at any time either during or subsequent to the term of this Agreement, disclose to others, use, copy, or permit to be copied, except pursuant to his duties for or on behalf of the other party, any secret or confidential information of the party, including, without limitation, information with respect to the party's students, costs, prices, and treatment methods at any time used, developed or made by the party during the term of this Agreement and that is not available to the public, without the other party's prior written consent. Nothing herein shall prohibit either Party from responding to lawful inquiries from government agencies or other lawful process, such as subpoenas, and nothing herein shall prohibit either party from responding to a Freedom of Information Act request.

2. Terms of this Agreement. Except for disclosure to his/her legal counsel, accountant or financial or other advisors/consultants neither party nor its respective staff shall disclose the terms of this Agreement to any person who is not a party or signatory to this Agreement, unless disclosure thereof is required by law or otherwise authorized by this

Agreement. Unauthorized disclosure of the terms of this Agreement shall be a material breach of this Agreement and shall provide the party with the option of pursuing remedies for breach or immediate termination of this Agreement in accordance with the provisions stated herein. Nothing in this section prohibits INSTITUTION from placing this Agreement on a public meeting agenda for review and approval by INSTITUTION's board of education.

3. Student/Customer Information: Neither party nor its employees shall disclose any financial nor medical information regarding students/customers treated hereunder to any third-party, except where permitted or required by law or where such disclosure is expressly approved by INSTITUTION, TEAM SELECT and student/customer in writing. Further, each party and its employees shall comply with the other party's rules, regulations and policies regarding the confidentiality of such information as well as all federal and state laws and regulations including, without limitation, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act ("HITECH").

4. The obligations set forth in this Section shall survive the termination of this Agreement.

b. **FERPA/HIPAA/HITECH Obligations.** Each party and its respective staff shall comply with all federal and state laws and regulations, and all rules, regulations, and policies of the other party, regarding the confidentiality of student personal health information (PHI), to include, without limitation, FERPA, HIPAA and HITECH. In addition, if necessary, the parties agree to resist any effort to obtain access to such records or information in judicial proceedings, except such access

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as is expressly permitted by federal/state regulations.

To the extent that INSTITUTION may be a "Covered Entity" as defined by HIPAA, and would therefore be subject to applicable requirements, including, but not limited to, requirements to enter into certain contracts with their "business associates," as specified in ATTACHMENT B, the parties shall execute ATTACHMENT.

c. Notwithstanding the foregoing, TEAM SELECT and all staff provided to hereunder shall comply with confidentiality, medical records and/or other applicable laws and regulations with regard to any and all information.

INSTITUTION and TEAM SELECT have acknowledged their understanding of an agreement to the mutual promises written above by executing and delivering this Agreement as of the Effective Date set forth above.

SASED: MYLIFE, LLC, INC., D/B/A TEAM SELECT HOME CARE:

Signature

A handwritten signature in black ink, appearing to read "M. McGuffin".

Melinda McGuffin, Executive Director

Printed Name & Title

Date 12/21/2022

Signature

Tim Hart, Vice President of Payor Relations
Printed Name & Title

Date

ATTACHMENT A
SASED,
STAFFING RATES

Charges will be based on the following hourly rate schedule effective 8/1/2022:

Service	Weekday Rate	WeekendRate
LPN	\$68.00	\$68.00
RN	\$68.00	\$68.00

Orientation. Rates listed above will be charged for all time spent in required EDUCATIONAL INSTITUTION orientation.

Overtime. Overtime rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. Overtime must have EDUCATIONAL INSTITUTION supervisory approval. The overtime rate is one and one-half (1.5) times the regular billing rate for such hours.

Holidays. Holiday rates will apply to shifts beginning at 12:00 a.m. the day of the holiday through 11:59 p.m. the night of the holiday. Time and one-half will be charged for the following holidays:

- New Year's Eve (from 3 PM) Thanksgiving Day
- New Year's Day Labor Day
- Memorial Day Christmas Eve (from 3 PM) Independence Day Christmas Day
- Easter

SASED: MYLIFE, LLC, INC., D/B/A TEAM SELECT HOME CARE:

Signature

Signature



Melinda McGuffin, Executive Director
Printed Name & Title

Tim Hart, Vice President of Payor Relations
Printed Name & Title

EDUCATION SERVICES STAFFING AGREEMENT

This Education Services Staffing Agreement (hereinafter "Agreement") is entered into this day of September 23rd, 2022, by and between **The School Association for Special Education in Dupage County** located at 2900 Ogden Ave Lisle, IL 60532, referred to in this Agreement as "Customer," and **Maxim Healthcare Services, Inc.**, a Maryland Corporation including its affiliates and subsidiaries, with an office located at 377 E Butterfield Rd., Suite 100 Lombard, IL 60148 referred to in this Agreement as "Maxim."

RECITALS

WHEREAS, Customer operates a School, as defined by State Law located in IL and wishes to engage Maxim to provide personnel to supplement Customer's staff.

WHEREAS, Maxim operates a staffing agency that provides supplemental healthcare staffing services to Customer.

THEREFORE, in consideration of the above premises set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are acknowledged by the Parties, and intending to be legally bound, Customer and Maxim hereby agree to the following terms and conditions.

ARTICLE I. DEFINITIONS

"Agreement" means this Educational Staffing Services Agreement entered into as of the Effective Date between Maxim and Customer, including all Attachment(s) attached hereto, and all Statement(s) of Work entered into by Maxim and Customer pursuant to Section 3.1.

"Assignment Confirmation" means the details as agreed upon between Customer and Maxim for Assignment Personnel Providing Assignment Services.

"Assignment Personnel" means Local Assignment Personnel providing Assignment Services.

"Assignment Personnel Rate" means a rate agreed upon between Customer and Maxim for that specific Assignment Personnel, as specified in "Attachment C" and controls where different from Base Rates set forth in "Attachment A."

"Assignment Services" means Services for a specific term and length of the time, as more specifically set forth in Section 8.1 herein and "Attachment C."

"Attachment A" means the position(s) of Personnel requested by Customer to provide Services, as set forth in Section 3.1 herein and rate(s), including Base Rates, and is incorporated into this Agreement by reference.

"Attachment B" means the pre-screening Personnel requirements pursuant to Section 3.2 and is incorporated into this Agreement by reference.

"Attachment C" means an Assignment Confirmation and is incorporated into this Agreement by reference.

"Base Rate" means the rates billed for Services performed by Personnel pursuant to terms of Agreement and "Attachment A" hereto.

“Behavior Intervention Plan” or “BIP” is defined as a written improvement plan created for a student based on the outcome of the functional behavior assessment (FBA).

“Contractor” means either independent contractor(s) or legal entity(ies) being utilized by Maxim to provide Services, as specified in Section 7.2.

“Effective Date” means the date first written above in the introductory paragraph of Agreement.

“Float” means Personnel reassigned to a different Customer department, unit, School Work Site, or to a different staff classification.

“Individual Education Program” or “IEP” is a plan developed as required under the Individuals with Disabilities Education Act (“IDEA”) providing eligible students with special education and related services that is reasonably calculated to enable the student to make progress appropriate in light of the child’s unique circumstances.

“Individual Health Plan” or “IHP” is defined as a health plan focusing specifically on student(s)’ medical needs, it may contain physician orders. If the services for a student’s medical needs can be performed during the school day for the student to benefit from the education, the medical services may be incorporated into the 504 Plan or IEP.

“Local Assignment Personnel” means Personnel providing Assignment Services whose home of record is less than fifty (50) miles from the School Work Site.

“Medical Services” services provided by a licensed physician to determine a student’s medically related disability that results in the student’s need for a 504 Plan or an IEP. These services include determining the health or related services needed for a particular student, developing the plan, changes to the plan, and level of healthcare or professional required.

“Personnel” means licensed and/or unlicensed clinical and other non-clinical healthcare, behavioral, educational assistance, and instructional employees of Maxim.

“Placement” is defined to mean where the student with a disability receives the services listed in the 504 Plan or the IEP.

“Related Services” is defined to mean developmental, corrective and other supportive services as may be required to assist a student with a disability to receive FAPE as described by a student’s 504 Plan or IEP that do not require a licensed professional to perform the services.

“School Health Services” is defined to mean health services required to be provided by a school nurse or other licensed professional that enable a student with a medically related disability to receive FAPE as described by a student’s 504 Plan, IHP or IEP.

“School Work Site” means any location Customer assigns Personnel to render Services.

“Services” means collectively School Health Services, Medical Services, and/or Related Services provided by Maxim to Customer, as more specifically set forth in Article III and any Attachment(s) and/or Statement(s) of Work.

“Special Education” is defined as specially designed instruction to meet the unique needs of a student with a disability.

“**Statement of Work**” or “**SOW**” means a statement of work describing the Services entered into by Maxim and Customer in accordance with Article III and “Attachment A” attached hereto.

“**Supplies**” means any and all necessary medical supplies to be used in administering and/or providing Services to student(s), including, but not limited to personal protective equipment (“PPE”).

“**Term**” has the meaning given in Section 2.1.

ARTICLE II. TERM

Section 2.1. Term. This Agreement will commence on the Effective Date and will continue for a school calendar year, which runs from 6/6/2022 to 6/6/2023.

ARTICLE III. NATURE AND SCOPE OF SERVICES

Section 3.1 Scope of Services.

(a) **Staffing.** Maxim is responsible for recruiting, screening, and hiring its Personnel as set forth herein to provide temporary staffing Services to Customer, with such Services provided by Personnel under Customer’s management and supervision at a School Work Site or in an environment controlled by Customer. Maxim will use its best efforts to provide Personnel who shall perform Services in accordance with the terms of this Agreement, as requested in “Attachment A.” Services include School Health Services, Related Services, and Special Education Services. Maxim will provide Personnel specific to the requirements provided by the Customer, following receipt of the BIP, IEP, IHP or 504 Plan (the “Plan”), as applicable, from the Customer. Maxim will use its best efforts to provide Personnel who meet the qualifications as specified by the Customer and shall perform services in accordance with the terms of this Agreement. Customer shall provide Maxim with the skill level, experience and services to be provided by Personnel to any student(s), and details from the applicable Plan for School Health Services or Related Services, necessary to perform Services hereunder.

(b) **Changes.** From time to time, requests for additions, deletions, or revisions to the Services or Base Rates may be made (collectively, the “Changes”). The Party that wishes to make a Change shall deliver to the other Party a modified Statement of Work (“SOW”) or subsequent “Attachment A” to reflect the changes to this Agreement expressly agreed to by the parties. The Changes will take effect upon signature by both parties.

Section 3.2 School Health Services Requirements. Maxim will perform the screening for School Health Services Personnel who meet the criteria as indicated in Attachment “B” hereto.

Section 3.3 Related Services. Maxim will perform the screening for Related Services and Special Education Personnel who meet the criteria as indicated in Attachment “B” hereto.

Section 3.4 Special Education Services. Maxim will perform the screening for Related Services and Special Education Personnel who meet the criteria as indicated in Attachment “B” hereto.

Section 3.5 Maxim as Employer. Maxim acknowledges and agrees that its Personnel are its employees and shall be treated as such and not as employees of Customer. Maxim agrees that it (i) is responsible for providing any wages or other benefits to its Personnel; (ii) will make all appropriate tax, social security,

Medicare, and other withholding deductions and payments with respect to its Personnel; (iii) will provide workers' compensation insurance coverage for its Personnel; (iv) will make all appropriate unemployment tax payments with respect to its Personnel; and (v) will take any additional actions legally required to establish that the Personnel whose Services are provided under this Agreement are employees of Maxim.

Section 3.6 Availability of Personnel. The Parties agree that Maxim's duty to supply Personnel is subject to the availability of qualified Personnel. The failure of Maxim to provide Personnel shall not constitute a breach of this Agreement if the requested Personnel are not available. To the extent that Maxim is unable to provide the modality of Personnel requested by Customer, Maxim will provide Customer with the option of a higher skilled Personnel to perform the supplemental staffing services and will inform Customer of the fair market value rate that would be charged for the duration of the placement of such Personnel. If Customer agrees to accept a higher skilled Personnel, Maxim will bill Customer at that Personnel's fair market value rate for the modality provided.

ARTICLE IV. SCHOOL WORK SITE REQUIREMENTS AND OBLIGATIONS

Section 4.1 Plan Implementation. Customer is responsible for the Educational Services provided to its students. Customer will provide supervision of Personnel for Services provided to any student with a medical disability. Customer will make available to Personnel the applicable Plan(s), as determined by Customer to be necessary for Personnel to provide services. Customer shall provide student specific orientation for the requirements of the Plan(s).

Section 4.2 Orientation and Evaluation. Customer will provide Personnel with orientation of Customer's policies, procedures and School Work Site specific training. Customer will provide School Work Site specific emergency protocol training for all student's with a medically related disability.

Section 4.3 Supplies. Customer will provide all necessary Supplies to Personnel in performance of this Agreement. Customer shall be responsible for disposing of all medical waste and biohazard produced by the Services and will comply with all applicable local, state, and federal rules, regulations, and laws governing such disposal.

Section 4.4 Float Policy. Subject to prior written notification, Customer may Float Personnel, if Personnel satisfies the Customer's requisite specialty qualifications. If Customer Floats Personnel, the Personnel must perform the duties of the revised assignment as if the revised assignment were the original assignment. Customer will provide the Personnel with additional orientation regarding the Float assignment as necessary. If Personnel Floats to a staff classification that has a lower Base Rate, then the Base Rate that was applicable to the original Personnel assignment remains the applicable Base Rate despite the Float. If Personnel Floats to a staff classification that has a higher Base Rate, then the Base Rate that is applicable to the newly assigned staff classification is the applicable Base Rate for as long as the Personnel continues to work in that staff classification.

Section 4.5 Right to Dismiss. If at any time Customer, in its reasonable judgment, determines that the staffing Services provided any Personnel provided hereunder is inadequate, unsatisfactory or has failed to comply with Customer's rules, regulations, or policies, Customer shall immediately advise Maxim. Maxim will remove Personnel from Customer's School Work Site as requested. Customer will cooperate with Maxim and provide reasonable detail(s) for the dismissal. To the extent permitted by law, Customer will provide Maxim with any reports it provides to any governing oversight agency(ies) as a result of Maxim Personnel's conduct, including all drug screens conducted, results of peer review and/or documentation of Customer's investigation.

Section 4.6 Work Environment and OSHA. Customer will provide a clean and properly maintained workspace(s) for Personnel to conduct the provided Services. Customer will provide furniture at its sole risk to include, but not limited to, tables and chairs, and allow Personnel reasonable access to telephones for business use. Maxim will not be responsible for the proper maintenance of any property supplied by Customer. Customer will orient Personnel to the specific exposure control plan(s), emergency action plan(s), and/or protocol(s) of the Customer as it pertains to all federal OSHA requirements and equivalent state agency requirements, directives, or standards, with respect to blood borne pathogens, other emergent matters, and any of the Customer's specific policies and procedures for safety, hazardous communications and/or operations instructions. Customer will be responsible for all OSHA recordkeeping, logging, and reporting responsibilities required by law pertinent to Services provided under this Agreement.

Section 4.7 Notification of Incidents and Claims. Customer agrees to notify Maxim of any incident involving Maxim Personnel within forty-eight (48) hours of its occurrence. To the extent permitted by law, Customer agrees to provide Maxim documentation of any investigation conducted. Maxim and Customer agree to notify each other in writing of any asserted claim relating to this Agreement within ten (10) days of either discovery of the occurrence upon which the claim may be based or learning of the claim. Indemnity to Customer shall not cover any claims or liabilities in which there is a failure to give the indemnifying party prompt notice of any incident within forty-eight (48) hours of its occurrence.

ARTICLE V. CONVERSION OF PERSONNEL

Section 5.1 Non-Solicitation. For a period of twelve (12) months following the date on which the Personnel last worked an Assignment under this Agreement, Customer agrees that it will take no steps to solicit, recruit, hire, or employ as its own employees, or as a contractor, that Personnel provided by Maxim during the term of this Agreement. Customer understands and agrees that Maxim is not an employment agency and that Personnel are assigned to the Customer to render temporary service(s) and are not assigned to become employed by the Customer. Customer further acknowledges and agrees that there is a substantial investment in business related costs incurred by Maxim in recruiting, onboarding, training, and employing Personnel, which necessarily includes recruiting, qualifying, credentialing, training, retaining, and supervising Personnel. In the event that Customer solicits, hires, or employs any Personnel, Customer will be in material breach of this Agreement.

Section 5.2 Placement Fee. Notwithstanding this Article V, Customer may hire or contract with any Maxim Personnel provided by Maxim if Customer pays Maxim a placement fee equal to the greater of: five thousand dollars (\$5,000) or the sum of thirty percent (30%) of such Personnel's annualized salary (calculated as Weekday Hourly Bill Rate x 1,440 Hours x 30%).

Section 5.3 Breach of Conversion of Personnel Section. In the event that Customer hires or contracts with any Personnel in accordance with the requirements set forth above but does not notify Maxim, the Placement Fee that applies is 150% of that set forth above.

ARTICLE VI. INVOICING, PAYMENT, AND TAXES

Section 6.1 Invoicing. Maxim will supply Personnel under this Agreement at the rate(s) listed in the Attachment(s) to this Agreement. Maxim will submit invoices to Customer every week for Personnel provided to Customer during the preceding week. Customer Invoices shall be submitted to the following electronic mail address or by the applicable agreed upon Timecard Application.

Invoicing E-mail:

Invoicing Contact:

Invoicing Address: 2900 Ogden Ave

Lisle, IL 60532

Section 6.2 Payment. All amounts are due and payable in accordance with the Illinois Local Government Prompt Payment Act. Maxim's preferred payment is via electronic payment (EFT). If Customer is unable to pay electronically, Customer will send all payments to the address set forth on the invoice. If any portion of an amount billed by Maxim under this Agreement is subject to a good faith dispute between the Parties, Customer shall give written notice to Maxim of the amounts it disputes ("Disputed Amounts") upon the discovery of the billing dispute and include in such written notice the specific details and reasons for disputing each item. Written notice of a dispute must be provided within fourteen (14) days from date of invoice or the invoice amount is presumed to be valid. Customer shall pay by the due date all undisputed amounts, including, in the event of a billing rate dispute, the amount of the Services at the lower billing rate. Billing disputes shall be subject to the terms of Article XIII, Dispute Resolution.

Section 6.3 Late Payment. Payments not received within thirty (30) days from approval of an invoice will accumulate interest, until paid, at the maximum rate permitted by applicable law.

Section 6.4 Annual Rate Increases. Customer agrees to and accepts annual rate increases at the percentage listed on "Attachment A" of this Agreement.

Section 6.5 Transaction Taxes. Customer shall be responsible for any sales tax, gross receipts tax, excise tax or other state taxes applicable to the Services provided by Maxim. If Customer provides Maxim with a valid tax exemption certificate in accordance with local laws covering the Services provided by Maxim, Maxim will not collect Transaction Taxes.

ARTICLE VII. RELATIONSHIP OF THE PARTIES

Section 7.1 Independent Legal Entities. Maxim and Customer are independent legal entities. Nothing in this Agreement shall be construed to create the relationship of employer and employee, or 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. Neither Maxim nor Customer nor any of their respective agents or employees shall control or have any right to control the activities of the other Party in carrying out the terms of this Agreement.

Section 7.2 By entering into this Agreement, the Parties agree that all conflicts of interest shall and have been disclosed to the other Party for review in accordance with that Party's policies and procedures. A conflict of interest occurs when a Customer employee or Personnel has professional or personal interests that compete with his/her/their ability to provide Services to or on behalf of Maxim or Customer. Such competing interests may make it difficult for the Customer employee or Personnel to fulfill his/her/their duties impartially.

ARTICLE VIII. ASSIGNMENT SERVICES

Section 8.1 Assignment Services. As part of the Services outlined herein, Maxim provides Assignment Services for a specific term and length of the time, and agrees to assign Assignment Personnel to work such specified assignments agreed to and confirmed in writing by the Parties, as set forth in "Attachment C." To the extent Assignment Personnel are utilized for such length and time the terms of Article VIII apply as indicated.

Section 8.2 Interviews. Maxim will provide Customer with Assignment Personnel candidate(s) available to provide Assignment Services, as applicable, and will provide all pertinent information requested by

Customer for an interview. Customer has the opportunity and reserves the right to conduct a telephone interview with any Assignment Personnel prior to Assignment Services commencing. Customer will not be relieved of paying Maxim the established fees set forth in this Agreement for said Assignment Services.

Section 8.3 Assignment Cancellation by Maxim. Maxim reserves the right to cancel the term of Assignment Personnel with written notification to Customer. Maxim will endeavor to provide a qualified replacement for cancelled Assignment Personnel within fourteen (14) days from the date of notification.

Section 8.4 Assignment Cancellation by Customer. Customer agrees to utilize Assignment Personnel for the specified period of time outlined in the "Attachment C" Assignment Confirmation. Should Customer staffing needs change and Customer wishes to cancel Assignment Personnel already being utilized on contract, Customer must give Maxim fourteen (14) days' notice before cancellation date. If Customer does not provide required notice, Customer will be required to pay Maxim a fee equal to: the sum of seventy-two (72) hours of such Assignment Personnel's rate subtracted by any hours worked by Assignment Personnel after notice is given (calculated as Assignment Bill Rate x 72 Hours - Hours Worked after cancellation notice).

Section 8.5 Assignment Confirmations. Each Assignment Services request will be confirmed in writing with the applicable Base Rate or Assignment Personnel Rate to be charged for Assignment Personnel to work a specific assignment set forth in Assignment Confirmations as "Attachment C." Hourly rates include reimbursement for ordinary and necessary travel expense for meals incurred by Assignment Personnel, as accounted for on the invoice or periodic statement, where Customer is acknowledged to be subject to limitation on deduction under IRC § 274 and related regulations. As needed, Customer should request information beyond the accounting provided to comply with their obligation(s). If there is any conflict between this Agreement and any Assignment Confirmation(s) and/or Attachment(s), the terms of the Assignment Confirmation(s) will govern.

Section 8.6 Assignment Confirmation Delivery. Assignment Confirmations will be sent via electronic mail, or other means as agreed upon by the Customer and Maxim. In the event that Customer fails to respond to the Assignment Confirmation within forty-eight (48) hours, the Customer will be deemed to have accepted the terms in said Assignment Confirmation and Customer will assume responsibility for any applicable payment terms as outlined in the Assignment Confirmation. Should a dispute arise, the Assignment Confirmation shall supersede any and all prior oral and written understandings.

ARTICLE IX. ADDITIONAL SERVICES

[OMITTED]

ARTICLE X. INSURANCE

Section 10.1 Maxim Insurance. Maxim will maintain (at its sole expense), or require the Contractors it utilizes under this Agreement to maintain, valid policies of insurance covering Services provided by Personnel evidencing general and professional liability coverage of:

- Commercial General Liability insurance, with minimum limits of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000) general aggregate;
- Professional Liability Insurance with limits of Two Million Dollars (\$2,000,000.00) per claim and Three Million Dollars (\$3,000,000) general aggregate.
- Automobile liability Insurance with a combined single limit of \$1,000,000;

- Workers' Compensation Insurance covering all costs, statutory benefits, and liabilities under State Workers' Compensation and similar laws for Contractor's respective employees with Employers Liability of limits of \$1,000,000 Each Accident; \$1,000,000 Disease – Each Employee; \$1,000,000 – Policy Limit; and
- Umbrella or Excess Liability insurance providing follow form coverage to the underlying coverages with minimum limits of Three Million Dollars (\$3,000,000) per occurrence and Three Million Dollars (\$3,000,000) general aggregate;

The insurance shall include sexual abuse and molestation coverage. All insurers shall be licensed by the State of Illinois and rated A-VII or better by A.M. Best or comparable rating service. The commercial general liability insurance policy shall name the Customer, its Board, Board members, employees, agents, and successors as an additional insured on a primary noncontributory basis with a waiver of subrogation in favor of the School District. Maxim shall provide the Customer with certificates of insurance reasonably acceptable to the Customer evidencing the existence of the coverage described above, including form and deductibles, during the duration of this Agreement. The failure to provide acceptable insurance shall be deemed a breach of this Agreement entitling the Customer to terminate this Agreement immediately. All policies of insurance shall provide that no coverage may be canceled, terminated, or reduced by the insuring company without the insuring company having first given at least 30 days prior written notice to the Customer by certified mail, return receipt requested

ARTICLE XI. INDEMNIFICATION

Section 11.1 Indemnification by Maxim. Maxim agrees, at its own expense, to indemnify, defend, and hold harmless Customer and its parent, subsidiaries, Affiliates, directors, officers, employees, and agents against any and all third-party losses, liabilities, judgments, awards, and costs (including reasonable attorneys' fees and expenses) to the extent arising out of or relating to:

- (a) bodily injury (including death) or any real or tangible property loss or damage as a direct result of Maxim's employees' negligent acts or omissions in the performance of Services under this Agreement; or
- (b) any breach by Maxim of this Agreement.

Section 11.2 Indemnification by Customer – Customer agrees, at its own expense, to indemnify, defend, and hold harmless Maxim and its parent, subsidiaries, affiliates, directors, officers, employees, and agents against any and all third-party losses, liabilities, judgments, awards, and costs (including reasonable attorneys' fees and expenses) to the extent arising out of or relating to:

- (a) bodily injury (including death) or any real or tangible property loss or damage as a direct result of Customer's employees' negligent acts or omissions in the performance of Services under this Agreement; or
- (b) any Transaction Taxes levied, assessed, or imposed by any taxing authority as a result of, or in connection with this Agreement, whatever the source and regardless of whether invoiced to or remitted by Customer.

Section 11.3 Indemnification Procedures – The Party seeking indemnification under this Article XI (the “**Indemnified Party**”) shall notify the other Party (the “**Indemnifying Party**”) promptly after the Indemnified Party receives notice of a claim for which indemnification is sought under this Agreement; provided, however, that no failure to so notify the Indemnifying Party shall relieve the Indemnifying Party of its obligations under this Agreement except to the extent that it can demonstrate damages directly attributable to such failure. To the extent permitted by law, the Indemnifying Party shall have authority to

defend or settle the claim; provided, however, that the Indemnified Party, at its sole discretion and expense, shall have the right to participate in the defense and/or settlement of the claim, and provided further, that the Indemnifying Party shall not settle any such claim imposing any liability or other obligation on the Indemnified Party without the Indemnified Party's prior written consent.

ARTICLE XII. LIMITATION OF LIABILITY

Section 12.1 Limitation on Liability. IN NO EVENT SHALL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, EXEMPLARY, RELIANCE OR SPECIAL OR CONSEQUENTIAL DAMAGES, INCLUDING DAMAGES FOR LOST PROFITS, LOSS OF USE, BUSINESS INTERRUPTION, OR LOSS OF DATA IN CONNECTION WITH OR ARISING OUT OF THIS AGREEMENT REGARDLESS OF THE FORM OF ACTION WHETHER IN CONTRACT, WARRANTY, STRICT LIABILITY OR TORT AND EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

Section 12.2 Cap on Damages. THE TOTAL AGGREGATE LIABILITY OF EACH PARTY TO THE OTHER PARTY FOR DAMAGES UNDER THIS AGREEMENT OR OTHERWISE SHALL NOT EXCEED THE SUM OF ALL FEES PAID OR PAYABLE TO MAXIM BY CUSTOMER UNDER EITHER THE APPLICABLE STATEMENT OF WORK OR FOR SERVICES RENDERED DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE MONTH IN WHICH SUCH LIABILITY AROSE, WHICHEVER IS LESS. MULTIPLE CLAIMS UNDER THIS AGREEMENT OR THIS AGREEMENT WILL NOT ENLARGE THIS LIMIT. THIS LIMITATION OF LIABILITY SHALL APPLY NOTWITHSTANDING ANY FAILURE OF ESSENTIAL PURPOSE OF ANY EXCLUSIVE REMEDY HEREIN.

ARTICLE XIII. DISPUTE RESOLUTION

Section 13.1 Dispute Resolution. Except as otherwise provided in this Agreement, any dispute between the Parties regarding the interpretation or enforcement of this Agreement or any of its terms shall be addressed by good faith negotiation between the Parties.

Section 13.2 Dispute Resolution Process. To initiate such negotiation, a Party must provide to the other Party written notice of the dispute that includes both a detailed description of the dispute or alleged nonperformance and the name of an individual who will serve as the initiating Party's representative in the negotiation. The other Party shall have ten (10) business days to designate its own representative in the negotiation. The Parties' representatives shall meet at least once within forty-five (45) days after the date of the initiating Party's written notice in an attempt to reach a good faith resolution of the dispute. Upon agreement, the Parties' representatives may utilize other alternative dispute resolution procedures such as private mediation to assist in the negotiations.

Section 13.3 Inability to Resolve. If the Parties have been unable to resolve the dispute within forty-five (45) days of the date of the initiating Party's written notice, either Party may pursue any remedies available to it under this Agreement, at law, in equity, or otherwise, including, but not limited to, instituting an appropriate proceeding before a court of competent jurisdiction.

ARTICLE XIV. CONFIDENTIALITY AND USAGE OF DATA

Section 14.1 Confidentiality.

A. Maxim/Customer Information. Subject to applicable intellectual property federal law(s), the Parties recognize and acknowledge that, by virtue of entering into this Agreement and providing Services hereunder, the Parties will have access to certain information of the other Party that is confidential and constitutes valuable, special, and unique property of the Party, and may be classified as trade secret or proprietary information. Each of the Parties agree that neither it nor its staff shall, at any time either during or subsequent to the term of this Agreement, disclose to others, use, copy, or permit to be copied, except pursuant to its duties for or on behalf of the other Party, any secret or confidential information of the Party, including, without limitation, information with respect to the Party's customers, cost structure, and/or business strategy or business methods at any time used, developed, or made by the Party during the term of this Agreement and that is not available to the public, without the other Party's prior written consent.

B. Disclosure of Maxim/ Customer Partnership. From time to time, Maxim lists or mentions its customers in its marketing, communication, and business initiatives barring any restrictions and obligations as set forth in Section 14.1(C) and/or Section 14.2 of this Agreement. Customer agrees that Maxim may disclose the partnership between Maxim and Customer, and use Customer's name for such marketing, communication, and business purposes and initiatives. The Parties will make all commercially reasonable efforts to facilitate and coordinate press announcements, press releases, and other joint-marketing efforts related to this Agreement and the Maxim/Customer partnership. If either Party reasonably objects to use or disclosure of said partnership in such initiative(s), the other Party may ask the Party that developed the marketing or promotional content to edit or adjust such materials, and such Party will not unreasonably disagree.

C. Student Information: In the event that Maxim receives student information, including student financial or medical information, Maxim and its employees, including Assigned Personnel, shall not disclose any individual student records to any third-party, except where permitted or required by law or where such disclosure is expressly approved by Customer, Maxim, and if required, student in writing. Further, each Party and its employees shall comply with the other Party's policies and obligations. Maxim may maintain and use Student Education Records to perform the Services under this Agreement and may disclose de-identified data to third parties in performance of services under this Agreement. If Maxim is provided access to students' records, Maxim shall limit its personnel's access to the records to those persons for whom access is essential to the performance of the Services under this Agreement. Maxim shall, at all times and in all respects, comply with the terms of the Family Rights and Privacy Act of 1974, as amended. Maxim reserves the right to retain any Student Education Records for the length of time necessary to meet Maxim's contractual and legal commitments.

D. The obligations set forth in this Article XIV shall survive the termination of this Agreement.

Section 14.2 Data Security. Customer will be responsible for establishing and overseeing all access, maintenance, and transmission of Customer and Student data and information, including privacy and security measures required under Law, which may further be needed to maintain and protect the security of all computer systems, networks, and/or data related to the services under this Agreement. Customer will be responsible for providing all education and training to Personnel as it relates to Customer's privacy and security measures and processes, including, without limitation the Customer's processes and expectations for collecting, storing, securing, and transferring Customer or Student data and information accessed, collected, and maintained under this Agreement.

Customer acknowledges and understands and agrees that no Personally identifiable information ("PII") or Protected Health Information ("PHI") PHI will be relayed, transmitted, or otherwise provided to or stored by Maxim or Maxim Personnel, unless necessary to be provided in performance of Services under this Agreement. Customer further acknowledges that it will provide Maxim with deidentified data, whenever possible, including removal of direct identifiers. Customer shall indemnify and hold harmless Maxim, its

directors, officers, shareholders, employees, and agents from and against any and all claims, losses, liabilities, costs and other expenses resulting from, or relating to, the negligent handling of PII or PHI, including the unauthorized use, access, or disclosure by Customer, its employees, agents, and subcontractors.

Section 14.3 Aggregate Statistical Usage. Customer acknowledges and agrees that Maxim will collect data related to the performance of the Services for the purposes of aggregation and the creation of a centralized benchmarking mechanism. Notwithstanding anything to the contrary in this Agreement, Customer acknowledges and agrees that Maxim shall have a perpetual right to collect, use, and disclose the data collected relating to the Services and derived from Customer's use of Maxim and Maxim Personnel under this Agreement for the analysis, benchmarking, analytics, marketing, or other business purposes as long as all data collected is done in an anonymized aggregated manner, with Customer's data aggregated with data of other Maxim customers, so as to be non-specific to any individual Customer.

ARTICLE XV. TERMINATION

Section 15.1. Termination for Convenience. Either Party may terminate this Agreement for any reason by providing at least thirty (30) days advance written notice of the termination date to the other Party.

Section 15.2 Termination for Cause. If payment default occurs, Maxim may terminate this Agreement upon seven (7) days advance written notice of the termination date to Customer.

Section 15.3 Post Termination Obligations. Termination will have no effect upon the rights and obligations resulting from any transactions occurring prior to the effective date of the termination.

ARTICLE XVI. GENERAL TERMS

Section 16.1 Non-discrimination. Neither Maxim nor Customer will discriminate on the basis of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including gender, pregnancy, sexual orientation, and gender identity), age, physical or mental disability, citizenship, past, current, or prospective service in the uniformed Services, genetic information, or any other characteristic protected under applicable federal, state, or local law.

Section 16.2 Compliance with Laws. Maxim agrees that all Services provided pursuant to this Agreement shall be performed in compliance with all applicable federal, state, and/or local rules and regulations. In the event that applicable federal, state, or local laws and regulations or applicable accrediting body standards are modified, Maxim reserves the right to notify Customer in writing of any modifications to the Agreement in order to remain in compliance with such law, rule, or regulation.

Section 16.3 Governing Law, Jurisdiction. This Agreement will be governed by and construed in accordance with the laws of the State of Maryland, without regard to its principles of conflict of laws. Any dispute or claim from this Agreement shall be resolved exclusively in the federal and state courts of the State of Maryland and the parties hereby irrevocably submit to the personal jurisdiction of said courts and waive all defenses thereto.

Section 16.4 Assignment of Agreement. Customer may not assign this Agreement without the prior written consent of Maxim, and such consent will not be unreasonably withheld. Maxim may assign this Agreement without consent and/or notice for assignment to either: (i) an entity owned by or under common control with assignor, (ii) in connection with any acquisition of all of the assets or capital stock of Maxim, and/or (iii) a name change by Maxim.

Section 16.5 Notices. Any notice or demand required under this Agreement will be in writing; will be personally served or sent by certified mail, return receipt requested, postage prepaid, or by a recognized overnight carrier which provides proof of receipt; and will be sent to the addresses below. Either Party may change the address to which notices are sent by sending written notice of such change of address to the other Party.

The School Association for Special Education in
DuPage County
2900 Ogden Ave
Lisle, IL 60532
ATTN:

Maxim Healthcare Services, Inc.
7227 Lee DeForest Drive
Columbia, MD 21046
ATTN: Contracts Department

COPY TO:

Maxim Healthcare Services, Inc.
377 East Butterfield Rf., Suite 100
Chicago, IL 60606
ATTN: Joseph Antonacci

Section 16.7 Headings. The headings of sections and subsections of this Agreement are solely for reference only and will neither affect nor control the meaning or interpretation of this Agreement.

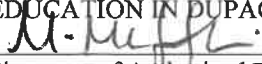
Section 16.8 Merger. This Agreement constitutes the entire contract between Customer and Maxim regarding the Services to be provided hereunder. Any agreements, promises, negotiations, or representations not expressly set forth in this Agreement are of no force or effect. All terms of a later signed Agreement will supersede a prior signed Agreement. This Agreement may be executed in any number of counterparts, each of which will be deemed to be the original, but all of which shall constitute one and the same document.

Section 16.9 Amendment. No changes and/or amendments to this Agreement will be effective unless made in writing and signed by duly authorized representatives of both Parties except as provided in Section 3.1(a), Section 16.2, and Attachment(s).

Section 16.10 Severability. In the event that one or more provision(s) of this Agreement is deemed invalid, unlawful, and/or unenforceable, then only that provision will be omitted, and will not affect the validity or enforceability of any other provision; the remaining provisions will be deemed to continue in full force and effect.

Customer and Maxim have acknowledged their understanding of and agreement to the mutual promises written above by executing and delivering this Agreement as of the date set forth

THE SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE COUNTY:


Signature of Authorized Representative
Melinda McGuffin Exec Director
Printed Name & Title
11/17/2022
Date

MAXIM HEALTHCARE SERVICES, INC.:

Brian K. Brown
bbrown@maxhealth.com
Signature of Authorized Representative
Brian Brown, Assistant Controller
Printed Name & Title
12/02/2022
Date

**ATTACHMENT “A”
CUSTOMER REQUESTED PERSONNEL AND RATES – 6/6/2022**

School Work Site. This “Attachment A” shall apply to the following School Work Site(s):

School Work Site Name	Address	School Work Site Contact
SASED	2900 Ogden Ave Lisle, IL 60532	Julie Grohn

Base Rates. Base Rates for the following positions shall apply. Where Base Rate on “Attachment C” is differing, “Attachment C” shall control.

Service	Rate (per hour)
Certified Nursing Assistant (CNA)	\$45.00
Health Office Licensed Practical Nurse (LPN)	\$65.00
1:1 Licensed Practical Nurse (LPN)	\$70.00
Vent-Trained Licensed Practical Nurse (LPN)	\$78.00
Licensed Practical Nurse (LPN) – Sub Shift	\$80.00
Health Office Registered Nurse (RN)	\$70.00
1:1 Registered Nurse (RN)	\$75.00
Vent-Trained Registered Nurse (RN)	\$82.00
Registered Nurse (RN) – Sub Shift	\$85.00

Annual Rate Increase. Effective on the Agreement renewal date and every year thereafter, base rates for all modalities listed above will be increased by three percent (3%) of Base Rate(s).

Weekend. Weekend rates will apply to shifts beginning at 11:00 p.m. on Friday and will apply through shifts ending at 7:00 a.m. on Monday.

Orientation. Base Rate(s) will be billed for all time spent in required Customer orientation.

Overtime. Overtime Rates are charged for all hours worked in excess of forty (40) per week or according to applicable state law. The overtime rate is a one and one-half times (1.5x) multiplier of the Base Rate for such hours, unless applicable state law requires a different multiplier.

Holidays. Holiday Rates will apply to shifts beginning at 11:00 p.m. the night before the holiday through 11:00 p.m. the night of the holiday. The Holiday rate is a one and one-half times (1.5x) multiplier of the Base Rate for the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

Changes. Pursuant to Section 3.1(c) of the Agreement, the Parties agree that Changes may be made to “Attachment A” by execution of subsequent “Attachment A” document(s).

Attachment “B”
PRE-ASSIGNMENT SCREENING

- I. **Personnel Requirements.** Maxim will supply Customer with School Health Services Personnel who meet the following criteria. Customer agrees any additional screening that may be required not listed herein, may take place following Personnel’s placement. Maxim will:
- a. Conduct a criminal background check in accordance with Section 10-21.9 of the Illinois *School Code* relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database;
 - b. Verify that the appropriate health screening(s) was completed and pre-employment physical and drug screening is on file;
 - c. Verify current license, registration, or certification for the Services to be provided;
 - d. Verify skills checklist of competencies for the position;
 - e. Verify that a current diagnostic Tuberculosis (TB) test or screening is on file;
 - f. Verify relevant professional and specialty expertise;
 - g. Receive employment verification;
 - h. Confirm Personnel are authorized to work;
 - i. Perform and verify all federal exclusion and abuse check(s) are completed, including but not limited to, List of Excluded Individuals/Entities (LEIE) and the Excluded Parties List System (EPLS) and the National Sex Offender Registry.
- II. **Customer Criminal Background Report.** In the event that Customer requires its own criminal background screening for Maxim Personnel, Customer agrees that Personnel may begin assignment following completion of a successful Customer background screening.

**ATTACHMENT “C”
ASSIGNMENT CONFIRMATION**

Maxim and Customer hereby agree the following personnel will be assigned to Customer’s Work Site, listed below, under the terms and conditions outlined below and according to the Agreement signed between Customer and Maxim.

Customer and Maxim understand and agree that this assignment is contingent upon verification of personnel’s compliance with the Agreement and the pre-assignment screening requirements in “Attachment B” prior to the assigned start date.

Customer Name:	The School Association for Special Education in DuPage County
School Work Site Address:	2900 Ogden Ave Lisle, IL 60532
Confirmation Date:	6/6/2022

Customer hereby agrees to sign/return this document **WITHIN 48 BUSINESS HOURS** of the date listed above and understands that failure to do so may result in the delay of the assignment start date, and/or additional charges as defined in the Agreement.

Personnel Name, Discipline:	
Assigned Unit/Department:	
Float Requirement:	

Assignment Start Date:	
Assignment End Date:	
Guaranteed Weekly Hours/Schedule:	
Approved Time-Off:	

Base Bill Rate:	
Overtime and Holiday Rates:	
On Call/Call Back Rates:	
Approved Orientation Rate/Hrs.:	
Special Provisions:	

Authorized signature below indicates agreement to utilize Maxim Personnel under of ALL of the conditions specified above. The Staffing Services Agreement between Customer and Maxim shall govern any/all additional provisions that affect this assignment and/or the business relationship between the parties.

Authorized Customer Representative Signature

Printed Name & Title

Date

Please email a signed copy of this confirmation back to jamajor@maximstaffing.com. Thank you.

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Maryland Coalition for Inclusive Education (MCIE) ("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 an 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: Maryland Coalition for Inclusive Education
1409 Walnut Ave.,
Baltimore, MD 21209

For SASED: 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 SASED Board of Control.

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

SASED

By: _____ Date: _____
Executive Director

By: _____ Date: _____
Director of Business Operations

Contractor

By: Carol Quirk _____ Date: Dec. 7, 2022
Chief Executive Officer, MCIE

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

Contractors/Consultants: Maryland Coalition for Inclusive Education

Address: 1409 Walnut Ave., Baltimore, MD 21209

Email Address: cteigland@mcie.com and cquirk@mcie.org

Phone # 443-553-5447 (Carolyn Teigland)

I agree to enter into a contract with SASSED in return for a payment in the amount of **\$7,467** for the following services: **Four 2.5-hour presentations of professional development for SASSED staff and districts; presented by Nolan Taylor and Carolyn Teigland. 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 or
 - Northern Illinois University, 1120 E. Diehl Road, Naperville, Illinois 60563

Estimated expenses for travel, meals (meals up to \$50.00 per day), etc.: **\$1,467 included in above fee**

Lodging requested: **X 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., email)? **X Yes** ___ No

Agreements:

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

I agree to 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 *Carol Quirk*

Date: 12/07/22

SASSED Admin Signature: _____

Date: _____

Account Code: _____

PO Number: _____

MARYLAND COALITION FOR INCLUSIVE EDUCATION

1409 Walnut Ave.
Baltimore, MD 21209
www.mcie.org

QUOTE for Spring Learning Institute

SUBMITTED TO: Matthew Layton, Director of Programs and Services
mLAYTON@sased.org
Christine Martin, Assistant Director of Programs and Services
CMARTIN@sased.org
The School Association for Special Education in DuPage County (SASED)

SUBMITTED BY: Carolyn Teigland, Ed.D., Director of Professional Learning
CTEIGLAND@mcie.org
Maryland Coalition for Inclusive Education

PROPOSAL FOR PROFESSIONAL LEARNING WORKSHOPS

To conduct two 2.5-hour workshops twice during the SASED Spring Learning Institute on March 3, 2023 from 8:00am to 10:30 am and 11:00 am to 1:30 pm. Each workshop will be presented by one MCIE staff through a combination of presentation of content, collaborative learning activities, and resource review. Special education professionals participating in the workshops will learn strategies that can be directly applied in inclusive classes and in collaboration with general and special education team members.

Workshop #1: *Universal Design for Learning (UDL) & Differentiated Instruction (DI): The Foundation for Curricular Adaptations*

Workshop #2: *Implementing SEL and PBS to Promote Positive Behavioral Outcomes*

COST:

Fee: content and materials preparation, presentation and learning activities, resources: **\$6,000**

Travel:

- Rental Car x 2 days (**\$250**)
 - One night hotel - approximately \$200/night x two consultants (**\$400**)
 - Per diem \$118.50 x 2 consultants (**\$237**)
 - Airfare: \$260 x 2 consultants (**\$520**)
 - airport parking \$30 x 2 consultants (**\$60**)
- Total estimated travel costs = **\$1,467** (estimated; actual expenses would be invoiced)

Total Cost for 2 workshop sessions plus travel for 2 workshop facilitators: \$7,467.00

INDEPENDENT CONTRACTOR AGREEMENT

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

The Parties agree as follows:

1. **SERVICES.** Early CHOICES shall engage Contractor to provide the following service: to plan and facilitate Circles from the Start webinar workshop
2. **TERM.** Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from January 9, 2023 to January 13, 2023 ("Agreement Term").
3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor \$5,000, plus related travel expenses not to exceed N/A. 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 or Early CHOICES. 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 or Early CHOICES.
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 Early CHOICES.
7. **OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by Early CHOICES.
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 Early CHOICES, is deemed detrimental to the best interests of Early CHOICES.

9. RETURN OF PROPERTY. Upon termination or completion of the Agreement Term, Contractor will promptly return to Early CHOICES all property belonging to Early CHOICES, 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: Julie Cavston
7578 Travertine Pl
Manlius, NY 13104

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

By: Julie Cavston Date: 1-11-23

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Key2Ed, Inc. ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

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

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

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

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

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

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

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

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

- General Liability and Professional Liability insurance coverage in at least the following amounts: one million dollars (\$1,000,000) per each occurrence; and two million dollars (\$2,000,000) in the aggregate. The insurance shall include a provision for Sexual Abuse and Molestation coverage in the amount of one million dollars (\$1,000,000) per occurrence/aggregate.

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

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

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

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

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

For Contractor: Key2Ed, Inc.
6501 E. Greenway Pkwy. #103-418
Scottsdale, AZ 85254

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 Services/CSBO

CONTRACTOR

By: Cassie Velasquez Date: January 18, 2023

Title: Co -Owner

EXHIBIT A or SCOPE OF WORK

**Independent Contractor Agreement - Evaluation
Appendix A**

Contractor/Consultant: Key2Ed, Inc.
Address: 6501 E. Greenway Pkwy. #103-418, Scottsdale, AZ 85254
Email Address: cassiev@key2ed.com
Phone #: 602-430-8482

I agree to enter into a contract with SASED in return for a payment in the amount up to \$17,200 for the following services: **2-day in-person workshop for Facilitated IEPs. These services will take place at the following date(s), place:**

- **Dates:** April 3 and 4, 2023
- **Location:** SASED, 2900 Ogden Avenue, Lisle, IL 60532

Agreements:

I agree to submit all reports/documentation for said evaluation **no less than five (5) business days prior to the IEP meeting.**

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

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

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

This agreement may be terminated/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: _____ **Date:** _____

SASED Admin Signature: _____ **Date:** _____

Account Code: _____ **PO Number:** _____



AMBER MECHANICAL CONTRACTORS, INC.

11950 S. CENTRAL AVE.
ALSIP, ILLINOIS 60803-3402
PHONE: 708/597-9700
GENERAL FAX: 708/597-5875
SERVICE FAX: 708/371-1693
E-MAIL: info@ambermech.com
WEBSITE: www.amberhvac.com

FULL SERVICE MAINTENANCE AGREEMENT #19886 COMMERCIAL

Purchaser

School Association for Special Education
in DuPage County
6S331 Cornwall Road
Naperville, IL 60540-3699

Location

Same

We propose to furnish maintenance and emergency repair service on your Heating, Air Conditioning and Ventilation equipment at the above location. Equipment covered by this Agreement is per attached Appendix "A".

We Agree to:

Furnish all labor and material necessary to inspect, maintain, and repair the listed equipment to keep it in good operating condition. All replacement parts and materials are included.

Provide four (4) periodic inspections of the equipment annually so as to anticipate future problems. All necessary adjustments and repairs will be made during these inspections.

Air filters shall be supplied by and changed by Amber Mechanical at each inspection.

Provide **Emergency Repair Service** as needed, between inspections, during normal working hours at **No additional charge**.

Provide **24 Hour Emergency Repair Service** including Saturdays, Sundays, and Holidays. We will bill you for the **Premium Portion** of Overtime work performed on an Emergency basis after 4:00 PM and before 7:00 AM, Mondays through Fridays and all day Saturdays, Sundays and Holidays.

Give you preferential treatment as a Service Agreement Customer, and guarantee you same day service for Emergency Service calls.

Instruct you in the proper operation of your equipment to provide for the greatest operating efficiency.

Maintain records of service inspections, indicating type of service, repairs, or adjustments made on the equipment by our technicians.





AMBER MECHANICAL CONTRACTORS, INC.

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GENERAL FAX: 708/597-5875
SERVICE FAX: 708/371-1693
E-MAIL: info@ambermech.com
WEBSITE: www.amberhvac.com

FULL SERVICE MAINTENANCE AGREEMENT continued

You Agree to:

Operate the equipment per our instructions.

Promptly notify us of any unusual operating conditions of the equipment.

Check for tripped breakers or blown fuses before requesting **Emergency Service**.

Permit our personnel the use of common building maintenance tools, such as ladders, hatchways, hoses, etc.

Permit only our personnel to work on the subject equipment.

Permit water-cooled Air Conditioning Systems or Heat Recovery Systems to be winterized before November 1st to avoid freezing.

Conditions:

The equipment is covered by this agreement with the understanding that it is in good operating condition. If mechanical conditions exist which make the equipment unacceptable for coverage, the necessary repairs shall be completed on a Time and Material basis. If the equipment cannot be operated for check out prior to acceptance of this agreement because of seasonal shutdown or inappropriate temperatures, said equipment will not be covered by this agreement until its condition has been determined.

Amber Mechanical as the servicing contractor is entitled to all credits due to warranties that are still in effect on the equipment.

Amber Mechanical shall not be responsible for system design or its performance in maintaining design conditions except through failure of the equipment covered herein.

Upgrading of equipment due to obsolescence or deterioration shall be the responsibility of the owner or purchaser of this agreement when equipment exceeds ASHRAE life expectancy or recommended for replacement. Refrigerant that has been phased out by EPA, such as, R22 refrigerant will not be covered under agreement.

Amber Mechanical shall not be held responsible for loss of business, loss of use, damages caused by the use and/or service of the equipment, or any damages caused by fire or flood, including basement flooding caused or not caused by freezing, Acts of God, Acts of Government, delays occasioned by strikes, riots, lockouts, accidents, transportation delays or any other conditions beyond our control.





AMBER MECHANICAL CONTRACTORS, INC.

11950 S. CENTRAL AVE.
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GENERAL FAX: 708/597-5875
SERVICE FAX: 708/371-1693
E-MAIL: info@ambermech.com
WEBSITE: www.amberhvac.com

FULL SERVICE MAINTENANCE AGREEMENT continued

Limitations:

Major components such as Compressors, Heat Exchangers, Frequency Drive Motor Starters, Evaporator Coils, and Condenser Coils will be replaced at no cost when such components are covered by a Manufacturer's extended warranty. When such components are out of warranty, we will charge for the major component only. Labor and associated parts and supplies are covered by this agreement and are included at no additional charge.

Exclusions:

All hoisting, rigging, and crane costs. Transportation costs for shipping in-warranty components to and from the Manufacturer. Repairing, replacing, or cleaning of ductwork, registers, cabinets, panels, or any non-operating portions of the equipment. Replacement or repair of Electrical Service to the units. (Control wiring excepted). Replacement of Refrigeration Lines, condensate Lines, Blower Wheels or Housing, Dampers, Roof Supports or Louvers.

R22 Refrigerant is not covered under this agreement due to being phased out by the EPA. All labor associated with R22 service calls, such as, leak checks and adding refrigerant, will not be covered and be billed separately on a time and material basis.

De-liming of Water Cooling Towers, Condensers, and associated Water Treatment, Furnace and Boilers Combustion Chambers, Heat Exchangers (side arm type), Tubes, Sections, or Foundations.

Replacement of Flue Pipe or Chimneys. Cleaning or replacement of Heat Exchangers, if deterioration is caused by airborne contaminants such as Fluorides or Chlorides.

Repairs occasioned by abuses of the equipment, storm, snow, ice, or lightning damage, flood damage, fire damage, vandalism, or damage done to the equipment by another service company or maintenance people other than our own personnel.

Additional equipment, teardowns, upgrades, add-ons, or testing required by Insurance Companies, Governmental Authorities, Building Departments, or due to Union Regulations.

Nuisance calls due to tripped breakers, blown fuses, low gas pressure, turned off fuel supplies, electric Utility failure, worn or defective water cooled condensers, Chillers, Evaporators, or Freeze Plates.

Moving or relocating of equipment either temporarily or permanently. Demolition, restoring, or patching of the structure to effect equipment repairs.





AMBER MECHANICAL CONTRACTORS, INC.

11950 S. CENTRAL AVE.
ALSIP, ILLINOIS 60803-3402
PHONE: 708/597-9700
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SERVICE FAX: 708/371-1693
E-MAIL: info@ambermech.com
WEBSITE: www.amberhvac.com

FULL SERVICE MAINTENANCE AGREEMENT continued

Short Term Cancellation Provision:

If the Purchaser cancels this Agreement short of the Full Term, the Return Premium shall be based upon 90% of the unearned Pro-Rated Premium less any service calls that have been performed under the Agreement. If Amber Mechanical cancels the Agreement short of full term, the Return Premium shall be based upon 100% of the Pro-Rated Premium.

Agreement Cost:

The cost of this Agreement is **\$29,203.00** annually. **Initials** _____

Terms:

This Agreement is in effect for a period of one (1) year beginning **01/01/2023** and ending **12/31/2023**.

This Agreement will be automatically renewed by invoicing at the beginning of each Agreement year. All invoices are due by the 10th of the month.

This Agreement may be canceled by either party on each anniversary with out penalty.

We will provide Certifications of Insurance upon request.

Acceptance:

Accepted Date: _____

SASED

Title: _____

Agreement #19886

Respectfully Submitted:

Amber Mechanical Contractors, Inc.

Robert J. O'Neill
Account Executive



SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
270	HP	Compaq Armada	1J08FL54H11S	2000	Recycled	\$999.00	Outdated PCiE cards
801			2UA428P175		Recycled		Various power cables
944	HP	Compaq NC6120	CNU5190JCB	2003	Recycled	\$1,204.20	Incompatible Desktop Speakers
1083		Tech/Scan 8 - Multimedia Device		2004	Recycled	\$1,030.00	Kensington Locks
2015		Maestro	MDC01781	2006	Recycled		15+ PS2 Mice
3253	Lenovo	Lenovo 65W Adapter		2006	Recycled	\$54.99	15+ PS2 Keyboards
3421	HP	HP Probook 650 G5	5cg9520w5m	2020	Recycled	\$1,098.89	Misc Cables
3437	HP	HP Probook 640 G5	5cg0105rr0	2019	Recycled	\$1,200.00	Non-functional Battery Unit
3438	HP	HP Probook 640 G5	5cg0105s2r	2019	Recycled	\$1,200.00	
3462	HP	HP Pavilion 15-n293cl	5CD4103ZNK	2015	Recycled	\$1,100.00	
3463	HP	HP Compaq nw8240	CNU60712H0	2004	Recycled	\$2,220.89	
3616	HP	HP Compaq 2510p	CNF7381FLN	2004	Recycled	\$1,549.00	
4105	HP	Elitebook 8570P	5CB24114FD	2012	Recycled	\$939.99	
4239	HP	HP 555DN	CN4374Y00X	2014	Recycled	\$749.99	
4240	HP	HP 555DN	CN4364Y08K	2014	Recycled	\$749.99	
4246	HP	HP 555DN	CN4364Y08C	2014	Recycled	\$749.99	
4251	HP	HP X555DN	CN4364Y06W	2014	Recycled	\$749.99	
4253	HP	HP 555DN	CN4364Y058	2014	Recycled	\$749.99	
4267	HP	HP X451dn	VCVRA-1211	2014	Recycled	\$449.99	
4270	HP	HP X555DN	CN4364Y08J	2014	Recycled	\$749.99	
4271	HP	HP 555DN	CN4364Y086	2014	Recycled	\$749.99	
4274	HP	HP G1W46A	CN959DK188	2019	Recycled	\$749.99	
4279	HP	ELITEBOOK 840 G6	5CG9527620	2020	Recycled	\$1,121.00	
4289	HP	ELITEBOOK 840 G6	5CG95275B1	2020	Recycled	\$1,121.00	
4294	HP	ELITEBOOK 840 G6	5CG952785H	2020	Recycled	\$1,121.00	
4325	Dell	Dell Chromebook 3100	8QT8373	2020	Recycled	\$199.99	
4326	Dell	Dell Chromebook 3100	37S8373	2020	Recycled	\$199.99	
4327	Dell	Dell Chromebook 3100	HTQ9373	2020	Recycled	\$199.99	
4334	Dell	Dell Chromebook 3100	9CC8273	2020	Recycled	\$199.99	
4335	Dell	Dell Chromebook 3100	456F273	2020	Recycled	\$199.99	
4336	Dell	Dell Chromebook 3100	4HMN573	2020	Recycled	\$199.99	
4338	Dell	Dell Chromebook 3100	1VL8373	2020	Recycled	\$199.99	
4341	Dell	Dell Chromebook 3100	8KY8373	2020	Recycled	\$199.99	
4344	Dell	Dell Chromebook 3100	70V8373	2020	Recycled	\$199.99	
4346	Dell	Dell Chromebook 3100	5KL9373	2020	Recycled	\$199.99	
4347	Dell	Dell Chromebook 3100	DRM9373	2020	Recycled	\$199.99	
4348	Dell	Dell Chromebook 3100	GMT2273	2020	Recycled	\$199.99	
4356	Dell	Dell Chromebook 3100	B419373	2020	Recycled	\$199.99	
4358	Dell	Dell Chromebook 3100	172F273	2020	Recycled	\$199.99	
4362	Dell	Dell Chromebook 3100	5Y6H273	2020	Recycled	\$199.99	
4363	Dell	Dell Chromebook 3100	8NQC273	2020	Recycled	\$199.99	
4368	Dell	Dell Chromebook 3100	2H5C273	2020	Recycled	\$199.99	

SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
4370	Dell	Dell Chromebook 3100	CMBC273	2020	Recycled	\$199.99	
4372	Dell	Dell Chromebook 3100	29HG273	2020	Recycled	\$199.99	
4373	Dell	Dell Chromebook 3100	7LQ6273	2020	Recycled	\$199.99	
4374	Dell	Dell Chromebook 3100	BRNG273	2020	Recycled	\$199.99	
4375	Dell	Dell Chromebook 3100	882D273	2020	Recycled	\$199.99	
4376	Dell	Dell Chromebook 3100	JL9G273	2020	Recycled	\$199.99	
4378	Dell	Dell Chromebook 3100	H4B9273	2020	Recycled	\$199.99	
4382	Dell	Dell Chromebook 3100	4HRF273	2020	Recycled	\$199.99	
4387	Dell	Dell Chromebook 3100	C3T1473	2020	Recycled	\$199.99	
4390	Dell	Dell Chromebook 3100	6C2B273	2020	Recycled	\$199.99	
4391	Dell	Dell Chromebook 3100	CJPG273	2020	Recycled	\$199.99	
4396	Dell	Dell Chromebook 3100	FWV8373	2020	Recycled	\$199.99	
4403	Dell	Dell Chromebook 3100	BRV1473	2020	Recycled	\$199.99	
4404	Dell	Dell Chromebook 3100	8BL1473	2020	Recycled	\$199.99	
4415	Dell	Dell Chromebook 3100	9P84693	2020	Recycled	\$199.99	
4417	Dell	Dell Chromebook 3100	9WF5693	2020	Recycled	\$199.99	
4429	Dell	Dell Chromebook 3100	5B76693	2020	Recycled	\$199.99	
4691	HP	Probook 6570b	5cb2281dsg	2011	Recycled	\$1,100.00	
4693	HP	Probook 6570b	5cb2281dt1	2011	Recycled	\$1,098.89	
4811	HP	HP Elitebook Folio 9470M	CNU315C1NS	2014	Recycled	\$1,349.00	
5002	Dell	Latitude E6430	GL06K02	2012	Recycled	\$749.00	
5025	HP	PROBOOK 640 G1	CNU421BCSY	2014	Recycled	\$1,094.00	
5026	HP	HP ProBook 640 G1	CNU421BCY5	2014	Recycled	\$1,094.00	
5030	HP	HP Probook 640 G1	CNU421BCSV	2014	Recycled	\$1,094.00	
5032	HP	PROBOOK 640 G1	CNU421BDHS	2014	Recycled	\$1,094.00	
5038	HP	Folio 9480m	CNU421BCV1	2014	Recycled	\$1,349.00	
5040	HP	HP Folio 9470 M	CNU421BCJ1	2014	Recycled	\$1,349.00	
5041	HP	HP Folio 9470 M	CNU421BCFC	2014	Recycled	\$1,349.00	
5044	HP	Elitebook Folio 9470m	CNU421BCCH	2014	Recycled	\$1,349.00	
5048	HP	Probook 640 G1	CNU421BD2G	2014	Recycled	\$1,094.00	
5061	HP	Elitebook Folio 9470m	CNU421BCKT	2014	Recycled	\$1,349.00	
5064	HP	ELITEBOOK FOLIO 9470M	CNU421BCSZ	2014	Recycled	\$1,349.00	
5067	HP	PROBOOK 640 G1	CNU421BDBG	2014	Recycled	\$1,094.00	
5103	HP	HP Probook 640 G1	CNU421BCZ3	2014	Recycled	\$1,094.00	
5109	HP	HP ProBook 640 G1	CNU421BDFW	2014	Recycled	\$1,094.00	
5127	HP	PROBOOK 640 G1	CNU421BDCN	2014	Recycled	\$1,094.00	
5133	HP	PROBOOK 640 G1	CNU421BDG1	2014	Recycled	\$1,094.00	
5138	HP	HP ProBook 640 G1	CNU421BD34	2014	Recycled	\$1,094.00	
5157	HP	HP ProBook 640 G1	CNU421BD20	2014	Recycled	\$1,094.00	
5162	HP	HP ProBook 640 G1	CNU421BDG7	2014	Recycled	\$1,094.00	
5169	HP	HP Probook 640 G1	CNU421BD8W	2014	Recycled	\$1,094.00	
5170	HP	HP Probook 640 G1	CNU421BDJL	2014	Recycled	\$1,094.00	

SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
5172	HP	HP ProBook 640 G1	CNU421BD3T	2014	Recycled	\$1,094.00	
5179	HP	PROBOOK 640 G1	CNU421BD3H	2014	Recycled	\$1,094.00	
5184	HP	HP ProBook 640 G1	CNU421BCS8	2014	Recycled	\$1,094.00	
5194	HP	HP ProDesk 600 G4 Small Form Factor PC	MLX4210SRF	2014	Recycled	\$844.00	
5212	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210SN1	2014	Recycled	\$844.00	
5219	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210SR4	2014	Recycled	\$844.00	
5224	HP	HP ProDesk 600 G4 Small Form Factor PC	MLX4210SQT	2014	Recycled	\$844.00	
5225	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210SP9	2014	Recycled	\$844.00	
5229	HP	HP ProDesk 600 G4 Small Form Factor PC	MLX4210SPX	2014	Recycled	\$844.00	
5242	HP	HP PRodesk 600 G4 Small Form Factor PC	MLX4210SQH	2014	Recycled	\$844.00	
5249	HP	HP PRodesk 600 G4 Small Form Factor PC	MLX4210SN9	2014	Recycled	\$844.00	
5251	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210SR6	2014	Recycled	\$844.00	
5254	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210SRG	2014	Recycled	\$844.00	
5256	HP	HP ProDesk 600 G4 Small Form Factor PC	MLX4210SQ8	2014	Recycled	\$844.00	
5262	HP	HP ProDesk 600 G4 Small Form Factor PC	MLX4210SQQ	2014	Recycled	\$844.00	
5270	HP	HP ProDesk 600 G4 Small Form Factor PC	MLX4210SQW	2014	Recycled	\$844.00	
5271	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210SQ7	2014	Recycled	\$844.00	
5273	HP	HP PRodesk 600 G4 Small Form Factor PC	MLX4210N0	2014	Recycled	\$844.00	
5277	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210SND	2014	Recycled	\$844.00	
5289	HP	HP prodesk 600 G4 Small Form Factor PC	MLX4210SR2	2014	Recycled	\$844.00	
5324	HP	Folio 9480m	CNU421BCL9	2014	Recycled	\$1,349.00	
5341	HP	Folio 9480m	CNU421BCLM	2014	Recycled	\$1,349.00	
5342	HP	Probook 650 G1	CNU421BF4M	2014	Recycled	\$1,025.00	
5344	HP	ELITEBOOK FOLIO 9470M	CNU421BCR3	2014	Recycled	\$1,349.00	
5351	HP	HP Folio 9470 M	CNU421BCGF	2016	Recycled	\$1,349.00	
5358	HP	Elitebook Folio 9470m	CNU421BCN6	2016	Recycled	\$1,349.00	
5366	HP	HP PRODESk 600 G4 Small Form Factor PC	MLX4210KB1	2014	Recycled	\$844.00	
5374	HP	Probook 650 G1	CNU421BF7B	2014	Recycled	\$1,025.00	
5378	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210SNM	2014	Recycled	\$844.00	
5387	HP	HP ProDesk 600 G4 Small Form Factor PC	MLX4210KB4	2014	Recycled	\$844.00	
5391	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210K9T	2014	Recycled	\$844.00	
5392	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210K9Z	2014	Recycled	\$844.00	
5398	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4210KB3	2014	Recycled	\$844.00	
5431	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4350DD4	2014	Recycled	\$844.00	
5439	HP	HP Prodesk 600 G4 Small Form Factor PC	MLX4391G3X	2014	Recycled	\$844.00	
5444	HP	HP ProDesk 600 G4 Small Form Factor PC	MLX4391G3R	2014	Recycled	\$844.00	
5475	HP	PROBOOK 640 G1	5CG451045F	2014	Recycled	\$1,094.00	
5484	HP	Probook 640 G1	5CG5070KY2	2014	Recycled	\$1,094.00	
5487	HP	HP Probook 640 G1	5CG5070KYL	2014	Recycled	\$1,094.00	
5490	HP	HP ProBook 640 G2	5CG5070KYS	2014	Recycled	\$1,119.00	
5495	HP	HP ProBook 640 G1	5CG5070L03	2014	Recycled	\$1,094.00	
5496	HP	PROBOOK 640 G1	5CG5070KZ3	2014	Recycled	\$1,094.00	

SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
5498	HP	HP Pro x2 612 G1 Power Keyboard	CNU443Z8PQ	202	Recycled	\$44.99	
5525	HP	HP Elitebook Folio 9480m	5CG5092N53	2015	Recycled	\$1,349.00	
5581	HP	HP ProBook 640 G1	5CG5220LSB	2014	Recycled	\$1,094.00	
5583	HP	HP Probook 640 G1	5cg5220lr6	2014	Recycled	\$1,094.00	
5584	HP	PROBOOK 640 G1	5CG5220LWC	2014	Recycled	\$1,094.00	
5586	HP	HP ProBook 640 G1	5CG5220LTY	2014	Recycled	\$1,094.00	
5587	HP	HP ProBook 640 G1	5CG5220LVT	2014	Recycled	\$1,094.00	
5588	HP	HP ProBook 640 G1	5CG5220LWG	2014	Recycled	\$1,094.00	
5594	HP	HP Probook 640 G1	5CG5220LVN	2014	Recycled	\$1,094.00	
5596	HP	Probook 640 G1	5CG5220LVG	2014	Recycled	\$1,094.00	
5599	HP	HP Probook 640 G1	5CG5220LQY	2014	Recycled	\$1,094.00	
5642	HP	HP 555DN	CN4364Y07K	2014	Recycled	\$749.99	
5723	HP	HP Probook 640 G1	USH543L0DY	2014	Recycled	\$1,094.00	
5725	HP	HP 555DN	CN51NCY010	2014	Recycled	\$749.99	
5789	Samsung	Samsung XE500C13	0JDA91EH205324F	2016	Recycled	\$319.00	
5798	HP	PROBOOK 640 G2	5CG61339RB	2016	Recycled	\$1,119.00	
5799	HP	HP Probook 640 G2	5CG61339RP	2016	Recycled	\$1,119.00	
5813	HP	Elitebook Folio 9470m	5CG5511KL0	2016	Recycled	\$1,349.00	
5814	HP	Folio 9480m	5CG5510XBB	2016	Recycled	\$1,349.00	
6797	HP	HP Probook 640 G2	5CG6506F65	2017	Recycled	\$1,119.00	
6799	HP	HP Probook 640 G2	5CG6506G11	2017	Recycled	\$1,119.00	
6800	HP	PROBOOK 640 G2	5CG6506F64	2017	Recycled	\$1,119.00	
6801	HP	HP Probook 640 G2	5CG6506GGT	2017	Recycled	\$1,119.00	
6802	HP	PROBOOK 640 G2	5CG6506FWZ	2017	Recycled	\$1,119.00	
6803	HP	HP Probook 640 G2	5CG6506FN8	2017	Recycled	\$1,119.00	
6804	HP	HP Probook 640 G2	5CG6506F4H	2017	Recycled	\$1,119.00	
6805	HP	PROBOOK 640 G2	5CG6506F4Z	2017	Recycled	\$1,119.00	
6806	HP	HP ProBook 640 G2	5CG6506FJ9	2017	Recycled	\$1,119.00	
6807	HP	PROBOOK 640 G2	5CG6506FHW	2017	Recycled	\$1,119.00	
6809	HP	PROBOOK 640 G2	5CG6506F6J	2017	Recycled	\$1,119.00	
6811	HP	PROBOOK 640 G2	5CG7100K9S	2017	Recycled	\$1,119.00	
6812	HP	HP Probook 640 G2	5CG7100DZL	2017	Recycled	\$1,119.00	
6813	HP	HP Probook 640 G2	5CG7100DW5	2017	Recycled	\$1,119.00	
6814	HP	HP Probook 640 G2	5CG6506GL1	2017	Recycled	\$1,119.00	
6815	HP	HP Probook 640 G2	5CG6506GQC	2017	Recycled	\$1,119.00	
6817	HP	PROBOOK 640 G2	5CG6506FHJ	2017	Recycled	\$1,119.00	
6818	HP	PROBOOK 640 G2	5CG6506G5X	2017	Recycled	\$1,119.00	
6819	HP	HP Probook 640 G2	5CG6506GWJ	2017	Recycled	\$1,119.00	
6820	HP	PROBOOK 640 G2	5CG6454RC1	2017	Recycled	\$1,119.00	
6821	HP	PROBOOK 640 G2	5CG6454RGC	2017	Recycled	\$1,119.00	
6822	HP	HP Probook 640 G2	5CG6454RBF	2017	Recycled	\$1,119.00	
6823	HP	PROBOOK 640 G2	5CG6506G7Y	2017	Recycled	\$1,119.00	

SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
6824	HP	PROBOOK 650 G2	5CG7106JDN	2017	Recycled	\$1,449.00	
6825	HP	HP Probook 650 G2	5C07106JKT	2017	Recycled	\$1,449.00	
6826	HP	PROBOOK 640 G2	5CG7106JJ2	2017	Recycled	\$1,119.00	
6827	HP	HP Probook 650 G2	5CG7106JCG	2017	Recycled	\$1,449.00	
6828	HP	PROBOOK 650 G2	5CG7106K60	2017	Recycled	\$1,449.00	
6829	HP	HP Probook 650 G2	5CG7106JFV	2017	Recycled	\$1,449.00	
6830	HP	PROBOOK 650 G2	5CG7106JF1	2017	Recycled	\$1,449.00	
6831	HP	HP Probook 650 G2	5CG7106JGV	2017	Recycled	\$1,449.00	
6833	HP	PROBOOK 640 G2	5CG7106JCP	2017	Recycled	\$1,119.00	
6834	HP	PROBOOK 640 G2	5CG7106JJG	2017	Recycled	\$1,119.00	
6835	HP	ELITEBOOK 840 G3	5CG6435HBK	2017	Recycled	\$1,100.00	
6837	HP	HP Elitebook 840 G3	5cg6435kdt	2017	Recycled	\$1,100.00	
6839	HP	ELITEBOOK 840 G3	5CG6435H7J	2017	Recycled	\$1,100.00	
6842	HP	HP Elitebook 840 G3	5CG6435G7G	2017	Recycled	\$1,100.00	
6845	HP	PROBOOK 640 G2	5CG6506DZF	2017	Recycled	\$1,119.00	
6846	HP	HP ProBook 640 G2	HP ProBook 640 G2	2017	Recycled	\$1,119.00	
6847	HP	PROBOOK 640 G2	5CG6506FFH	2017	Recycled	\$1,119.00	
6848	HP	HP Probook 640 G2	5CG6506GRX	2017	Recycled	\$1,119.00	
6849	HP	HP Probook 640 G2	5CG6506G23	2017	Recycled	\$1,119.00	
6850	HP	HP Probook 640 G2	5CG6506GR0	2017	Recycled	\$1,119.00	
6851	HP	HP Probook 640 G2	5CG6506G34	2017	Recycled	\$1,119.00	
6852	HP	PROBOOK 640 G2	5CG6506F4W	2017	Recycled	\$1,119.00	
6853	HP	HP Probook 640 G2	5cg6506ftx	2017	Recycled	\$1,119.00	
6854	HP	HP Probook 640 G2	5CG71114NZ	2017	Recycled	\$1,119.00	
6855	HP	HP Probook 650 G2	5CG71114PK	2017	Recycled	\$1,449.00	
6856	HP	PROBOOK 650 G2	5CG71114Y1	2017	Recycled	\$1,449.00	
6857	HP	PROBOOK 650 G2	5CG71114Z3	2017	Recycled	\$1,449.00	
6858	HP	HP Probook 650 G2	5CG71114NF	2017	Recycled	\$1,449.00	
6860	HP	PROBOOK 650 G2	5CG71114Q1	2017	Recycled	\$1,449.00	
6862	HP	HP Probook 650 G2	5CG71114R0	2017	Recycled	\$1,449.00	
6863	HP	PROBOOK 650 G2	5CG71114R3	2017	Recycled	\$1,449.00	
6864	HP	HP Probook 640 G2	5CG6506G8M	2017	Recycled	\$1,119.00	
6866	HP	PROBOOK 640 G2	5CG6506F7F	2017	Recycled	\$1,119.00	
6868	HP	HP Probook 640 G2	5CG6506GQL	2017	Recycled	\$1,119.00	
6869	HP	PROBOOK 640 G2	5CG6506GLV	2017	Recycled	\$1,119.00	
6870	HP	HP Probook 640 G2	5CG7032YDS	2017	Recycled	\$1,119.00	
6871	HP	PROBOOK 640 G2	5CG7032YN6	2017	Recycled	\$1,119.00	
6872	HP	PROBOOK 640 G2	5CG6454RD5	2017	Recycled	\$1,119.00	
6873	HP	HP ProBook 640 G2	5CG6454RJ5	2017	Recycled	\$1,119.00	
6875	HP	ELITEBOOK 840 G3	5CG6435K1G	2017	Recycled	\$1,100.00	
6876	HP	HP Elitebook 840 G3	5cg6435ck1	2017	Recycled	\$1,100.00	
6878	HP	ELITEBOOK 840 G3	5CG6435CHT	2017	Recycled	\$1,100.00	

SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
6881	HP	ELITEBOOK 840 G3	5CG6435KZ9	2017	Recycled	\$1,100.00	
6883	HP	PROBOOK 640 G2	5CG7152644	2017	Recycled	\$1,119.00	
6884	HP	HP Probook 640 G2	5CG6506G88	2017	Recycled	\$1,119.00	
6885	HP	HP Probook 640 G2	5CG6506G7T	2017	Recycled	\$1,119.00	
6887	HP	PROBOOK 640 G2	5CG6506F38	2017	Recycled	\$1,119.00	
6888	HP	PROBOOK 640 G2	5CG6506GFQ	2017	Recycled	\$1,119.00	
6889	HP	HP ProBook 640 G2	5CG6506GHY	2017	Recycled	\$1,119.00	
6890	HP	HP Probook 640 G2	5CG6506GHQ	2017	Recycled	\$1,119.00	
6891	HP	PROBOOK 640 G2	5CG6506GF9	2017	Recycled	\$1,119.00	
6892	HP	HP ProBook 640 G2	5CG6506DY7	2017	Recycled	\$1,119.00	
6893	HP	HP Probook 640 G2	5CG6506FZ3	2017	Recycled	\$1,119.00	
6894	HP	PROBOOK 640 G2	5CG6506GLL	2017	Recycled	\$1,119.00	
6895	HP	PROBOOK 640 G2	5CG6506GF0	2017	Recycled	\$1,119.00	
6896	HP	PROBOOK 640 G2	5CG6506FDL	2017	Recycled	\$1,119.00	
6897	HP	HP Probook 640 G2	5CG6506F59	2017	Recycled	\$1,119.00	
6899	HP	PROBOOK 640 G2	5CG6506GPW	2017	Recycled	\$1,119.00	
6900	HP	PROBOOK 640 G2	5CG6506FDX	2017	Recycled	\$1,119.00	
6902	HP	HP Probook 640 G2	5CG6506GNX	2017	Recycled	\$1,119.00	
6904	HP	HP Probook 640 G2	5CG6506GNH	2017	Recycled	\$1,119.00	
6905	HP	HP ProBook 640 G2	5CG6506FJP	2017	Recycled	\$1,119.00	
6906	HP	PROBOOK 640 G2	5CG6506DZM	2017	Recycled	\$1,119.00	
6908	HP	PROBOOK 640 G2	5CG6506FF2	2017	Recycled	\$1,119.00	
6909	HP	PROBOOK 640 G2	5CG6506F4C	2017	Recycled	\$1,119.00	
6910	HP	PROBOOK 640 G2	5CG6506FMN	2017	Recycled	\$1,119.00	
6911	HP	PROBOOK 640 G2	5CG6506FVV	2017	Recycled	\$1,119.00	
6912	HP	HP Probook 640 G2	5CG7100DZG	2017	Recycled	\$1,119.00	
6913	HP	HP Probook 640 G2	5CG7100DW1	2017	Recycled	\$1,119.00	
6914	HP	HP Probook 640 G2	5CG64214M8	2017	Recycled	\$1,119.00	
6916	HP	PROBOOK 640 G2	5CG6506F2F	2017	Recycled	\$1,119.00	
6917	HP	HP Probook 640 G2	5CG6506FZV	2017	Recycled	\$1,119.00	
6918	HP	HP Probook 640 G2	5CG6506FD3	2017	Recycled	\$1,119.00	
6919	HP	HP Probook 640 G2	5cg6506g0j	2017	Recycled	\$1,119.00	
6921	HP	HP Probook 640 G2	5cg710gdt3	2017	Recycled	\$1,119.00	
6922	HP	HP ProBook 640 G2	5CG7100KCD	2017	Recycled	\$1,119.00	
6923	HP	HP Probook 640 G2	5CG7100DSN	2017	Recycled	\$1,119.00	
6924	HP	PROBOOK 640 G2	5CG7100K0P	2017	Recycled	\$1,119.00	
6926	HP	HP Elitebook 840 G3	5CG6435CL3	2017	Recycled	\$1,100.00	
6927	HP	HP Elitebook 840 G3	5CG6435K4Q	2017	Recycled	\$1,100.00	
6928	HP	HP Probook 640 G3	5cg6435fww	2017	Recycled	\$1,274.00	
6936	HP	HP Probook 640 G2	5CG6506G5D	2017	Recycled	\$1,119.00	
6937	HP	ELITEBOOK 840 G3	5CG6435DLZ	2017	Recycled	\$1,100.00	
6941	HP	ELITEBOOK 840 G3	5CG6435JZ6	2017	Recycled	\$1,100.00	

SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
6975	HP	Chromebook 11 G5	8cg7361qzz	2016	Recycled	\$169.99	
6976	HP	Chromebook 11 G5	8cg7242ztjx	2016	Recycled	\$169.99	
6998	HP	PROBOOK 650 G2	5CG7293L82	2017	Recycled	\$1,449.00	
7002	HP	PROBOOK 640 G2	5CG72933M0	2017	Recycled	\$1,119.00	
7004	HP	HP Probook 650 G2	5CG7293LBZ	2017	Recycled	\$1,449.00	
7005	HP	HP Probook 650 G2	5CG7293L77	2017	Recycled	\$1,449.00	
7006	HP	HP Probook 650 G2	5CG7293LPB	2017	Recycled	\$1,449.00	
7008	HP	PROBOOK 650 G2	5CG7293LGC	2017	Recycled	\$1,449.00	
7009	HP	HP Probook 650 G2	5CG7293L6F	2017	Recycled	\$1,449.00	
7010	HP	PROBOOK 650 G2	5CG7293LFH	2017	Recycled	\$1,449.00	
7012	HP	HP Probook 650 G2	5CG7384HDJ	2017	Recycled	\$1,449.00	
7013	HP	PROBOOK 650 G2	5CG72933VN	2017	Recycled	\$1,449.00	
7015	HP	HP Probook 650 G2	5CG7293LQ4	2017	Recycled	\$1,449.00	
7016	HP	PROBOOK 650 G2	5CG7384HV6	2017	Recycled	\$1,449.00	
7018	HP	HP ProBook 640 G2	5CG814418	2017	Recycled	\$1,119.00	
7019	HP	HP Probook 640 G2	5CG814414M	2017	Recycled	\$1,119.00	
7020	HP	HP Probook 640 G2	5CG81441KY	2017	Recycled	\$1,119.00	
7022	HP	HP Probook 640 G2	5CG8144264	2017	Recycled	\$1,119.00	
7023	HP	PROBOOK 640 G2	5CG8143S4H	2017	Recycled	\$1,119.00	
7026	HP	PROBOOK 640 G2	5CG81442N7	2017	Recycled	\$1,119.00	
7028	HP	PROBOOK 640 G2	5CG814425Q	2017	Recycled	\$1,119.00	
7029	HP	PROBOOK 640 G2	5CG81441L3	2017	Recycled	\$1,119.00	
7030	HP	PROBOOK 640 G2	5CG814422M	2017	Recycled	\$1,119.00	
7031	HP	PROBOOK 640 G2	5CG814421N	2017	Recycled	\$1,119.00	
7032	HP	PROBOOK 640 G2	5CG81441LP	2017	Recycled	\$1,119.00	
7033	HP	PROBOOK 640 G2	5CG8143TT3	2017	Recycled	\$1,119.00	
7034	HP	PROBOOK 640 G2	5CG81442J6	2017	Recycled	\$1,119.00	
7040	HP	HP Probook 640 G2	5CG814417N	2017	Recycled	\$1,119.00	
7042	HP	PROBOOK 640 G2	5CG81442B0	2017	Recycled	\$1,119.00	
7043	HP	HP ProBook 640 G2	5CG8144140	2017	Recycled	\$1,119.00	
7045	HP	PROBOOK 640 G2	5CG81442F6	2017	Recycled	\$1,119.00	
7050	HP	HP Probook 640 G2		2017	Recycled	\$1,119.00	
7051	HP	HP ProBook 640 G2	5CG8144234	2017	Recycled	\$1,119.00	
7053	HP	PROBOOK 640 G2	5CG8143S2Z	2017	Recycled	\$1,119.00	
7054	HP	PROBOOK 640 G2	5CG81441DV	2017	Recycled	\$1,119.00	
7055	HP	PROBOOK 640 G2	5CG81441FQ	2017	Recycled	\$1,119.00	
7056	HP	PROBOOK 640 G2	5CG814418B	2017	Recycled	\$1,119.00	
7057	HP	PROBOOK 640 G2	5CG81441PH	2017	Recycled	\$1,119.00	
7058	HP	PROBOOK 640 G2	5CG81441DC	2017	Recycled	\$1,119.00	
7059	HP	PROBOOK 640 G2	5CG81441JF	2017	Recycled	\$1,119.00	
7060	HP	PROBOOK 640 G2	5CG814424S	2017	Recycled	\$1,119.00	
7061	HP	PROBOOK 640 G2	5CG81442CJ	2017	Recycled	\$1,119.00	

SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
7062	HP	PROBOOK 640 G2	5CG81442JB	2017	Recycled	\$1,119.00	
7064	HP	HP Probook 640 G2	5CG81442M7	2017	Recycled	\$1,119.00	
7066	HP	HP Probook 640 G2	5CG814429T	2017	Recycled	\$1,119.00	
7068	HP	PROBOOK 640 G2	5CG81441HT	2017	Recycled	\$1,119.00	
7069	HP	PROBOOK 640 G2	5CG81442CR	2017	Recycled	\$1,119.00	
7070	HP	HP Probook 640 G2	5CG81442F9	2017	Recycled	\$1,119.00	
7071	HP	PROBOOK 640 G2	5CG81441WJ	2017	Recycled	\$1,119.00	
7072	HP	PROBOOK 640 G2	5CG81442K6	2017	Recycled	\$1,119.00	
7073	HP	PROBOOK 640 G2	5CG81441B9	2017	Recycled	\$1,119.00	
7074	HP	PROBOOK 640 G2	5CG81442DK	2017	Recycled	\$1,119.00	
7075	HP	HP Probook 640 G2	5CG814428M	2017	Recycled	\$1,119.00	
7076	HP	PROBOOK 640 G2	5CG81442JF	2017	Recycled	\$1,119.00	
7078	HP	HP Probook 640 G2	5CG81441SV	2017	Recycled	\$1,119.00	
7081	HP	PROBOOK 640 G2	5CG814422S	2017	Recycled	\$1,119.00	
7083	HP	HP Probook 640 G2	5CG8144237	2017	Recycled	\$1,119.00	
7084	HP	HP ProBook 640 G2	5CG81441XY	2017	Recycled	\$1,119.00	
7085	HP	PROBOOK 640 G2	5CG814428V	2017	Recycled	\$1,119.00	
7086	HP	PROBOOK 640 G2	5CG814416C	2017	Recycled	\$1,119.00	
7088	HP	PROBOOK 640 G2	5CG81441VR	2017	Recycled	\$1,119.00	
7089	HP	PROBOOK 640 G2	5CG81442MV	2017	Recycled	\$1,119.00	
7090	HP	PROBOOK 640 G2	5CG81441BD	2017	Recycled	\$1,119.00	
7092	HP	PROBOOK 640 G2	5CG81442LB	2017	Recycled	\$1,119.00	
7093	HP	ELITEBOOK 840 G3	5CG8101XS7	2017	Recycled	\$1,100.00	
7094	HP	HP Elitebook 840 G3	5cg80446r6	2017	Recycled	\$1,100.00	
7096	HP	ELITEBOOK 840 G3	5CG81441DG	2017	Recycled	\$1,100.00	
7101	HP	ELITEBOOK 840 G3	5CG6101Y88	2017	Recycled	\$1,100.00	
7105	HP	HP Elitebook 840 G3	5CG81441BT	2017	Recycled	\$1,100.00	
7106	HP	ELITEBOOK 840 G3	5CG8101VQF	2017	Recycled	\$1,100.00	
7108	HP	ELITEBOOK 840 G3	5CG814416K	2017	Recycled	\$1,100.00	
7110	HP	ELITEBOOK 840 G3	5CG8144190	2017	Recycled	\$1,100.00	
7112	HP	ELITEBOOK 840 G3	5CG8144142	2017	Recycled	\$1,100.00	
7115	HP	ELITEBOOK 840 G3	5CG8101YM3	2017	Recycled	\$1,100.00	
7121	HP	HP Elitebook 840 G3	5CG81441KK	2017	Recycled	\$1,100.00	
7123	HP	ELITEBOOK 840 G3	5CG8144131	2017	Recycled	\$1,100.00	
7134	HP	PROBOOK 640 G2	5CG8152NX0	2017	Recycled	\$1,119.00	
7135	HP	PROBOOK 640 G2	5CG8152NXF	2017	Recycled	\$1,119.00	
7136	HP	HP Probook 640 G2	5CG8152P34	2017	Recycled	\$1,119.00	
7137	HP	HP Probook 640 G2	5CG8152PDN	2017	Recycled	\$1,119.00	
7138	HP	HP Probook 640 G2	5CG8152P6Y	2017	Recycled	\$1,119.00	
7140	HP	HP ProBook 640 G2	5CG8152P7X	2017	Recycled	\$1,119.00	
7142	HP	HP Probook 640 G2	5CG8152PPX	2017	Recycled	\$1,119.00	
7205	HP	HP Probook 650 G4	5cg9118c9z	2019	Recycled	\$1,479.00	

SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
7208	HP	PROBOOK 650 G4	5CG9118TD6	2019	Recycled	\$1,479.00	
7212	HP	ELITEBOOK 840 G5	5CG9115JKM	2019	Recycled	\$1,400.00	
7218	HP	HP Probook 640 G4	5CG9119HWK	2019	Recycled	\$849.99	
7223	HP	HP Probook 640 G4	5cg9119h81	2019	Recycled	\$849.99	
7224	HP	HP Probook 640 G4	5cg9119hnn	2019	Recycled	\$849.99	
7228	HP	PROBOOK 640 G4	5CG9119HZ0	2019	Recycled	\$849.99	
7230	HP	Probook	5CG9119H3C	2019	Recycled	\$849.99	
7231	HP	HP Probook 640 G4	5CG9119GQ7	2019	Recycled	\$849.99	
7233	HP	HP Probook 640 G4	5cg9119j4l	2019	Recycled	\$849.99	
7235	HP	HP Probook 640 G4	5cg9119j12	2019	Recycled	\$849.99	
7237	HP	HP Probook 640 G4	5cg9119jf5	2019	Recycled	\$849.99	
7243	HP	PROBOOK 640 G4	5CG9119HZL	2019	Recycled	\$849.99	
7246	HP	HP Probook 640 G4	5cg9119j05	2019	Recycled	\$849.99	
7247	HP	PROBOOK 640 G4	5CG9119HYW	2019	Recycled	\$849.99	
7254	HP	HP Probook 640 G4	5CG9119J1D	2019	Recycled	\$849.99	
7256	HP	PROBOOK 640 G4	5CG9119J7S	2019	Recycled	\$849.99	
7258	HP	HP Probook 640 G4	5cg9119jby	2019	Recycled	\$849.99	
7262	HP	HP Probook 640 G4	5cg9119gsd	2019	Recycled	\$849.99	
7264	HP	HP Probook 640 G4	5cg9119jhn	2019	Recycled	\$849.99	
7273	HP	HP Probook 640 G4	5cg9119ht3	2019	Recycled	\$849.99	
7274	HP	HP Probook 640 G4	5CG9119JGF	2019	Recycled	\$849.99	
7281	HP	HP Probook 640 G4	5cg9119hqg	2019	Recycled	\$849.99	
7286	HP	HP Probook 640 G5	5cg9119jmg	2019	Recycled	\$1,200.00	
7298	HP	ELITEBOOK 840 G5	5CG9115FX3	2019	Recycled	\$1,400.00	
7299	HP	HP Elitebook 840 G5	5CG9115HBF	2019	Recycled	\$1,400.00	
7303	HP	ELITEBOOK 840 G5	5CG9116QMN	2019	Recycled	\$1,400.00	
7305	HP	HP Elitebook 840 G5	5cg9115fl8	2019	Recycled	\$1,400.00	
7306	HP	ELITEBOOK 840 G5	5CG9116Q13	2019	Recycled	\$1,400.00	
7310	HP	HP Probook 640 G5	5cg9115ms2	2019	Recycled	\$1,200.00	
7311	HP	ELITEBOOK 840 G5	5CG9116Q00	2019	Recycled	\$1,400.00	
7314	HP	HP Elitebook 840 G5	5cg9116r8p	2019	Recycled	\$1,400.00	
7411	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL9171YTC	2019	Recycled	\$844.00	
7439		ScanSnap ix1500	C08H049460	2020	Recycled	\$495.00	
7480	HP	PROBOOK 640 G4	5CG9119GYY	2019	Recycled	\$849.99	
7482	HP	PROBOOK 640 G5	5cg01083vt	2019	Recycled	\$1,200.00	
7485	HP	PROBOOK 640 G5	5cg01083tv	2019	Recycled	\$1,200.00	
7494	HP	PROBOOK 640 G5	5cg01083vs	2019	Recycled	\$1,200.00	
7495	HP	HP Probook 640 G5	5cg01083vl	2019	Recycled	\$1,200.00	
8799	Dell	Dell Chromebook 3100	1ZG9BC3	2020	Recycled	\$199.99	
8802	Dell	Dell Chromebook 3100	H4558C3	2020	Recycled	\$199.99	
8808	Dell	Dell Chromebook 3100	51C38C3	2020	Recycled	\$199.99	
8822	Dell	Dell Chromebook 3100	DJT28C3	2020	Recycled	\$199.99	

SASED Recycled Assets January 2023

Asset #	Manufacturer	Model	Serial Number	Purchase Year	Status	Cost (USD)	Miscellaneous Items Recycled:
8827	Dell	Dell Chromebook 3100	16QZ7D3	2020	Recycled	\$199.99	
	HP	HP Probook 6560b	4CZ1122689	2009	Recycled	\$888.96	
	HP	HP Probook 650 G2		2016	Recycled	\$1,449.00	
	Dell	Dell Latitude D520	F8XP9F1	2006	Recycled	\$909.00	
	HP	HP Compaq LA1751g	3CQ048B0GM	2009	Recycled	\$99.99	
	HP	HP 1740	CND7142RB0	2009	Recycled	\$99.99	
	HP	HP 1740	CND7161J5T	2009	Recycled	\$99.99	
	HP	HP 1740	CNP507B8GQ	2009	Recycled	\$99.99	
	HP	HP Scanjet 7000	CN23FD70FZ	2009	Recycled	\$849.99	
	HP	Elitebook 8570p	5CB23104MN	2012	Recycled	\$1,100.00	
	HP	Elitebook8560p		2012	Recycled	\$1,100.00	
4350	Dell	Dell Chromebook 3100	B3H9373	2020	Recycled	\$199.99	
5199	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL4210SRB	2014	Recycled	\$844.00	
5211	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL4210SQR	2014	Recycled	\$844.00	
5388	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL4210K9Y	2014	Recycled	\$844.00	
5390	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL4210K9X	2014	Recycled	\$844.00	
7037	HP	HP Probook 640 G2	5CG81442H8	2014	Recycled	\$1,119.00	
5288	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL4210SN8	2014	Recycled	\$844.00	
5385	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL4210K9S	2014	Recycled	\$844.00	
5279	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL4210SNC	2014	Recycled	\$844.00	
5238	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL4210SNB	2014	Recycled	\$844.00	
5054	HP	HP Probook 640 G1	CNU421BD83	2013	Recycled	\$1,119.00	
5210	HP	HP ProDesk 600 G4 Small Form Factor PC	MXL4210SP8	2014	Recycled	\$844.00	

Governance

Powers and Duties of the Boards; Indemnification

The Board of Control and the Governing Board shall have those powers and duties assigned to them in the Joint Agreement/By-Laws for the School Association for Special Education in DuPage (SASED).

Members of the Board of Control and the Governing Board shall comply with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the (ANCRA), direct or cause the Board to direct the Executive Director or other equivalent administrator to comply with (ANCRA's) requirements concerning the reporting of child abuse.

To the extent allowed by law, the Governing Board shall defend, indemnify, and hold harmless all Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et. seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.: 105 ILCS 5/10, 5/17-1, 5/21B-85, and 5/27-1.
115 ILCS 5/, Ill. Educational Labor Relations Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; [Code of Professional](#) Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: February 22, 2023

Governance

Board Member Conflict of Interest

No Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of SASED unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with SASED. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which SASED's principle office is located by May 1.

Federal and State Grant Awards

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

- ~~1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a A member of the Board member's immediate family. or household;~~
2. The Board member's business partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

LEGAL REF.: [105 ILCS 5/10-9.](#)
[5 ILCS 420/, Ill. Governmental Ethics Act.](#)
[30 ILCS 708/, Grant Accountability and Transparency Act.](#)
[50 ILCS 105/3, Public Officer Prohibited Activities Act.](#)
[2 C.F.R. §200.318\(c\)\(1\).](#)

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; [Code of Professional](#) Conduct; and Conflict of Interest)

ADOPTED: February 22, 2023

Governance

Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by SASED employees and Board members:

1. No employee shall intentionally perform any “political activity” during any “compensated time,” as those terms are defined herein.
2. No Board member or employee shall intentionally use any SASED property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member’s or employee’s duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in activities that: (1) are otherwise appropriate as part of his or her official duties, or (2) are undertaken by the individual on a voluntary basis that are not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with any Board member or employee shall intentionally solicit or accept any “gift” from any “prohibited source,” as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fund-raising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece,

husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee by an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under 501(c)(3).

Enforcement

The Chairperson of the involved Board and Executive Director shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Executive Director or Board Chairperson. If attempts to correct any misunderstanding or problem do not resolve

the matter, the Executive Director or Board Chairperson shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

"Political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, “compensated time” includes any period of time when the employee is on premises under the control of SASSED and any other time when the employee is executing his or her official duties, regardless of location.

“Prohibited source” means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee; ~~or~~
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee.
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

“Gift” means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual’s conduct or communication is offensive and must stop.

Board members should report claims of sexual harassment against a member of the Board to the Board Chairperson or Executive Director. If the report is made to the Executive Director, the Executive Director shall promptly notify the Chairperson, or if the Chairperson is the subject of the complaint, the Vice Chairperson. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member, the Board Chairperson shall appoint a qualified outside investigator who is not a SASSED employee or Board member to conduct an independent review of the allegations. If the allegations concern the Chairperson, or the Chairperson is a witness or otherwise conflicted, the Vice Chairperson shall make the appointment. If the allegations concern both the Chairperson and Vice Chairperson, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board.

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board.

The Executive Director will post this policy on the SASSED website and/or make this policy available in the SASSED administrative office.

LEGAL REF.: [105 ILCS 5/22-93](#).
5 ILCS 430/1-1 et seq.
10 ILCS 5/9-25.1.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; [Code of Professional](#) Conduct; and Conflict of Interest)

ADOPTED: February 22, 2023

Governance

Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board members provide volunteer service to SASED and may not receive compensation for services.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in SASED by resolution. No later than approval of the annual budget and when necessary, the Executive Director will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the SASED's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools directly relating to the governance of the cooperative;

Expense advancement requests must be submitted to the Executive Director or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Executive Director: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to SASED any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the Reimbursements and Purchase Orders subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval

of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in SASSED must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by SASSED in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Fees for the first checked bag will be reimbursed. Copies of airline tickets and baggage receipts must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, ride sharing or other local transportation costs
3. Meals. Meals charged to SASSED should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

Additional Requirements for Travel Expenses Charged to Federal and State Grants

All Board member expenses for travel charged to a federal grant or State grant governed by the Grant Accountability and Transparency Act (30 ILCS 708/) must comply with Board policy 5:60, *Expenses*, and its implementing procedures. Travel expenses include costs for transportation, lodging, meals, and related items.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED: December 19, 2007

UPDATED: February 22, 2017

UPDATED: September 23, 2020

Governance

Organizational Board Meeting

Board of Control

The Board of Control will hold an Annual Organizational Meeting in May for the purposes of:

1. Seating the Board members;
2. Electing officers who assume office immediately upon their election;
3. Determining a time and place for regular meetings;
4. Appointing standing committees: (1) Finance, (2) Policy;
5. Appointing a Board Treasurer and Recording Secretary;

Within ten (10) days following the Annual Organizational Meeting, the Executive Director will:

1. Place a public notice of the established time and place for regular meetings in a newspaper of general circulation and on the SASED website;
2. Notify all area news media who have requested such notice of the time and place for regular meetings;
3. Post a public notice of the time and place for regular meetings in the SASED Administrative Center.

Governing Board

The Governing Board will hold an Annual Organizational Meeting in May for the purposes of:

1. Seating the Board members;
2. Electing officers who assume office immediately upon their election;
3. Determining a time and place for regular meetings;

Within ten (10) days following the Annual Organizational Meeting, the Executive Director will:

1. Place a public notice of the established time and place for regular meetings in a newspaper of general circulation and on the SASED website;
2. Notify all area news media who have requested such notice of the time and place for regular meetings;
3. Post a public notice of the time and place for regular meetings in the SASED Administrative Center.

LEGAL REF.: [10 ILCS 5/2A-1 et seq.](#)
105 ILCS 5/10-5, 5/10-16, and 5/10-16.5.
[105 ILCS 5/2A-1 et seq. Election Code.](#)

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Board Meetings), 2:220 (Board Meeting Procedure), (2:230 (Public Participation at Board Meetings and Petitions to the Board)

ADOPTED: February 22, 2023

Board of Control/Governing Board

Title IX Sexual Harassment Grievance Procedure

Sexual harassment affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from sexual harassment is an important SASED goal. SASED does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in SASED's education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a SASED employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SASED's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(~~10~~11), *domestic violence* as defined in 34 U.S.C. §12291(a)(~~8~~12), or *stalking* as defined in 34 U.S.C. §12291(a)(~~30~~36).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where SASED has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Executive Director or designee will ensure that SASED prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that SASED's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and

prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into SASSED's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.

2. Incorporates education and training for school staff as recommended by the Executive Director, Title IX Coordinator, Nondiscrimination Coordinator, Program Administrator, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the SASSED's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Program Administrator, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Executive Director shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Julie Grohn

Name

2900 Ogden Avenue Lisle, Il. 60532

Address

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Email

630/778-4500

Telephone

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*. Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to SASSED's duty to investigate and maintain an educational program or activity that is productive,

respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Executive Director or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by following a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.
2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person's status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by SASED as a Title IX Coordinator, investigator, decision-maker, or any person designated by SASED to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of SASED's *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
4. Require that any individual designated by SASED as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
5. Require that any individual designated by SASED as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant's* sexual predisposition or prior sexual behavior are not relevant.
6. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
7. Include reasonably prompt timeframes for conclusion of the grievance process.
8. Describe the range of possible disciplinary sanctions and remedies SASED may implement following any determination of responsibility.
9. Base all decisions upon the *preponderance of evidence* standard.
10. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
11. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
12. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any SASED employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board of Control in the context of the relationship of the third party to SASED, e.g., vendor, parent, invitee, etc. Any SASED student who

is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action. This policy does not increase or diminish the ability of SASSED or the parties to exercise any other rights under existing law.

Retaliation Prohibited

SASED prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform Grievance Procedure*. Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.
Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).
Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct, and Conflict of Interest), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior)

ADOPTED: February 22, 2023

General Administration

Administrative Personnel Other Than the Executive Director

Duties and Authority

SASED administrative and supervisory positions are established by the Board of Control in accordance with SASED's needs and State law. This policy applies to all administrators other than the Executive Director, including without limitation, Program and Service Administrators. The general duties and authority of each administrative or supervisory position are approved by the Board of Control, upon the Executive Director's recommendation, and contained in the respective position's job description. In the absence of specific written policy, administrative personnel shall act according to their best judgment, keeping in mind the best interests of SASED and its member districts and the spirit of any established Board policies that are related to the matter under consideration. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law, Illinois State Board of Education rules and such other qualifications as specified in the position's job descriptions.

Evaluation

The performance of all administrative personnel will be evaluated by the Executive Director or designee; the Executive Director shall make employment and salary recommendations to the Board of Control.

Administrators shall annually present evidence to the Executive Director or designee of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Executive Director or designee.

Administrative Work Year

The administrators' work year shall be designated by a work calendar within the SASED's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Executive Director. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board of Control and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board of Control will consider the Executive Director's recommendations regarding compensation for individual administrators. The Executive Director's recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A-~~1~~, ~~5/24A-3~~, and ~~5/24A-4~~.
23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal/Program Administrator), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: February 22, 2023

General Administration

Administrative Responsibility of the Program Administrator

Duties and Authority

The Board of Control, upon the recommendation of the Executive Director, employs Program Administrators as the chief administrators and instructional leaders of their assigned schools/programs. The primary responsibility of the SASED Program Administrator is the improvement of instruction. Each Program Administrator shall perform all the duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Executive Director may assign, that are consistent with the Program Administrator's education and training. Each SASED Program Administrator shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or other licensed staff member.

Evaluation Plan

The Executive Director or designee shall implement an administrator evaluation plan that complies with Section 24A-15 of The School Code and relevant Illinois State Board of Education rules. Using that plan, the Executive Director or designee shall evaluate the Program Administrator. The Executive Director or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Executive Director*.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.
105 ILCS 127/1 et seq.
23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: ~~3:50 (Administrative Personnel Other Than the Executive Director), 5:250 (Leave of Absence)~~
3:50 (Administrative Personnel Other Than the Executive Director), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: February 22, 2023

Operational Services

Food Services

Good nutrition shall be promoted in SASED's meal programs and in other food and beverages that are sold to students during the school day. The Executive Director or designee shall manage a food service program that complies with this policy and is in alignment with Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating SASED schools and programs shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.: [42 U.S.C. §1751 et seq., Russell B. National School Lunch Act.](#)
[42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.](#)
[7 C.F.R. Parts 210 \(National School Lunch Program\) and 220 \(School Breakfast Program\).](#)
[105 ILCS 125/, School Breakfast and Lunch Program Act.](#)
[23 Ill.Admin.Code Part 305, School Food Service.](#)

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: February 22, 2023

Operational Services

Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Child sexual abuse and grooming behaviors harm students, their parents/guardians, SASED's environment, its school communities, and the community at large, while diminishing a student's ability to learn. The Board of Control has a responsibility and obligation to increase awareness and knowledge of: (1) issues regarding child sexual abuse, (2) likely warning signs that a child may be a victim of sexual abuse, (3) grooming behaviors related to child sexual abuse and grooming, (4) how to report child sexual abuse, (5) appropriate relationships between SASED employees and students based upon State law, and (6) how to prevent child sexual abuse.

To address the Board of Control's obligation to increase awareness and knowledge of these issues, prevent sexual abuse of children, and define prohibited grooming behaviors, the Executive Director or designee shall implement an Awareness and Prevention of Sexual Abuse and Grooming Behaviors Program. The Program will:

1. Educate students with:
 - a. An age-appropriate and evidence-informed health and safety education curriculum that includes methods for how to report child sexual abuse and grooming behaviors to authorities, through policy 6:60, *Curriculum Content*;
 - b. Information in policy 7:250, *Student Support Services*, about: (i) SASED counseling options, assistance, and intervention for students who are victims of or affected by sexual abuse, and (ii) community-based Children's Advocacy Centers and sexual assault crisis centers and how to access those serving SASED.
2. Train SASED employees about child sexual abuse and grooming behaviors by January 31 of each school year with materials that include:
 - a. A definition of prohibited grooming behaviors and employee-student boundary violations pursuant to policy 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*;
 - b. Evidence-informed content on preventing, recognizing, reporting, and responding to child sexual abuse, grooming behaviors, and employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 5:90, *Abused and Neglected Child Reporting*; 5:100, *Staff Development Program*; and 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*; and
 - c. How to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations pursuant to policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
3. Provide information to parents/guardians in student handbooks about the warning signs of child sexual abuse, grooming behaviors, and employee-student boundary violations with evidence-informed educational information that also includes:
 - a. Assistance, referral, or resource information, including how to recognize grooming behaviors, appropriate relationships between SASED employees and students based upon

policy 5:120, *Employee Ethics*; *Code of Professional Conduct*; and *Conflict of Interest*, and how to prevent child sexual abuse from happening;

- b. Methods for how to report child sexual abuse, grooming behaviors, and/or employee-student boundary violations to authorities; and
 - c. Available counseling and resources for children who are affected by sexual abuse, including both emotional and educational support for students affected by sexual abuse, so that the student can continue to succeed in school pursuant to policy 7:250, *Student Support Services*.
4. Provide parents/guardians of students in any of grades K through 8 with not less than five days' written notice before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing.

LEGAL REF.: 105 ILCS 5/10-23.13, 5/22-85.5, 5/27-9.1a, and 5/27-13.2.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 7:20 (Harassment of Students Prohibited), 7:250 (Student Support Services)

ADOPTED: January 26, 2022

UPDATED: November 29, 2022

General Personnel

Equal Employment Opportunity and Minority Recruitment

SASED shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic violence, sexual violence, or gender violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating SASED's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Executive Director or a Complaint Manager for the Uniform Grievance Procedure. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator. The Executive Director shall insert into this policy the names, office addresses, email addresses and telephone numbers of SASED's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Julie Grohn

Name

2900 Ogden, Lisle, IL 60532

Address

630/778-4500

Telephone

Complaint Managers:

Matthew Layton

Christine Martin

Name

2900 Ogden, Lisle, IL 60532

Name

2900 Ogden, Lisle, IL 60532

Address

630/778-4500

Address

630/778-4500

Telephone

Telephone

The Executive Director shall also use reasonable measures to inform staff members and applicants that SASED is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

SASED will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit SASED to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

- LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972,; 34 C.F.R. Part 106.
 29 U.S.C. §206(d), Equal Pay Act.
 29 U.S.C. §621 et seq., Age Discrimination in Employment Act. 29 U.S.C. §7091 et seq., Rehabilitation Act of 1973.
 38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
 42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964 29 C.F.R. Part 1601.
 42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008. 42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
 42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
 42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I. III. Constitution, Art. I, §§17, 18, and 19.
 105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
 410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act. 410 ILCS 513/25, Genetic Information Privacy Act.
 740 ILCS 174/, Ill. Whistleblower Act.
 775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Sexual Harassment), 5:30 (Hiring Process and Criteria, 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; ; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: February 22, 2023

General Personnel

Workplace Harassment Prohibited

SASED expects the workplace environment to be productive, respectful, and free of unlawful harassment. SASED employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

SASED will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

SASED shall provide a workplace environment free of physical or other conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. SASED provides annual sexual harassment prevention training in accordance with State law.

SASED employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes verbal or physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint

Employees and nonemployees (persons who are not otherwise employees and are directly performing services for SASED pursuant to a contract with SASED, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, if they feel comfortable doing so, should directly inform the person engaging in harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to Administrator the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using

Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy.

The Executive Director shall insert into this policy the names, addresses, and telephone numbers of SASSED's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Julie Grohn

Name
2900 Ogden Ave.

Address
Lisle, IL 60532

630/778-4500

Telephone

Complaint Managers:

Matthew Layton _____ Name 2900 Ogden Ave. _____ Address Lisle, IL 60532 _____ 630/778-4500 _____ Telephone	Christine Martin _____ Name 2900 Ogden Ave. _____ Address Lisle, IL 60532 _____ 630/778-4500 _____ Telephone
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Investigation Process

Administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the SASSED's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. SASSED shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, should be initiated.

For any other alleged workplace harassment that does not require action under policy 2:265, Title IX Sexual Harassment Grievance Procedure, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policy 2:260, Uniform Grievance Procedure, and/or 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, Abused and Neglected Child Reporting. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, Title IX Sexual Harassment Grievance Procedure, or policy 2:260, Uniform Grievance Procedure.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to SASSED i.e., vendor, parent, invitee, etc. Any employee-making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, Uniform Grievance Procedure), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/). 12

An employee should report allegations of retaliation to an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies 13

SASED encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Executive Director shall also use reasonable measures to inform staff members ~~and~~ applicants, and nonemployees of this policy, which shall include posting on the SASSED website and/or making this policy available in the SASSED administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: [42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11. 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.](#)
[5 ILCS 430/70-5\(a\), State Officials and Employees Ethics Act.](#)
[775 ILCS 5/2-101\(E\) and \(E-1\), 5/2-102\(A\), \(A-10\), \(D-5\), 5/2-102\(E-5\), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.](#)
[56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.](#)
[Vance v. Ball State Univ., 570 U.S. 421 \(2013\).](#)
[Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 \(2009\).](#)
[Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 \(2005\).](#)
[Oncale v. Sundowner Offshore Servs., 523 U.S. 75 \(1998\).](#)
[Burlington Indus. v. Ellerth, 524 U.S. 742 \(1998\).](#)
[Faragher v. City of Boca Raton, 524 U.S. 775 \(1998\).](#)
[Harris v. Forklift Systems, 510 U.S. 17 \(1993\).](#)
[Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 \(1992\).](#)
[Meritor Savings Bank v. Vinson, 477 U.S. 57 \(1986\).](#)
[Porter v. Erie Foods Int, Inc., 576 F.3d 629 \(7th Cir. 2009\).](#)
[Williams v. Waste Mgmt., 361 F.3d 1021 \(7th Cir. 2004\).](#)
[Berry v. Delta Airlines, 260 F.3d 803 \(7th Cir. 2001\).](#)
[Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 \(Ill. 2009\).](#)

CROSS REF.: [2:260 \(Uniform Grievance Procedure\), 2:265 \(Title IX Sexual Harassment Grievance Procedure\), 4:60 \(Purchases and Contracts\), 5:10 \(Equal Employment Opportunity and Minority Recruitment\), 5:90 \(Abused and Neglected Child Reporting\), 5:120 \(Employee Ethics; Code of Professional Conduct; and Conflict of Interest\), 7:20 \(Harassment of Students Prohibited\), 8:30 \(Visitors to and Conduct on School Property\)](#)

ADOPTED: February 22, 2023

General Personnel

Employee Ethics, Code of Professional Conduct, and Conflict of Interest

All SASED employees are expected to maintain high standards in job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional relationships with students, parents, staff members, and others.

The Executive Director or designee shall provide this policy to all SASED staff, and students, and/or parents/guardians in their respective handbooks, and ensure its posting on SASED's website.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the District's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for District employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Board's goal of professional and appropriate conduct.

The Superintendent or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the District's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

1. Employees who are governed by the Code of Ethics for Illinois Educators, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
2. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and policies 2:265, *Title IX Sexual Harassment Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
3. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following District-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional

role.

4. Employees report prohibited behaviors and/or boundary violations pursuant to Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Sexual Harassment Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.
5. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
 - a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, sexual misconduct. Sexual misconduct is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a Statement of Economic Interests as required by the Ill. Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board policy 2:105, Ethics and Gift Ban, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, “no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected,” except when the employee is the author or developer of instructional materials listed with ISBE and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

1. A member of the employee’s immediate family;
2. An employee’s partner ; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, Ethics and Gift Ban.

Guidance Counselor Gift Ban

Guidance counselors are prohibited from intentionally soliciting or accepting any gift from a prohibited source or any gift that would be in violation of any federal or State statute or rule. For guidance counselors, a prohibited source is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

1. Opportunities, benefits, and services available on the same conditions as for the general public.
2. Anything for which the guidance counselor pays market value.
3. A gift from a relative.
4. Anything provided by an individual on the basis of a personal friendship, unless the guidance counselor believes that it was provided due to the official position or employment of the guidance counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the guidance counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the guidance counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the guidance counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other school district employees.
5. Bequests, inheritances, or other transfers at death.
6. Any item(s) during any calendar year having a cumulative total value of less than \$100.
7. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.

A guidance counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

EMPLOYEE CODE OF PROFESSIONAL CONDUCT – SASED

All SASED employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the ISBE, is incorporated into this Code of Professional Conduct. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect, as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et. seq.), engages in grooming as defined by 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engages in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline, up to and including, dismissal.

Standards and Expectations Related to School Employee-Student Conduct

1. All employee conduct must comply with the *Code of Ethics for Illinois Educators*, adopted by ISBE, to the extent applicable.
2. Prohibited grooming behaviors and “sexual misconduct” include, but are not limited to, any verbal, nonverbal, written, or electronic, or physical activity, by an employee or agent of SASED with direct student contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to:
 - a. A sexual or romantic invitation;
 - b. Dating or soliciting a date;
 - c. Engaging in sexualized or romantic dialogue;
 - d. Making sexually suggestive comments that are directed toward or with a student;
 - e. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature;
 - f. A sexual, indecent, romantic, or erotic contact with a student.
3. Employees are expected to maintain professional relationships and appropriate boundaries with students.
 - a. Communications with students
 - 1) Employees are strictly prohibited from using any form of communication with students, including but not limited to, emails, letters, notes, text messages, phone calls, social media, and conversations that include any subject matter that would be deemed unprofessional and inappropriate between an employee and student. Employees must use a school provided or supported method to communicate with students whenever possible and are prohibited from using personal email, text messaging, direct messaging or other forms of communication that are similar in nature.
 - b. Transportation of students
 - 1) Employees are not permitted to transport students in their privately owned vehicles, unless they have obtained prior approval from the Executive Director or designee. Transportation

of students in SASED vehicles requires approval from the Executive Director or designee, and ideally should include at least two people.

- c. Photographs of students
 - 1) Employees are prohibited from taking or possessing photos of a student on their personal devices.
- d. Contact with students
 - 1) Employees are prohibited from meeting or contacting a student outside of their professional role. Some exceptions would be for situations where there is another established appropriate relationship (i.e. religious ed teacher, cub scout master, family relationship, etc.). Employees are expected to avoid situations which could result in an actual or perceived inappropriate relationship between the employee and the student.
- 4. Employees are mandated reporters and required to comply with all reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.) and the Title IX of the Education Amendments of 1972 (20 USC 1681 et. seq.) and related Board policies, including Board policy 5:90, *Abused and Neglected Child Reporting*, policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.
- 5. Employees, students, parents/guardians, and any third party can report prohibited behaviors, including prohibited grooming and sexual misconduct, and/or boundary violations pursuant to Board policy 2:260, Uniform Grievance Procedure and policy 2:265, Title IX Sexual Harassment Grievance Procedure, or to any staff member to whom the person feels comfortable reporting.
- 6. Employees are required to complete training related to educator ethics, mandated reporting, child abuse, grooming behaviors, and boundary violations as required by law.
- 7. Employees who violate this Code of Professional Conduct or who fail to report a violation may be subject to disciplinary action up to and including dismissal from employment.

Incorporated

by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.: U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/11-25, Criminal Code of 2012.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 7:20 (Harassment of Students Prohibited)

ADOPTED: February 22, 2023

Professional Personnel

Each provision, term, and condition of the following policy shall apply to all SASED certified/licensed 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.

Terms and Conditions of Employment and Dismissal

The Board of Control delegates authority and responsibility to the Executive Director to manage the terms and conditions for the employment of professional personnel. The Executive Director shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Executive Director is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year

Professional staff shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 work days, including institute days. Teachers are not required to work on legal school holidays unless SASED or the Member District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans' Day).

School Day

Professional staff are required to work the school day adopted by the Board, .

SASED accommodates employees who are nursing mothers according to provisions in State and federal law. Professional personnel employed for at least 4 hours per day shall receive an unpaid duty-free lunch of at least 30 minutes in duration.

Compensation

Professional staff shall be paid according to the salary schedule or pay range adopted by the Board. Staff shall be paid at least monthly on a 10- or 12-month basis, but in no case less than the minimum salary provided by the School Code.

Assignments and Transfers

The Executive Director is authorized to make work assignments, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on SASED's needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their ~~District~~ **SASED** employment to any student(s) attending school in SASED programs ~~the District~~. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

SASED will follow State law when dismissing a professional employee.

Evaluation

SASED's professional evaluation system will be conducted under the plan developed pursuant to State law. On an annual basis, the Executive Director will provide the Board with a written report which outlines the results of SASED's professional evaluation system.

LEGAL REF.: [105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20, 820 ILCS 260/, Nursing Mothers in the Workplace Act.](#)
23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).
[Cleveland Board of Education v. Loudermill](#), 105 S.Ct. 1487(1985).

CROSS REF.: [4:50 \(Payment Procedures\)](#), [5:120 \(Employee Ethics; Code of Professional Conduct; and Conflict of Interest\)](#), 5:290 (Employment Termination and Suspensions) 6:20 (School Year Calendar and Day)

ADOPTED: February 22, 2023

Professional Personnel

Substitute Teachers

The Executive Director may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license ~~or short-term substitute license~~ and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in SASED during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with SASED only for a period not to exceed 120 days beginning with the 2021-2022 through the 2022-2023 school year, otherwise 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with SASED only for a period not to exceed 120 paid school days.
- ~~3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with SASED only for a period not to exceed five consecutive school days.~~

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 5600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2021, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Control establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for the time worked and no other benefits.

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the SASED's short-term substitute teacher training program. Unless otherwise permitted by law, short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if SASED has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Executive Director shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).
40 ILCS 5/16-118, Ill. Pension Code.
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

ADOPTED: February 22, 2023

Educational Support Personnel

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.

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to SASED policies as they may be changed from time-to-time at the Board's sole discretion.

Paraprofessionals, Teacher Aides and Assistants

"Paraprofessionals" and "teacher aides or assistants" are synonymous terms. Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Ill. State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Unlicensed Personnel Working with Students Performing Non-Instructional Duties

Unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, (e.g., computers, video, and audio), detention and discipline areas, personal care attendants, student lifting, equipment managers, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or for school activities connected to the academic program during any time in which the Governor has declared a disaster due to a public health emergency, in accordance with ISBE rule; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents an Unlicensed person from serving as a guest lecturer or resource person under a licensed teacher's direction and with the administration's approval.

Bus and Van Drivers

All SASED personnel who transport students must have a valid Illinois school bus driver permit or driver permit applicable to the type of vehicle they drive. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

LEGAL REF.: ~~No Child Left Behind Act of 2001, 20 U.S.C. §6319(e).~~
~~34 C.F.R. §§200.58 and 200.59.~~
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1. **Ill. Vehicle Code.**
23 Ill.Admin.Code §§1.280, 1.630. and 25.510, ~~25.520.~~

CROSS REF.: 4:110 (Transportation),4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: February 22, 2023

Educational Support Personnel

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 Termination and Suspensions

Resignation and Retirement

An employee is requested to provide 2 weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least 2 months before the retirement date.

Non-RIF Dismissal

SASED may terminate an at-will employee at any time for any reason, subject to State and federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Executive Director is responsible for making dismissal recommendations to the Board of Control consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.

Reduction in Force and Recall

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

The Board of Control shall use a seniority list to determine the order of dismissal or removal. The seniority list, categorized by positions, shall show the length of continuing service of each full-time educational support employee. The employee with the shorter length of continuing service within the respective category of position shall be dismissed first.

Except as provided below, written notice will be given the employee by certified mail, return receipt requested, at least 30 days before the employee is removed or dismissed, or his or her hours are reduced, together with a statement of honorable dismissal and the reason therefore if applicable. The prior written notice will be extended to at least 90 days if the lay-off is due to SASED entering into a contract with a third party for non-instructional services. The prior written notice will be shortened to at least 5 days before an employee's hours are reduced as a result of an unforeseen reduction in the student population.

Any vacancies for the following school term or within one calendar year from the beginning of the following school term, shall be offered to the employees so removed or dismissed from that category

or any other category of position provided they are qualified to hold such positions.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the third business day following the last day of employment.

Suspension

Except as provided below, the Executive Director is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Executive Director's judgment, the employee's presence is detrimental to SASSED. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to SASSED 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 et seq.~~
~~105 ILCS 5/10-22.34c and 5/10-23.5.820 ILCS 105/4a.~~
105 ILCS 5/10-22.34c and 5/10-23.5.
5 ILCS 430 et seq., State Officials and Employees Ethics Act.
325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.
820 ILCS 105/4a, Minimum Wage Law.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

ADOPTED: February 22, 2023

Educational Support Personnel

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.

Evaluation

The Executive Director or designee is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board of Control policies as well as in compliance with State law and any applicable collective bargaining agreement. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated at least once during their first year of employment and at least once every two (2) years thereafter.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law and any applicable collective bargaining agreement.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED: February 23, 2023

Instruction

SASED Calendar and Day

Students enrolled in SASED programs will follow the school calendar adopted by the District in which the program is located.

Students enrolled in programs housed in SASED-owned facilities or in facilities leased by SASED solely for educational programming will follow the school calendar adopted by the Board of Control.

SASED, upon the Executive Director's recommendation and subject to State regulations, will annually establish the dates for teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in The School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Executive Director and subject to State law requirements. The Executive Director or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-19.05, [5/10-20.56](#), [5/10-20.46](#), [5/10-30](#), [5/10-24.46](#), [5/18-8.05](#), 5/18-12, [5/18-12.5](#) 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, ~~and 20/1~~.
10 ILCS 5/11-4.1, [Election Code](#).
[5 ILCS 490/, State Commemorative Dates Act](#).
23 Ill.Admin.Code §1.420(f).
[Metzl v. Leininger](#), 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board), [4:180 \(Pandemic Preparedness; Management and Recovery\)](#), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

ADOPTED: February 22, 2023

Instruction

Wellness and Nutrition

Student wellness, including good nutrition and physical activity, shall be promoted in SASED's educational programs, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Executive Director or designee will ensure each school building complies with this policy.

This policy outlines SASED's approach to ensuring environments and opportunities for our students to practice healthy eating and physical activity behaviors throughout the school day. Specifically, this policy establishes goals and procedures to ensure that:

- Students in SASED programs have access to healthy foods throughout the school day in accordance with Federal and state nutrition standards;
- Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;
- Students have opportunities to be physically active
- SASED staff are encouraged and supported to practice and model healthy nutrition and physical activity behaviors
- SASED establishes and maintains an infrastructure for management, oversight, implementation, communication about and monitoring of the policy and its established goals and objectives.

Wellness Committee

SASED will convene a representative wellness committee (hereto referred to as the SWC) that meets at least four times per year to establish goals for and oversee wellness, nutrition and activity programs, including development, implementation and periodic review and update of this wellness policy (heretofore referred as "wellness policy").

The Executive Director or designee(s) will convene the SWC and facilitate development of and updates to the wellness policy, and will ensure each program's compliance with the policy.

Wellness Policy Implementation, Monitoring, Accountability and Community Engagement

SASED will develop and maintain an implementation plan to manage and coordinate the execution of this wellness policy. This wellness policy and any related progress reports can be found at WWW.SASED.org

SASED will retain records to document compliance with the requirements of the wellness policy at the SASED Administrative Center. Documentation maintained in this location will include but will not be limited to:

- The written wellness policy;
- Documentation demonstrating that the policy has been made available to the SASED stakeholders;
- Documentation of efforts to review and update the wellness policy; including an indication of who is involved in the update and methods SASED uses to make stakeholders aware of their ability to participate on the SWC;

- Documentation to demonstrate compliance with the annual public notification requirements;
- The most recent assessment on the implementation of the wellness policy;
- Documentation demonstrating the most recent assessment on the implementation of the wellness policy has been made available to the public.

SASED will actively inform our families and stakeholders each year of basic information about this policy, any updates to the policy and implementation status. SASED will make this information available via the SASED website and/or cooperative-wide communications.

At least once every three years, SASED will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- The extent to which SASED programs are in compliance with the wellness policy;
- The extent to which SASED's wellness policy compares to the Alliance for a Healthier Generation's model wellness policy; and
- A description of the progress made in attaining the goals of SASED's wellness policy

The SWC will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments and/or as SASED priorities change; stakeholder needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or state guidance or standards are issued. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment.

Nutrition Guidelines for Foods Available in Schools During the School Day

SASED will offer and promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Executive Director or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules. The foods and beverages sold and served outside of the school meal programs (e.g., "competitive" foods and beverages and "Fundraisers") will meet the USDA Smart Snacks in School nutrition standards, at a minimum.

SASED will make drinking water available where school meals are served during mealtimes.

Celebrations and Rewards

- Celebrations and parties. SASED will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- Classroom snacks brought by parents. SASED will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
- Rewards and incentives. SASED will provide teachers and other relevant school staff a list of alternative ways to reward children.

Staff Qualifications and Professional Development

All SASED nutrition program directors, managers and staff will meet or exceed hiring and annual continuing education/training requirements in the USDA professional standards for child nutrition professionals.

Nutrition Education

The goals for addressing nutrition education and nutrition promotion include the following:

- Teach, model, support and promote good nutrition for students.
- Foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of SASSED's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*.

Physical Activity

The goals for addressing physical activity include the following:

- Support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.
- Unless otherwise exempted, all students will be required to engage daily during the school day in a physical education course. See Board policy 6:60, *Curriculum Content*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.
- Where appropriate to the student population, elementary programs will offer at least 20 minutes of recess on all days during the school year (*This policy may be waived on early dismissal or late arrival days*)
- Encourage students to be physically active before and after school

Other Activities that Promote Student Wellness

- SASSED will coordinate and integrate other initiatives related to physical activity, physical education, nutrition and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goals and objectives promoting student well-being, optimal development and strong educational outcomes.
- SASSED will establish relationships with partners (e.g., hospitals, universities/colleges, local businesses, SNAP-Ed providers and coordinators, etc.) in support of this wellness policy's implementation.
- SASSED will promote to parents/caregivers, and families the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be informed and invited to participate in SASSED sponsored activities and will receive information about health promotion efforts.
- The SWC will have a staff wellness subcommittee that focuses on staff wellness issues, identifies and disseminates wellness resources and performs other functions that support staff wellness in coordination with human resources staff.
- When feasible, SASSED will offer professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on SASSED operated campuses during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Executive Director or designee has granted an *exempted fundraising day* (EFD). To request an EFD and learn more about the SASSED’s related procedure(s), contact the Executive Director or designee. SASSED’s procedures are subject to change. The number of EFDs is set by ISBE rule.

LEGAL REF.: ~~Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204. Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq. National School Lunch Act, 42 U.S.C. §1758. Healthy, Hunger Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296. 42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11. 105 ILCS 5/2-3.137. 23 Ill.Admin.Code Part 305, Food Program. ISBE’s “School Wellness Policy” Goal, adopted Oct. 2007.~~

[Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.](#)
[42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.](#)
[42 U.S.C. §1751 et seq., National School Lunch Act.](#)
[42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.](#)
[42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.](#)
[50 ILCS 205/, Local Records Act.](#)
[105 ILCS 5/2-3.139 and 5/2-3.189.](#)
[23 Ill.Admin.Code Part 305, Food Program.](#)
[ISBE’s School Wellness Policy Goal, adopted Oct. 2007.](#)

CROSS REF.: [2:140 \(Communications To and From the Board\), 2:150 \(Committees\), 2:240 \(Board Policy Development\), 4:120 \(Food Services\), 5:100 \(Staff Development Program\), 6:60 \(Curriculum Content\), 7:260 \(Exemption from Physical Education\), 8:10 \(Connection with the Community\)](#)

ADOPTED: February 22, 2023

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.

~~Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom, (b) classroom instruction on distracted driving as a major traffic safety issue, (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches, and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement. Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration.~~

3. In grades 7 through 12, ~~as well as in interscholastic athletic programs,~~ steroid abuse prevention must be taught.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.

5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
7. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades will include examples of behaviors that violate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
8. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America, and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
9. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the ~~Superintendent~~ Executive Director, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
10. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The ~~Superintendent~~ Executive Director shall implement a comprehensive health education program in accordance with State law.
11. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
12. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers

interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.

13. Beginning in the fall of 2022, in grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.
14. Beginning in the fall of 2022, in grades 9 through 12, a unit of instruction on media literacy that includes, but is not limited to, all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason.
15. Beginning in the fall of 2023, in grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.
16. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
17. In all schools, United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

18. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

19. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
20. In all schools, the curriculum includes instruction as determined by the [Superintendent](#) [Executive Director](#) or designee on the history, struggles, and contributions of women.
21. In all schools, the curriculum includes instruction as determined by the [Superintendent](#) [Executive Director](#) or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
22. In all schools, instruction during courses as determined by the [Superintendent](#) [Executive Director](#) or designee on disability history, awareness, and the disability rights movement.
23. Beginning in the fall of 2022, in all schools, instruction as determined by the [Superintendent](#) [Executive Director](#) or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
24. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.
 Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
 47 C.F.R. §54.520.
 5 ILCS 465/3 and 465/3a.
 20 ILCS 2605/2605-480.
 105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.
 105 ILCS 110/3, Comprehensive Health Education Program.
 105 ILCS 435/, Vocational Education Act.
 625 ILCS 5/6-408.5, Ill. Vehicle Code.
 23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

ADOPTED: February 22, 2023

Instruction

Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Executive Director shall incorporate SEL into SASED's curriculum and other educational programs consistent with the cooperative's mission and the goals and benchmarks of the Ill. Learning Standards.

The Ill. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into SASED's curriculum and other educational programs may include but is not limited to:

1. Classroom and program-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, SASED-wide, and program-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Support of member districts' early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.: Children’s Mental Health Act ~~of 2003~~, 405 ILCS 49/~~1-et seq.~~

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: February 22, 2023

Instruction

Community Resource Persons and Volunteers

The Board of Control encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a ~~certificated~~ licensed teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within SASED and/or its member districts by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a ~~certificated~~ licensed teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Executive Director shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

Volunteers are covered under SASED's liability insurance. They are not covered under Workmen's Compensation.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
 720 ILCS 5/12C-50.1, Failure to Report Hazing.
[730 ILCS 150/1 et seq., Sex Offender Registration Act.](#)
 730 ILCS 152/101 et seq. Sex Offender Community Notification Law. ~~and~~
 730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.
 730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on SASED Property), 8:95 (Parental Involvement)

ADOPTED: February 22, 2023

Instruction

Assemblies and Ceremonies

Assemblies must be approved by the Executive Director or designee and be consistent with SASED's educational objectives.

While SASED respects an individual's brief, quiet, personal religious observance(s), it shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school/program-sponsored activity.

- LEGAL REF.: Lee v. Weisman, 112 S.Ct. 2649 (1992).
Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (2000).
Kennedy v. Bremerton Sch. Dist., 142 S.Ct. 2407 (2022).
Jones v. Clear Creek Independent School District, 930 F.2d 416 (5th Cir. 1991), cert. granted, judgement vacated, 505 U.S. 1215 (1992), remand, 977 F.2d 963, reh'g denied, 983 F.2d 234 (5th Cir. 1992), and cert. denied, 508 U.S. 967 (1993).
- CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)
- ADOPTED: February 22, 2023

Instruction

Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to School Board policy 7:15, *Student and Family Privacy Rights*.

~~Persons—Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy may file a complaint using Board Policy 2:260, Uniform Grievance Procedure. with suggestions or complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and/or use the *Uniform Grievance Procedure*.~~

Parent/guardians, employees, and community members with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form*. The Executive Director or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of SASED's decision.

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (*Student and Family Privacy Rights*), 8:110 (Public Suggestions and Concerns)

ADOPTED: February 22, 2023

Instruction

Grading and Promotion

The Executive Director or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based upon the recommendation of the IEP team, and shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A SASED administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.: 105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: [6:110 \(Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program\)](#), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions/Eligibility for Services)

ADOPTED: February 22, 2023

Instruction

Student Testing and Assessment Program

A SASED student's Individual Educational Plan (IEP) provides information for determining individual student achievement and guidance needs, curriculum and instruction effectiveness.

The Executive Director or designee shall develop and supervise a student assessment. The program will:

1. Use the appropriate State assessment system and any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress.
4. Emphasize professional testing practices.

LEGAL REF.: ~~Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, Illinois School Student Records Act, 105 ILCS 10/, 105 ILCS 5/2-3.63, 5/2-3.64, 5/10-17a, and 5/27-1.~~
20 U.S.C. §1232g, Family Educational Rights and Privacy Act, 105 ILCS 10/, Illinois School Student Records Act, 105 ILCS 5/2-3.63, 5/2-3.64a-5, 5/2-3.64a-10, 5/2-3.64a-15, 5/2-3.107, 5/2-3.153, 5/10-17a, 5/22-82, and 5/27-1.
23 Ill. Admin. Code §§1.30(b) and 375.10.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: February 22, 2023

Students

Harassment of Students Prohibited

No person, including a SASED employee or agent, or student, shall harass, intimidate or bully students on the basis of actual or perceived: race, color, national origin, military status, unfavorable discharge status from military service; sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, order of protection status, status of being homeless, actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics or any other distinguishing characteristic. SASED will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

SASED shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal/Program Administrator, Assistant Principal/Dean, Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender-

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Executive Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of SASED's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Julie Grohn

Name

2900 Ogden

Address

Lisle, IL 60532

630/778-4500

Telephone

7:20

Complaint Managers:

<u>Matthew Layton</u>	<u>Christine Martin</u>
Name	Name
<u>2900 Ogden</u>	<u>2900 Ogden</u>
Address	Address
<u>Lisle, IL 60532</u>	<u>Lisle, IL 60532</u>
<u>630/778-4500</u>	<u>630/778-4500</u>
Telephone	Telephone

The Executive Director shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in SASSED’s student handbook(s), on the SASSED website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any SASSED employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to SASSED’s duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports that Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any SASED employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to SASED, e.g., vendor, parent, invitee, etc. Any SASED student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy and if appropriate, their Individual Education Plan (IEP). Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies including as permitted under 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*). Students should report allegations of retaliation to the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.: Title IX of the Educational Amendments, 20 U.S.C. §1681 et seq.
34 C.F.R. Part 106.
105 ILCS, 5/10-20.12 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq. Illinois Human Rights Act
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County 526 U.S. 629 (1999).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), [2:265 \(Title IX Sexual Harassment Grievance Procedure\)](#), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), [5:20 \(Sexual Workplace Harassment Prohibited\)](#), 5:90 (Abused and Neglected Child Reporting), [5:120 \(Employee Ethics; Code of Professional Conduct; and Conflict of Interest\)](#), 7:10 (Equal Educational Opportunities); 7:180 (Preventing Bullying, Intimidation and Harassment); 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: February 22, 2023

Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 6 (on or before September 1) and 17 years (unless the child has graduated from high school) or (b) who is enrolled in any of grades kindergarten through 12, in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled in a SASED program must authorize all absences from school and notify SASED in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's ~~safety or health~~, mental, emotional or physical health or safety, or other reason as approved by the Executive Director or designee.

Absenteeism and Truancy Program

The Executive Director or designee shall, in collaboration with the member districts, manage absenteeism and truancy in accordance with The School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Executive Director or designee is authorized to determine when the student's absence is justified. A student may be excused, at the Executive Director's or designee's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Executive Director or designee.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS5/26-2a, and inform the member district of the student's status.
6. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other

people who may have information.

7. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See board policy 6:110 *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
9. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A protocol for cooperating with non-SASED agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community-based youth service agency. Any disclosure of student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning student records.
11. 11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. 12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Executive Director or designee believes qualifies.
13. 13. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*.
14. 14. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS [5/22-92](#) and 5/26-1 through ~~16~~ [18](#).
705 ILCS 405/3-33.5, [Juvenile Court Act of 1987](#).
23 Ill.Admin.Code §§1.242 and ~~1-290~~ [Part 207](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions/Eligibility for Services), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), [7:90 \(Release During School Hours\)](#), 7:190 (Student Discipline), 7:340 (Student Records)

ADOPTED: February 22, 2023

Students

Health, Eye, and Dental Examinations: Immunizations: and Exclusion of Students

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof to the district of residence that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required from students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.
5. The IDPH will provide all students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.
6. SASED will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the

required health forms are presented to the district of residence and to the appropriate SASED administrator. New students who register after October 15 of the current school year shall have 30 days following registration in their district of residence to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof to his/her district of residence by October 15, SASED may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee from the district of residence shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. SASED shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second, sixth and ninth grades must present proof to the district of residence of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second, sixth or ninth grade fails to present proof to the district of residence by May 15, SASED may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Executive Director or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious grounds if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Executive Director or designee. When a Certificate of Religious Exemption form is presented, the Executive Director or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds if the examining physician, advanced registered practice nurse or physician's assistant provides written verification;

3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

The documentation noted above must first be presented to the administration of the district of residence.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: 42 U.S.C. §11431 et seq. McKinney Vento Homeless Assistance Act,
105 ILCS 5/27-8.1 and 45/1-20
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
[77 Ill. Admin Code Part 664.](#)
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part [690](#) ~~695~~.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children),
[6:140 \(Education of Homeless Children\)](#), [6:180 \(Extended Instruction Programs\)](#), 7:50 (School Admissions/Eligibility for Services), [7:280 \(Communicable and Chronic Infectious Disease\)](#)

ADOPTED: February 22, 2023

Students

Prevention of, and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important SASED goals.

Bullying on the basis of actual or perceived race, color, nationality, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by SASED or a member district school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

The term *bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property.
2. Causing a substantially detrimental effect on the student's or students' physical or mental health.
3. Substantially interfering with the student's or students' academic performance.
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or

impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Bullying Prevention and Response Plan

The Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances SASSED’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. SASSED uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of SASSED. However, nothing in the SASSED’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the SASSED Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the SASSED Complaint Manager or any staff member. Anonymous reports are also accepted.

Non-Discrimination Coordinator:

Julie Grohn

Name
 2900 Ogden Avenue, Lisle IL. 60540

Address
 jgrohn@sased.org

Email
 630 778-4500

Telephone

Complaint Manager:

Matthew Layton	Christine Martin
<hr/>	<hr/>
Name	Name
2900 Ogden Avenue, Lisle IL. 60540	2900 Ogden Avenue, Lisle IL. 60540
<hr/>	<hr/>
Address	Address
mlayton@sased.org	cmartin@sased.org
<hr/>	<hr/>
Email	Email
630 778-4500	630 778-4500
<hr/>	<hr/>
Telephone	Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Executive Director or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Executive Director or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Program Administrator/Building Principal and school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Program Administrator/Building Principal and school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Executive Director or designee shall investigate whether a reported incident of bullying is within the permissible scope of SASSED's jurisdiction and shall require that SASSED provide the victim with information regarding services that are available within SASSED and its member district communities, such as counseling, support services, and other programs.

6. The Executive Director or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if SASSED's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The SASSED's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Executive Director or designee shall post this policy on SASSED's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Executive Director or designee shall assist the Board of Control with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that SASSED already collects for other purposes. The Executive Director or designee must post the information developed as a result of the policy evaluation on SASSED's website, or if a website is not available, the information must be provided to administrators, Board members, school personnel, parents/guardians, and students.

12. The Executive Director or designee shall fully implement the Board of Control policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 2:265 *Title IX Sexual Harassment Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972
 - c. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - d. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into SASSED's educational program as required by State law.
 - e. 6:235, *Access to Electronic Networks*. This policy states that the use of SASSED's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - f. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - g. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on SASSED owned or operated property, at SASSED or host school sponsored activities, and in vehicles used for school-provided transportation.
 - h. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - i. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

LEGAL REF.: 405 ILS 49/, Children's Mental Health Act.
105 ILCS 5/10-20.14, [5/10-22.6\(b-20\)](#), 5/24-24, and 5/27-23.7.
23 Ill.Admin.Code §§1.240, §1.280, [and §1.295](#).
[775 ILCS 5/1-103, Ill. Human Rights Act.](#)

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (~~Food Allergy~~ Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; ~~and Written or Electronic Material~~ Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

ADOPTED: February 22, 2023

Students

Student Support Services

The following student support services may be provided by SASED as authorized by the resident school district.

1. Health services supervised by a qualified nurse. The Executive Director or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. Parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

The Executive Director or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. SASED, however, assumes no liability for preventing, identifying, or treating such needs.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 405 ILCS 49/4; Children's Mental Health Act ~~of 2003;~~
~~34 C.F.R. §300.34(e)(13);~~
~~23 Ill. Admin. Code §226.75;~~
 740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act
 105 ILCS ~~5/10-20.58-~~5/10-23.13(b), 5/10-20.59, and 5/21B-25(G).

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations, and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED: February 22, 2023

Students

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Executive Director or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by 105 ILCS 5/10-22.39 for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. Ill. State Board of Education (ISBE) recommended guidelines and educational materials for staff training and professional development, along with ISBE recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide, including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. . Implementation will incorporate paragraph number 2, above, along with:
 - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in SASED's educational program);

- b. Board Policy 6:120, Education of Children with Disabilities, implementing special education requirements for SASSED;
 - c. Board Policy 6:140, Education of Homeless Children, implementing provision of SASSED services to students who are homeless;
 - d. ~~Board Policy 6:270, Guidance and Counseling Program, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;~~
 - e. Board Policy 7:10, Equal Educational Opportunities, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. Board Policy 7:50, School Admissions and Student Transfers To and From Non-District Schools, implementing State law requirements related to students who are in foster care;
 - g. Board policy 7:250, *Student Support Services*, implementing the Children’s Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE’s website pursuant to *Ann Marie’s Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
 5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
 6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in SASSED’s Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Executive Director or designee shall attempt to develop a relationship between SASSED and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into SASSED’s Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie’s Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Executive Director shall inform each employee about this policy and ensure its posting on SASSED’s website. The Executive Director or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in SASSED. ~~Student identification (ID) cards, the~~

SASED's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act ~~of 2003~~, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

SASED, its Boards, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within SASED, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.: ~~105 ILCS 5/2-3.166, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.~~
~~745 ILCS 10/.~~
42 U.S.C. § 12101 et seq. Individuals with Disabilities Education Act.
105 ILCS 5/2-3.166, 105 ILCS 5/2-3.139, 5/3-14.8, 5/10-20.76, 5/10-20.81,
5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, and 5/14-
7.02b, 5/27-7.
5 ILCS 860/, Student Confidential Reporting Act.
405 ILCS 49/, Children's Mental Health Act.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality
Act.
745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: February 22, 2023

Students

Student Records

School student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students, ~~and~~ parents/guardians and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. SASED may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. However, SASED will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the Resident District is responsible for disclosure of school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll as well as to any other person as specifically required or permitted by State or federal law.

SASED shall maintain only those student records necessary to provide special education and related services to a student during the student's participation in a SASED program. SASED shall return all student records in its possession to the student's district of residence upon exit of the student from SASED programs.

The Executive Director shall fully implement this policy and designate an official temporary records custodian for SASED who shall maintain and protect the confidentiality of SASED student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding SASED student records.

LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
 50 ILCS 205/7, Local Records Act.
 105 ILCS 5/10-20.12b, 5/10-20.40, and 5/14-1.01 et seq.
 105 ILCS 10/, Ill. School Student Records Act.
 105 ILCS 85/, Student Online Personal Protection Act.
 325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.
 750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

ADOPTED: February 22, 2023

SASED Programs - Member & DWC Districts - Student Enrollment - January 10, 2023

Member District	Southeast	Directions EL, MS, HS	STARS	Multi Needs	Vision	DHH	Transition	Project Search	District Total
20	2			7		1			10
25				3		2			5
33	5	1		2		1			9
34	2	2	1						5
45	3	3	1	1	1	1			10
48	4	2	4	1	1				12
58	2	3	12	15	1				33
60	2	2	5	10	1	1			21
63	2	1	4	3					10
66			1	5					6
68	4	1	6	11		2			24
88	2	2		7	1		3	2	17
94	6	2		2			1	1	12
99	6	4		5	7		3		25
180	8		2	8	2				20
201	1			6	2	1	2		12
202	3	2		8			3		16
205	8			1	2	2			13
DWC+ Kane/Will/Kendall	1	1		2	39	26		8	77
Total Enrollment	61	26	36	97	57	37	12	11	337
	<i>SE total includes 0 CIBS student</i>								<i>grand total includes 0 CIBS student</i>
Difference from 12/1/2022	-2	2	1	1	N/C	1	N/C	N/C	3

Color Key:

plus

minus



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Control
 From: Melinda McGuffin, Executive Director
 Date: January 25, 2023
 Re: Enrollment

Purpose:

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

Enrollment Trends:

The chart below shows the changes in enrollment for each SASED program. Rows highlighted in yellow reflect changes between Dec 1, 2022 and January 10, 2023. Page two 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
December 1, 2022	63	24	35	96	57	36	12	11	334
January 10, 2023	61	26	36	97	57	37	12	11	337
Gains/Losses	+4/-6	+2/0	+2/-1	+6/-5	0	+1/0	0	0	+15/-12
Net Change 11/2/22-12/1/22	-2	+2	+1	+1	0	+1	0	0	+3

EXHIBIT A

JOINT AGREEMENT/BY-LAWS FOR SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE (SASED)

As adopted by the SASED Policy Board, April
30, 1981 Revised: Effective, February 23,
1982

Revised: Effective, November 22, 1982

Revised: Effective, July 1, 1991

Revised: Effective, December 14, 1993

Revised: Effective, July 1, 1997

Revised: Effective, May 28, 1998

Revised: Effective, January 27, 2003

Revised: Effective February 23, 2010

Revised: Effective July 1, 2015

Revised: Effective July 1, 2016

Revised: Effective May 1, 2023

I. Name:

The name of the special education cooperative formed as a result of this joint agreement shall be: The School Association for Special Education in DuPage County, hereinafter called SASED.

II. Purpose:

The purpose of the cooperative formed as a result of this joint agreement shall be to provide special education programs and services to students enrolled in the public school districts that comprise SASED pursuant to Sections 3-15.14 and 10-22.31 of *The Illinois School Code*.

III. Membership:

A. Membership in this Cooperative, as of July 1, 1997, shall include the Districts listed in Appendix A. Districts that become members of SASED pursuant to the terms of this Joint Agreement subsequent to July 1, 1997, shall be listed in Appendix B.

B. Membership in SASED shall be open to all public school districts in DuPage County and all public school districts contiguous to school districts within DuPage County. School Districts desiring to join SASED shall submit a request to the Board of **Directors Control** not later than January 1 of the year the district wishes to Join SASED. The request shall include information related to the district's size and special education needs. The request shall be granted or denied by a majority vote of the entire Board of **Directors Control**. The Board of **Directors Control** may grant the request on such terms and conditions

EXHIBIT A

as it deems appropriate but in all cases membership shall be conditioned on the express agreement of the Board of Education to abide by this Joint Agreement in its entirety.

- C. The school districts that were members of SASSED immediately preceding July 1, 1997, will share in the assets and liabilities of the Century Hill Educational Center (CHEC) Building as previously agreed in the Agreement for Deed, dated August 16, 1995, between the DuPage Intermediate Educational Cooperative (DIEC) and SASSED ("CHEC Agreement") as may be amended. Any district joining SASSED after July 1, 1997, shall not share in the assets and liabilities of the CHEC Building. All districts that are members of SASSED on the date that SASSED acquires improved or unimproved real property after July 1, 1997 ("New Property"), will share in the assets and liabilities of that property.

IV. Governing Board:

- A. **Membership:** The Governing Board shall consist of a board of education member from each member district. The member district, by Resolution, shall designate its Governing Board representative and shall provide a copy to SASSED's Governing Board Secretary. Additionally, each member district, by Resolution, shall designate a board of education member to serve as an Alternate Representative to attend Governing Board meetings in the event that the representative of the member district is unable to attend.

The Governing Board will hold an organizational meeting prior to September 1, 2016. At that meeting, the Governing Board designate nine (9) of its members to serve until May 2017 and nine of its members to serve until May 2018. Thereafter, all terms will be for two years. Such appointments shall take place at a regularly scheduled meeting in May.

- B. **Officers:** The officers of the Governing Board shall be a Chairperson, a Vice Chairperson and Secretary. For the 2016-2017 school year, officers shall be elected at the organizational meeting held prior to September 1, 2016 to terms expiring in May 2017. Beginning in May 2017, officers shall be elected to one year terms at a Governing Board meeting held in May of each year. The Governing Board shall establish such other officers as it deems necessary. No officer shall receive any compensation. Upon advance approval by the Governing Board and upon submission of an itemized statement therefore, any officer may be reimbursed for cash actually expended by him/her in the performance of his/her duties in connection with SASSED.
- C. **Voting:** Each member of the Governing Board shall have one vote. In order to conduct business, a quorum of the Governing Board must be in attendance. The presence of over fifty percent (50%) of the Governing Board members shall constitute a quorum of the Governing Board. Unless otherwise provided in this Joint Agreement/By-Laws, a majority of a quorum shall constitute action of the Governing Board.

EXHIBIT A

D. Meetings: The Governing Board shall meet each school year during the month of May. If the annual budget for the 2016-2017 school year is not approved before July 1, 2016, the Governing Board shall approve the annual budget prior to September 1, 2016. Beginning with the 2017-2018 school year, if the annual budget is not approved at the May meeting, the Governing Board shall hold a meeting prior to September 1 to approve the annual budget. The Governing Board shall meet at a time and place established by its own action. The Governing Board shall establish a schedule of its regular meetings for the next school year at its May meeting. Special meetings may be called by the Chairperson or by any five (5) members of the Governing Board. Members of the Governing Board shall receive at least forty-eight (48) hours prior notice of all special meetings except in the case of emergencies. Meetings of the Governing Board shall be governed in accordance with the *Open Meetings Act, 5 ILCS 120/1 et seq.*

E. The duties of the Governing Board shall be as follows:

1. Shall be the final authority of SASSED and shall conduct the affairs of SASSED under the statutory authority granted in the *Illinois School Code*.
2. Shall serve as the Administrative Agent for SASSED.
3. Shall adopt the annual budget, but may not levy taxes nor authorize the incurring of indebtedness which exceeds the annual budget.
4. Shall delegate operational responsibilities to the Board of **Directors Control** to conduct the business of SASSED.
5. Shall approve employment of the Executive Director.
6. Shall consider all other matters placed on the agenda.

V. Board of **Directors Control**:

A. Membership: The Board of **Directors Control** shall consist of ~~the a board of education member or a superintendent from each member district. The member district, by Resolution, shall designate its Board of Control representative and shall provide a copy to SASSED's Secretary. Additionally, each member district, by Resolution, shall designate an Alternate Representative to attend Board of Control meetings in the event that the representative of the member district is unable to attend. It is the goal of SASSED that the representatives of the member districts to the Board of Control will be equally divided to the extent possible, between Board of Education members and Superintendents.~~ For the 2016-2017 school term, the Board of Control will designate nine (9) of its representatives to serve a one year term and nine (9) of its representatives to serve a two year term.

EXHIBIT A

Thereafter, all terms will be for two years. Such appointments shall take place at a regularly scheduled meeting in May. **Beginning May 1, 2023, for any member district represented on the Board of Directors by a Board of Education member, the superintendent of each such member district will assume the representation for that district, with the transition in representation to be completed by August 1, 2023, regardless of term. Upon approval of the Board of Directors, a Board of Education member serving on the SASSED Board of Control as of April 30, 2023 may continue to serve as the member district's representative to the Board of Directors for a definite, continued term as approved by the Board of Directors. After May 1, 2023, a member district may not designate a new Board of Education member as its representative to the SASSED Board of Directors. Elected Board of Education members may continue to be designated as Alternate Representatives.**

- B. Officers: The officers of the Board of **Directors** ~~Control~~ shall be a Chairperson, a Vice Chairperson and Secretary; Officers shall be elected to one year terms at a Board of **Directors** ~~Control~~ Meeting held in May of each year. The Board of **Directors** ~~Control~~ shall establish such other officers as it deems necessary. No officer shall receive any compensation. Upon advance approval by the Board of **Directors** ~~Control~~ and upon submission of an itemized statement therefore, any officer may be reimbursed for cash actually expended by him in the performance of his duties in connection with SASSED.
- C. Voting: Each member of the Board of **Directors** ~~Control~~ shall have one vote. In order to conduct business, a quorum of the Board of **Directors** ~~Control~~ must be in attendance. The presence of over fifty percent (50%) of the Board of **Directors** ~~Control~~ members shall constitute a quorum of the Board of **Directors** ~~Control~~. Unless otherwise provided in this Joint Agreement or by law, a majority of a quorum shall constitute action of the Board of **Directors** ~~Control~~.
- D. Meetings: The Board of **Directors** ~~Control~~ shall meet **at least ten times per calendar year** ~~no less than monthly~~ at a time and place established by its own action. The Board of **Directors** ~~Control~~ shall establish a schedule of its regular meetings for the next twelve (12) months at its **June** ~~May~~ meeting. Special meetings may be called by the Chairperson or by any five (5) members of the Board of **Directors** ~~Control~~. Members of the Board of **Directors** ~~Control~~ shall receive at least forty-eight (48) hours prior notice of all special meetings except in the case of emergencies. Meetings of the Board of **Directors** ~~Control~~ shall be governed in accordance with the *Open Meetings Act, 5 ILCS 120/1 et seq.*
- E. The Board of **Directors** ~~Control~~ shall serve as the Executive Board of SASSED as provided by Section 5/10-22.31 of the *Illinois School Code*. The Board of **Directors** ~~Control~~ shall manage and carry out the operations of SASSED, unless otherwise provided by the Governing Board, and its duties, responsibilities, and authorities shall include, but not be limited to, the following:

EXHIBIT A

1. To establish general policies to govern the operation of SASED and to monitor the implementation of those policies; such policies shall be in conformance with applicable provisions of Federal and State laws and rules and regulations.
 2. To provide housing for staff and programs operated solely by the cooperative.
 3. To employ necessary personnel, determine terms and conditions of employment, and approve employment contracts and collective bargaining agreements.
 4. To establish an advisory council, Finance Committee, Policy/Governance Committee and such other committees and/or subcommittees as deemed necessary.
 5. To approve contracts with various consultants, professionals and independent contractors when necessary to carry out the purposes of SASED.
 6. To perform all other acts permitted by the *Illinois School Code* and the Joint Agreement/By-Laws unless otherwise provided by the Governing Board.
- F. The Governing Board shall indemnify members of the Board of **Directors** ~~Control~~ and Executive Director for any and all liability that may arise when acting in the scope of their authority under the Joint Agreement/By-Laws.
- VI. Executive Director:
- The Chief executive officer of SASED shall be the Executive Director who shall report to the Governing Board and the Board of **Directors** ~~Control~~. The Board of **Directors** ~~Control~~ shall establish the duties and responsibilities of the Executive Director. The Executive Director shall have such staff as is authorized by the Board of **Directors** ~~Control~~.
- VII. Facilities and Transportation:
- A. Facilities:
- Facilities required for any program operated by SASED shall be authorized and funded as determined by the Board of **Directors** ~~Control~~.
- B. Transportation:

EXHIBIT A

Student transportation for special education programs shall be provided in conformance with general policies and procedures established by the Board of Directors Control.

VIII. Finance:

The Board of Directors Control shall have the authority to establish fiscal policies and procedures which shall be binding on all member districts of SASED. Such fiscal policies may include, but not be limited to:

- A. Annual assessments/fees to member districts.
- B. Special assessments/fees as approved by the Board of Directors Control.
- C. Guidelines and priorities for the use of grant funds available for special education purposes.
- D. Tuition and fee formulas and specific rates (surcharge for non-members).
- E. Schedules for the completion of tuition bills, fiscal reports, etc.
- F. Forms and procedures for contractual agreements.
- G. Establish the fiscal year as commencing July 1.

IX. Withdrawal of Member District from SASED:

- A. General: Procedures for the withdrawal of a member board of education from SASED will be in accordance with the *Illinois School Code* (See Sections 5/10-22.31 and 5/7-6) and consistent with the requirements and rules adopted by the Illinois State Board of Education.
- B. Procedures.
 1. Initiation of Withdrawal Process: A member board that seeks to withdraw from SASED shall adopt a written resolution approving its withdrawal. Such written resolution shall state the proposed effective date of the withdrawal, the specific reason(s) for withdrawal, the benefits of withdrawal to the withdrawing board and its students, and the projected financial and educational impact of the proposed withdrawal upon SASED and the remaining member districts and their students. Within thirty (30) days after adopting the written resolution, and no later than **eighteen** months (~~12~~ **18**) months prior to the proposed effective date of withdrawal, a member board seeking withdrawal shall present such written resolution and a petition to withdraw to the Chairperson of the SASED Board of Directors Control and the Chairperson of the Governing Board, the SASED Executive Director, and the Superintendents of Schools for

EXHIBIT A

the remaining member districts by certified mail, return receipt requested, or personal delivery with receipt.

2. Member Boards Concur: If all SASSED member boards adopt written concurring resolutions agreeing to the proposed withdrawal, the withdrawing member board need not file a petition with the regional board of school trustees, or the applicable board(s) of school trustees or boards of education of the member districts, as may be applicable, seeking approval of the proposed withdrawal. Withdrawal will be effective on July 1 of the school year as proposed by the withdrawing member district in accordance with these Articles of Joint Agreement and following the approval of a written concurring resolution by all of the member boards. If all of the member boards adopt concurring resolutions, the withdrawing member board shall provide written notice of the approved withdrawal to the Illinois State Board of Education.
3. Member Boards Do Not Concur: If the SASSED member boards do not adopt written concurring resolutions agreeing to the proposed withdrawal within one (1) year following the adoption of its written resolution approving withdrawal, the member board seeking withdrawal ~~must file its petition with~~ **may appeal the disapproval to convene a hearing as set forth in applicable requirements of the Illinois School Code, 105 ILCS 5/10-22.31(g).** ~~the regional board of school trustees, the board(s) of school trustees or the boards of education for those districts that fall under the oversight of the abolished regional board, as may be applicable, seeking approval of the proposed withdrawal.~~ Such ~~petition~~ **appeal** shall be filed no later than fourteen (14) months following the member board's adoption of its written resolution approving withdrawal. Withdrawal shall be effective on July 1 after approval of the withdrawal becomes final, or as may be otherwise provided under the *Illinois School Code*. In the event that the member board seeking withdrawal fails to file its petition with the regional board of school trustees, board(s) of school trustees or boards of education, as may be applicable, within fourteen (14) months following adoption of its written resolution approving withdrawal, the member board seeking withdrawal shall reinitiate the withdrawal process under subsection B.1 above.

C. Disposition of Assets and Liabilities:

Except as may be otherwise provided in these Articles of Joint Agreement, and as a condition of withdrawal, a member board seeking withdrawal shall be deemed to irrevocably waive any interest in the assets of SASSED, including but not limited to real property, buildings, equipment and materials, and funds, provided, however, that SASSED shall return to the withdrawing member board any unspent Federal IDEA Part B Funds generated by students in the withdrawing member district (i.e., "carryover"). The member board seeking withdrawal shall remain liable for its share of any SASSED liabilities that arose or accrued before the effective date of withdrawal. Such liabilities shall include, but not be limited to notes, bonds, and debt certificates; retirement incentives

EXHIBIT A

and other costs related to staff retirements, including employer contributions or other payments to the Illinois Teachers' Retirement System or the Illinois Municipal Retirement Fund; and the contractual continued service of certificated staff employed for joint agreement programs as determined pursuant to Sections 14-9.01, 24-11 and 24- 12 of the *Illinois School Code*. Unless otherwise provided by these Articles of Joint Agreement or by law, the withdrawing member board's share of SASSED liabilities shall be determined based on the withdrawing member board's district enrollment as a percentage of the total current enrollment of all member districts as identified in the last fall public school housing report for each member district prior to the effective date of withdrawal.

D. Specific Financial Provisions Related to Withdrawal:

1. **CHEC Building:** If one or more of the 15 district members listed on Appendix A, which were members of SASSED on July 1, 1997, withdraws in compliance with the procedure outlined in this Joint Agreement, that district is entitled to its share of the CHEC Building as previously agreed to by DIEC and SASSED in the CHEC Agreement as may be amended.
2. **Improved and Unimproved Real Property (New Property):** If a district that has a share in the New Property withdraws in compliance with the procedures outlined in this Joint Agreement, then that district is entitled to its share of the New Property based on the following formula:

District Enrollment	X	Depreciated value of New Property (Effective end of fiscal year of withdrawal)
Total SASSED Enrollment		
3. **Cash and Personal Property:** A withdrawing district shall not be entitled to any portion of SASSED cash reserves, fund balances or personal property upon withdrawal from SASSED, provided, however, that SASSED shall return to the withdrawing district any unspent Federal IDEA Part B Funds generated by students in the withdrawing member district (i.e., "carryover").

In summary a member district that fails to provide timely notice of withdrawal will be liable for any and all resultant costs and liability due to the district's failure to give timely notice, including but not limited to the costs of any additional staff retained by SASSED. In addition, a member district that fails to give timely notice of withdrawal shall forfeit all rights and interests in SASSED real and personal property to which it would have been entitled upon withdrawal from SASSED

EXHIBIT A

pursuant to this Article.

X. Amendments:

The following procedures shall be used in amending this joint agreement and by-laws:

- A. A proposed amendment to this joint agreement may be submitted to the Board of **Directors Control** by any member district. Such proposed amendment must be in writing and must include an effective date and must be received by the Secretary of the Board of **Directors Control** at least the ten (10) calendar days prior to the date of the Board of **Directors Control** meeting at which the submitter wishes the proposed amendment to be considered.
- B. If two-thirds of the Board of **Directors Control** members present and voting approve a proposed amendment, the proposed amendment shall be forwarded to the Board of Education of each member district of SASSED for ratification.
- C. A proposed amendment shall become effective upon its ratification by two-thirds (2/3) of member districts' boards of education.
- D. The ratification of a proposed amendment by a member district board of education shall be verified to the Board of **Directors Control** by written notification from the member district superintendent to the Secretary of the Board of **Directors Control**. A proposed amendment shall be deemed approved by the member district if the member district fails to take action on the proposed amendment and notify the Secretary of the Board of **Directors Control** of the district's vote within sixty (60) days after the Board of **Directors Control** forwards the proposed amendment to the member district.

XI. Member District Obligations:

Each member district expressly agrees:

- A. To work cooperatively through SASSED and its governing structure, pledging to accept the minimum standards, policies, procedures, and guidelines adopted by the Board of **Directors Control** of SASSED.
- B. To meet its financial commitments in a timely manner within guidelines established by the Board of **Directors Control**.
- C. To cooperate with all monitoring activities implemented by the Board of **Directors Control** and accept such sanctions as imposed by the Board of **Directors Control**.
- D. To adhere to the procedures and practices established by the Board of **Directors Control** regarding billing, grants, preapproval and claim forms, and any other items related to special education as outlined in this joint agreement,

EXHIBIT A

and as provided by federal and state laws, rules or regulations.

XII. Dissolution of SASSED:

SASSED may be dissolved by the approval of a written resolution by all of the member boards of education. For dissolution to take effect, all such resolutions must be adopted within a twelve-month period. Dissolution will be effective on July 1 following the approval of a written resolution by all of the member boards, or on such other July 1 as all of the member boards' resolutions authorize. In the event of dissolution, the Joint Agreement's assets will be liquidated and the net proceeds thereof, after satisfaction of liabilities, distributed to the boards of education that were members of the Joint Agreement on the date when the last member board approved the written resolution for dissolution.

In the event SASSED dissolves, SASSED's assets will be distributed as follows:

- A. The SASSED buildings or real property will be offered for sale to the SASSED's successor, if any ("Successor") or SASSED's current member district/s, at the average appraised value based on a minimum of two appraisals with payment agreements interest free over a 15 or 20 year period.

If the Successor or one of SASSED's member districts does not purchase the building/s, the Board of **Directors** ~~Control~~ will place the site/s on the commercial market.

After the property has been sold, the net proceeds will be distributed to the appropriate member districts utilizing the preceding average ten (10) year enrollment of the member districts. Those districts entitled to a share of improved or unimproved real property upon withdrawal from SASSED pursuant to Article IX shall be entitled to a share upon dissolution.

The education equipment and materials assigned to student programs will be transferred to the Successor with the stipulation that it is the Successor's intent to operate these programs for more than two (2) years. If no Successor exists, the equipment and material will be sold with non-program equipment and materials.

Any non-program equipment and materials will be offered at an auction and assets distributed to the member districts utilizing the average preceding ten (10) year enrollment of the member districts.

- B. Personnel reimbursement generated by SASSED during the school year prior to dissolution will be distributed when forwarded by ISBE to the Regional Office of Education and flow to the Successor of that position (employee), if any, except for User Fee positions.

EXHIBIT A

Personnel Reimbursement for User Fee positions will be disbursed as follows:

1. Program User Fee Teachers and Program User Fee Teacher Assistants (not one- to-one aides) will flow to the Successor with the stipulation that it is the Successor's intent to operate the programs for more than two (2) years based upon the five (5) year average user fee use for the position.
 2. The Reimbursement for the remaining User Fee positions will be distributed utilizing the average prior five (5) year enrollment of the member districts.
- C. The SASED grant carryover funds will be allocated to member districts as determined by the Board of **Directors Control**, provided, however, that SASED shall return to each member district any unspent Federal IDEA Part B Funds generated by students in the member district (i.e., "carryover").
- D. The self-insurance fund balance of SASED, if any, will be allocated for residual claims based on the current Plan Document (School Association for Special Education/DuPage County Health Care Plan) and any fund balance (residual or deficiency) be distributed/charged based on the employees participating in the SASED Health Care Plan, i.e., to the Successor at the time of dissolution.
- E. Any remaining fund balances and/or deficits will be distributed and/or charged to SASED's current member districts utilizing the average prior ten (10) year enrollment of the member districts.

XIII. Professional Worker Teaching Schedule

Any full-time professional (i.e., "qualified") worker employed by SASED who spends more than fifty percent (50%) of his/her time in one member school district shall not be required to work a different teaching schedule than the other professional workers in that member district.

XIV. Effective Date:

This revised Joint Agreement will become effective **May 1, 2023** ~~July 1, 2016~~ upon passage and ratification by two thirds of the member districts.

EXHIBIT A

APPENDIX A MEMBER DISTRICTS OF SASSED AS OF JULY 1, 1997

Keeneyville Elementary School District 20

Benjamin School District 25

West Chicago Elementary School District 33

Winfield Elementary School District 34

Downers Grove Grade School District 58

Maercker District 60

Cass School District 63

Center Cass School District 66

Woodridge School District 68

Puffer Hefty School District 69

Community High School District 94

Community High School District 99

Community Consolidated School District 180

Community Unit School District 201

Lisle Community Unit School District 202

EXHIBIT A

APPENDIX B MEMBER DISTRICTS OF SASSED AS OF JULY 1, 2004

Keeneyville Elementary School District 20

Benjamin School District 25

West Chicago Elementary School District 33

Winfield Elementary School District 34

School District 45, DuPage County

Salt Creek School District 48

Downers Grove Grade School District 58

Maercker District 60

Cass School District 63

Center Cass School District 66

Woodridge School District 68

DuPage High School District 88

Community High School District 94

Community High School District 99

Community Consolidated School District 180

Community Unit School District 201

Lisle Community Unit School District 202

Elmhurst Community Unit School District 205

SASED BOARD OF CONTROL RESOLUTION
APPROVING PROPOSED AMENDMENTS
TO THE
SASED ARTICLES OF JOINT AGREEMENT

WHEREAS, the Board of Control of the School Association for Special Education in DuPage (“SASED”) has received a proposed amendment to the SASED joint agreement; and

WHEREAS, the Board of Control determined that certain amendments to the SASED Articles of Joint Agreement are warranted to update criteria for Board of Control representation and operations, to redesignate that Board as the “Board of Directors,” and to comply with changes in applicable law, said proposed amendments appearing in annotated form (**additions;** ~~deletions~~) on Exhibit A hereto; and

WHEREAS, the Board of Control has determined that said amendments are beneficial to SASED and its member boards of education and are appropriate for approval by the Board of Control and submission to the member boards of education for ratification in accordance with the SASED Articles of Joint Agreement.

NOW, THEREFORE, be it, and the same is hereby resolved by the Governing Board as follows:

Section 1. That the proposed amendments to the SASED Articles of Joint Agreement appearing in annotated form (**additions;** ~~deletions~~) on Exhibit A hereto are hereby approved.

Section 2. That the Board of Control recommends and requests that the SASED member boards of education ratify the proposed amendments appearing in redacted form on Exhibit A hereto by adopting the sample resolution attached hereto as Exhibit B.

Section 3. That the Executive Director is authorized and directed to transmit a copy of this Resolution, and Exhibits A and B, to all SASSED member boards of education and their respective Superintendents of Schools for consideration and ratification by the member boards.

Section 4. That the Board of Control requests that the member boards' Superintendents of Schools provide written notification of such ratification by returning a copy of the sample resolution attached hereto as Exhibit B, as approved by the member board, to the SASSED Executive Director.

Section 5. That this Resolution shall take effect upon its passage.

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

AYES: _____

NAYS: _____

ABSENT: _____

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

BOARD OF CONTROL OF THE SCHOOL
ASSOCIATION FOR SPECIAL EDUCATION IN
DUPAGE ("SASED")

BY: _____
Chairperson

ATTEST: _____
Secretary

DATE: _____

STATE OF ILLINOIS))
COUNTY OF DuPAGE) SS

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Control of the School Association for Special Education in DuPage (“SASED”) (“Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of the Resolution adopted by the Board at its meeting held on the ___ th day of January 2023, said Resolution entitled:

SASED BOARD OF CONTROL RESOLUTION
APPROVING PROPOSED AMENDMENTS
TO THE
SASED ARTICLES OF JOINT AGREEMENT

a true, correct and complete copy of which said Resolution as adopted at said meeting appears in the minutes of said meeting.

I do further certify that the roll call vote taken adopting said Resolution was conducted openly, that said meeting was called and held at a specified time and place convenient to the public, that said meeting was called and held in strict compliance with the provisions of the *Open Meetings Act* of the State of Illinois, as amended, and that the Board of Control has complied with all of the provisions of said *Act* and with all of the procedural rules of the Board of Control.

IN WITNESS WHEREOF, I hereunto affix my official signature this ___ th day of _____, 2023.

Secretary, SASED Board of Control

Secretary

EXHIBIT A

(Proposed Amendments to SASSED Articles of Joint Agreement)

DRAFT

Exhibit B

**RESOLUTION OF BOARD OF EDUCATION OF
_____ SCHOOL DISTRICT NO. ____
RATIFYING PROPOSED AMENDMENTS TO THE
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DuPAGE
ARTICLES OF JOINT AGREEMENT**

WHEREAS, the Board of Education of _____ School District ____ ("Board") is a member of the School Association for Special Education in DuPage ("SASED"); and

WHEREAS, at its February __, 2023 meeting, the SASED Board of Control approved proposed amendments to the SASED Joint Agreement/By-Laws (**additions**; ~~deletions~~) by the required two-thirds (2/3) vote, a copy of which amendments are attached hereto as Exhibit A; and

WHEREAS, the proposed amendments to the SASED Joint Agreement/By-Laws, to be effective May 1, 2023, are intended to update criteria for Board of Control representation and operations, to redesignate that Board as the "Board of Directors," and to comply with changes in applicable law; and

WHEREAS, pursuant to the terms of the current SASED Joint Agreement/ByLaws, proposed amendments become effective once ratified by at least two-thirds (2/3) of the SASED member district boards of education, including a member district's failure to act upon the proposed amendment and notify the Secretary of the Board of Control within sixty (60) days from issuance of the notice of the proposed amendment; and

WHEREAS, the Board has reviewed and considered the proposed amendments to the Joint Agreement/By-Laws attached hereto as Exhibit A and has determined that the same are appropriate for ratification.

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

Exhibit B

Section 1. The Board hereby approves and ratifies the proposed amendments to the Joint Agreement/By-Laws which are attached as Exhibit A.

Section 2. The Board directs its Superintendent to send to the Secretary of the SASSED Board of Control a copy of this Resolution as evidence of this Board's approval of the Joint Agreement/By-Laws.

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

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

AYES: _____

NAYS: _____

ABSENT: _____

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

Board of Education of _____
School District No. ____, DuPage County

By: _____
President

Attest: _____
Secretary

Date: _____

Exhibit B

STATE OF ILLINOIS))
COUNTY OF DuPAGE)) SS

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of _____ School District No. _____, DuPage County, Illinois (“the Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of the Resolution adopted by the Board at its meeting held on the ___ th day of _____ 2023, said Resolution entitled:

**RESOLUTION OF BOARD OF EDUCATION OF
_____ SCHOOL DISTRICT NO. _____
RATIFYING PROPOSED AMENDMENTS TO THE SCHOOL ASSOCIATION FOR
SPECIAL EDUCATION IN DuPAGE ARTICLES OF JOINT AGREEMENT**

a true, correct and complete copy of which said Resolution as adopted at said meeting appears in the minutes of said meeting.

I do further certify that the roll call vote taken adopting said Resolution was conducted openly, that said meeting was called and held at a specified time and place convenient to the public, that said meeting was called and held in strict compliance with the provisions of the *Open Meetings Act* of the State of Illinois, as amended, and that the Board of Education has complied with all of the provisions of said *Act* and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this ___ th day of _____, 2023.

Secretary, Board of Education of
_____ School District No. _____,
DuPage County, Illinois

Secretary



2023 Spring Institute

March 3, 2023

Session A: 8:00 AM - 10:30 AM

Session B: 11:00 AM - 1:30 PM

Session C: 8:00 AM - 1:30 PM

Attendees will choose either 2 sessions from A & B, or 1 full day session (C).

Registration for the A & B ½ day sessions opens on **December 20, 2022**. Registration for the C full day sessions opens on **January 9, 2023**. Registration will close on **February 13, 2023**.

Spring Institute is FREE to SASED and Member District staff.

Registration fee is \$40 for participants outside of SASED and must be paid at time of registration.

Sessions will be held in-person at two locations. Handout links and specific location/room information will be sent to participants prior to the date of the event.

Register now at www.sased.org or using the provided [links](#) to the right or QR code below.

Registration is on a first-come, first serve basis and attendance will be limited.



SCAN ME FOR DETAILS

Titles & Presenters

A & B ½ Day Sessions

Registration opens on 12/20/22

[Universal Design for Learning \(UDL\) & Differentiated Instruction \(DI\): The Foundation for Curricular Adaptations](#)

Nolan Taylor

[Implementing SEL and PBS to Promote Positive Behavioral Outcomes](#)

Dr. Carolyn Teigland

[Leading with HOPE in Troubled Times](#)

Robyn Reagan

[Collaboration and Conflict Management Across Classrooms](#)

Kary Zarate

[Using Academic Intervention & Evidence-Based Practices for Students with Disabilities](#)

Kary Zarate

C Full Day Sessions

Registration opens on 1/9/23

[Echolalia and Gestalt Language Processing: What this means for Speech-Language Pathologists and Therapy](#)

Alexandria Zachos

[School Behavioral Threat Assessments: An Introduction Train-the-Educator \(TtE\) Training](#)

REMS TA Center Presenter

OT - TBD

A & B ½ DAY DESCRIPTIONS

Universal Design for Learning (UDL) & Differentiated Instruction (DI): The Foundation for Curricular Adaptations

Presenter: Nolan Taylor

In this session, Mr. Taylor will share how a UDL framework supports diverse learning needs and results in greater access to the curriculum for learners with disabilities. By differentiating lessons based on understanding each learner's interests, teachers can plan engaging lessons to promote academic progress. Participants will practice with a planning tool to adapt instruction for a learner with a disability, addressing IEP goals as well as grade level standards.

[Click here to see presenter bio](#)

Implementing SEL and PBS to Promote Positive Behavioral Outcomes

Presenter: Carolyn Teigland

In this session, Dr. Teigland will share an approach to promoting positive behavior and social interactions to support learners who struggle with behavioral self-regulation, social engagement, response to sensory stimuli, and engaging in classroom routines. By understanding the impact of a child's disability on their communication, socialization, and learning, teachers can create inclusive classes that benefit all learners.

[Click here to see presenter bio](#)

Leading with HOPE in Troubled Times

Presenters: Robyn Reagan

After family, school is the first community children join. Between the global pandemic, climate crisis, and school-based violence, educators feel overwhelmed and beyond hope. HOPE, (Healthy Outcomes from Positive Experiences) a national research initiative, had identified four building blocks that increase safety and engagement, promote emotional growth for children impacted by trauma, and support healing for educators. This workshop will review these building blocks and strategies to incorporate HOPE into the school day.

[Click here to see presenter bio](#)

Collaboration and Conflict Management Across Classrooms

Presenters: Kary Zarate

Many educational decisions are based on trust built between professional partnerships within schools. However, even the strongest partnerships are bound to have some challenges. This session will assist paraprofessionals and special educators in learning how to create trusting professional partnerships so that students and families have successful school experiences. Additionally, we will discuss how to anticipate conflict and manage and repair relationships when conflict occurs.

[Click here to see presenter bio](#)

Using Academic Intervention & Evidence-Based Practices for Students with Disabilities

Presenters: Kary Zarate

Using evidence-based practices to promote improved academic outcomes for students with disabilities is necessary and required by IDEA 2004. It can be difficult to know what type of accommodation or modification a student needs to be successful. In this session, we will review the differences between accommodations and modification, and identify strategies for providing students accommodations in-the-moment. Participants will also be taught the principles of systematic instruction, discrete trial training, and strategies for positive reinforcement.

[Click here to see presenter bio](#)



C FULL-DAY DESCRIPTIONS

Echolalia and Gestalt Language Processing: What this means for Speech-Language Pathologists and Therapy

Presenter: Alexandria Zachos

Some of the topics being covered during the workshop:

- How to Identify Gestalt Language Processors (GLP)
- Understanding the Natural Language Acquisition (NLA) framework
- Gestalt VS Analytic Language Processors
- GLP and six different stages of NLA
- Gestalt Language Processors and AAC
- Assessing, Report Writing and Goal Setting

[Click here to see presenter bio](#)

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

REMS TA Center

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.

OT - TBD

Presenter:
Description

REGISTRATION PROCEDURES

[Click here to view SASED Professional Development Offerings](#)



or scan the QR Code with your phone to access the Registration Page

Then select from the Spring Institute Options:

- **2023 SASED Spring Institute - Half Day Sessions**
 - Registration opens on December 20, 2022
- **Spring Institute - Full Day: Echolalia and Gestalt Language Processing**
 - Registration opens on January 9, 2023
- **Spring Institute - Full Day: School Behavioral Threat Assessments**
 - Registration opens on January 9, 2023
- **Spring Institute - Full Day: OT (TBD)**

Click on **Register Now-Individual Registration** for your selected event and the following screen will appear:



Please note: If you do not receive a confirmation email, check your spam. Important: Add @learningstream.com to your contacts so you receive event notifications.

To SASED staff, your district is 'SASED'. Do not select the district where your program is located to which you are assigned.

Email Address / Login ID

Password

If you do not have a Learning Stream account, use this button to create a new account and password.

Login and Register

Cancel Login

Forgot your Email Address / Login ID or Password?

Create an Account and Register

If you have a Learning Stream account, use this button to Login and Register. This is not the same as your SASED or district login. It is a separate account.

If you forgot your password, select *Forgot your Email Address/ Login ID or Password.*





To: Dr. Melinda McGuffin, Executive Director
From: David Sellers, Business Services Consultant
Date: January 15, 2023
Subj: Tuition Rates Formula – Revised Methodology

BACKGROUND

SASED has a past practice of issuing pre-bills to for both SASED and DuPage West Cook Tuition programs. Tuition prebills for STARS, Multi-Needs, Southeast/Directions, Transition, and Project SEARCH have been sent in the time frame July-September with a final bill sent at the end of the year.

Billing for DuPage West Cook tuition programs is on a different schedule. For the Vision and Deaf and Hard of Hearing tuition programs a pre-bill for 75% of the tuition is sent out between July and September followed by the remaining 25% of the pre-bill in December-January. A final bill is sent at the end of the year.

As final bills for both SASED and DuPage West Cook tuition programs have been sent to all districts in early July. This has created pressure for the final bills to be perfect within a short time frame after the fiscal year has ended. This also causes ‘unfavorable surprises’ for districts that have students enrolled in programs and services for which the final bill is larger than the pre-bill.

Conceptually, the ‘pre-bill’ has been a ‘down payment’ and the ‘final bill’ has been expected to incorporate a completely accurate accounting of all costs that occurred in the given year.

PROPOSED CHANGE TO METHODOLOGY

In January, more than six months after the prior fiscal year has been closed and the accounting records have been incorporated into the annual independent audit, tuition rates are to be calculated using factors in a revised methodology as follows:

- 1.) The prior year actual costs, which have been reviewed by the independent auditor, and
- 2.) The Tax Cap CPI for the fiscal year currently in progress, and
- 3.) The Tax Cap CPI for the fiscal year upcoming the next year.

In year one of the implementation, there will be a one-time adjustment to the FY2022-23 tuition bill. This is necessary to establish a base year, FY2021-22, that is as accurate as possible. In subsequent years, there will be no pre-bills or supplemental bills. Tuition rates will be set for a given fiscal year on a one-time-only basis.

For FY2022-23, the tuition rates will be calculated as [the FY2021-22 final tuition rates], times [an increase factor of 1.4% (the Tax Cap CPI as published by February, 2021, applicable to fiscal year 2022-23)].

For FY2023-24, the tuition rates will be calculated as [the FY2021-22 final tuition rates], **times** [an increase factor of 1.4% (the Tax Cap CPI as published by February, 2021, applicable to fiscal year 2022-23)] **times** [an increase factor of 5.0% (the Tax Cap CPI as published by February, 2022, applicable to fiscal year 2023-24)]

This methodology represents a ‘one-year-lookback and two-year-look-ahead’, as follows:

	Tuition FY2021-22	Tax Cap CPI Increase	Tuition FY2022-23	Tax Cap CPI Increase	Tuition FY2023-24
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Multi-Needs	43,743	1.4%	44,355	5.0%	46,573
BD/Southeast	41,915	1.4%	42,502	5.0%	44,627
VI	46,023	1.4%	46,667	5.0%	49,001
DHH	49,378	1.4%	50,069	5.0%	52,573
STARS	36,070	1.4%	36,575	5.0%	38,404
TRANS	54,308	1.4%	55,068	5.0%	57,822
Directions	32,399	1.4%	32,853	5.0%	34,495

In January of 2024, rates for FY2024-25 can be finalized using rates calculated from FY2022-23 actual costs. These costs will have been subject to independent audit. The tuition rates chart that can then be completed in January, 2024 is:

	Tuition FY2022-23	Tax Cap CPI Increase	Tuition FY2023-24	Tax Cap CPI Increase	Tuition FY2024-25
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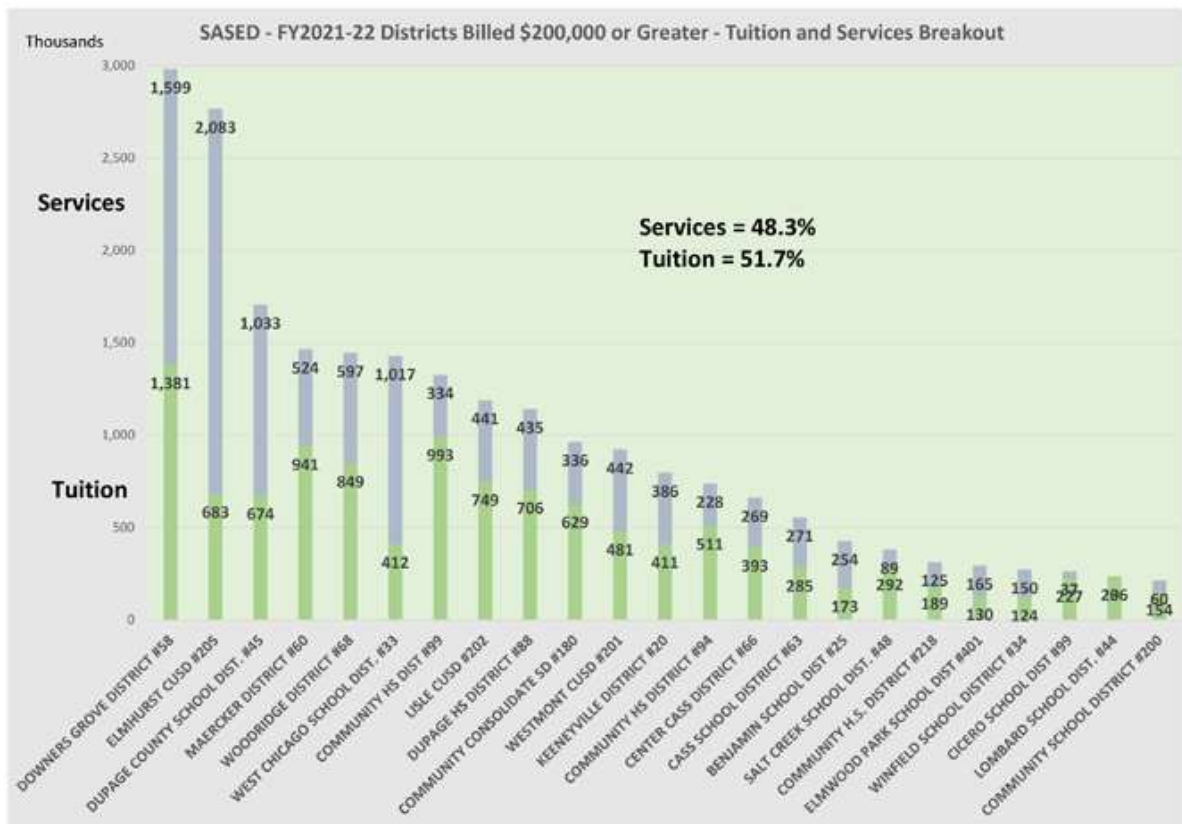
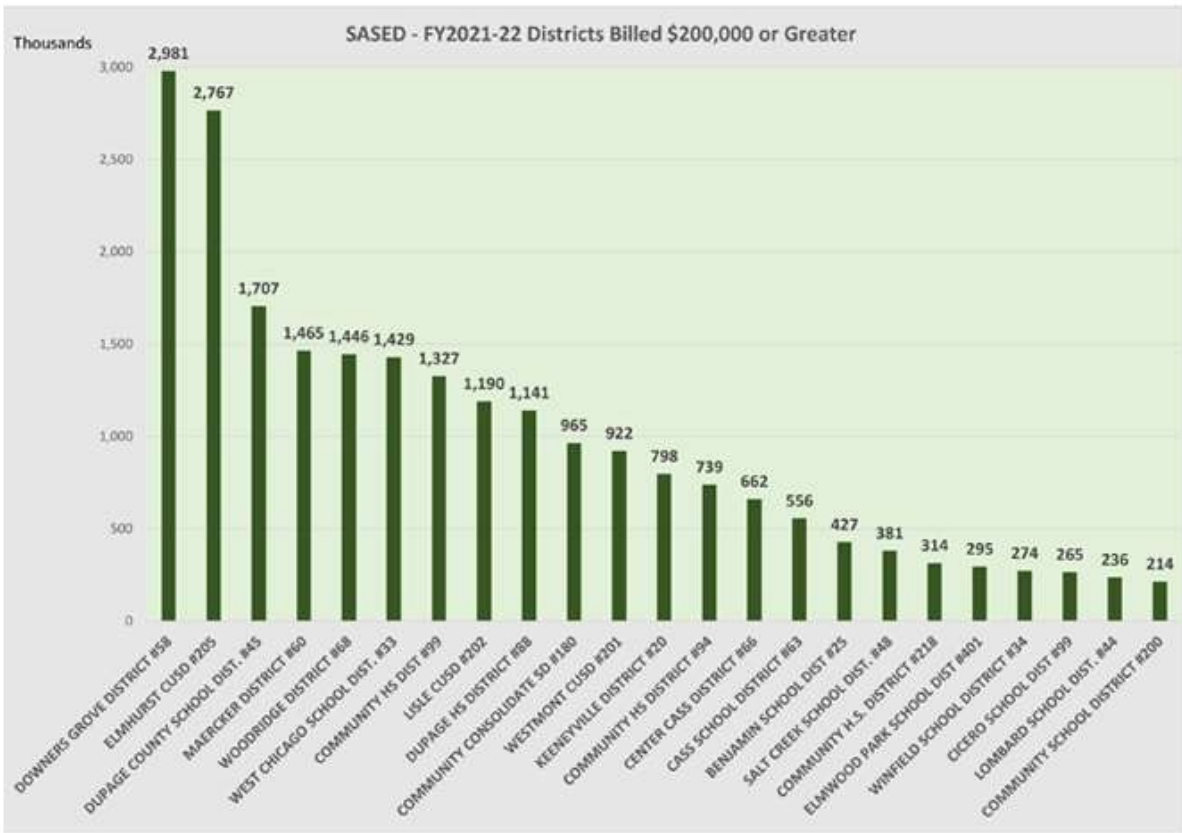
Multi-Needs	44,355	5.0%	46,573	5.0%	TBD
BD/Southeast	42,502	5.0%	44,627	5.0%	TBD
VI	46,667	5.0%	49,001	5.0%	TBD
DHH	50,069	5.0%	52,573	5.0%	TBD
STARS	36,575	5.0%	38,404	5.0%	TBD
TRANS	55,068	5.0%	57,822	5.0%	TBD
Directions	32,853	5.0%	34,495	5.0%	TBD

The rates for **FY2022-23 used to calculate the rates for FY2024-25 will be different** from the above; however, the rates for FY2023-24 will remain final, exactly as calculated in January or February, 2023. The **FY2024-25 rates** will be based upon re-calculated rates for FY2022-23 (using audited costs) that are then increased by Tax Cap CPI factors for FY2023-24 (the 5.0%) **and** FY2024-25 (5.0%). Tax Cap CPI increases published by February, 2022 (known) and by February, 2023 (recently finalized) will serve as the increase factors for the FY2024-25 tuition rates.

This revised methodology provides for one established tuition amount for each program with rates that can be published for users of the tuition programs that are not going to be changed – no risk of unfavorable surprises in July relating to tuition rates. Using the established tuition amount, districts will still receive a pre-bill and then the final bill will account for the ADE adjustments/changes in enrollments throughout the year. A final bill for services that are ‘usage’-based, e.g. OT/PT services or one-to-one aides will also be issued after the end of the school year, as in the past.

A limitation or potential downside related to this methodology is the risk of a financial deficit in a fiscal year that cannot be addressed through a ‘final billing’ process that has been the past practice. It is expected that cumulative cash reserves can be used to offset a deficit if it does occur. The ‘flipside’ is that a financial surplus that may occur is to be kept in reserve and provide a means of offsetting some future fiscal year deficit; if one were to occur. A second limitation is that just under half of the revenue from districts is from services (48% in FY2021-22), see the below charts and ‘OVERVIEW OF BILLING CYCLES FOR TUITION AND SERVICES’. Billings for services are ‘usage-based’; and it is not practical to apply a one-year-lookback/two-year-look ahead to these rates. Use of contracted/outsourced staffing when providing services is one of the factors that significantly impacts the costs associated with providing services to districts throughout a school year.

For tuition programs, the application of a new system offers strengths that outweigh the weaknesses or limitations.



OVERVIEW OF BILLING CYCLES FOR TUITION AND SERVICES

Invoiced services include 1:1 Aides, 1:1 Interpreters, 1:1 Medical Aides, Assistive Technology, Audiology, Itinerants, OT/PT, and School Improvement.

The following chart illustrates the billing cycle for all tuition and services.

Program / Service	Tuition	Service	Invoice Date
SASED Programs	X		July
DWC Vision and Hearing	X		September (75%)
IST/AT		X	September
Project SEARCH	X		September
Interpreters		X	October
OT/PT		X	October
Itinerants		X	December
Member IDEA (PD & Admin)		X	December
Private Facility*		X	December
1:1 Staffing		X	December - January
DWC Vision and Hearing	X		December - January (25%)
Diagnostic (Audiology)		X	January (1st half)
Diagnostic (Audiology)		X	June (2nd half)
* 20% of billing staff member's total compensation allocated among districts			

The business office currently does a “true-up” on service costs of most services at the end of each fiscal year for 1:1 Aides, 1:1 Interpreters, 1:1 Medical Aides, Itinerants, Audiology and OT/PT Services to actual days of student enrollment

Assistive Technology and School Improvement are not tried up. Districts are invoiced for all of the days selected on the Menu. Districts can add additional days if staff is available, refunds are not generated for these two services.



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Control
From: Julie Grohn, Director of Human Resources
Date: January 25, 2023
Re: Summer School 2023 Program Budget and Fees

Background

SASED operates an Extended School Year (ESY) Program on behalf of our member districts. In addition, SASED also operates the ESY Program on behalf of DuPage West/Cook for the low-incidence population. Prepandemic SASED served on average 350 students in ESY. Over the past two summers, SASED served approximately 230 students.

Students must qualify for the Extended School Year Program through their Individualized Educational Plans (IEP). Through data collection, students must demonstrate that there will be a significant regression in their skills over the summer, an inability to retain information over the summer break, or difficulty recouping information upon return if they do not attend ESY. The main purpose of the ESY program is to ensure that students' skills are at least maintained at a level that was achieved at the end of the prior school year.

The numbers below for staffing reflect the staffing that was used for ESY 2022. We are projecting staffing and enrollments as ESY begins to return to normal post pandemic. Should that not be the case, staffing will be adjusted to reflect a remote learning environment. ESY Site Principal costs have been offset by assigning ESY responsibilities to our 12-month administrators.

The Extended School Year Program will run from July 3 through July 27, 2023. Programs will operate at the following locations: Southeast Alternative School, and the Transition Center located at 2900 Ogden in Lisle. We are also in the process of finalizing the leases with two additional districts. All programs will operate Monday through Thursday except for July 4, 2023.

In addition, SASED will once again provide a Credit Recovery Program for high school students. The session will run Tuesday-Friday from May 30, 2023-June 30, 2023 at Southeast Alternative School. Students will be able to recoup high school course credit through our Apex Learning Lab, as well as traditional classroom instruction.

This year we will continue to determine the effectiveness of the ESY Program by analyzing student performance during all three phases of instruction (before, during, and after). An ESY presentation will occur in the fall at which time student outcome data will be shared.

Details of the SASSED and DWC ESY Program

- The SASSED and DWC ESY Program will run Monday-Thursday, July 3-July 27 (no instruction on July 4)
- Staff training will be June 28-29, 2023
- The student hours will be from 8:15 a.m. to 12:15 p.m. and staff hours will be 8:00 a.m. to 12:30 p.m.
- Cost: \$890 per student (0% increase)
- Districts are responsible for transportation

SASSED and DWC Enrollment and Fees				
	<u>2022</u> *			<u>2023</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>Budget</u>
<u>Enrollment</u>	Sum = 230 Lakeview - 87 Transition - 31 SE - 55 DWC- 57	249	19	350
Tuition: Regular SASSED	\$890	\$575	-\$315	\$890
Tuition: Regular DWC	\$890	\$575	-\$315	\$890

* The reduced 2022 ESY tuition charge reflects ESSER III funds applied

Details of the Credit Recovery Program

- The Credit Recovery Program will run Tuesday-Friday and start May 30, 2023 and end June 30, 2023
- The student hours will run from 8:15 a.m. to 12:15 p.m.
- Cost: \$1,105 per student (0% increase)
- Districts are responsible for transportation
- Students will receive their academic instruction through Apex Digital Learning. District students who are not currently attending Southeast School must select a course from the established course list for the student to be properly placed. Some courses are single semester classes. Districts can send students for either original credit or credit recovery. Students who are attending for credit recovery can test out of previously learned content by scoring an 80% or above. Southeast students will be placed based on credit needed for graduation as deemed appropriate by their home school.
- In the event a student is absent for more than one day, the student will be dropped from the program because the student would not be able to be allocated the .5 course credit.

Credit Recovery Enrollment and Fees				
	<u>2022</u> *			<u>2023</u>
	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>	<u>Budget</u>
<u>Enrollment</u>	10	7	-3	10
<u>Tuition</u>	\$1105	\$714	-\$391	\$1105

* The reduced 2022 Credit Recovery tuition charge reflects ESSER III funds applied

Details of Staffing Needs

Location and PA assignments

- MN @Southeast - Kati Curby and Amy McKee
- STARS and SE @ Lakeview (TBD) - Sheila White
- DWC @ Salt Creek (TBD) - Amy Gebre and Tara Corral
- Transition @ Admin Center - Rich Laren
- Credit Recovery @ SE - Laura Capparelli

ESY Staffing Needs		
Certified Staff FY 23		
	FY 22	FY 23
DWC Site Principals SASED Site Principals	(covered by 1 program administrators) (covered by 3 hires)	(covered by 1 program administrators) (covered by 2 program admin and 1 hire)
DWC Assistant Site Principals SASED Assistant Site Principals	(covered by 1 program administrators) (covered by 2 hires)	(covered by 1 program administrators) (Covered by one hire and one PA)
Classroom Teachers -SASED Classroom Teacher -DWC	34 7	34 7
Speech Therapists - DWC Speech Therapists - SASED	3 6.5	3 6.5
Social Worker - DWC Social Worker - SASED	1 4	1 4
Classified Staff FY23		
	FY 22	FY 23
Teacher Asst - DWC Teacher Asst - SASED	20 51	20 51
Admin Asst - DWC Admin Asst - SASED	1 2	1 2
RN/Medical Asst - DWC RN/Medical Asst - SASED	1 8	1 8
Custodians	3	3
OT/PT - DWC OT/PT - SASED	2 3	2 3
O & M - DWC	2	2
Audiologist	1	1
Daily Living Asst - DWC Daily Living Asst - SASED	3 17	5 17

Food Service	1	1
Transportation Aide	1	1

Credit Recovery Staffing Needs		
Credit Recovery FY 22		
	FY22	FY23
Administrator	0 (covered by SE Program Admin)	0 (covered by SE Program Admin)
Teachers	1	1
Teacher Assistants	2	1

Details of FY23 Hourly Rates

ESY Hourly Rates		
<u>Position</u>	<u>FY 22 Rate</u>	<u>FY 23 Rate</u>
Site Principal (Flat Rate)	6,475.00	6,475.00
Assistant Site Principal	42.54	42.54
OT/PT	47.28	47.28
SLP	42.54	42.54
Teachers, Site Nurse, COTA, Social Workers, Audiologist, IST Support, O & M	34.98	34.98
Medical Assistants	26.00	26.00
Teacher Assistants, Job Coaches, Summer Crew	15.61	15.61
Daily Living Skills Assistants	10.51	10.51
Substitute Teachers	17.53	17.53

Sign Language Interpreter	0	17.17
Substitute Teacher Assistants (Para Pro)	13.66	13.66
Custodial staff at member district ESY sites (contract)	4,900	4,900

Credit Recovery Hourly Rates		
<u>Position</u>	<u>FY 22 Rate</u>	<u>FY 23 Rate</u>
Site Principal (fulfilled by SE/DIR admin)	NA	NA
Teacher	34.98	34.98
Teacher Assistants	15.61	15.61

Recommendations

The Administration recommends to the Board of Control:

- Establish a tuition rate of \$890 for SASSED and DWC summer school.
- Establish a tuition rate of \$1,105 per student per session for the Credit Recovery Program.
- Accept stated pay rates for ESY 2022 reflecting no increase except the Daily Living Assistant who did not meet the State of Illinois minimum wage.

School Board

Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/) provides that the Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon SASED’s budget and other financial considerations, the Executive Director has recommended to the Board a maximum allowable reimbursement amount of \$3,500 for Board members and SASED staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board’s maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$3,500, effective on 1/25/23, until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board’s maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members’ expenses by a roll call vote at an open meeting.

Attested by: _____, Board Chairperson Date: _____

Attested by: _____, Board Secretary Date: _____



Paul Kalas, Senior Account Executive
 850 East Diehl Rd, Suite 142
 Naperville, IL 60563
 (630) 955-1500 ext 1330

SASED-School Association for Special Education in DuPage County

Fully Bundled Pricing

01/04/23

Start Date:		Feb-23	12 Months			Feb-24
Electric Supply Components						
Supplier	Fixed Energy	Line Losses	Capacity	Transmission	Ancillary	Total
AEP	Breakdown not provided					\$0.08080
Constellation	\$0.06251	\$0.00289	\$0.01552			\$0.08092
Direct Energy	Breakdown not provided					\$0.07808
Dynergy	\$0.06215	\$0.00272	\$0.00370	\$0.00766	\$0.00255	\$0.07878
Engie	Breakdown not provided					\$0.08271

Start Date:		Feb-23	24 Months			Feb-25
Electric Supply Components						
Supplier	Fixed Energy	Line Losses	Capacity	Transmission	Ancillary	Total
AEP	Breakdown not provided					\$0.07969
Constellation	\$0.06062	\$0.00279	\$0.01558			\$0.07899
Direct Energy	Breakdown not provided					\$0.07623
Dynergy	\$0.06069	\$0.00264	\$0.00384	\$0.00766	\$0.00262	\$0.07745
Engie	Breakdown not provided					\$0.07768

Start Date:		Feb-23	36 Months			Feb-26
Electric Supply Components						
Supplier	Fixed Energy	Line Losses	Capacity	Transmission	Ancillary	Total
AEP	Breakdown not provided					\$0.08074
Constellation	\$0.05963	\$0.00273	\$0.01568			\$0.07804
Direct Energy	Breakdown not provided					\$0.07593
Dynergy	\$0.05973	\$0.00259	\$0.00422	\$0.00765	\$0.00267	\$0.07686
Engie	Breakdown not provided					\$0.07546

Start Date:		Feb-23	48 Months			Feb-27
Electric Supply Components						
Supplier	Fixed Energy	Line Losses	Capacity	Transmission	Ancillary	Total
AEP	Breakdown not provided					\$0.08203
Constellation	\$0.05909	\$0.00270	\$0.01589			\$0.07768
Direct Energy	Breakdown not provided					\$0.07600
Dynergy	\$0.05932	\$0.00256	\$0.00446	\$0.00765	\$0.00269	\$0.07668
Engie	Breakdown not provided					\$0.07465

Start Date:		Feb-23	60 Months			Feb-28
Electric Supply Components						
Supplier	Fixed Energy	Line Losses	Capacity	Transmission	Ancillary	Total
AEP	Breakdown not provided					\$0.08328
Constellation	\$0.05866	\$0.00268	\$0.01685			\$0.07819
Direct Energy	Breakdown not provided					\$0.07618
Engie	Breakdown not provided					\$0.07457

Current Agreement, (December 2019 - December 2022), Signed 06/26/2017						
Electric Supply Components						
Supplier	Fixed Energy	Line Losses	Capacity	Transmission	Ancillary	Total
Constellation Energy	\$0.03789	\$0.00190	\$0.01849	\$0.00890	\$0.00120	\$0.06838

Electricity prices are only good for the day they are quoted
 Prices are subject to change according to changes in the market
 Please refer to the contract for terms and conditions. (Sample contract are available upon request)
Confidential Information of Vanguard Energy Services, L.L.C.