



**Board of Control Meeting
March 22, 2023
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
6:00 PM
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Executive Summary**
5. **Consent Agenda**
 - a. Approve Open Session and Closed Session Minutes from 2-22-23 Board of Control Meeting
 - b. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirements and Appointments of Contracted Licensed and Educational Support Staff; and the Change of Employment Status for Licensed and Educational Support Staff
 - c. Accept the Financial Reports
 - 1) Treasurers Report
 - 2) Revenue & Expenditure Reports
 - 3) Gross Payrolls
 - 4) Interim Payroll
 - 5) Bill List
 - 6) Interim Checks
 - d. Final Reading and Adoption of Revised Policies 2:20, 2:100, 2:105, 2:210, 2:265, 3:50, 3:60, 4:10, 4:120, 4:165, 5:10, 5:20, 5:70, 5:120, 5:200, 5:220, 5:280, 5:290, 5:320, 6:20, 6:50, 6:60, 6:65, 6:250, 6:255, 6:260, 6:280, 6:340, 7:20, 7:70, 7:100, 7:180, 7:250, 7:290, and 7:340
 - e. First Reading of Revised Policies 4:20 and 5:20-E
 - f. Approve E-Rate Agreement with Net56 for Managed Internet Broadband Service in the amount of \$2,512.50/month with 80% E-Rate Discount
 - g. Approve the Guardian Terminal Claim Processing Agreement
 - h. Approve the Payout to Ashlaur Construction for the Projects Completed at Southeast
 - i. Approve the Service Agreement with ACR dated 1-30-23 for Water Damage Repair to the Mobile Unit at Southeast
 - j. Approve the Service Agreement with ACR dated 2-7-23 for Water Damage Repair to the Mobile Unit at Southeast
 - k. Approve the Service Agreement with ACR dated 3-8-23 for Second Round of Water Damage Repair to the Mobile Unit at Southeast
 - l. Approve the Agreement with Tracy Levine for Professional Development Services in Ethics for Social Workers in April 2023
 - m. Approve the Agreement with Christopher Tabb of Kate Borg Texas School for the Blind for Professional Development Services in March 2023
 - n. Approve the 2023 Spring Institute Contract with NIU-Naperville
 - o. Approve the Agreement with Governors State University College of Health and Human Services for OT-PT, and Communication Disorders
 - p. Approve the 5-year Agreement with RUSH University Medical Center College of Health Sciences for Communication Disorders and Occupational Therapy Programs

- q. Approve the Contract with Superior Ambulance for Outdoor Education Day at St. James Farm May 5, 2023
- r. Approve the Contract with Portable John for Outdoor Education Day at St. James Farm May 5, 2023
- 6. **Discussion Without Action**
 - a. February Budget Progress Statement
 - b. Enrollment Update
 - c. Board Committee Updates
- 7. **Discussion with Action**
 - a. Adopt the Resolution for Non-Renewal of Probationary Part-time Licensed Staff
 - b. Adopt the Resolution for Non-Renewal and Honorable Dismissal of Licensed Staff
 - c. Approve SASSED Strategic Plan for 2023-2027
- 8. **Closed Session**
- 9. **Adjournment**



Executive Summary for Board of Control Meeting
March 22, 2023

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

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

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

Announcements

SASED Job Fair: April 13, 2023 5pm-8pm at Southeast. Participating districts: Keeneyville 20, Winfield 34, Salt Creek 48, Dupage High School 88, West Chicago 94.

SASED Spring Institute Day: Thank you to Christine Martin for her leadership in planning and providing an amazing institute day. Also, thank you to all the staff for helping facilitate such a successful event for 449 participants.

New SASED Website: If you have not had a chance, please check out the new SASED website. www.sased.org
Gina Guyer, SASED Technology coordinator, did a fantastic job developing the new website incorporating user feedback for a more user friendly experience.

Consent

- Adoption of Policies 2:20, 2:100, 2:210, 2:265, 3:50, 3:60, 4:10, 4:120, 4:165, 5:10, 5:20, 5:70, 5:120, 5:200, 5:220, 5:280, 5:290, 5:320, 6:20, 6:50, 6:60, 6:65, 6:250, 6:255, 6:260, 6:280, 6:340, 7:20, 7:70, 7:100, 7:180, 7:250, 7:290 and 7:340
- First Reading of Policies 4:20 and 5:20-E
- Approve the E-Rate Agreement with Net56 for Managed Internet Broadband Service
- Approve the Guardian Terminal Claim Processing Agreement - Administration of 6 months of check writing fee due to insurance change
- Approve the Payout to Ashlaur Construction for the Work Completed at Southeast
- Approve the two Service Agreements, dated 1-30-23 and 2-7-23, with ACR for Water Damage Repair to the Mobile Unit at Southeast
- Approve the Estimate with ACR dated 3-8-23 for the Second Round of Water Damage Repair to the Mobile Unit at Southeast
- Approve the Agreement with Tracy Levine for Professional Development Services in Ethics for Social Workers in April 2023
- Approve the Agreement with Christopher Tabb of Kate Borg Texas School for the Blind for Professional Development Services in March 2023
- Approve the 2023 Spring Institute Contract with NIU-Naperville
- Approve the Agreement with Governors State University College of Health and Human Services for OT,PT, and CDIS
- Approve the 5-year Agreement with RUSH University Medical Center College of Health Services for Communication Disorders and Occupational Therapy Programs



- Approve the Contract with Superior Ambulance for Outdoor Education Day at St. James Farm May 5, 2023
- Approve the Contract with Portable John for Outdoor Education Day at St. James Farm May 5, 2023

Discussion without Action/Information

- February Budget Progress Statement
- Enrollment Update
- Board Committee Updates
 - **Negotiations Committee**-Met on March 13 and scheduled to meet again on April 12, 17 and 24
 - **Finance Committee**-Next meeting scheduled for April 19, 2023
 - **Policy Committee**-Next meeting scheduled for April 11, 2023
 - Meeting with Boyd Ferguson from IASB on April 5 to review sections 7 and 8. IASB Online Policy Manual expected to be available for Board review in June

Discussion with Action

- Adopt the Resolution for Non-Renewal of Probationary Part-time Licensed Staff
- Adopt the Resolution for Non-Renewal and Honorable Dismissal of Licensed Staff
- Approve SASED's 2023-2027 Strategic Plan

2. Pledge of Allegiance

3. Public Comment - No public comments

4. FOIA from the Illinois Retired Teachers Association - Was recognized and responded to

5. Executive Summary - No discussion

6. Consent Agenda

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

- a. Approved Open Session and Closed Session Minutes from January 25, 2023 Board of Control Meeting
- b. Approved Minutes from December 14, 2022 Finance Committee Meeting
- c. Personnel Recommendations
 - 1) Accepted/Approved the Resignation and Retirement of Educational Support Personnel as presented.
- d. Accepted the Financial Reports
 - 1) Treasurer's Report for January 2023
 - 2) Revenue & Expenditure Reports for January 2023
 - 3) Gross Payrolls in the amount of \$1,659,362.06
 - 4) Interim Payrolls in the amount of \$559,091.89
 - 5) Bill List in the amount of \$576,098.81
 - 6) Interim Checks in the amount of \$595,159.15
- e. Approved the Agreement for Interpreter Services with Sign Language Interpreters Inc. (SLII) for the amount indicated on the Fee Schedule as exhibited
- f. Approved the Academic Affiliation Agreement with Doisy College of Health Sciences
- g. Approved the Student Affiliation Agreement with Washington University Occupational Therapy Program
- h. Approved the Agreement between Early Choices and Inclusive Schooling for Webinar Workshop in February 2023 in the amount of \$5,000
- i. Approved the ESY Lease Agreement with Salt Creek SD 48 in the amount of \$17,000
- j. Approved the ESY Lease Agreement with Center Cass SD 66 in the amount of \$17,000
- k. Approved the Agreement between Early Choices and Bridget Brown for guest speaking services in the amount of \$300
- l. Approved the Agreement with Binita Donohue for Professional Development Services in March 2023 in the amount of \$800
- m. Approved the Agreement with Susan Cahill for Professional Development Services in March 2023
- n. Approved the Agreement with Infinitec Assistive Technology Coalition for SY23-24
- o. Approved SOPPA for Granite City / reThink Ed
- p. Approved SOPPA for Ripple Effects, Inc.
- q. Final Reading and Adoption of Revised Policies 2:230, 4:70, 4:80, 4:180, 5:70, 5:80, 5:340, 5:270, 6:80, 6:140, 6:290, 7:15, 7:190, 7:190-AP, 7:230, 7:270, 7:285 and removal of 7:232
- r. Second Reading of Revised Policies 2:20, 2:100, 2:105, 2:210, 2:265, 3:50, 3:60, 4:10, 4:120, 4:165, 5:10, 5:20, 5:120, 5:200, 5:220, 5:280, 5:290, 5:320, 6:20, 6:50, 6:60, 6:65, 6:250, 6:255, 6:260, 6:280, 6:340, 7:20, 7:70, 7:100, 7:180, 7:250, 7:290, and 7:340

Upon Roll Call Vote:

Ayes: Keeneyville School District 20
Benjamin School District 25

Terry Walloch
Jack Buscemi

West Chicago Elementary School District 33
Winfield School District 34
DuPage County School District 45
Salt Creek School District 48
Downers Grove School District 58
Maercker District 60
Cass School District 63
Center Cass School District 66
Woodridge School District 68
Community High School District 94
Westmont Community Unit School District 201
Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

Dr. Kristina Davis
Dr. Matt Rich
Dr. Anthony Palmisano
Ray Kielminski
Emily Hanus
Dr. Sean Nugent
Mark Cross
Dr. Andrew Wise
Mr. Tom Ruggio
Lynn Casey-Maher
Lean Conover
Steve Lesniak
Beth Hosler

Nays: None

Absent: DuPage High School District 88
Community High School District 99
Community Consolidated School District 180

Ayes: 15 Districts **Nays:** None **Absent:** 3 Districts

Upon roll call vote, motion carried.

7. Discussion Without Action

- a. January Budget Progress Statement - Board members stated they appreciated receiving the monthly budget progress statements.
- b. Fund Balance Policy - Dr. McGuffin gave a summary of the Fund Balance Policy recommendation that was discussed with the Finance Committee on February 8, 2023. The recommendation is to carry a fund balance target of 20% of expenditures or approximately \$7M. There will be a natural ebb and flow to this amount and the Board can initiate a discussion of disbursement back to member districts if the balance held becomes too high. The balance may also be used for additional expenses that may arise for building maintenance, etc. Once the yearly audit is presented, the Board may review records to determine the need for disbursements. Dr. McGuffin recommended that Policy 4:20 be presented for first reading at the March 22, 2023 Board of Control meeting.
- c. SY 23-24 Program Vision - Mr. Layton presented the proposed program vision for SY23-24. The proposed program structure changes, as well as the updated referral process were shared with District Special Ed Administrators on Friday, February 17, 2023. However, only five districts were in attendance, therefore opportunities to discuss and collaborate on the proposed changes will occur via video meetings for DA's during the first week of March. The concerns of transportation distance, classroom logistics, and staffing will be reviewed and considered as to the possibility of the proposal. It will be important to provide education and explanation to parents about the benefits and concerns of any proposed changes as well. The District Administrator meeting links will be shared with Board Members who desire to be part of the discussion.
- d. Enrollment Update - As of February 1, 2023, SASSED had 339 students enrolled in its programs. Overall enrollment increased by two students this month (January 11, 2023 to February 1, 2023). SASSED programs gained nine students in that time, and lost seven students.

e. Board Committee Updates-

1. Negotiations Committee-Scheduled to meet March 13, April 12, 17 and 24
2. Finance Committee – Next meeting scheduled for April 19, 2023

Dr. McGuffin discussed Southeast Health Life Safety estimates for items that need to be completed by 2024, as well as some additional optional items. They are as follows:

Required:

1. *M-1: Create plenum area above ceiling and duct return from rooftop unit and classrooms from plenum-\$45,000*
2. *M-2: Add return ductwork to areas that have wood in plenum-\$85,000*
3. *M-3: Install fire dampers in wall penetration-\$15,000.*

Optional:

4. *MM-2: Install a Split Cooling System Cooling unit-\$60,000*
5. *EM-1: Install new Mass Notification Fire Alarm System-\$120,000*
6. *Spring Break review of roof areas (AM-4) and (AM-5) at Southeast*

3. Policy Committee – SASSED met with Boyd Furgeson with IASB on February 17, 2023, to continue online policy updates with sections 5 and 6, and will meet again in April to review sections 7 and 8, and finalize the process. The next committee meeting is scheduled for April 19, 2023.
4. Protocols Committee – No scheduled meeting

8. Discussion With Action

- a. The Board adopted a resolution approving a proposed amendment to SASSED’s Articles of Joint Agreement as presented. The proposed amendment was forwarded on February 23, 2023 to each member district’s Superintendent and Board of Education President for ratification. Each member district has 60 days to respond. If ratified by $\frac{2}{3}$ of member districts, the revised Joint Agreement will take effect on May 1, 2023.

Motion was made to approve the Resolution Approving Proposed Amendment to SASSED’s Articles of Joint Agreement as presented. This motion, made by Member Kielminski and seconded by Member Conover, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Terry Walloch
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Dr. Kristina Davis
	Winfield School District 34	Dr. Matt Rich
	DuPage County School District 45	Dr. Anthony Palmisano
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Cass School District 63	Mark Cross
	Center Cass School District 66	Dr. Andrew Wise
	Woodridge School District 68	Mr. Tom Ruggio
	Community High School District 94	Lynn Casey-Maher
	Westmont Community Unit School District 201	Lean Conover
	Lisle Community Unit School District 202	Steve Lesniak

Nays: None

Absent: DuPage High School District 88
Community High School District 99
Community Consolidated School District 180

Ayes: 15 Districts **Nays:** None **Absent:** 3 Districts

Upon roll call vote, motion carried.

b. Approved the SASSED Menu of Services for FY24

Motion was made to approve SASSED’s Menu of Services for FY24 as presented. This motion, made by Member Cross 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
	DuPage County School District 45	Dr. Anthony Palmisano
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Cass School District 63	Mark Cross
	Center Cass School District 66	Dr. Andrew Wise
	Woodridge School District 68	Mr. Tom Ruggio
	Community High School District 94	Lynn Casey-Maher
	Westmont Community Unit School District 201	Lean Conover
	Lisle Community Unit School District 202	Steve Lesniak
	Elmhurst Community Unit School District 205	Beth Hosler

Nays: None

Absent: DuPage High School District 88
Community High School District 99
Community Consolidated School District 180

Ayes: 15 Districts **Nays:** None **Absent:** 3 Districts

Upon roll call vote, motion carried.

9. Closed Session

A motion was made to recess to closed session at 7:08pm for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or

specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1

This motion, made by Member Cross and seconded by Member Nugent, 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
	DuPage County School District 45	Dr. Anthony Palmisano
	Salt Creek School District 48	Ray Kielminski
	Downers Grove School District 58	Emily Hanus
	Maercker District 60	Dr. Sean Nugent
	Cass School District 63	Mark Cross
	Center Cass School District 66	Dr. Andrew Wise
	Woodridge School District 68	Mr. Tom Ruggio
	Community High School District 94	Lynn Casey-Maher
	Westmont Community Unit School District 201	Lean Conover
	Lisle Community Unit School District 202	Steve Lesniak
	Elmhurst Community Unit School District 205	Beth Hosler

Nays: None

Absent: DuPage High School District 88
Community High School District 99
Community Consolidated School District 180

Ayes: 15 Districts **Nays:** None **Absent:** 3 Districts

Upon roll call vote, motion carried.

10. Adjournment

A motion was made to adjourn at 7:27pm. This motion, made by Member Conover and seconded by Member Wise, Passed.

Upon voice vote, motion carried.

Minutes Approved by:

Dr. Matt Rich
Chairperson

Date

Dr. Anthony Palmisano
Secretary

Date



PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Cullen, Robin	Counselor DHH Program	Tuition	12/5/1991	6/1/2027	Retiring
Stachorek, Jaclyn	Teacher/STARS Cass Jr. High	Tuition	8/14/2012	6/2/2023	Accepted another position

2. Appointments – Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Malinowska, Marta	1:1 Signing Assistant	User Fee Dist. #C104	3/13/2023	\$19.49	

3. Appointments – Registered Staff - Contracted

Bukey, Beth	RN/VI Transition Program-Maxim	Tuition	2/28/2023	\$80.00	
Starks, Markia	RN/MN Program-Maxim	Tuition	2/21/2023	\$80.00	

4. Appointments – Educational Support Staff – Contracted

Adams, Isis	1:1 Teacher Assistant STARS/Holmes Maxim	User Fee Dist. #45	2/27/2023	\$45.00	
Clarke, Louisa	Teacher Assistant/VI Albright-Maxim	Tuition	3/20/2023	\$50.00	
Gonzalez, Belen	1:1 Teacher Asst./MN Waterbury-Maxim	User Fee Dist. #20	3/16/2023	\$50.00	
Hansen, Lolita	1:1 Teacher Asst./MN Prairieview-Maxim	User Fee Dists. #58 & 68	2/22/2023	\$80.00	
Hernandez, Eulalio	Teacher Assistant/VI Albright-Maxim	Tuition	3/13/2023	\$40.00	
Stewart, Tiera	1:1 Teacher Asst./MN Prairieview-Soliant	User Fee Dist. #201	3/6/2023	\$60.00	
Wilson, Dexter	1:1 Teacher Asst./MN Winfield-Stepping Stones	User Fee Dist. #33	3/6/2023	\$38.00	

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 – Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Bailey Lopez, Jenifer	Interpreter/DHH Westmont Jr. High	3/13/2023 – 3/16/2023
Connolly, Diana	Administrative Assistant OT/PT Department	3/13/2023 – 3/17/2023

On Tue, Feb 28, 2023 at 2:02 PM Robin Cullen <rcullen@sased.org> wrote:

Hi Julie,

This is to inform you that I am officially putting in for retirement. I plan to retire in 4 years (June 1, 2027). I have attached two documents that I think you require. If you require other documents please let me know.

Thanks,

Robin Cullen, M.S.Ed, LCPC
SASED Counselor for the DHH
rcullen@sased.org
rcullen@d45.org
630-516-7539

<https://mail.google.com/mail/u/0/?ik=6ebc408bad&view=pt&search=all&permthid=thread-f%3A1759110705220357935%7Cmsg-f%3A1759110705220...> 1/1

February 20, 2023

Dear Mrs. White,

I am writing this letter to inform you of my resignation from SASSED. It will be necessary for me to resign due to pursuing other career opportunities. My final day working as a teacher will be June 2, 2023. Please acknowledge this letter as my official notice of resignation from the STARS Program (SASED).

Working for the STARS program has been a great experience to which I have to thank for meeting wonderful, experienced educators and has given me the opportunity to expand my knowledge and experience in the teaching profession.

I will be happy to give all necessary and helpful information to my replacement once their employment has been confirmed. If you need any further information, you can contact me at 708-334-9661 or email me at Jaclyn.crowley16@gmail.com. I would like to thank you for all of your support and cooperation over the last 7 years.

Thank you again for the opportunity to work with you in your STARS program, and I wish you all the best in the future.

Kind regards,

Jaclyn Stachorek

**DuPage West Cook Intergovernmental Agreement with School Association for Special Education in DuPage County as fiscal agent
Treasurer's Report
February 28, 2023**


CASH ACTIVITY REPORT

Beginning Balance 2/1/23	15,487.80
December Activity - Interest Earned	53.55
Ending Balance*	<u>15,541.35</u>

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

School Association for Special Education in DuPage County
 Treasurer's Report
 February 28, 2023

	<u>A</u>	<u>B</u> SELF FUNDED DENTAL INSUR	<u>C</u>	<u>D</u> SELF FUNDED MEDICAL INSUR	<u>A + B + C + D</u>
	EDUCATION FUND		FSA	TOTAL EDUCATION FUND	
CASH ACTIVITY REPORT					
Beginning Balance	12,370,320.99	381,269.00	(26,057.33)	364,269.60	13,089,802.26
Investments					
February Activity					
Interest Earned	8,104.36				8,104.36
Gains/(Losses) on Sales of Securities	-				-
Record Health Fund Transfers	(32,392.85)	(1,897.91)	(4,232.77)	38,523.53	-
Cash Receipts	2,244,441.59	699.96		2,234.84	2,247,376.39
Cash Disbursements - General	(1,083,931.99)		(10,497.56)		(1,094,429.55)
- Payroll	(1,664,451.95)				(1,664,451.95)
Subtotal	(528,230.84)	(1,197.95)	(14,730.33)	40,758.37	(503,400.75)
Ending Balance	11,842,090.15	380,071.05	(40,787.66)	405,027.97	12,586,401.51
Investment - Demand Deposit - Fifth Third Bank	6,482,945.78	379,371.09	(30,290.10)	402,793.13	7,234,819.90
IL School District Liquid Asset Fund	20,860.38				20,860.38
Fifth Third Securities	5,330,721.23	-	-	-	5,330,721.23
	11,834,527.39	379,371.09	(30,290.10)	402,793.13	12,586,401.51



Don Robinson, Treasurer

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
February 28, 2023

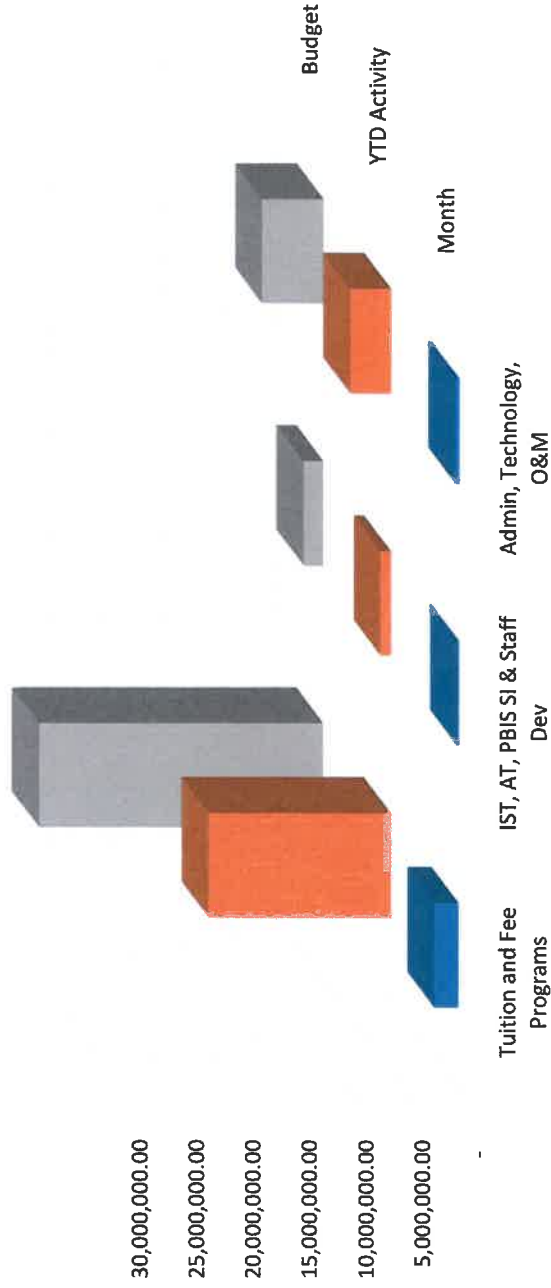
EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	5,319.03	0.451%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	15,541.35	0.444%	Money Market	ISDLAF	Money Market Mutual Fund
	20,860.38				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	6,482,945.78	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	649,671.42	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	102,202.70	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	7,234,819.90				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	25,093.23	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	-				
	5,330,721.23				
	12,586,401.51	TOTAL			

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
28-Feb-23**

SASED PROGRAMS

<u>Program</u>	<u>Feb-23</u>	<u>2022-23</u>	<u>2022-23</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Tuition and Fee Programs	2,160,949.93	16,162,883.38	25,121,190.00	<u>64.3%</u>
IST, AT, PBIS SI & Staff Dev	144,865.91	930,509.05	1,762,908.00	<u>52.8%</u>
Admin, Technology, O&M	320,066.79	3,659,743.22	5,455,353.00	<u>67.1%</u>
	<u>2,625,882.63</u>	<u>20,753,135.65</u>	<u>32,339,451.00</u>	<u>64.2%</u>

SASED PROGRAM EXPENDITURES

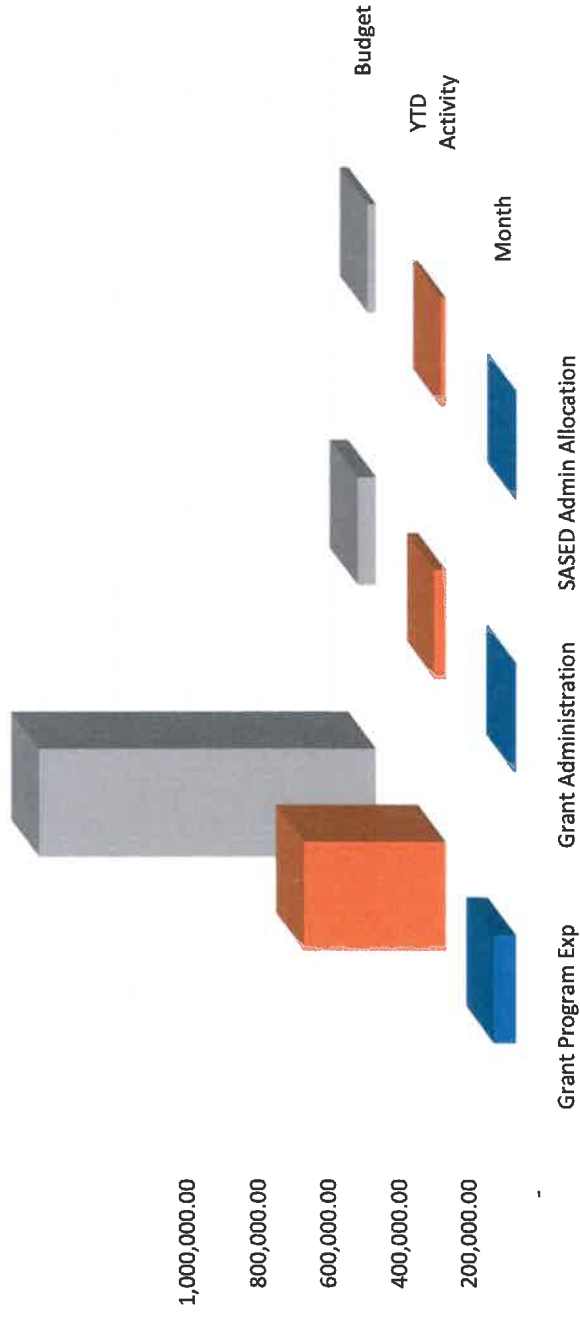


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
28-Feb-23**

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Feb-23</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	61,993.41	406,064.29	959,737.00	<u>42.3%</u>
Grant Administration	4,008.78	32,575.32	52,084.00	<u>62.5%</u>
SASED Admin Allocation	<u>1,456.04</u>	<u>14,487.32</u>	<u>24,496.00</u>	<u>59.1%</u>
Total	<u>67,458.23</u>	<u>453,126.93</u>	<u>1,036,317.00</u>	<u>43.7%</u>

EXTERNAL GRANT EXPENDITURES

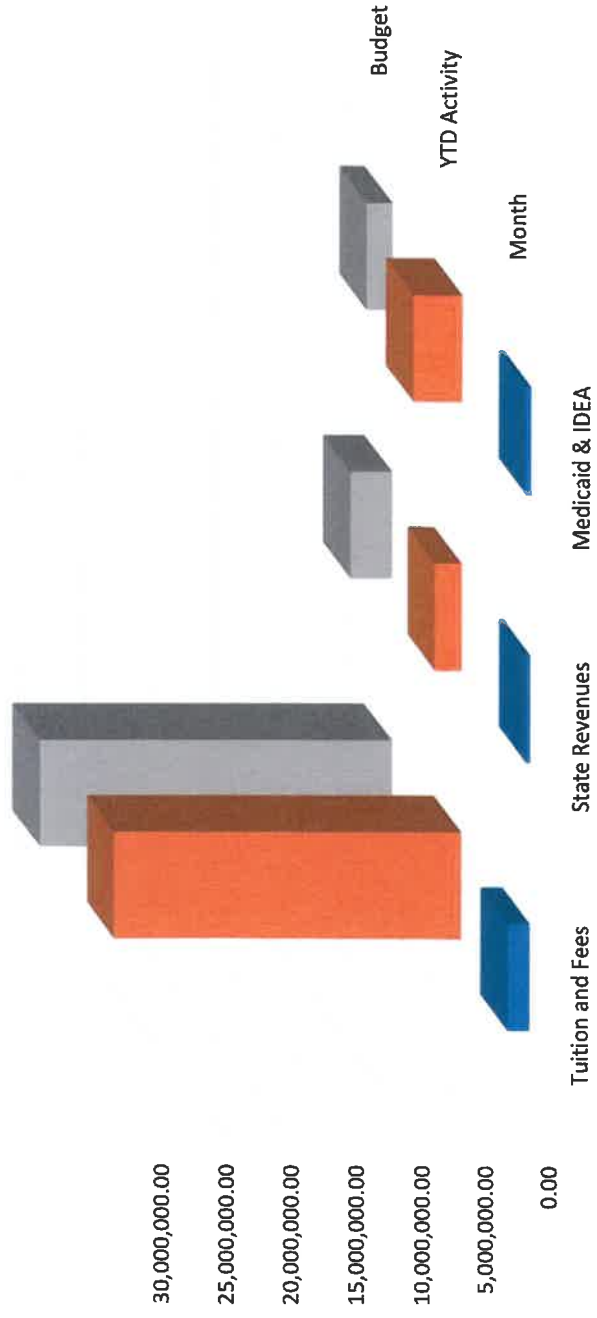


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
28-Feb-23**

SASED PROGRAMS

<u>Program</u>	<u>Feb-23</u> <u>Monthly Activity</u>	<u>2022-23</u> <u>FYTD Activity</u>	<u>2022-23</u> <u>Original Budget</u>	<u>%</u> <u>YTD</u>
Tuition and Fees	1,699,547.89	26,750,753.68	27,135,233.00	<u>98.6%</u>
State Revenues	304,510.00	2,071,130.95	3,174,607.00	<u>65.2%</u>
Medicaid & IDEA	<u>384,141.92</u>	<u>3,730,222.70</u>	<u>1,955,254.00</u>	<u>190.8%</u>
Total	<u>2,388,199.81</u>	<u>32,552,107.33</u>	<u>32,265,094.00</u>	<u>100.9%</u>

SASED PROGRAM REVENUE

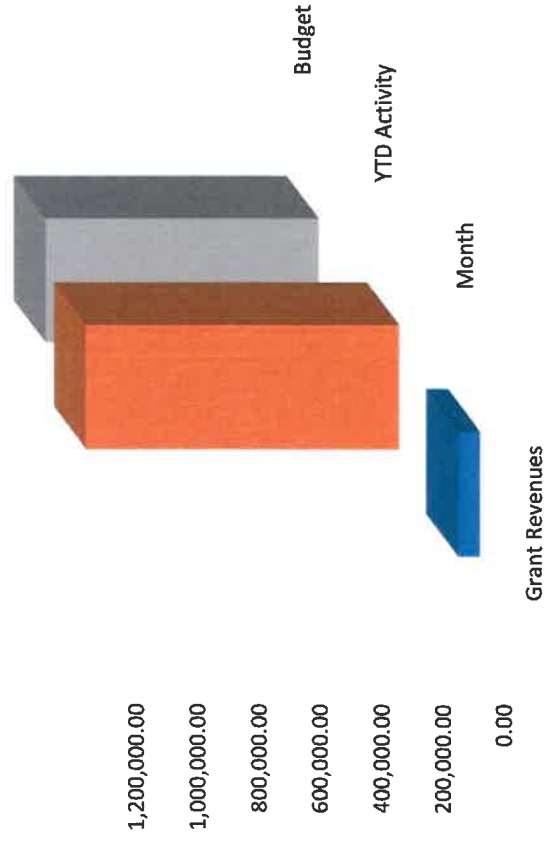


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
28-Feb-23**

EXTERNAL GRANT PROGRAMS

	Feb-23	2022-23	2022-23	%
Program	Monthly Activity	FYTD Activity	Original Budget	YTD
Grant Revenues	<u>70,644.42</u>	<u>1,022,373.34</u>	<u>891,617.00</u>	<u>114.7%</u>

EXTERNAL GRANT REVENUE



GROSS PAYROLL

February 2023 \$ 1,663,647.86

TOTAL SALARY	:	1,663,647.86
TOTAL DEDUCTIONS	:	579,293.97
TOTAL EMPLOYEES	:	330

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

INTERIM PAYROLL LIABILITIES

February 2023 \$ 558,604.03

2/15/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300583	SASED EDUCATION ASSOCIATION	2/15/2023	\$3,258.13	
222300584	SASED SUPPORT STAFF ASSOCIATION	2/15/2023	\$1,144.63	
		2 ACH Check(s) For a Total of		\$4,402.76
102321	STATE DISBURSEMENT UNIT	2/15/2023	\$172.26	
102322	STATE DISBURSEMENT UNIT	2/15/2023	\$380.00	
		2 Computer Check(s) For a Total of		\$552.26
202200256	ILLINOIS DEPT OF REVENUE	2/15/2023	\$33,359.05	
202200259	TEACHERS RETIREMENT (2.2%)	2/15/2023	\$2,693.66	
202200260	TEACHERS RETIREMENT SYSTEM	2/15/2023	\$41,798.46	
202200261	THIS (TRS HEALTH) FUND	2/15/2023	\$7,291.48	
202200262	MB FINANCIAL (FEDERAL)	2/15/2023	\$61,968.86	
202200263	MB FINANCIAL BANK (FICA-E)	2/15/2023	\$32,277.03	
202200264	MB FINANCIAL BANK (FICA-W)	2/15/2023	\$32,277.03	
202200265	THE OMNI GROUP	2/15/2023	\$1,423.00	
202200266	CUNA MUTUAL GROUP	2/15/2023	\$23,815.94	
202200267	TEACHERS RETIREMENT SYSTEM SSP	2/15/2023	\$1,030.00	
		10 Wire Transfer Check(s) For a Total of		\$237,934.51
		2 ACH Checks For a Total of		\$4,402.76
		2 Computer Checks For a Total of		\$552.26
		Total for 14 Manual, Wire Tran, ACH & Computer Checks		\$242,889.53
		Net Amount		\$242,889.53
10	EDUCATION FUND			\$242,889.53

2/28/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300653	SASED EDUCATION ASSOCIATION	2/28/2023	\$3,258.13	
222300654	SASED SUPPORT STAFF ASSOCIATION	2/28/2023	\$1,144.63	
		2 ACH Check(s) For a Total of		\$4,402.76
102402	STATE DISBURSEMENT UNIT	2/28/2023	\$172.26	
102403	STATE DISBURSEMENT UNIT	2/28/2023	\$380.00	
102404	UNITED WAY OF NAPERVILLE	2/28/2023	\$20.00	
		3 Computer Check(s) For a Total of		\$572.26
202200257	IMRF (EMPLOYEES CONT)	2/15/2023	\$18,491.20	
202200258	IMRF (EMPLOYERS CONT)	2/15/2023	\$17,188.05	
202200268	ILLINOIS DEPT OF REVENUE	2/28/2023	\$33,111.45	
202200269	IMRF (EMPLOYEES CONT)	2/28/2023	\$18,445.01	
202200270	IMRF (EMPLOYERS CONT)	2/28/2023	\$17,139.08	
202200271	TEACHERS RETIREMENT (2.2%)	2/28/2023	\$2,711.54	
202200272	TEACHERS RETIREMENT SYSTEM	2/28/2023	\$42,075.79	
202200273	THIS (TRS HEALTH) FUND	2/28/2023	\$7,339.89	
202200274	MB FINANCIAL (FEDERAL)	2/28/2023	\$61,110.55	
202200275	MB FINANCIAL BANK (FICA-E)	2/28/2023	\$31,893.84	
202200276	MB FINANCIAL BANK (FICA-W)	2/28/2023	\$31,893.84	
202200277	THE OMNI GROUP	2/28/2023	\$1,423.00	
202200278	CUNA MUTUAL GROUP	2/28/2023	\$23,810.88	
202200279	TEACHERS RETIREMENT SYSTEM SSP	2/28/2023	\$1,030.00	
202200280	ILLINOIS DEPT OF REVENUE	2/28/2023	\$12.58	
202200281	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	2/28/2023	\$404.12	
202200282	TEACHERS RETIREMENT (FED)	2/28/2023	\$2,658.66	
		17 Wire Transfer Check(s) For a Total of		\$310,739.48
		2 ACH Checks For a Total of		\$4,402.76
		3 Computer Checks For a Total of		\$572.26
		Total for 22 Manual, Wire Tran, ACH & Computer Checks		\$315,714.50
		Net Amount		\$315,714.50
10	EDUCATION FUND			\$315,714.50

BILLS PAYABLE LIST – GRANTS

March 22, 2023 \$ 11,895.97

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
03/23/2023	102424	COMMUNITY SCHOOL DIS	FY23 STEP Grant - Wheaton Transition	3,120.13
03/23/2023	102425	BROWN, BRIDGET	Contract for Services	300.00
03/23/2023	102426	CAMERON PRINTING	100+ Ways to Adapt	700.00
03/23/2023	102427	INCLUSIVE SCHOOLING	Contract for Services	5,000.00
03/23/2023	102428	SIMPLE MACHINES MARK	Website Support	82.50
			Totals for checks	9,202.63

BILLS PAYABLE LIST – SASED PROGRAMS

March 23, 2023 \$ 717,044.60

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/23/2023	102429	WINFIELD SCHOOL DIST	SASED Student Lunches January 2023	277.83
03/23/2023	102430	2XL POWERLIFTING LLC	Adapted PE Classes - 14 sessions March 2023	1,512.00
03/23/2023	102431	ADVOCATE OCCUPATIONA	Jameson Marchese/Jessica Wilkinson	262.00
03/23/2023	102432	ALL PLUMBING AND SEW	Toilets Repaired (4)	480.00
03/23/2023	102433	AMERICANEAGLE.COM, I	Shared Hosting & Maintenance	225.00
03/23/2023	102434	ASHLAUR CONSTRUCTION	Project No: 11 January 2023	20,903.06
03/23/2023	102435	BELL, MONIQUE	Mileage Reimbursement 2/22/23	4.32
03/23/2023	102436	BERWYN GARAGE	MN02 2019 Freightliner Thomas Vehicle Inspection	585.70
03/23/2023	102436	BERWYN GARAGE	MN03 2019 Freightliner Thomas Repairs and Inspection	971.68
03/23/2023	102437	CDW GOVERNMENT	HP Color LaserJet Enterprise M555dn - printer - color - laser	911.09
03/23/2023	102438	CINTAS FIRE PROTECTI	46126 REPAIRS	2,926.00
03/23/2023	102439	COCHLEAR AMERICAS	Cochlear 2.10.23	300.00
03/23/2023	102440	COKER SERVICE INC.	Repair/Replace parts	300.00
03/23/2023	102441	COMMUNITY PARTNERS	2023 Spring Institute (March 3, 2023) Presenter Payment -Robyn Raegan	4,000.00
03/23/2023	102442	CURALINC,LLC	Employee Assistance Program April, May, June 2023	2,007.60
03/23/2023	102443	CURRICULUM ASSOCIATE	Curriculum	206.48
03/23/2023	102444	DREYER HIGHLAND	Susan Cuomo	140.00
03/23/2023	102445	E3 DIAGNOSTICS	VRA repair	573.50
03/23/2023	102446	EDU HEALTHCARE, LLC	2/6/23 to 2/10/23	3,093.75
03/23/2023	102446	EDU HEALTHCARE, LLC	02/21/23 to 02/24/23	2,463.75
03/23/2023	102447	ENGLER CALLAWAY BAAS	General School Law January 2023	2,500.00
03/23/2023	102447	ENGLER CALLAWAY BAAS	Professional Development January 2023	2,386.50
03/23/2023	102448	EVERYDAY SPEECH LLC	Everyday Speech SLP subscriptions	4,058.85
03/23/2023	102451	FOXHIRE, LLC	Samantha Avgerinos Week Ending 2/10/23	2,756.50
03/23/2023	102451	FOXHIRE, LLC	Casey Smith Week Ending 2/10/23	2,242.50
03/23/2023	102451	FOXHIRE, LLC	Kimberly Cossmann Week Ending 2/10/23	1,749.38
03/23/2023	102451	FOXHIRE, LLC	Tracie Glumac Week Ending 2/10/23	1,185.00
03/23/2023	102451	FOXHIRE, LLC	Neha Sharma Week Ending 2/10/23	3,084.38
03/23/2023	102451	FOXHIRE, LLC	Emily Malone Week Ending 2/10/23	2,208.25
03/23/2023	102451	FOXHIRE, LLC	Maricela Abergo Week Ending 2/10/23	2,915.63
03/23/2023	102451	FOXHIRE, LLC	Beth Kern Week Ending 2/10/23	3,000.00
03/23/2023	102451	FOXHIRE, LLC	Neha Sharma Week Ending 2/17/23	3,084.38
03/23/2023	102451	FOXHIRE, LLC	Maricela Abrego Week Ending 2/17/23	2,915.63
03/23/2023	102451	FOXHIRE, LLC	Tracie Glumac Week Ending	2,370.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			2/17/23	
03/23/2023	102451	FOXHIRE, LLC	Beth Kern Week Ending 2/17/23	3,000.00
03/23/2023	102451	FOXHIRE, LLC	Casey Smith Week Ending 2/17/23	2,803.13
03/23/2023	102451	FOXHIRE, LLC	Emily Malone Week Ending 2/17/23	2,737.50
03/23/2023	102451	FOXHIRE, LLC	Samantha Avgerinos Week Ending 2/17/23	2,775.00
03/23/2023	102451	FOXHIRE, LLC	Beth Kern Week Ending 3/3/23	2,760.00
03/23/2023	102451	FOXHIRE, LLC	Samantha Avgerinos Week Ending 3/3/23	1,992.08
03/23/2023	102451	FOXHIRE, LLC	Emily Malone Week Ending 3/3/23	2,731.66
03/23/2023	102451	FOXHIRE, LLC	Casey Smith Week Ending 3/3/23	2,769.49
03/23/2023	102451	FOXHIRE, LLC	Kimberly Cossmann Week Ending 3/3/23	1,788.25
03/23/2023	102451	FOXHIRE, LLC	Tracie Glumac Week Ending 3/3/23	2,370.00
03/23/2023	102451	FOXHIRE, LLC	Maricella Abrego Week Ending 3/3/23	2,915.63
03/23/2023	102451	FOXHIRE, LLC	Samantha Avgerinos Week Ending 2/24/23	2,158.58
03/23/2023	102451	FOXHIRE, LLC	Emily Malone Week Ending 2/24/23	2,202.41
03/23/2023	102451	FOXHIRE, LLC	Casey Smith Week Ending 2/24/23	2,242.50
03/23/2023	102451	FOXHIRE, LLC	Tracie Glumac Week Ending 2/24/23	2,093.50
03/23/2023	102451	FOXHIRE, LLC	Beth Kern Week Ending 2/24/23	2,400.00
03/23/2023	102451	FOXHIRE, LLC	Maricela Abrego Week Ending 2/24/23	2,332.50
03/23/2023	102451	FOXHIRE, LLC	Kimberly Cossmann Week Ending 2/24/23	1,030.19
03/23/2023	102452	HAND2MIND, INC	Curriculum quote	399.99
03/23/2023	102452	HAND2MIND, INC	Curriculum quote	39.99
03/23/2023	102452	HAND2MIND, INC	Sales Order S0000015961	49.98
03/23/2023	102452	HAND2MIND, INC	Sales Order:S0000015961	74.98
03/23/2023	102453	HEARTLAND ALLIANCE H	MN 1/17/23 to 1/30/23	496.25
03/23/2023	102453	HEARTLAND ALLIANCE H	DHH/Audiology January 2023	91.00
03/23/2023	102454	IASPA	Admin Academy Registration Fee - Julie Grohn	280.00
03/23/2023	102455	J. J. KELLER & ASSOC	Law Poster	110.88
03/23/2023	102456	JASON JOBB	Mileage Reimbursement 2/1/23 to 2/27/23	85.02
03/23/2023	102457	KETTERING, SHEILA	Social Work Trauma Training	480.00
03/23/2023	102458	LAUTERBACH & AMEN, L	Preparation of financial statement for year ending 6/30/22/Audit/qaccrual Adjustments	6,600.00
03/23/2023	102459	MACGILL DISCOUNT MED	Privacy Screens for Willowbrook HS Classroom	437.90
03/23/2023	102460	MAXIM HEALTHCARE SER	792679 306156 1/30/23 to 2/3/23	11,147.00
03/23/2023	102460	MAXIM HEALTHCARE SER	792679 306156 1/23/23 to 1/27/23	9,815.95

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/23/2023	102460	MAXIM HEALTHCARE SER	792679 306156	10,838.95
03/23/2023	102461	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 2/11/23	48,191.00
03/23/2023	102461	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 2/25/23	37,617.80
03/23/2023	102461	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 2/18/23	41,660.60
03/23/2023	102462	MCKINNEY, LAURA	Reimbursement - Registration Fee Handwriting Program	154.00
03/23/2023	102463	MEANINGFUL SPEECH LL	2023 Spring Institute (March 3, 2023) Presenter Payment - Alexandria Zachos	4,000.00
03/23/2023	102464	MICROSONIC INC.	JS	136.00
03/23/2023	102464	MICROSONIC INC.	MJ	78.00
03/23/2023	102464	MICROSONIC INC.	YS	108.00
03/23/2023	102464	MICROSONIC INC.	ZSB	126.00
03/23/2023	102465	NSSBO NORTHWEST SUBU	Registration for SELA's Virtual Lunch and learn Series 3/8/23 - Sheila White	15.00
03/23/2023	102466	OAKTREE PRODUCTS	50-Wax loop with magnet and brush -50 2-3.5 volt rechargeable battery orange 1- welsch allyn otoscope 1- replacement filter 1- replacement needled 1- IA series eartip kit Shipping 18.00	657.09
03/23/2023	102467	PHILLIP'S FLOWERS	Nicole Klein	89.95
03/23/2023	102468	PLANSOURCE	C7778 February 2023	2,766.96
03/23/2023	102468	PLANSOURCE	C7778 OE Renewal	3,000.00
03/23/2023	102469	PROCARE THERAPY	82888 Dates 2/13/23 to 2/17/23	11,532.25
03/23/2023	102469	PROCARE THERAPY	82888 Dates: 2/6/23 to 2/10/23	11,747.25
03/23/2023	102469	PROCARE THERAPY	82888 Dates: 2/6/23 to 2/9/23	1,612.50
03/23/2023	102469	PROCARE THERAPY	82888 Dates: 2/21/23 to 2/24/23	12,680.25
03/23/2023	102469	PROCARE THERAPY	82888 Dates: 1/30/23 to 2/3/23	14,397.25
03/23/2023	102470	PYRAMID EDUCATIONAL	Registration for PECS LEVEL 2 TRAINING -Jason Jobb	429.00
03/23/2023	102471	REDDY, CARLY	Reimbursement - Ventra	49.95
03/23/2023	102472	RETHINK AUTISM	Pilot Program - Curriculum	2,337.25
03/23/2023	102473	SOLIANT	33664 1/30/23 to 2/3/23	12,987.25
03/23/2023	102473	SOLIANT	1/23/23 to 1/27/23	20,710.25
03/23/2023	102473	SOLIANT	33664 Dates: 2/13/23 to 2/17/23	11,802.00
03/23/2023	102473	SOLIANT	33664 Dates: 1/23/23 to 1/27/23	2,100.00
03/23/2023	102473	SOLIANT	3664 Dates: 2/6/23 to 2/10/23	10,770.00
03/23/2023	102473	SOLIANT	33664 Dates: 2/6/23 to 2/10/23	4,921.50
03/23/2023	102473	SOLIANT	33664 Dates: 1/30/23 to 2/3/23	12,930.00
03/23/2023	102474	SONITROL CHICAGOLAND	Fire Security Services 3/1/23 to 5/31/23 - Southeast	633.00

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
03/23/2023	102475	SONOVA USA INC.	Roger 21 Receiver- 052-3469D02-V6 add shipping 19.99	813.54
03/23/2023	102475	SONOVA USA INC.	Microphone Order	11,384.46
03/23/2023	102475	SONOVA USA INC.	Audiology 2.10.23	3,035.69
03/23/2023	102475	SONOVA USA INC.	Audiology 2.10.23	8,674.20
03/23/2023	102475	SONOVA USA INC.	Phonak Order 2.10.23	813.54
03/23/2023	102475	SONOVA USA INC.	Audiology DHH Order	813.54
03/23/2023	102476	SUBURBAN DRIVE LINE	Safety Test TR01	40.00
03/23/2023	102476	SUBURBAN DRIVE LINE	Safety Test TR-04	40.00
03/23/2023	102477	TEAM SELECT HOME CAR	AE MN Homecare	3,111.00
03/23/2023	102478	THE STEPPING STONES	SASE1501 Dates: 2/5/23 to 2/18/23	33,113.25
03/23/2023	102479	TREE TOWNS IMAGING &	Laminating Film	5,612.00
03/23/2023	102480	UNITED SEATING & MOB	OT PT Treatment Table - Replacement	2,220.00
03/23/2023	102481	WESTONE	AI	125.16
Totals for checks				502,687.55

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
03/23/2023	222300668	KEENEYVILLE DISTRICT	SASED Student Lunch/Breakfast January 2023	560.25
03/23/2023	222300669	DUPAGE COUNTY SCHOOL	SASED Student Breakfast & Lunch January 2023	1,488.19
03/23/2023	222300670	SALT CREEK SCHOOL DI	SASED Student Breakfast and Lunches January 2023	667.77
03/23/2023	222300671	DOWNERS GROVE DISTRI	SASED Student Lunch January 2023	1,137.78
03/23/2023	222300672	MAERCKER DISTRICT #6	SASED Student Lunches - January 2023	502.74
03/23/2023	222300672	MAERCKER DISTRICT #6	SASED Student Lunch December 2023	396.90
03/23/2023	222300672	MAERCKER DISTRICT #6	SASED Student Lunches - November 2022	436.59
03/23/2023	222300672	MAERCKER DISTRICT #6	SASED Student Lunches - October 2022	564.48
03/23/2023	222300672	MAERCKER DISTRICT #6	SASED Student Lunches September 2022	577.71
03/23/2023	222300672	MAERCKER DISTRICT #6	SASED Student Lunches - August 2022	149.94
03/23/2023	222300672	MAERCKER DISTRICT #6	Shared Psychologist - K. Hughes	35,305.10
03/23/2023	222300673	CASS SCHOOL DISTRICT	SASED Student Lunches January 2023	608.58
03/23/2023	222300674	CENTER CASS DISTRICT	Sased student meals January/February 2023	640.50
03/23/2023	222300675	WOODRIDGE DISTRICT #	Fy23 MN Refund	44,355.00
03/23/2023	222300675	WOODRIDGE DISTRICT #	FY23 1:1 MA Refund	68,000.00
03/23/2023	222300676	2955, LLC	April 2023 Rent for 2900 Ogden Ave., Lisle, IL	48,234.12
03/23/2023	222300677	AHN, MAY	Mileage Reimbursement 2/1/23 to 2/28/23	192.30
03/23/2023	222300678	AL WARREN OIL CO., I	Delivery 3/2/23	340.87
03/23/2023	222300678	AL WARREN OIL CO., I	Delivery Date 2/23/23	481.51
03/23/2023	222300678	AL WARREN OIL CO., I	Delivery Date 2/16/23	375.48
03/23/2023	222300678	AL WARREN OIL CO., I	Delivery Date 3/9/23	399.77
03/23/2023	222300679	ALDRICH, DANA	Mileage Reimbursement 2/1/23 to 2/28/23	36.03
03/23/2023	222300680	ANDERSEN, VERONICA	Mileage Reimbursement 2/1/23 to 2/28/23	158.88
03/23/2023	222300681	ARIANO, EMILIA	Reimbursement - Money Math Worksheet	8.00
03/23/2023	222300681	ARIANO, EMILIA	Reimbursement - Grade 2 Reading workbook	29.68
03/23/2023	222300681	ARIANO, EMILIA	Reimbursement - Worbooks	15.96
03/23/2023	222300682	BERGFELD, BETH	Mileage Reimbursement 2/1/23 to 2/27/23	43.94
03/23/2023	222300683	BOLIN, BRIANNE	Mileage Reimbursement 12/2/22 to 1/30/23	386.45
03/23/2023	222300684	BOOTSMA, KRISTY	Mileage Reimbursement 2/1/23 to 2/28/23	91.01
03/23/2023	222300685	BRODERICK, MICHELLE	Reimbursement - Community Field Trip	62.44
03/23/2023	222300686	BRUSICH, WENDY	Reimbursement - Amazon Gift Card for purchase	13.70
03/23/2023	222300687	BUNGERT, TINA	Mileage Reimbursement 1/23/23	29.26

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			to 1/27/23	
03/23/2023	222300688	CAPIO, MICHELE	Mileage Reimbursement 1/9/23 to 2/28/23	133.75
03/23/2023	222300688	CAPIO, MICHELE	Reimbursement - snacks	37.57
03/23/2023	222300688	CAPIO, MICHELE	IAASE Conference Reimbursement	78.99
03/23/2023	222300688	CAPIO, MICHELE	Reimburse Mileage for Conference 2/22/23 to 2/24/23	237.11
03/23/2023	222300689	CARRASQUILLO, ELIZAB	Mileage Reimbursement 2/2/23 to 2/28/23	190.47
03/23/2023	222300690	CHAPLIN, KRISTINE	Mileage Reimbursement 2/1/23 to 2/28/23	216.98
03/23/2023	222300691	CIECKO, ASHLEY	Mileage Reimbursement 2/3/23 to 2/24/23	25.88
03/23/2023	222300692	COHLA, STEPHANIE	Mileage Reimbursement 2/1/23 to 2/28/23	129.66
03/23/2023	222300693	CORRAL, TARA	Mileage Reimbursement 1/9/23 to 2/27/23	198.40
03/23/2023	222300694	CREAGAN, HELEN	Mileage Reimbursement 2/1/23 to 2/28/23	113.05
03/23/2023	222300695	CUOMO, SUSAN	Mileage Reimbursement - 1/20/23 to 2/7/23	87.78
03/23/2023	222300695	CUOMO, SUSAN	Reimbursement - Parking	6.25
03/23/2023	222300696	DELEONARDIS, NICOLE	Mileage Reimbursement 2/6/23 to 2/21/23	21.62
03/23/2023	222300697	DORCHACK, MARIA	Mileage Reimbursement 2/1/23 to 2/27/23	143.71
03/23/2023	222300698	FORTUNA, CHRISTINA	Mileage Reimbursement 1/9/23 to 2/9/23	60.15
03/23/2023	222300699	GEBRE, AMY	Reimbursement Classroom Supplies/Instructional	113.62
03/23/2023	222300700	GENIN, SHERILYN	Mileage Reimbursement 1/10/23 to 2/22/23	86.88
03/23/2023	222300701	GRILL, MEGHAN	Mileage Reimbursement 1/3/23 to 1/30/23	73.84
03/23/2023	222300701	GRILL, MEGHAN	Mileage Reimbursement 2/1/23 to 2/28/23	79.55
03/23/2023	222300702	GROHN, JULIE	March 2023 Travel Allowance	400.00
03/23/2023	222300703	HOMAN, JULIA	Mileage Reimbursement 2/1/23 to 2/27/23	268.00
03/23/2023	222300704	LAYTON, MATTHEW	Program Admin Holiday Dinner	190.50
03/23/2023	222300704	LAYTON, MATTHEW	March 2023 Travel Allowance	400.00
03/23/2023	222300705	LOHRENZ, ASHLEY	Mileage Reimbursement 2/1/23 to 2/28/23	172.59
03/23/2023	222300706	LOONEY, KATHERINE	Mileage Reimbursement 2/7/23 to 2/24/23	54.74
03/23/2023	222300707	LOWE, SENGA	Reimbursement - Jimmy Johns	11.29
03/23/2023	222300708	MAGNUSON, LAURA	Reimbursement - Jewel/instructional materials and groceries	41.20
03/23/2023	222300709	MARTIN, CHRISTINE	March 2023 Travel Allowance	400.00
03/23/2023	222300710	MC CULLOUGH, LISA	Mileage Reimbursement 2/1/23 to 2/28/23	231.39
03/23/2023	222300711	MCGUFFIN, MELINDA	March 2023 Travel Allowance	400.00
03/23/2023	222300712	MCGUIRE, GRACE	Mileage Reimbursement 1/17/23 to 2/24/23	162.17

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
03/23/2023	222300713	MOROZ, KRISTYN	Mileage Reimbursement 2/6/23 to 2/28/23	206.33	
03/23/2023	222300714	MOY, CYNTHIA	Mileage Reimbursement 12/1/22 to 1/27/23	36.51	
03/23/2023	222300715	MOYNIHAN, LYNN	Mileage Reimbursement 2/1/23 to 2/2/8/23	199.23	
03/23/2023	222300716	MUELLER, KIMBERLY	Mileage Reimbursement 12/5/23 to 2/10/23	83.19	
03/23/2023	222300717	ONYSCHAK, AUDREY	Mileage Reimbursement 1/9/23 to 1/30/23	27.38	
03/23/2023	222300717	ONYSCHAK, AUDREY	Mileage Reimbursement 2/2/23 to 2/28/23	22.59	
03/23/2023	222300718	PETERSON, COLLEEN	Mileage Reimbursement 2/1/232 to 2/28/23	101.13	
03/23/2023	222300719	ROBERTS, RUTH	Mileage Reimbursement 2/1/23 to 2/28/23	153.33	
03/23/2023	222300720	ROBINSON, DONALD	Mileage Allowance - March 2023	400.00	
03/23/2023	222300721	SEYLER, NICOLE	Reimbursement - Dollar Tree	16.25	
03/23/2023	222300722	SHANAHAN, KERRY	Mileage Reimbursement 2/1/23 to 2/2/8/23	301.97	
03/23/2023	222300723	SMITH, CLAIRE	Mileage Reimbursement 2/1/23 to 2/27/23	342.33	
03/23/2023	222300724	STAMATELOPOULOS, KEL	Mileage Reimbursement 2/1/23 to 2/28/23	151.30	
03/23/2023	222300725	TATHAM, SARA	Mileage Reimbursement 1/12/23 to 2/28/23	195.13	
03/23/2023	222300726	URBAN, JESSICA	Mileage Reimbursement 1/4/23 to 2/2/8/23	143.64	
03/23/2023	222300727	VANCLEVE, CASSIDY	Mileage Reimbursemt 2/1/23 to 2/28/23	241.76	
03/23/2023	222300728	WARD, KRISTEN	Mileage Reimbursement 1/12/23 to 2/23/23	178.16	
03/23/2023	222300728	WARD, KRISTEN	Mileage Reimbursement for 2/13/23 Conference	31.44	
03/23/2023	222300729	WAWCZAK, ELIZABETH	Mileage Reimbursement 1/5/23 to 2/14/23	172.20	
03/23/2023	222300730	WHITE, SHEILA	Mileage Reimbursement 1/4/23 to 1/30/23	183.60	
03/23/2023	222300730	WHITE, SHEILA	Mileage Reimbursement 2/1/23 to 2/28/23	111.51	
Totals for checks				214,357.05	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	EDUCATION FUND	0.00	112,508.33	101,848.72	214,357.05
***	Fund Summary Totals ***	0.00	112,508.33	101,848.72	214,357.05

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

INTERIM CHECKS

February 2023 \$ 408,042.52

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
02/01/2023	102306	GERBER COLLISION AND	2020 Ford Transit Repairs	6,610.07
02/02/2023	102307	ALLIED BENEFIT SYSTE	A06120 February 2023	299.00
02/02/2023	102307	ALLIED BENEFIT SYSTE	A06120 January 2023	793.25
02/02/2023	102308	HEALTH CARE SERVICE	6573182296 January 2023	319,446.24
02/02/2023	102309	KONICA MINOLTA BUSIN	Coverage Period: 1/22/23 to 2/21/23	1,258.00
02/02/2023	102310	NET56	February 2023	23,062.18
02/02/2023	102310	NET56	Internet Access/Connectivity February 2023	3,906.35
02/02/2023	102310	NET56	Comodo SSL Certificate	29.85
02/02/2023	102310	NET56	Licenses-jamf Pro iOS November 2022 usage	122.40
02/02/2023	102310	NET56	Licenses-jamf Pro iOS December 2022 usage	200.60
02/02/2023	102311	T-MOBILE	979924297 12/21/22 to 1/20/23	411.60
02/02/2023	102311	T-MOBILE	976288363 12/21/22 to 1/20/23	606.40
02/02/2023	102312	UNIVERSAL PREMIUM	SN814 1/16/23 to 1/31/23	426.94
02/02/2023	102313	VERIZON WIRELESS	4803356060-00001 Dec 20 to Jan 19	84.71
02/02/2023	102313	VERIZON WIRELESS	380335400-00001 Dec 20 to Jan 19	849.08
02/02/2023	102314	WEISS SNOW REMOVAL,	Snow Removal 1/22/23 to 1/28/23	3,191.45
02/10/2023	102315	AMERICAN HERITAGE LI	W6508	1,170.82
02/10/2023	102316	CONSTELLATION NEW EN	1629898 Service Period: 12/27/22 to 1/26/23	3,650.42
02/10/2023	102317	GUARDIAN - ALTERNATE	00519548 January 2023	2,357.45
02/10/2023	102318	IAER VISION CONFEREN	IAER Copnference Feb 23-24, 2023 Amy Gebre	3,955.00
02/10/2023	102319	KONICA MINOLTA PREMI	Contract 500-0601077-000 12/22/23 to 1/22/23 and 1/22/23 to 2/22/23	4,550.00
02/10/2023	102320	WEISS SNOW REMOVAL,	Snow Removal 1/29/23 to 1/30/23	1,157.80
Totals for checks				378,139.61

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
02/17/2023	102393	CITI CARDS	7484 Billing Period: 1/10/23 to 2/8/23	600.81
02/17/2023	102394	GOURMET GORILLA	January 2023/Transition	2,223.60
02/17/2023	102394	GOURMET GORILLA	January 2023 Southeast	7,872.75
02/17/2023	102394	GOURMET GORILLA	January 2023 - CREDIT	-2,750.54
02/17/2023	102395	HINCKLEY SPRINGS	598892513251043 Rental/Products	145.39
02/17/2023	102396	IASBO	Facilities Professional Membership/Lawrence McCarthy Jr.	399.00
02/17/2023	102397	METLIFE	5398919 Dental Vision February 2023	17,831.27
02/17/2023	102398	ORKIN EXTERMINATING	Service Date 2/16/23	82.94
02/17/2023	102399	UNIVERSAL PREMIUM	SN814	285.20
02/17/2023	102400	VANGUARD ENERGY SERV	400641 Service Period 1/1/23 to 1/31/23	2,588.42
02/17/2023	102401	WEISS SNOW REMOVAL,	2/10/23 Salt	291.95
			Totals for checks	29,570.79

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
02/02/2023	222300578 CIECKO, ASHLEY	Reimbursement - Therapy	45.33
		Consumables/Group Materials	
02/02/2023	222300579 KAUFMANN, COLETTE	Reimbursement - Bowling	38.50
		1/25/23	
02/02/2023	222300580 LOONEY, KATHERINE	Reimbursement - Therapy	45.35
		Consumable Goods	
02/02/2023	222300581 SOBERON, SAMANTHA	Reimbursement - Group	23.12
		Materials/Peer Buddies	
02/10/2023	222300582 DAHL, LAURA	Reimbursement - Cooking	16.85
		Supplies	
02/10/2023	222300582 DAHL, LAURA	Reimbursement - Supplies for	45.75
		Cooking w/peer buddies	
		Totals for checks	214.90

CHECK		CHECK	INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
02/17/2023	222300652	GEBRE, AMY	Reimbursement - COSTCO Snack Cart	117.22
Totals for checks				117.22

Operational Services

Fund Balances

The Executive Director or designee shall maintain fund balances sufficient for use during the entire course of each fiscal year. Fund balances combined with revenues shall provide funding for payroll and benefits disbursements, programs and services costs and all vendor obligations, without incurring extra fees or penalties. The extent of fund balances shall include contingency allowances for unforeseen events, disruptions of revenue sources, or substantially unexpected expenses. It is understood that, during audits or other external assessments, fund balances are evaluated for sufficiency. The Executive Director or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

SASED seeks to maintain a year-end fund balance to revenue ratio of no less than 20 percent of a year of budgeted expenditures.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

General Personnel

Exhibit - Resolution to Prohibit Sexual Harassment

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 1-5 of the State Officials and Employees Ethics Act (5 ILCS 430/1-5) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act (5 ILCS 430/5-65, added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official;

THEREFORE, BE IT RESOLVED, by the Board of Directors of SASED, DuPage County, Illinois, as follows:

Section 1: The Board adopts Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, attached as Exhibit A, which collectively contain the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, *Ethics and Gift Ban*, and 5:20, *Workplace Harassment Prohibited*, adopted by the Board are superseded by this Resolution.

Adopted this ____ day of _____, 20 ____.

Attested by: _____, Board Chairperson

Attested by: _____, Board Secretary

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: March 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

Christine Martin
Name
2900 Ogden Ave.
Address
Lisle, IL 60532

630/778-4500
Telephone

630/778-4500
Telephone

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: March 22, 2023

Amendment No. 4 to Master Service Agreement

Net56, Inc. ("Net56") and The School Association for Special Education in DuPage County (hereinafter "Customer") (together, the "parties") hereby amend the Master Service Agreement entered into January 30, 2020 ("Agreement") as follows:

1. The Agreement is scheduled to commence 7/1/2023 and terminate 6/30/2024.
2. The Monthly fee for these services will be:

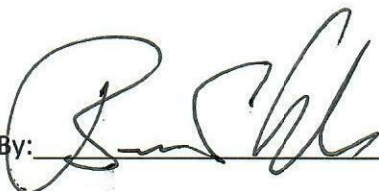
Managed Internal Broadband Services			
Net56 E-Rate Eligible Services: Please note: • <i>Customer is responsible for hardware and licensing.</i> <i>This price is for service only.</i> • <i>The E-Rate Discount amount is 80% is based</i>	Applicable	E-Rate Eligible	
Installation and Configuration	N/A	N/A	N/A
Shipping (if applicable)	N/A	N/A	N/A
Freight Assurance Fees (if applicable)	N/A	N/A	N/A
Surcharges and Contingency Fees (if applicable)	N/A	N/A	N/A
Basic Maintenance and Configuration of the Item(s): • 25 Switches • 32 Access Points • 5 misc. Items	Yes	Yes	2,012.50
24x7 enterprise network monitoring of LAN/WAN	Yes	Yes	500.00
Total Monthly Cost / Approx. Net Cost with 80% E-Rate Discount			\$2,512.50

3. Except as modified herein, all the terms of the Master Service Agreement shall remain in full force and effect and are in all respects hereby ratified and affirmed.

In Witness Whereof, the Parties hereto have each caused this Amendment No. 4 to the Master Service Agreement to be executed by their authorized representative, effective 7/1/2023.

Net56, Inc.
21805 W Field Pkwy, Ste 125
Deer Park, IL 60010

School Association for Special Education in
DuPage County (SASED)
2900 Ogden Avenue
Lisle, IL 60532

By: 

Bruce Koch
Name (printed)

CEO / President
Title

3/20/23
Date

By: _____

Dr. Melinda McGuffin
Name (printed)

Executive Director
Title

Date



January 24, 2023

Joan Burger
School Association for Special Education in DU Page County
2900 Ogden Avenue
Lisle, IL 60532

Group Plan Number: 00519548

RE: Terminal Claim Processing

Dear Valued Guardian Customer:

As requested, effective January 1, 2023 your ASO Dental plan with Guardian will terminate. Below are three options that we offer during the terminal run-out period. Please understand that if the agreement is not signed and returned within 30 days, claims will be permanently locked out and returned to you.

1. EOB Option:

Upon termination, Guardian will adjudicate claims incurred prior to the termination date as EOB Only (Explanation of Benefits). Guardian will provide you with an EOB each time a claim is adjudicated, and it will be the responsibility of the policyholder to issue the benefit check to the appropriate payee as indicated on the EOB. The EOB will reflect the payee, dollar amount and employee information. This service will continue for 24 months after termination. The one-time fee for this service is 50% of your per head fee while the plan was active with Guardian; this fee is \$4.04.

Total terminal fee due: $\$2.02 \times 258$ (number of lives) = \$521.16

2. 3-Month Checkwriting Option:

Guardian will continue to produce benefit checks on a daily basis using Guardian supplied check stock and invoice the policyholder for the total amount identified as your liability.

There is a one-time fee for this service.

Total terminal fee due: $\$4.04 \times 1.5 = \6.06×258 (number of lives) = \$1,563.48

3. 6-Month Checkwriting Option:

Guardian will continue to produce benefit checks on a daily basis using Guardian supplied check stock and invoice the policyholder for the total amount identified as your liability.

There is a one-time fee for this service.

Total terminal fee due: $\$4.04 \times 2 = \8.08×258 (number of lives) = \$2,084.64

The following is applicable for both checkwriting options:

*Policyholder is responsible for remittance of payment for all claims and fees invoiced by the due dates specified on each statement.



*Failure to pay the claims and fees invoiced by the due dates specified will result in the termination of this agreement.

*All other terms and conditions of your Group Plan not specifically changed by the terms of this agreement, set forth above, remain in full force and effect.

*After the checkwriting service is completed, the standard Explanation of Benefit (EOB) option will apply **(no additional fees)** and continue for the remainder of the terminal run-out period.

We recommend that you encourage employees to submit outstanding claims as soon as possible. As a reminder, please return this completed agreement upon signing, as claims will remain on hold until the signed agreement is received by Guardian. Return to CSD_altfund@glic.com or fax to 610-807-2921.

We have read the above agreement and have elected option:

1: _____ (EOB)

2: _____ (3-Month Checkwriting Fee for the period of 1/1/23 - 3/31/23)

3: X _____ (6-Month Checkwriting Fee for the period of 1/1/23 - 6/30/23)

If option 1 was elected, Guardian will adjudicate claims and distribute (EOB's) to the policyholder for up to 24 months after termination, for claims incurred prior to the termination of your coverage.

If option 2 or 3 was elected, Guardian will adjudicate claims and distribute checks to the appropriate providers / payees. Once the checkwriting is completed, claims will continue to be adjudicated, however EOB's (Explanation of Benefits) will be provided, and the policyholder will be responsible for issuing of checks.

In Witness whereof, the parties have executed this agreement as of the date above written.

School Association for Special Education in DU Page County

By: M. McJiff

Title: Executive Director

Date: 1/30/2023

GUARDIAN LIFE INSURANCE COMPANY

By: Emily Digitally signed by Emily Retzlaff,

Title: Retzlaff, Team Leader

Date: Team Leader Date: 2023.02.23 07:31:05 -06'00'

Should you have any questions, please contact your Account Control Analyst at 800-732-8242.

Sincerely,

Jennifer Williams

Self Insured Plan Administration (SIPA)

CERTIFICATE OF SUBSTANTIAL COMPLETION

AIA DOCUMENT G704

OWNER
ARCHITECT
CONTRACTOR
FIELD
OTHER

PROJECT: 2022 Maintenance Work at Southeast
(Name and address) Alternative School

PROJECT NO.: 21142

CONTRACT FOR: General Work

CONTRACT DATE: April 20, 2022

TO OWNER: School Association for Special Education
(Name and address) in DuPage County (SASED)
2900 Ogden Avenue
Lisle, Illinois 60532

TO CONTRACTOR: Ashlaur Construction Company,
(Name and address) Inc.
1595 Valencia Court
Calumet, Illinois 60803

DATE OF ISSUANCE: February 17, 2023

PROJECT OR DESIGNATED PORTION SHALL INCLUDE:

Entire Project

The Work performed under this Contract has been reviewed and found, to the Architect's best knowledge, information and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion thereof designated above is hereby established as

August 12, 2022

which is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

A list of items to be completed or corrected is attached hereto. The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents.

ARCON Associates, Inc.
ARCHITECT

BY 

February 20, 2023
DATE

The contractor will complete or correct the Work on the list of items attached hereto within 3 weeks from the above date of Substantial Completion.

Ashlaur Construction Company, Inc.
CONTRACTOR

BY 

February 17, 2023
DATE

The owner accepts the Work or designated portion thereof as substantially complete and will assume full possession thereof at (time) on (date).

School Association for Special Education
in DuPage County (SASED)
OWNER

BY _____

DATE _____

The responsibilities of the Owner and the Contractor for security, maintenance, heat, utilities, damage to the Work and insurance shall be as follows:
(Note - Owner's and Contractor's legal and insurance counsel should determine and review insurance requirements and coverage.)

The warranty period for all punch list items shall begin on the date final payment is approved by the Board of Education.

DOCUMENT SUMMARY SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER/CLIENT:
 School Association of Special Education in Dupage County (SASED)
 2900 Ogden Avenue
 Lisle, Illinois 60532

PROJECT:
 Maintenance Work at SASED
 6S331 Cornwell Rd
 Naperville, Illinois 60540

FROM CONTRACTOR:
 Ashlaur Construction
 1595 Valencia Court
 Calumet City, Illinois 60409

VIA ARCHITECT/ENGINEER:
 VP Trinh (ARCON Associates)
 2050 S. Finley Road, Suite 40
 Lombard, Illinois 60148

CONTRACT FOR: 2022 Maintenance Work at Southeast Alternative School

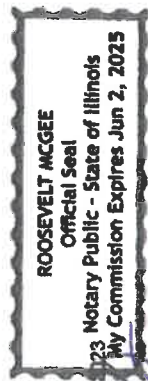
APPLICATION NO: 3
INVOICE NO: 3
PERIOD: 01/01/23 - 01/31/23
PROJECT NO: 011
CONTRACT DATE:

The undersigned certifies that to the best of the Contractor's knowledge, information and belief, the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work which previous Certificates for payment were issued and payments received from the Owner/Client, and that current payments shown herein is now due.

CONTRACTOR: Ashlaur Construction

By: Beth Jones **Date:** February 9, 2023

State of: Illinois
 County of: Cook
 Subscribed and sworn to before me this 9th day of February 2023
 Notary Public: Annallynn
 My commission expires: 06/02/2025



1. Original Contract Sum \$188,000.00
2. Net change by change orders \$(1,644.54)
3. Contract Sum to date (Line 1 ± 2) \$186,355.46
4. Total completed and stored to date (Column G on detail sheet) \$186,355.46
5. Retainage:
 - a. 0.00% of completed work \$0.00
 - b. 0.00% of stored material \$0.00
6. Total retainage (Line 5a + 5b or total in column I of detail sheet) \$0.00
7. Total earned less retainage (Line 4 less Line 5 Total) \$186,355.46
8. Less previous certificates for payment (Line 6 from prior certificate) \$165,452.40
9. Current payment due: \$20,903.06
- Balance to finish, including retainage (Line 3 less Line 6) \$0.00

ARCHITECT/ENGINEER'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect/Engineer certifies to the Owner/Client that to the best of the Architect's/Engineer's knowledge, information and belief that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$20,903.06
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to confirm the amount certified.)

ARCHITECT/ENGINEER:

By: [Signature] **Date:** February 20, 2023

This certificate is not negotiable. The amount certified is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to the rights of the Owner/Client or Contractor under this Contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner/Client:	\$11,500.00	\$(11,500.00)
Total approved this month:	\$1,855.46	\$(3,500.00)
Totals:	\$13,355.46	\$(15,000.00)
Net change by change orders:	\$1,644.54	

Document SUMMARY SHEET, APPLICATION AND CERTIFICATE FOR PAYMENT, containing

Contractor's signed Certification is attached.

Use Column I on Contracts where variable retainage for line items apply.

APPLICATION NUMBER: 3

APPLICATION DATE: 2/6/2023

PERIOD: 01/01/23 - 01/31/23

Contract Lines

A ITEM NO.	B BUDGET CODE	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
				FROM PREVIOUS APPLICATION (D + E)						
1	1-01.O Insurance.Other	Insurance	\$1,586.00	\$1,586.00	\$0.00	\$0.00	\$0.00	\$1,586.00	\$0.00	\$0.00
2	1-02.O Bonds.Other	Bonds	\$3,163.00	\$3,163.00	\$0.00	\$0.00	\$0.00	\$3,163.00	\$0.00	\$0.00
3	1-03.O Supervision.Other	Supervision	\$10,944.00	\$10,944.00	\$0.00	\$0.00	\$0.00	\$10,944.00	\$0.00	\$0.00
4	1-05-01.O Self Perform Labor.Other	Self Perform Labor	\$4,940.00	\$4,940.00	\$0.00	\$0.00	\$0.00	\$4,940.00	\$0.00	\$0.00
5	1-21.OC Allowance No. 1 and 2: Construction Contingency and Alternate 2 Allowance	Allowances	\$15,000.00	\$11,500.00	\$3,500.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$0.00
6	1-45-23.O Testing and Inspecting Services.Other	Testing and Inspecting Services	\$6,760.00	\$6,760.00	\$0.00	\$0.00	\$0.00	\$6,760.00	\$0.00	\$0.00
7	1-78-29.O As-Built Drawings	Site Surveying	\$3,500.00	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	\$0.00
8	1-99.O General Overhead and Profit.Other	General Overhead and Profit	\$9,041.00	\$9,041.00	\$0.00	\$0.00	\$0.00	\$9,041.00	\$0.00	\$0.00
9	3-30.S Cast-in-Place Concrete.Commitment	Cast-in-Place Concrete	\$90,000.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$90,000.00	\$0.00	\$0.00
10	6-20.S Finish Carpentry.Commitment	Finish Carpentry	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00
11	8-10.S Doors and Frames.Commitment	Doors and Frames	\$5,315.00	\$0.00	\$5,315.00	\$0.00	\$0.00	\$5,315.00	\$0.00	\$0.00
12	9-87.S Epoxy Flooring	Fluid-Applied Flooring	\$9,200.00	\$9,200.00	\$0.00	\$0.00	\$0.00	\$9,200.00	\$0.00	\$0.00
13	22.S Plumbing.Commitment	Plumbing	\$6,000.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$6,000.00	\$0.00	\$0.00
14	23.S Heating, Ventilating, and Air Conditioning (HVAC).Commitment	Heating, Ventilating, and Air Conditioning (HVAC)	\$2,750.00	\$2,750.00	\$0.00	\$0.00	\$0.00	\$2,750.00	\$0.00	\$0.00
15	26-50.S Electrical	Lighting	\$6,001.00	\$6,001.00	\$0.00	\$0.00	\$0.00	\$6,001.00	\$0.00	\$0.00
16	1-99.O General Overhead and Profit.Other	General Conditions	\$7,800.00	\$7,800.00	\$0.00	\$0.00	\$0.00	\$7,800.00	\$0.00	\$0.00
TOTALS:			\$188,000.00	\$179,185.00	\$8,815.00	\$0.00	\$0.00	\$188,000.00	\$0.00	\$0.00

Change Orders											
A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE		
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD							
17	PCCO#001										
17.1	PCCO#001										
17.1.1	6-20.S Finish Carpentry,Commitment	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	100.00%	\$0.00	\$0.00	
18	PCCO#002										
18.1	PCCO#002										
18.1.1	3-30.S Cast-in-Place Concrete,Commitment	\$6,500.00	\$6,500.00	\$0.00	\$0.00	\$0.00	\$6,500.00	100.00%	\$0.00	\$0.00	
19	PCCO#003										
19.1	PCCO#003										
19.1.1	3-30.S Cast-in-Place Concrete,Commitment	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	100.00%	\$0.00	\$0.00	
20	PCCO#005										
20.1	PCCO#005										
20.1.1	6-20.S Finish Carpentry,Commitment Snow Fence Installation	\$1,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	100.00%	\$0.00	\$0.00	
21	PCCO#006										
21.1	PCCO#007										
21.1.1	1-21.OC Allowance No. 1 and 2: Construction Contingency and Alternate 2 Allowance Owner Allowance Reduction	\$(11,500.00)	\$(11,500.00)	\$0.00	\$0.00	\$0.00	\$(11,500.00)	100.00%	\$0.00	\$0.00	
22	PCCO#007										
22.1	PCCO#008										
22.1.1	8-10.S Doors and Frames,Commitment Material	\$1,855.46	\$0.00	\$1,855.46	\$0.00	\$0.00	\$1,855.46	100.00%	\$0.00	\$0.00	
22.1.2	1-21.OC Allowance No. 1 and 2: Construction Contingency and Alternate 2 Allowance Final Allowance Deduct	\$(3,500.00)	\$0.00	\$(3,500.00)	\$0.00	\$0.00	\$(3,500.00)	100.00%	\$0.00	\$0.00	
	TOTALS:	\$(3,144.54)	\$(1,500.00)	\$(1,644.54)	\$0.00	\$0.00	\$(3,144.54)	100.00%	\$0.00	\$0.00	

Grand Totals											
A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE		
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD							
	GRAND TOTALS:	\$186,355.46	\$179,185.00	\$7,170.46	\$0.00	\$0.00	\$186,355.46	100.00%	\$0.00	\$0.00	

Project: 011 - Maintenance Work at SASED
 6S331 Cornwall Rd
 Naperville, Illinois 60540

Prime Contract Change Order #007: CE #009 - Additional Door Repairs | CE #010 - Final Owner Allowance Deduction

TO:	School Association of Special Education in Dupage County (SASED) 2900 Ogden Avenue Lisle, Illinois 60532	FROM:	Ashlaur Construction 1595 Valencia Court Calumet City, Illinois 60409
DATE CREATED:	2/06/2023	CREATED BY:	Brandon Jones (Ashlaur Construction)
CONTRACT STATUS:	Pending - In Review	REVISION:	0
DESIGNATED REVIEWER:		REVIEWED BY:	
DUE DATE:		REVIEW DATE:	
INVOICED DATE:		PAID DATE:	
SCHEDULE IMPACT:	0 days	EXECUTED:	No
REVISED SUBSTANTIAL COMPLETION DATE:		SIGNED CHANGE ORDER RECEIVED DATE:	
CONTRACT FOR:	21142:2022 Maintenance Work at Southeast Alternative School	TOTAL AMOUNT:	(\$1,644.54)

DESCRIPTION:
 CE #009 - Additional Door Repairs
 Additional work to be done on mobile classroom opening to accomodate new frame and door.

CE #010 - Final Owner Allowance Deduction
 Final Owner Allowance Reduction

ATTACHMENTS:

POTENTIAL CHANGE ORDERS IN THIS CHANGE ORDER:

PCO #	Title	Schedule Impact	Amount
008	CE #009 - Additional Door Repairs CE #010 - Final Owner Allowance Deduction	0 days	(\$1,644.54)
Total:			(\$1,644.54)

CHANGE ORDER LINE ITEMS:

PCO # 008: CE #009 - Additional Door Repairs | CE #010 - Final Owner Allowance Deduction

#	Budget Code	Description	Amount
1	8-10.S Doors and Frames,Commitment	Material	\$1,855.46
2	1-21.OC Allowance No. 1 and 2: Construction Contingency and Alternate 2 Allowance	Final Allowance Deduct	\$(3,500.00)
Subtotal:			\$(1,644.54)
OH&P (0.00% Applies to all line item types.):			\$0.00
Grand Total:			\$(1,644.54)

The original (Contract Sum)	\$188,000.00
Net change by previously authorized Change Orders	\$0.00
The contract sum prior to this Change Order was	\$188,000.00
The contract sum would be changed by this Change Order in the amount of	(\$1,644.54)
The new contract sum including this Change Order will be	\$186,355.46
The contract time will not be changed by this Change Order.	

VP Trinh (ARCON Associates)

2050 S. Finley Road, Suite 40
Lombard, Illinois 60148

**School Association of Special Education
in Dupage County (SASED)**

2900 Ogden Avenue
Lisle, Illinois 60532

Ashlaur Construction

1595 Valencia Court
Calumet City, Illinois 60409

SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

FINAL WAIVER OF LIEN

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by SCHOOL ASSOCIATION OF SPECIAL EDUCATION IN DUPAGE COUNTY
to furnish GENERAL CONTRACTING SERVICES
for the premises known as MAINTENANCE WORK AT SASED
of which SCHOOL ASSOCIATION OF SPECIAL EDUCATION IN DUPAGE COUNTY is the owner
THE undersigned, for and in consideration of TWENTY THOUSAND NINE HUNDRED THREE & 06/100
20,903.06 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es)
hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens,
with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery
furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor services, material,
fixtures, apparatus or machinery, herefore furnished or which maybe furnished at anytime hereafter by the undersigned for the above-described premises, INCLUDING EXTRAS.*
DATE January-31-2023 COMPANY NAME ASHLAUR CONSTRUCTION COMPANY, INC.
ADDRESS 509 E. 75TH STREET, CHICAGO, IL 60619

SIGNATURE AND TITLE

[Handwritten Signature]

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS
COUNTY OF COOK

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) ROOSEVELT MCGEE BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS (POSITION) CHIEF FINANCIAL OFFICER OF
(COMPANY NAME) ASHLAUR CONSTRUCTION COMPANY, INC.
CONTRACTOR FURNISHING GENERAL CONTRACTING SERVICES WORK ON THE BUILDING
LOCATED AT 6S331 CORNWALL RD NAPERVILLE, IL 60540
OWNED BY SCHOOL ASSOCIATION OF SPECIAL EDUCATION IN DUPAGE COUNTY

That the total amount of the contract including extras* is \$ 186,355.46 on which he or she has received payment of
165,452.40 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all
labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
ASHLAUR CONSTRUCTION COMPANY, INC.	GENERAL CONTRACTING SERVICES	\$ 49,234.00	42,989.00	6,245.00	-
ASHLAUR CONSTRUCTION COMPANY, INC.	FINISH CARPENTRY SERVICE	\$ 7,500.00	7,020.00	480.00	-
BANDWIDTH MANAGEMENT, INC.	ELECTRICAL	\$ 6,001.00	5,420.90	580.10	-
EDWARDS ENGINEERING, INC.	HVAC	\$ 2,750.00	2,612.50	137.50	-
BIRK PLUMBING, INC.	PLUMBING	\$ 6,000.00	5,520.00	480.00	-
CPMH CONSTRUCTION, INC.	CONCRETE	\$ 98,500.00	93,150.00	5,350.00	-
TNB DOORS, INC.	DOORS & FRAMES	\$ 7,170.46	-	7,170.46	-
CCI FLOORING	EPOXY FLOORING	\$ 9,200.00	8,740.00	460.00	-
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.		186,355.46	165,452.40	20,903.06	-

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE January-31-2023 SIGNATURE: X *[Handwritten Signature]*
SUBSCRIBED AND SWORN TO BEFORE ME THIS 31ST DAY OF JANUARY 2023

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

X *[Handwritten Signature]*
NOTARY PUBLIC





STATE OF ILLINOIS }
 COUNTY OF COOK } SS

FINAL WAIVER OF LIEN

Gty # _____
 Escrow # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Ashlaur Construction Company, Inc.
 to furnish Plumbing
 for the premises known as SASED 65331 Cornwall Road, Naperville, IL 60540
 of which SASED is the owner.

THE undersigned, for and in consideration of Four hundred eighty dollars and 00/100 (\$480.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which has been furnished at any point hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 12/31/2022 COMPANY NAME Birk Plumbing, Inc.
 ADDRESS 5717 W. 120th St., Alsip, IL 60803

SIGNATURE AND TITLE [Signature] **President**

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS }
 COUNTY OF COOK } SS

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) James W. Birk BEING DULY SWORN, DEPOSES
 AND SAYS THAT HE OR SHE IS (POSITION) President OF
 (COMPANY NAME) Birk Plumbing, Inc. WHO IS THE
 CONTRACTOR FURNISHING Plumbing WORK ON THE BUILDING
 LOCATED AT 65331 Cornwall Road, Naperville, IL 60540
 OWNED BY SASED

That the total amount of the contract including extras* is \$6,000.00 on which he or she has received payment of \$ 5,520.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
<u>Birk Plumbing, Inc. 5717 W. 120th Street Alsip, IL</u>	<u>Labor & Materials</u>	<u>\$6,000.00</u>	<u>\$5,520.00</u>	<u>\$480.00</u>	<u>\$0.00</u>
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		\$6,000.00	\$5,520.00	\$480.00	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon on in connection with said work other than above stated.

DATE 12/31/2022 SIGNATURE: [Signature] **President**

SUBSCRIBED AND SWORN TO BEFORE ME THIS 31st DAY OF December, 2022

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

OFFICIAL SEAL
 MAUREEN DEVRIES
 NOTARY PUBLIC, STATE OF ILLINOIS
 MY COMMISSION EXPIRES 12/31/2021
 Provided by Chicago Title Insurance Company

[Signature]
 NOTARY PUBLIC

FINAL WAIVER OF LIEN

STATE OF ILLINOIS | SS
County of COOK

Job Number: 10262
Draw Number: FINAL


Gty#
Loan#

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by ASHLAUR CONSTRUCTION to furnish
Electrical Work for the premises known as SASED
of which SASED is the owner. Project # ##

The undersigned, for and in consideration of Five Hundred Eighty and 10/100
(\$580.10) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive
and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect
to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished,
and on the moneys, funds or other considerations due or to become due from the owner, on account of labor, services, material, fixtures,
apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-
described premises.

Given under my hand and sealed this 3rd day of January, 2023

Signature and Seal: 
Sara Karr, President

NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS | SS
County of COOK

TO WHOM IT MAY CONCERN:

THE undersigned, being duly sworn, deposes and says that he/she is Sara Karr - President
of the Bandwidth Management, Inc. who is contractor for the Electrical Work
work on the building located at SASED, 6S331 Cornwall Rd, Naperville, IL 60540
owned by SASED

That the total amount of the contract including extras is \$6,001.00 on which he has received payment of \$5,420.90
prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal
or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or
both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the
construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to
complete said work according to plans and specifications.

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
<u>Bandwidth Management, Inc.</u>	<u>Electrical Work</u>	<u>\$6,001.00</u>	<u>\$5,420.90</u>	<u>\$580.10</u>	<u>\$0.00</u>
					<u>\$0.00</u>
					<u>\$0.00</u>
<u>All Materials taken from fully paid company</u>					<u>\$0.00</u>
<u>stock and delivered to the jobsite in our</u>					<u>\$0.00</u>
<u>own trucks. All labor paid in full.</u>					<u>\$0.00</u>
TOTAL LABOR AND MATERIAL TO COMPLETE		\$6,001.00	\$5,420.90	\$580.10	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor
or other work of any kind done or to be done upon or in connection with said work other than above stated.

Signed this 3rd day of January, 2023

Signature: 



Subscribed and sworn to before me this 3rd day of January, 2023

Signature: 

FINAL WAIVER OF LIEN


STATE OF Illinois }
 COUNTY OF Will } SS

Gty # _____
 Escrow # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Ashlaur Construction
 to furnish Resinous Flooring & Materials
 for the premises known as SASED 65331 Cornwall Road, Naperville, IL 60540
 of which SASED is the owner.

THE undersigned, for and in consideration of Four Hundred Sixty Dollars and No Cents
 (\$ 460.00) Dollars, and other good and valuable consideration, the receipt whereof is hereby acknowledged, do(es) hereby waive and release
 any and all lien or claim of, or right to, lien, under the State of Illinois relating to mechanics' liens, with respect to and on said above-described
 premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other
 considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery heretofore furnished
 or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS*.

DATE: January 2, 2023 COMPANY NAME: CCI Flooring, Inc
 ADDRESS: 941 Sak Dr, Crest Hill, IL 60403
 SIGNATURE AND TITLE:  Robert D Bauer, President

EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

CONTRACTOR'S AFFIDAVIT

STATE OF Illinois }
 COUNTY OF Will } SS

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Robert D Bauer BEING DULY SWORN, DEPOSES
 AND SAYS THAT HE OR SHE IS (POSITION) President OF
 (COMPANY NAME) CCI Flooring, Inc WHO IS THE
 CONTRACTOR FURNISHING Resinous Flooring & Materials WORK ON THE BUILDING
 LOCATED AT 65331 Cornwall Road, Naperville, IL 60540
 OWNED BY SASED

That the total amount of the contract including extras* is \$ 9,200.00 on which he or she has received payment of
\$8,740.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no
 claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor,
 or both, for said work and all parties having contracts or sub contractors for specific portions of said work or for material entering into the construction
 thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work
 according to plans and specifications:

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
CCI Flooring, Inc	Labor	\$8,520.00	\$8,060.00	\$460.00	\$0.00
BDC Equipment & Rental, Inc	Materials	\$680.00	\$680.00	\$0.00	\$0.00
Total Labor and Material Including Extras* to Complete		\$9,200.00	\$8,740.00	\$460.00	\$0.00

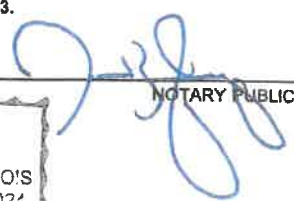
That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other
 work of any kind done or to be done upon or in connection with said work other than above stated.

DATE: January 2, 2023 SIGNATURE: 

Subscribed and sworn to before me this 23 day of January 2023.

EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

OFFICIAL SEAL
 JAMES BAGLEY
 NOTARY PUBLIC, STATE OF ILLINOIS
 My Commission Expires May 27 2024


 NOTARY PUBLIC

STATE OF ILLINOIS }
COUNTY OF COOK } SS

FINAL WAIVER OF LIEN

Gty # _____

Loan # _____

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by ASHLAUR CONSTRUCTION
to furnish HVAC
for the premises known as SOUTHWEST ALTERNATIVE SCHOOL
of which SASED is the owner.

THE undersigned, for and in consideration of TWO HUNDRED SEVENTY-FIVE 00/100
(\$ 275.00) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged do(es) hereby
waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' lien, with respect to and
on said above-described premises, and the Improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the
moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or
machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING
EXTRAS.*

DATE October 7, 2022 EDWARDS ENGINEERING, INC
1000 TOLUHY AVENUE, ELK GROVE VILLAGE, IL 60007

SIGNATURE AND TITLE *Dyan Camodeca* DYAN CAMODECA, CFO

*EXTRAS INCLUDED BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

STATE OF ILLINOIS }
COUNTY OF COOK } SS

CONTRACTOR'S AFFIDAVIT

TO WHOM IT MAY CONCERN:
THE UNDERSIGNED, (NAME) DYAN CAMODECA BEING DULY SWORN, DEPOSES
AND SAYS THAT HE OR SHE IS (POSITION) CHIEF FINANCIAL OFFICER OF
(COMPANY NAME) EDWARDS ENGINEERING, INC WHO IS THE
CONTRACTOR FURNISHING HVAC WORK ON THE BUILDING
LOCATED AT 6 SOUTH 331 CORNWALL ROAD
OWNED BY SASED

That the total amount of the contract (including extras* is \$2,750.00 on which he or she has received payment of
\$ 2,475.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that
there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties
who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work
or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all
labor and material required to complete said work according to plans and specifications.

NAMES AND ADDRESS	WHAT FOR	CONTRACT PRICE INCLUDING EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
EDWARDS ENGINEERING, INC.	HVAC	\$ 2,750.00	\$ 2,475.00	\$ 275.00	\$ -
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE		\$ 2,750.00	\$ 2,475.00	\$ 275.00	\$ -

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor
or other work of any kind done or to be done upon or in connection with said work other than above stated. Waiver is conditional upon payment being received.

DATE October 7, 2022 SIGNATURE *Dyan Camodeca* DYAN CAMODECA, CFO

SUBSCRIBED AND SWORN TO BEFORE ME THIS 7TH DAY OF OCTOBER, 2022

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

Theresa L Rubel
NOTARY PUBLIC





STATE OF ILLINOIS

COUNTY OF DuPage

FINAL WAIVER OF LIEN

Cty #

Escrow #

TO WHOM IT MAY CONCERN:

WHEREAS the undersigned has been employed by Ashlaur Construction. to furnish doors & frames for the premises known as 6s331 Cornwall Road, Naperville IL of which School Association of special education in DuPage County is the owner.

THE undersigned, for and in consideration of seven thousand one hundred seventy dollars & 46/100 (\$7170.46) Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of all labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described premises, INCLUDING EXTRAS.*

DATE 02/17/2023 COMPANY NAME TNB Doors Inc. ADDRESS 1525 E. 168th Street, South Holland IL

SIGNATURE AND TITLE Paul Paluch OWNER

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT

CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS

COUNTY OF DuPage

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED, (NAME) Paul Paluch BEING DULY SWORN, DEPOSES AND SAYS THAT HE OR SHE IS (POSITION) owner OF (COMPANY NAME) TNB Doors Inc. WHO IS THE CONTRACTOR FURNISHING doors & frames WORK ON THE BUILDING LOCATED AT 6s331 Cornwall Road, Naperville IL OWNED BY School Association of special education in DuPage County

That the total amount of the contract including extras* is \$7170.46 on which he or she has received payment of \$0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names and addresses of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications:

NAMES AND ADDRESSES	WHAT FOR	CONTRACT PRICE INCLDG EXTRAS*	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
TNB Doors Inc. 1525 E. 168 th Street, South Holland IL	Doors & Frames	\$7170.46	\$0.00	\$7170.46	\$0.00
TOTAL LABOR AND MATERIAL INCLUDING EXTRAS* TO COMPLETE.					

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

DATE 2/20/2023 SIGNATURE: Paul Paluch

SUBSCRIBED AND SWORN TO BEFORE ME THIS 20th DAY OF February, 2023

*EXTRAS INCLUDE BUT ARE NOT LIMITED TO CHANGE ORDERS, BOTH ORAL AND WRITTEN, TO THE CONTRACT.

F.3870 R5/96

Provided by Chicago Title Insurance Company

NOTARY PUBLIC OFFICIAL
Steve J Riley
NOTARY PUBLIC, STATE OF ILLINOIS
My Commission Expires Oct.23,2024

CHANGE ORDER

AIA DOCUMENT G701

OWNER []
 ARCHITECT []
 CONTRACTOR []
 FIELD []
 OTHER []

PROJECT: 2022 Maintenance Work
 (name, address) at Southeast Alternative School

CHANGE ORDER NUMBER: 01

DATE: February 17, 2023

TO (Contractor): Ashlaur Construction Company, Inc.
 1595 Valencia Court
 Calumet, Illinois 60803

ARCHITECT'S PROJECT NO: 21142

CONTRACT DATE: April 20, 2022

CONTRACT FOR: General Work

The Contract is changed as follows:

<u>Item No. 1:</u>	Drywall Ceiling in lieu of Drop Ceiling	ADD.	\$575.00
<u>Item No. 2:</u>	Additional Site Restoration	ADD.	\$7,475.00
<u>Item No. 3:</u>	Concrete Transitions	ADD.	\$2,300.00
<u>Item No. 4:</u>	Snow Fence Installation	ADD.	\$1,150.00
<u>Item No. 4:</u>	Door Repairs	ADD.	\$1,855.46
<u>Item No. 5:</u>	Allowance	CREDIT.	(\$15,000.00)

TOTAL CREDIT THIS CHANGE ORDER (\$1,644.54)

Not valid until signed by the Owner, Architect and Contractor.

The original (Contract Sum) (Guaranteed Maximum Cost) was	\$188,000.00
Net change by previously authorized Change Orders	\$0.00
The (Contract Sum) (Guaranteed Maximum Cost) prior to this Change Order was	\$188,000.00
The (Contract Sum) (Guaranteed Maximum Cost) will be (increased) (decreased) (unchanged) by this Change Order in the amount of	(\$1,644.54)
The new (Contract Sum) (Guaranteed Maximum Cost) including this Change Order will be	\$186,355.46
The Contract Time will be (increased) (decreased) (unchanged) by zero (0) days.	
The Date of Substantial Completion as of the date of this Change Order therefore is unchanged.	

NOTE: This summary does not reflect changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive.

<u>ARCON Associates, Inc.</u> ARCHITECT <u>2050 South Finley Road, Suite 40</u> Address <u>Lombard, Illinois 60148</u>	<u>Ashlaur Construction Company, Inc.</u> CONTRACTOR <u>1595 Valencia Court</u> Address <u>Calumet City, Illinois 60409</u>	<u>School Association for</u> <u>Special Education in DuPage County</u> OWNER <u>2900 Ogden Avenue</u> Address <u>Lisle, Illinois 60532</u>
BY <u></u>	BY <u></u>	BY _____
DATE <u>February 20, 2023</u>	DATE <u>February 17, 2023</u>	DATE _____



551 Glenn Avenue Wheeling, IL 60090
Tel: 866-645-1165 Fax: 847-215-1592
www.ACRrestores.com

SERVICE AGREEMENT

1. **Parties.** This **Service Agreement** (Agreement) is entered on 01/30/2023 by and between Action Cleaners, Inc., (ACR), and The School Association for Special Education in DuPage County (SASED) (Customer[s]).

2. **Scope of Work.** (Description of the Project and Description of the Significant Materials to be Used):

Emergency services performed 1/27/2023 - Set up of drying equipment for processing affected building material

The real and/or personal property located at: 6S331 Cornwall Rd, Naperville, IL 60540

(Property) has and is currently being damaged due to the following conditions: **Water**; **Sewage**; **Mold**; **Fire/Smoke**; **Biocontamination**; **Other**: _____ . Customer or the Customer's authorized agent hereby authorize ACR to provide services, labor, equipment and materials necessary to perform and complete in a workmanlike manner the work described in ACR's Estimate dated / /20 (the "Work"). Customer shall provide ready access to the Property for the performance of the work. Reconstruction and structural repair services are excluded.

Affected Areas: Bathroom

3. **List Of Documents Incorporated into The Contract:** Customer agrees that the contract includes the following documents which are as fully a part of the contract as if repeated herein: Price List; Estimate; Lead Disclosure; Other _____ . These collectively constitute the "Contract Documents". The Contract Documents set forth the terms and conditions of the agreement of the parties. Inconsistent or additional terms contained in Customer's order, acceptance or acknowledgement shall be disregarded unless separately agreed to by ACR in writing.

4. **Approximate Start Date:** 01/27/2023; **Approximate Completion Date:** 02/08/2023 . Based on presently available information, ACR has approximated the completion date in good faith. The actual completion date may vary due to circumstances beyond ACR's control. For example, it may not be feasible in many cases to accurately predict drying time or completion dates.

5. **Contract Price:** The price for services: (if checked): shall be as set forth in the attached price list; OR has been estimated at \$ _____ . Estimates are only approximations made in good faith based on currently available information and are subject to increase based on conditions discovered later. Customer understands that there may be issues that were not discovered when Estimates were prepared, and that conditions may make it impossible to render an accurate quotation before commencing work. Any changes in price will be negotiated in good faith between the parties and set forth in a written change order signed by both parties. Customer will be responsible for water, electrical and utility charges. The Contract Price does not include sales, use, excise or any other tax or permit fees unless shown separately. Customer shall pay all appropriate taxes when due, or shall provide ACR with satisfactory evidence that Customer is exempt from such tax, and shall pay any applicable permit fees. ACR will furnish an unconditional lien release upon satisfactory payment for any portion of the work.

6. **Insurance Assignment:** Customer hereby assigns all legal rights and transfers title to all sums due or to become due in connection with this work to ACR and instructs the carrier to make payment directly to ACR, and to name ACR, on all drafts and checks made in payment for this loss. Customer agrees to immediately endorse and tender all insurance drafts to ACR.

7. **LIMITED POWER OF ATTORNEY:** ACR is hereby appointed as Attorney in fact to endorse and deposit in its accounts any insurance checks or drafts relating to ACR's work.

8. **Payment. Customer understands that ACR is hired by Customer and not Customer's insurance company. Customer initials: MM.** Payment to ACR is not contingent upon ACR's invoice being fully or partially approved by Customer's insurance company. All charges shall be invoiced directly to Customer. ACR will submit a copy of the invoice to Customer's insurance carrier(s) as a courtesy only. Customer has been informed of, and agrees: a) Customer is personally responsible for any and all deductible(s), depreciation, services and/or charges not paid by insurance; and b) Invoices not paid by insurance are due upon receipt. In the event Customer is an individual, a late payment fee shall be computed at the rate of 9% per annum. If the Customer is a corporation or business entity, the late payment fee shall be computed at the rate of 18% per annum. Customer agrees to pay all actual collection agency fees, collection agency commissions, actual attorneys' fees, expert fees, court costs and arbitration costs incurred by ACR to collect past due balances. ACR may suspend performance if any payment is late.

Customer has agreed to the following Schedule of Progress Payments:

\$ _____ shall be paid upon completion of _____ ;
\$ _____ shall be paid upon completion of _____ ; and
\$ 100% shall be paid upon completion of substantial completion of work _____ .

9. **Mold Notice.** Many believe that the presence of mold creates health risks. Occupants with health complaints are encouraged to seek an examination from an appropriately-qualified professional. ACR is not qualified to diagnose medical conditions and Customer agrees not to interpret any statement by ACR as medical advice. Mold is a naturally-occurring substance in the environment and the presence of mold spores does not necessarily indicate that a building is contaminated. The goal of ACR's work is not to leave the building "mold free". If the scope of work includes mold remediation, the goal is not to sterilize the structure, but to bring mold concentrations to levels that are reasonable under the circumstances. It is important that proper diagnosis and treatment of illness not be confused by misdirected attention to indoor air quality issues. Customer agrees to take reasonable measures to control the conditions that lead to mold growth. Customer is advised to seek further information from the United States Environmental Protection Agency at: www.epa.gov and the American Conference of Governmental Industrial Hygienists at: www.acgih.org. There may be environmental factors and/or other conditions that cause or contribute to mold growth at the Property, the repairs and/or remediation of which are not included in the work. ACR cannot control and therefore is not responsible for these factors or conditions.

10. **Environmental Consultants.** Customer understands and acknowledges that ACR is not an environmental testing firm and that testing and diagnosis of environmental conditions are excluded from ACR's scope of work. If this project involves mold, bacteria, sewage, asbestos, indoor air quality or other environmental contaminants or suspected contaminants, Customer is advised to retain the service of a qualified environmental consultant to inspect the property, assess the conditions and prepare protocols, if needed. ACR cannot guarantee that the Property will pass environmental testing if Customer elects not to retain an environmental consultant to design a protocol for the work. Customer agrees that ACR is entitled to rely on the comments and recommendations of Customer's consultant, but shall not be bound by them.

11. **Limit of Liability.** To the extent allowed by law, ACR's liability is limited to the total amount paid to ACR for services rendered, and in no event shall ACR be liable for consequential damages of any kind. ACR is not responsible for the security of the Property. Customer has been advised to remove, protect and safeguard small valuables, and ACR shall not be liable for Customer's failure to do so. ACR is not liable for errors or omissions of environmental consultants or industrial hygienists. Customer hereby agrees to release, hold harmless, defend (pay attorneys' fees, expert fees, arbitration costs and court costs) and indemnify ACR from any and all damages, claims or actions that arise from: a) Conditions that pre-existed the specific loss or event ACR was hired to address, including construction defects and violations of local ordinances or building codes; b) the premature removal of equipment or termination of work against ACR's recommendations; c) Any refusal to allow ACR to perform any procedures it recommends; d) Mysterious disappearances of personal property; e) Customer's election not to engage the services of a qualified environmental consultant; f) Errors or omissions of environmental consultants or conditions that would have been discovered by a competent environmental consultant, regardless of whether Customer elects to retain the services of an environmental consultant; g) Delays or damage that result from acts of God, civil or military authority, wars, terrorism, accidents, earthquakes, floods, strikes or any other event or condition beyond ACR's reasonable control; and h) Holes, adhesive, paint damage or other harm to walls or surfaces made in the process of erecting containment. Problems that may occur for which ACR will be released, indemnified, defended and held harmless may include mold, bacteria, structural damage, indoor air quality contamination, asbestos and environmental illnesses (including allergies).

DESCRIPTION OF PRE-EXISTING DAMAGE: Water loss occurred 01/27/2023

12. Credit Check Authorization. Customer hereby authorizes ACR to make reasonable credit inquiries and to receive any information regarding Customer's financial or credit status from creditors or financial institutions which ACR deems relevant. Customer hereby authorizes all such creditors and financial institutions to divulge such information to ACR. Customer acknowledges and agrees that credit privileges, if granted, may be withdrawn at any time.

13. Venue and Insurance. This Agreement shall be governed by the laws of the State of Illinois. The venue for all disputes shall be Cook County, Illinois.

14. EXCLUSIVE WARRANTY. UPON RECEIPT OF TIMELY PAYMENT IN FULL, ACR PROVIDES THE CURRENT OWNER WITH A LIMITED WARRANTY AGAINST HIDDEN LATENT DEFECTS IN WORKMANSHIP FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF COMPLETION OF THE WORK. THIS WARRANTY IS IN PLACE OF ALL OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTY OF HABITABILITY. CLAIMS FOR OPEN PATENT DEFECTS IN WORKMANSHIP, OR FOR DAMAGED OR LOST PROPERTY MUST BE MADE IN WRITING WITHIN FIFTEEN (15) DAYS OF COMPLETION OF THE WORK. ACR SHALL HAVE THE RIGHT TO CURE ANY DEFECT WITHIN FIFTEEN (15) DAYS OF WRITTEN NOTICE. THE WARRANTY IS VOID IF DRYING EQUIPMENT IS REMOVED PREMATURELY, OR IF ACR IS NOT PERMITTED TO PERFORM THE PROCEDURES IT RECOMMENDS. THIS WARRANTY IS NOT TRANSFERABLE.

15. Extra Work and Change Orders: Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. Customer shall not unreasonably withhold approval of any Change Order. Contractor's failure to comply with this paragraph does not preclude recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment. In the event a change is required by the building department, and Customer fails to deliver to Contractor a fully-executed Change Order within five (5) days of Customer's receipt of the written Change Order, Contractor shall perform the change and be paid its additional cost of labor and material, plus twenty percent (20%).

16. Contents. Customer understands and accepts the risk of potential damage to fragile items. ACR will not be liable for damage to special or valuable items unless Customer identifies these items in writing prior to or at the commencement of work.

17. Assignment. ACR may, at its discretion, assign this Agreement or subcontract all or part of the work to other contractors.

18. Termination. ACR shall have the right to terminate this Agreement if Customer fails to make timely payment and fails to cure such default within ten (10) days after receipt of written notice from ACR.

19. Agency Authority. The individual who signs this Agreement warrants and represents that he or she is the owner of the Property or is duly authorized by the owner to enter this Agreement and to cause improvements to be made or materials to be delivered to the Property.

"Customer(s)" (Must be at least 18 years old)
I have read and understood this contract.


Signature. Check one: Customer; Authorized Agent

Melinda McGuffin, Executive Director
Print Name and Title

Action Cleaners, Inc. ("ACR")


Signature

Matt Clay / Production Field Manager
Print Name and Title

A | C | R

ACR, INC. 551 GLENN AVE., WHEELING, Illinois 60090 866-645-1165 ACRrestores.com

TIME AND MATERIALS RATE SCHEDULE

OVERVIEW:

ACR provides this Time and Materials Rate Schedule in order to clarify and transparently disclose rates and charges as a first priority. For projects in which T/M rates apply, this Rate Schedule should serve to maximize understanding, as supported by ACR's extensive documentation, to be submitted with all final billing packages.

KEY PROVISIONS:

1. A detailed breakdown based on this Rate Schedule with complete support documentation is provided with billing package.
2. Vehicle charges do not include operator labor.
3. Labor charges include travel time (portal to portal).
4. ACR, Inc.'s services performed shall be based on its understanding that this project or the work performed by ACR, Inc. relating thereto is not subject to prevailing wage requirements (federal, state or local). If ACR, Inc.'s understanding is incorrect, contracting party agrees and acknowledges that it shall immediately notify ACR, Inc. in writing within forty-eight (48) hours from receiving this notice so that ACR, Inc. may submit a revised proposal and/or invoice reflecting the additional costs associated with applicable prevailing wage laws and/or begin to submit certified transcripts of payroll as otherwise required by law.
5. Regular hours are Monday through Friday from 7:30am-4:00pm.
 - a. Hours worked Monday through Friday from 4:00pm-7:30am will be calculated at time and a half
 - b. Hours worked on Saturday from 12:00am-12:00am will be calculated at time and a half
 - c. Hours worked on Sunday from 12:00am-12:00am will be calculated at double time
 - d. Hours worked on all holidays will be calculated at double time
6. Emergency projects may include a service fee of **\$295.96** per crew dispatched.

LABOR:

1. Labor Rates

CLASSIFICATION	UNIT	REGULAR RATE (During Business Hours)	OVERTIME (Beyond Business Hours)	DOUBLE TIME - HOLIDAY
PROJECT COORDINATOR <i>Senior level manager holding advanced professional designations such as RIA:WLS, CMR, CR and/or IICRC: MWR, MSR</i>	Per hour	123.41	185.12	n/a
SITE PROJECT MANAGER <i>Site Project Manager holds professional certifications such as IICRC: ASD, CDS, FSRT, AMRT, OCT and supervises on site restoration activities by restoration technicians.</i>	Per hour	114.23	171.35	228.46
MOLD/SEWAGE ABATEMENT TECH <i>May be trained or untrained in mold protocols. Provides mold remediation services under the direct supervision of a certified mold technician and/or remediator.</i>	Per hour	94.12	141.18	188.24
SITE SUPERVISOR <i>Responsible for supervising a crew that would complete a specific assignment on a restoration project.</i>	Per hour	78.49	117.74	156.98
LEAD RESTORATION TECH <i>Has advanced training and knowledge in the restoration field and could answer job specific questions.</i>	Per hour	73.22	109.83	146.44
RESTORATION TECH <i>Has specific training in basic restoration procedure. His skill set would be in general restoration procedures of hazardous materials, drying, equipment and machinery cleaning, or other specialized areas.</i>	Per hour	70.82	106.23	141.64
GENERAL LABOR <i>These are individuals without any specific training in restoration who are utilized for general cleaning and restoration services. These individuals need specific supervision for whatever task their crew is assigned to do.</i>	Per hour	65.72	98.58	131.44
ADMINISTRATIVE ASSISTANT <i>Provides administrative support such as assembly and preparation of technical documentation and central phone communications.</i>	Per hour	59.12	88.68	118.24

2. Other Labor Provisions

- a. Labor rates are calculated on a portal to portal basis by rounding to the nearest quarter hour.
- b. A basic restoration service crew consists of a Lead Restoration Tech and a Restoration Tech.

VEHICLES & TRUCK MOUNTED EQUIPMENT:

1. Vehicle & Truck Mounted Equipment Rates

CLASSIFICATION	UNIT	REGULAR RATE
16 ft. MOVING TRUCK	Per day	332.60
CARGO VAN	Per day	163.26
RESTORATION BOX TRUCK	Per day	503.48
SUPPORT VEHICLE	Per day	117.12
TRUCK MOUNT POWERWASH/CLEANING UNIT	Per day	562.91
PARKING FEES	Each	COST+20%

2. Other Vehicle/Truck Mounted Equipment Rate Provisions

- a. Vehicle rates do not include operator labor.

EQUIPMENT:

1. Equipment Rental Rates

CLASSIFICATION	UNIT	DAILY	WEEKLY	MONTHLY
AIRLESS SPRAYER	Per day	146.26	731.30	2,193.90
GENERATOR (5000-7500 watt)	Per day	99.46	497.30	1,491.90
150 KW GENERATOR	Per day	COST+20%		
HEPA VACUUM, ATTACHMENTS (LG)	Per day	163.81	819.05	2,457.15
HEPA VACUUM, ATTACHMENTS (SM)	Per day	58.50	292.50	877.50
WEIGHT-ASSISTED EXTRACTION UNIT	Per day	263.27	1,316.35	3,949.05
PORTABLE EXT. UNIT/CARPET CLEANER	Per day	175.51	877.55	2,632.65
ULTRASONIC MACHINE	Per day	437.37	2,186.86	6,560.58
LG HEPA AIR SCRUBBER (700 CFM & LARGER)	Per day	163.52	817.60	2,452.80
SM HEPA AIR SCRUBBER (UP TO 699 CFM & SMALLER)	Per day	98.12	490.60	1,471.80
5000 CFM DESICCANT DH	Per day	1,761.96	8,809.79	26,429.36
HEATER (SMALL 5,000 BTU)	Per day	71.69	358.45	1,075.35
HEATER (LARGE 22,000 BTU)	Per day	271.52	1,357.60	4,072.80
DEHUMIDIFIER (28-30 GAL. -LGR)	Per day	135.21	676.05	2,028.15
AIR MOVERS	Per day	32.12	160.60	481.80
AXIAL FANS	Per day	36.71	183.55	550.65
MOISTURE METER KIT	Per day	248.27	1,241.35	3,724.05
INJECT-I-DRY STRUCTURAL DRYING SYSTEM	Per day	221.33	1,106.65	3,319.95
ADDITIONAL FLOOR MATS (each)	Per day	10.71	53.55	160.65
ADAPT-A-DRY	Per day	96.56	482.82	1,448.46
MAX FORCE AXIAL FAN (1 AMP)	Per day	38.90	194.50	583.50
TITAN 4000 HYDROXYL GENERATOR	Per day	248.66	1,243.30	3,729.90
RESTORATOR DEODORIZER MACHINE	Per day	70.35	351.75	1,055.25
TILE LIFTER	Per day	111.85	559.25	1,677.75
100 AMP TEMPORARY PANEL	Per day	131.21	656.05	1,968.15
50 AMP TEMPORARY PANEL	Per day	101.39	506.95	1,520.85
100 AMP ELECTRICAL CABLE (50 FT.)	Per day	53.68	268.40	805.20
50 AMP ELECTRICAL CABLE (50 FT.)	Per day	41.75	208.75	626.25
TEMP LIGHTING (per string)	Per day	44.19	220.95	662.85

PVC STANTIONS (floor drying)	Per day	30.33	151.65	454.95
SPECIALTY EQUIPMENT RENTAL	Each	COST+20%		
SCAFFOLDING (per section)	Per day	137.81		

SMALL TOOLS:

1. Small Tool Rate Provisions

- a. The "small tools" list includes but is not limited to items listed below. A "Small Tools" charge of 3% is calculated based upon the billable supervisor and general labor rate

Bar, Crow (Small, Large)	Lay flat Tie / Cord / Twine	Tool Box - Small & Large
Bar, Flat Pry	Lock, Master, #1, #5	Tool Set - Electrical/Mechanic
Blocks, Styrofoam / Wood	Lock-Out, Tag-Out Kit	Washtub, Rectangular
Broom - Corn, Street, Push	Mop Bucket, w/ Wringer	Washtub, Round
Brush, all paint < 5"/Roller	Mop Handles	Water Cooler
Brush, Scrub, 6", Flat	MSDS	Water Hose
Brush, Scrub, s/ 4" Handle	O2 Meter	Water Hose Spray Nozzle
Brush, Scrub	Pallets jacks	Wheelbarrow
Brush, Tooth	Pan, Dust	
Brush, Wire	Plastic Furniture "Booties"	
Bucket	Putty Knife	
Bulb, Demo Light	Repair Kit – Hose, Airless, Electric.	
Chairs - folding	Sander	
Chalk and Chalk Line	Saw, Circular	
Demolition Carts/Tilt	Saw, Demo	
Drill	Saw, Hack	
Drill Bit Set	Saw, Ket	
Drinking Cups	Scissors	
Dolly – floor, appliance	Scraper, Long Handle	
Funnel, Generator	Shears, Sheet Metal, (Electric)	
Funnel, Small	Shears, Sheet Metal, Hand	
Furniture Blankets	Small Power tools (all others)	
Hammer	Shovel, Scoop	
Hammer, Sledge	Shovel, Spade	
Ext. Cord, 10/12/14/16 Gauge	Squeegee, Floor	
Extension Cord, 3-Way Plug	Squeegee, Window	
Extender Pole	Staple Gun	
Face Shield, Disposable	Table	
Fire Extinguisher	Tape Gun	
First Aid Kit	Tape, Caution	
Flashlight	Shovel, Square	
Hand Truck	Socket Set, 3/8"	
Hog Rings / Pliers	Sprayer, Battery/Electric Powered	
Ladders	Sprayer, Pump	
Ladders, Extension	Trash Barrel	

MATERIAL RATES:

1. Material Rates

	UNIT	DAILY
LG. PLEATED FILTER (24x24x2) Secondary	Each	10.38
LG. POLYSPUN FILTER (24x24x1) Primary	Each	3.76
MED. PLEATED FILTER (16x20x2)	Each	7.12
SM. PLEATED FILTER (16x16x2)	Each	9.50
HEPA FILTER: LG (GUARDIAN)	Each	1,142.48
HEPA FILTER: SM (PAS 600/1000)	Each	444.84
HEPA VACUUM FILTER: LG	Each	1,141.96
HEPA VACUUM FILTER: SM	Each	202.00
VAPOR TEK STAND ALONE CARTRIDGE	Per day	234.00
ACTIVATED CARBON FOR AIRSCRUBBER	Per 30 lbs.	314.96
DIESEL FUEL	Gallon	Cost + 20%
FURNITURE BLOCKS	Box	124.00
DISINFECTANT SPRAY (Fiberlock Shockwave)	Gallon	109.18
DEGREASER/CLEANER	Gallon	72.65
MURPHY'S OIL SOAP	Gallon	47.02
KILZ (WHITE) SMOKE SEALER	Gallon	65.96
FIBERLOCK RECON. ODOR SEALER	Gallon	150.60
BINZ PRIMER SMOKE SEALER	Gallon	137.98
SENTINEL ENCAPSULANT SMOKE SEALER	Gallon	120.86
ENCAPSULATE FOSTERS 40/20	Gallon	172.46
MMR (MOLD STAIN REMOVER)	Gallon	84.58
(HARMONY) TINTED ANTI-MIC. PRIMER	Gallon	145.26
WINDOW CLEANER	Gallon	33.00
SMOKE ODOR DEODORIZER	Gallon	110.76
FURNITURE POLISH	Each	15.22
DRY SMOKE CLEANING SPONGE (6")	Each	6.28
CLEANING TOWELS (12 pack)	Box	35.68
NITRILE GLOVES (6 MIL.)	Box	41.22
HEAVY DUTY CHEM GLOVES	Each	8.60
COVERALL SUIT – WHITE	Each	12.62
COVERALL SUIT – BLUE	Each	22.54
CHEMICAL/WEATHER RES. SUITS (HEAVY DUTY)	Each	28.33
SHOE COVERS	Each	0.65
FULL FACE RESPIRATOR	Per day	32.47
HALF FACE RESPIRATOR	Per day	11.46
N95 RESPIRATOR	Box	31.12
RESPIRATOR CARTRIDGE (HEPA FILTER)	Each	14.30
RESPIRATOR CARTRIDGE (HEPA/VAPOR FTR)	Each	40.88
OPEN DUMPSTER & DISPOSAL (40 YD.)	Each	Cost + 20%
OPEN DUMPSTER & DISPOSAL (30 YD.)	Each	Cost + 20%
OPEN DUMPSTER & DISPOSAL (20 YD.)	Each	Cost + 20%
DISPOSAL FEE - HAULING - BOX TRUCK LOAD	Each	268.20
POLY DISPOSAL BAGS (6 MIL) (75 per roll)	Roll	89.52
LAYFLAT DUCTING 14"	Roll	185.14

LAYFLAT DUCTING 10"	Roll	130.72
ALUMINUM CORRUGATED DUCTING (14x25')	Each	363.90
4 MIL POLY SHEETING (20x100)	Roll	106.30
4 MIL POLY SHEETING (10x100)	Roll	69.80
ZIPPER DOORS	Each	21.50
PRESERVATION TAPE	Roll	26.68
PAINTER'S TAPE	Roll	14.88
DUCT TAPE	Roll	15.28
PACKING TAPE (5 mil 2" x 110 yards)	Roll	7.70
ALUMINUM TAPE	Roll	141.98
CARPET PROTECTION TAPE (36" x 200')	Roll	199.68
MASONITE FLOOR PROTECTION	Each	25.98
RAM BOARD FLOOR PROTECTION (100')	Roll	127.90
PLYWOOD: 3/4"	Each	66.96
FOIL FACED INSULATION BOARD	Each	39.76
PACKING BOXES: MED.	Each	3.18
PACKING BOXES: LG.	Each	5.66
PACKING BOXES: PICTURE	Each	27.74
PACKING BOXES: WARDROBE	Each	50.01
MOVING BLANKET	Each	6.25
NEWSPRINT	Box	76.00
BUBBLE WRAP	Roll	98.00
DOCUMENT DRYING	LF	125.54
JOB-SPECIFIC SUPPLIES	Each	Cost + 20%
SUBCONTRACTORS	Each	Cost + 20%

DOCUMENT REMEDIATION:

1. Factors relevant to each project include, but are not limited to:
 - a. nature of damage
 - b. moisture saturation
 - c. degree of char/soot residue
 - d. mold/mildew infestation
 - e. smoke odor
 - f. deodorization requirements
 - g. contamination factors (debris, sewage, silt and/or hazardous materials)

DEHUMIDIFICATION, STABILIZATION AND CONDITIONED AIR:

1. Factors relevant to each project include, but are not limited to:
 - a. nature of damage
 - b. moisture saturation
 - c. height of buildings, ceilings and affected spaces
 - d. length of project and/or time constraints
 - e. other contamination factors

- f. local weather conditions
- g. other pertinent conditions or situations as they may apply

REIMBURSABLES:

1. All reimbursables must have prior approval from the claims adjuster or representative.

SUBCONTRACTORS / VENDORS:

1. All subcontractors/vendors used and approved for use on restoration projects will be discussed with adjusting team and a 10% overhead and 10% profit mark-up will be applied to the sub invoice.

A | C | R

551 Glenn Ave.
Wheeling IL. 60090
Tel: 866-645-1165 Fax: 847-215-1592
www.ACRrestores.com

SERVICE AGREEMENT

1. **Parties.** This **Service Agreement** (Agreement) is entered on 02 / 07 / 2023 by and between Action Cleaners, Inc., (ACR), and The School Association for Special Education in DuPage County (SASED) (Customer[s]) with respect to the real and/or personal property located at: 6S331 Cornwall Rd, Naperville, IL 60540 (Property).

2. **Scope of Work.** (Description of the Project and Description of the Significant Materials to be Used):
Per estimate labeled# 23-0044-INS-ACTUAL

The Property has and is being damaged due to the following conditions: **Water**; **Sewage**; **Mold**; **Fire/Smoke**; **Biocontamination**; **Other**: _____ . Customer or the Customer's authorized agent hereby authorize ACR to provide services, labor, equipment, and materials necessary to perform and complete in a workmanlike manner the work described in ACR's Estimate dated 02 / 20 / 2023 (the "Work"). Customer shall provide ready access to the Property for the performance of the work.

Affected Areas: Classroom, Bathroom, Hallway

3. **List of Documents Incorporated into The Contract:** Customer agrees that the contract includes the following documents which are as fully a part of the contract as if repeated herein: Price List; Estimate; Lead Disclosure; Other _____. These collectively constitute the "Contract Documents". The Contract Documents set forth the terms and conditions of the agreement of the parties. Inconsistent or additional terms contained in Customer's order, acceptance, or acknowledgement shall be disregarded unless separately agreed to by ACR in writing.

4. **Approximate Start Date:** TBD / ___ / 2023; **Approximate Completion Date:** TB / ___ / 2023. Based on presently available information, ACR has approximated the completion date in good faith. The actual completion date may vary due to circumstances beyond ACR's control. For example, it may not be feasible in many cases to accurately predict drying time or completion dates.

5. **Contract Price:** The price for services: (if checked): shall be as set forth in the attached price list; OR has been estimated at \$ 15,349.84. Estimates are only approximations made in good faith based on currently available information and are subject to increase based on conditions discovered later. Customer understands that there may be issues that were not discovered when Estimates were prepared, and that conditions may make it possible to render an accurate quotation before commencing work. Any changes in price will be negotiated in good faith between the parties and set forth in a written change order signed by both parties. Customer will be responsible for water, electrical, and utility charges. The Contract Price does not include sales, use, excise or any other tax or permit fees unless shown separately. Customer shall pay all appropriate taxes when due or shall provide ACR with satisfactory evidence that Customer is exempt from such tax, and shall pay any applicable permit fees. ACR will furnish an unconditional lien release upon satisfactory payment for any portion of the work.

6. **Insurance Assignment:** Customer hereby assigns all legal rights and transfers title to all sums due or to become due in connection with this work to ACR and instructs the carrier to make payment directly to ACR, and to name ACR, on all drafts and checks made in payment for this loss. Customer agrees to immediately endorse and tender all insurance drafts to ACR.

7. **Right of Cancellation:** CUSTOMER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE SET FORTH IN SECTION 1. SEE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

8. **LIMITED POWER OF ATTORNEY:** ACR is hereby appointed as Attorney in fact to endorse and deposit in its accounts any insurance checks or drafts relating to ACR's work.

9. **Payment. Customer understands that ACR is hired by Customer and not Customer's insurance company. Customer initials:** MM. Payment to ACR is not contingent upon ACR's invoice being fully or partially approved by Customer's insurance company. All charges shall be invoiced directly to Customer. ACR will submit a copy of the invoice to Customer's insurance carrier(s) as a courtesy only. Customer has been informed of and agrees a) Customer is personally responsible for any and all deductible(s), depreciation, services and/or charges not paid by insurance; and b) Invoices not paid by insurance are due upon receipt. In the event Customer is an individual, a late payment fee shall be computed at the rate of 9% per annum. If the Customer is a corporation or business entity, the late payment fee shall be computed at the rate of 18% per annum. Customer agrees to pay all actual collection agency fees, collection agency commissions, actual attorneys' fees, expert fees, court costs, and arbitration costs incurred by ACR to collect past due balances. ACR may suspend performance if any payment is late.

Customer has agreed to the following Schedule of Progress Payments:

\$ 7,674.92 shall be paid upon completion of signed service agree.

\$ _____ shall be paid upon completion of _____; and

\$ 7,674.92 shall be paid upon substantial completion of all other work required to be performed under this Agreement.

If payment is made by credit card, Customer agrees to pay a credit card processing charge of 3% of the amount paid. It is agreed that the Customer may not withhold any payment of all or a portion of any amount due because of any disagreement between ACR and the Customer relating to quality, design, or cost of any construction. All adjustments or refunds, if any, shall be made at the time of Punch List.

10. **Mold Notice.** Many believe that the presence of mold creates health risks. Occupants with health complaints are encouraged to seek an examination from an appropriately-qualified professional. ACR is not qualified to diagnose medical conditions and Customer agrees not to interpret any statement by ACR as medical advice. Mold is a naturally-occurring substance in the environment and the presence of mold spores does not necessarily indicate that a building is contaminated. The goal of ACR's work is not to leave the building "mold free". If the scope of work includes mold remediation, the goal is not to sterilize the structure, but to bring mold concentrations to levels that are reasonable under the circumstances. It is important that proper diagnosis and treatment of illness not be confused by misdirected attention to indoor air quality issues. Customer agrees to take reasonable measures to control the conditions that lead to mold growth. Customer is advised to seek further information from the United States Environmental Protection Agency at: www.epa.gov and the American Conference of Governmental Industrial Hygienists at: www.acgih.org. There may be environmental factors and/or other conditions that cause or contribute to mold growth at the Property, the repairs and/or remediation of which are not included in the work. ACR cannot control and therefore is not responsible for these factors or conditions.

11. **Environmental Consultants.** Customer understands and acknowledges that ACR is not an environmental testing firm and that testing, and diagnosis of environmental conditions are excluded from ACR's scope of work. If this project involves mold, bacteria, sewage, asbestos, indoor air quality or other environmental contaminants or suspected contaminants, Customer is advised to retain the service of a qualified environmental consultant to inspect the property, assess the conditions and prepare protocols, if needed. ACR cannot guarantee that the Property will pass environmental testing if Customer elects not to retain an environmental consultant to design a protocol for the work. Customer agrees that ACR is entitled to rely on the comments and recommendations of Customer's consultant, but shall not be bound by them.

12. Limit of Liability. To the extent allowed by law, ACR's liability is limited to the total amount paid to ACR for services rendered, and in no event shall ACR be liable for consequential damages of any kind. ACR is not responsible for the security of the Property. Customer has been advised to remove, protect and safeguard small valuables, and ACR shall not be liable for Customer's failure to do so. ACR is not liable for errors or omissions of environmental consultants or industrial hygienists. Customer hereby agrees to release, hold harmless, defend (pay attorneys' fees, expert fees, arbitration costs and court costs) and indemnify ACR from any and all damages, claims or actions that arise from: a) Conditions that pre-existed the date of this Service Agreement, including construction defects and violations of local ordinances or building codes; b) the premature removal of equipment or termination of work against ACR's recommendations; c) Any refusal to allow ACR to perform any procedures it recommends; d) Mysterious disappearances of personal property; e) Customer's election not to engage the services of a qualified environmental consultant; f) Errors or omissions of environmental consultants or conditions that would have been discovered by a competent environmental consultant, regardless of whether Customer elects to retain the services of an environmental consultant; g) Delays or damage that result from acts of God, civil or military authority, wars, terrorism, accidents, earthquakes, floods, strikes or any other event or condition beyond ACR's reasonable control; and h) Holes, adhesive, paint damage or other harm to walls or surfaces made in the process of erecting containment. Problems that may occur for which ACR will be released, indemnified, defended and held harmless may include mold, bacteria, structural damage, indoor air quality contamination, asbestos and environmental illnesses (including allergies).

DESCRIPTION OF KNOWN PRE-EXISTING DAMAGE OR ADVERSE CONDITIONS:

Water loss occurred 01/27/2023

13. Credit Check Authorization. Customer hereby authorizes ACR to make reasonable credit inquiries and to receive any information regarding Customer's financial or credit status from creditors or financial institutions which ACR deems relevant. Customer hereby authorizes all such creditors and financial institutions to divulge such information to ACR. Customer acknowledges and agrees that credit privileges, if granted, may be withdrawn at any time.

14. Choice of Law and Venue. This Agreement shall be governed by the laws of the State of Illinois. The parties consent to Cook County, Illinois being the sole venue for the resolution of all disputes.

15. Mediation. In the event an unresolved dispute arises between the parties related to this Agreement, the parties agree that, prior to the filing of a court action, the parties shall attempt to settle their dispute through mediation in accordance with the construction industry mediation rules of the American Arbitration Association. The cost of the mediation shall be divided equally by the parties.

16. EXCLUSIVE WARRANTY. UPON RECEIPT OF TIMELY PAYMENT IN FULL, ACR PROVIDES THE CURRENT OWNER WITH A LIMITED WARRANTY AGAINST HIDDEN LATENT DEFECTS IN WORKMANSHIP FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF COMPLETION OF THE WORK. THIS WARRANTY IS IN PLACE OF ALL OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTY OF HABITABILITY, AND THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CLAIMS FOR OPEN PATENT DEFECTS IN WORKMANSHIP, OR FOR DAMAGED OR LOST PROPERTY MUST BE MADE IN WRITING WITHIN FIFTEEN (15) DAYS OF COMPLETION OF THE WORK. ACR SHALL HAVE THE RIGHT TO CURE ANY DEFECT WITHIN FIFTEEN (15) DAYS OF WRITTEN NOTICE. ACR'S OBLIGATION UNDER THIS WARRANTY IS LIMITED TO REPAIR OR REPLACEMENT, AT ITS OPTION, OF THE FAULTY WORKMANSHIP OR MATERIAL. THE WARRANTY IS VOID IF ACR IS NOT PERMITTED TO PERFORM THE REPAIR OR REPLACEMENT PROCEDURES IT RECOMMENDS.

1. Exclusions. The following exclusions and limitations apply to ACR's warranty obligations:

- (a) Faucet leaks; toilet, door, and door frame adjustments; and floor and wall tile grouting are all covered for 60 days after the date of substantial completion by ACR. Thereafter, repairs to or corrections of the same are the responsibility of Customer.
- (b) Nail or screw pops or cracks in walls and ceilings are not covered by this warranty because they do not result from faulty workmanship or defective materials, but are the result of natural shrinkage and drying out of building materials, wind loads, or other normal settlement or movement of building components. If ACR determines abnormal conditions exist with respect to these items, ACR will correct the conditions one time, within a reasonable period. ACR will not be liable for repainting, wallpapering, or refinishing repaired areas.
- (c) This warranty does not cover ordinary wear and tear or damage due to misuse or neglect, negligence, or failure to provide proper maintenance. This warranty does not cover items modified or repaired by Customer or items installed or constructed pursuant to a separate agreement between Customer and a party other than ACR.
- (d) This warranty does not cover damage from leaks or water infiltration at perimeter walls.
- (e) This warranty excludes incidental and consequential damages caused by any construction defect or breach of this warranty. In no event shall ACR's liability under this warranty exceed the price of the work claimed to be defective.
- (f) Personal property and equipment supplied by ACR may come with a manufacturer's warranty. ACR is not a warrantor under and does not adopt the manufacturers' warranties. In the event of a defect in such personal property or equipment, Customer must contact the manufacturer. ACR is not responsible for the performance of a manufacturer under the manufacturer's warranty.
- (g) For the purpose of this warranty, "latent defects" are limited to defects that (i) are not apparent when ACR substantially completes its work but which become apparent to Customer during the one (1) year warranty period, and (ii) Customer gives ACR written notice of during the one (1) year warranty period.

2. Other Items. No actions taken by ACR to correct defects shall extend the warranty beyond the Warranty Period. No representative of ACR has the authority to expand the scope of or extend the duration of this warranty. ACR is not obligated to remedy a defect pursuant to this warranty unless and until Customer notifies ACR in writing of the defect prior to expiration of the Warranty Period. This warranty shall be null and void as to any defect if Customer performs repairs to the Property in respect to the defect prior to receiving the written consent of ACR. This warranty is not assignable or transferable, and any attempted assignment or transfer shall render it null and void.

17. Extra Work and Change Orders: Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. Customer shall not unreasonably withhold approval of any Change Order. Contractor's failure to comply with this paragraph does not preclude recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment. In the event a change is required by any municipal or administrative entity, including any building department, and Customer fails to deliver to Contractor a fully-executed Change Order within five (5) days of Customer's receipt of the written Change Order, Contractor shall perform the change and be paid its additional cost of labor and material, plus twenty percent (20%) for additional overhead and administrative costs.

18. Equipment Responsibility. Customer understands and agrees that the Customer is responsible for the loss, damage or theft of any of ACR's equipment while ACR's equipment is at the Customer Property. Customer agrees to take all reasonable precautions to ensure that ACR's equipment is not damaged, lost or stolen. If it becomes necessary to move any of ACR's equipment, Customer agrees to notify ACR of the necessity and ACR shall then make reasonable efforts to timely move the equipment. The Customer must not move any of ACR's equipment at any time. The Customer will be held solely responsible for ANY damages or injuries caused as a result of moving ACR's equipment.

19. Contents. Customer understands and accepts the risk of potential damage to fragile items. ACR will not be liable for damage to special or valuable items unless Customer identifies these items in writing prior to or at the commencement of work.

20. Photographs. Customer(s) gives ACR permission to take photographs and video of the Property before, during, and after the Service Agreement

21. Assignment. ACR may, at its discretion, assign this Agreement or subcontract all or part of the work to other contractors.

22. Termination. ACR shall have the right to terminate this Agreement if Customer fails to make timely payment and fails to cure such default within ten (10) days after receipt of written notice from ACR.

23. Agency Authority. The individual who signs this Agreement warrants and represents that he or she is the owner of the Property or is duly authorized by the owner to enter this Agreement and to cause improvements to be made or materials to be delivered to the Property.

24. Miscellaneous: Customer acknowledges that this Agreement contains the entire agreement between the parties and affirms that ACR has not made any promises regarding the goods and/or services described in this Agreement other than the promises contained herein. No verbal agreement or modification to this Agreement will be effective unless it is in writing and signed by both Customer and a duly authorized representative of ACR. If any part of this Agreement is determined by a court to be invalid, the remainder shall remain in effect.

"Customer(s)" (Must be at least 18 years old)
I have read and understand this contract and received a signed copy of the executed Agreement.

Action Cleaners, Inc. ("ACR")

Signature: Check one: Customer; Authorized Agent

Signature

X Melinda McFuff, Executive Director

Print Name and Title

Bill Geiersbach / Construction Project Manager

Print Name and Title

Notice of Cancellation

February 27, 2023

You have entered into a transaction on February 27, 2023, which may result in a lien, mortgage, or other security interest on your home. If you signed this Agreement in your home then you have the legal right under federal law to cancel this transaction if you desire to do so, without penalty or obligation, within three (3) business days from the above date. If you so cancel the transaction, any lien, mortgage or other security interest on your home arising from this transaction is automatically void. If you cancel, any property traded in, any payments made by you under this agreement or sale, and any negotiable instrument executed by you, will be returned within 10 business days following the receipt by ACR of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to ACR, at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may if you wish, comply with the instructions of ACR regarding the return shipment of the goods at ACR's expense. If you do make the goods available to ACR and ACR does not pick them up within 20 days of the date of your cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to ACR, or if you agree to return the goods to ACR and fail to do so, then you will remain liable for performance of all obligations under this agreement (contract).

If you decide to cancel this transaction you may do so by notifying ACR by overnight mail delivery at 551 Glenn Ave., Wheeling, IL, 60090 or by e-mail at TTyler@acrstores.com sent not later than midnight of March 1, 2023. You may also use any other form of written notice identifying the transaction if it is delivered to the above address no later than that time. This notice may be used for that purpose by dating and signing below.

I hereby cancel this transaction.

Date: _____

Signatures affixed below also acts as receipt that buyer(s) received separate cancellation forms.

Customer signature: _____

Customer signature: _____

Email Authorization Form

I signify that I have sole responsibility for the email address listed below and that communication with ACR, its employees, or associates from this email address regarding the remodeling project at the location referenced above may substitute for my signatory approval on all change orders and selection changes.

I understand that when approving a change order by email I must indicate "fully approve" in the email message.

E-mail address: X mmcguffin@sased.org (please print)

E-mail address: _____ (please print)



ACR, Inc.

ACR, Inc.
551 Glenn Ave.
Wheeling, IL 60090
866-645-1165 - office
847-215-1592 - fax
www.acrrestores.com

Client: SASSED-Southeast Alternative School
Property: 6S331 Cornwall Rd
Naperville, IL 60540

Operator: BGEIERSB

Estimator: Bill Geiersbach
Company: ACR, Inc.
Business: 551 Glenn Ave
Wheeling, IL 60090

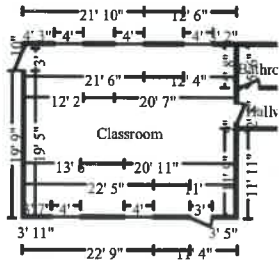
Business: (224) 250-0380
E-mail: bgeiersbach@acrrestores.com

Type of Estimate: Water Damage
Date Entered: 2/20/2023

Date Assigned: 2/15/2023

Price List: ILCC8X_FEB23
Labor Efficiency: Restoration/Service/Remodel
Estimate: 23-0044-INS-ACTUAL

23-0044-INS-ACTUAL
Modular Classroom Building



Classroom

Height: 9'

787.72 SF Walls	653.13 SF Ceiling
1,440.85 SF Walls & Ceiling	653.13 SF Floor
72.57 SY Flooring	94.17 LF Floor Perimeter
102.83 LF Ceil. Perimeter	

Door	3' X 6' 8"	Opens into Exterior
Door	3' X 6' 8"	Opens into Exterior
Window	4' X 4'	Opens into Exterior
Window	4' X 4'	Opens into Exterior
Door	2' 8" X 6' 8"	Opens into HALLWAY
Window	4' X 4'	Opens into Exterior
Window	4' X 4'	Opens into Exterior
Window	4' X 4'	Opens into Exterior

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Content Manipulation charge - per hour	8.00 HR		0.00	158.40	0.00	253.44	1,520.64
2 techs x 2 hrs each visit to move contents and file cabinets away from walls to allow for painting of continuous surfaces on south and east walls of classroom							
2. Protect contents - Cover with plastic	326.56 SF		0.00	0.56	0.00	36.58	219.45
3. Mask part of the floor per square foot - plastic and tape - 4 mil	326.56 SF		0.00	0.51	0.00	33.32	199.87
4. Detach & Reset Crown molding - 2 1/4"	16.00 LF	8.14	0.00	0.00	0.00	26.04	156.28
5. 5/8" gypsum panel - fiber reinforced - abuse resistant	72.00 SF		0.00	5.21	0.00	75.02	450.14
6. Tape joint for new to existing drywall - per LF	18.00 LF		0.00	15.54	0.00	55.94	335.66
7. Seal the surface area w/PVA primer - one coat	108.00 SF		0.00	1.29	0.00	27.86	167.18
8. Paint part of the walls - two coats	393.86 SF		0.00	1.98	0.00	155.96	935.80
9. Cove base molding - rubber or vinyl, 4" high	12.00 LF		0.00	3.09	0.00	7.42	44.50
10. Finish crown molding - 1 coat urethane	51.42 LF		0.00	2.23	0.00	22.94	137.61
11. Final cleaning - construction - Residential	653.13 SF		0.00	1.00	0.00	130.62	783.75



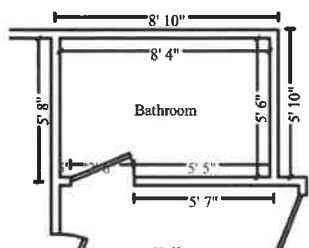
Get your business back in business.

ACR, Inc.

ACR, Inc.
 551 Glenn Ave.
 Wheeling, IL 60090
 866-645-1165 - office
 847-215-1592 - fax
 www.acrrestores.com

CONTINUED - Classroom

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
12. Add for bullnose (rounded) corners - per LF	15.00 LF		0.00	6.06	0.00	18.18	109.08
Totals: Classroom					0.00	843.32	5,059.96



Bathroom

Height: 9'

232.33 SF Walls	45.83 SF Ceiling
278.17 SF Walls & Ceiling	45.83 SF Floor
5.09 SY Flooring	25.17 LF Floor Perimeter
27.67 LF Ceil. Perimeter	

Door

2' 6" X 6' 8"

Opens into HALLWAY

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
13. Electrician - per hour	4.00 HR		0.00	168.12	0.00	134.50	806.98
Labor to disconnect and reconnect electrical and conduit for water heater and surface mounted electric and low voltage to allow for drywall replacement. 2 visits							
14. Plumber - per hour	5.00 HR		0.00	186.12	0.00	186.12	1,116.72
Additional labor to disconnect and cap water lines and expansion tank to water heater and waste and overflow copper to allow for drywall replacement and platform replacement. 2 visits							
15. Detach & Reset Water heater - 6 gallon - Electric	0.50 EA	902.40	0.00	0.00	0.00	90.24	541.44
Detach only of Electric water heater							
16. Water heater - 6 gallon - Electric	1.00 EA		0.00	985.49	0.00	197.10	1,182.59
17. R&R Water heater platform - wood frame	1.00 EA		104.84	666.86	0.00	154.34	926.04
18. Interior door - Detach & reset - slab only	1.00 EA		0.00	48.28	0.00	9.66	57.94
19. Toilet - Detach & reset	1.00 EA		0.00	401.68	0.00	80.34	482.02
20. Batt insulation - 4" - R15 - paper / foil faced	50.00 SF		0.00	1.67	0.00	16.70	100.20
21. 5/8" gypsum panel - fiber reinforced - abuse resistant	80.00 SF		0.00	5.21	0.00	83.36	500.16
For north wall and covering for water heater platform							
22. Detach & Reset Crown molding - 2 1/4"	22.00 LF	8.14	0.00	0.00	0.00	35.82	214.90
23. Seal/prime then paint the walls (2 coats)	232.33 SF		0.00	2.00	0.00	92.94	557.60



Get your business back in business

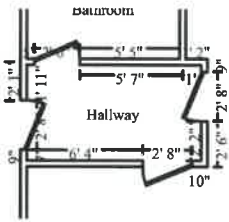
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CONTINUED - Bathroom

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
24. Remove Tile - vinyl composition	45.83 SF		3.95	0.00	0.00	36.20	217.23
25. R&R Underlayment - 1/4" lauan/mahogany plywood	45.83 SF		3.28	3.36	0.00	60.86	365.17
26. Tile - vinyl composition	52.71 SF		0.00	3.49	0.00	36.80	220.76
27. Cove base molding - rubber or vinyl, 4" high	25.17 LF		0.00	3.09	0.00	15.56	93.34
28. Finish crown molding - 1 coat urethane	27.67 LF		0.00	2.23	0.00	12.34	74.04
29. Finish Hardware Installer - per hour	1.00 HR		0.00	162.97	0.00	32.60	195.57
For re-installation of miscellaneous hardware after drywall replacement.							
30. Final cleaning - construction - Residential	45.83 SF		0.00	1.00	0.00	9.16	54.99
31. Mask and prep for paint - plastic, paper, tape (per LF)	27.67 LF		0.00	2.89	0.00	16.00	95.97
32. Clean floor and prep for overlay of subfloor	45.83 SF		0.00	2.18	0.00	19.98	119.89
33. Texture drywall - smooth / skim coat	30.00 SF		0.00	2.53	0.00	15.18	91.08
34. Add for bullnose (rounded) corners - per LF	32.00 LF		0.00	6.06	0.00	38.78	232.70

Totals: Bathroom 0.00 1,374.58 8,247.33



Hallway

Height: 9'

194.00 SF Walls	49.08 SF Ceiling
243.08 SF Walls & Ceiling	49.08 SF Floor
5.45 SY Flooring	18.83 LF Floor Perimeter
29.33 LF Ceil. Perimeter	

- Door** 2' 8" X 6' 8" Opens into Exterior
- Door** 2' 8" X 6' 8" Opens into Exterior
- Door** 2' 6" X 6' 8" Opens into BATHROOM
- Door** 2' 8" X 6' 8" Opens into CLASSROOM

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
35. Mask the floor per square foot - plastic and tape - 4 mil	49.08 SF		0.00	0.51	0.00	5.00	30.03



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CONTINUED - Hallway

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
36. Clean floor	49.08 SF		0.00	1.49	0.00	14.62	87.75
Due to access to bathroom through this area							
Totals: Hallway					0.00	19.62	117.78
Total: Modular Classroom Building					0.00	2,237.52	13,425.07

General Conditions

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
37. Haul debris - per pickup truck load - including dump fees	0.50 EA		390.98	0.00	0.00	39.10	234.59
38. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. 2 air scrubbers x 3 days each	6.00 DA		0.00	126.10	0.00	151.32	907.92
39. Commercial Supervision / Project Management - per hour	4.00 HR		0.00	162.97	0.00	130.38	782.26
Totals: General Conditions					0.00	320.80	1,924.77
Line Item Totals: 23-0044-INS-ACTUAL					0.00	2,558.32	15,349.84

Grand Total Areas:

1,214.06 SF Walls	748.04 SF Ceiling	1,962.10 SF Walls and Ceiling
748.04 SF Floor	83.12 SY Flooring	138.17 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	159.83 LF Ceil. Perimeter
748.04 Floor Area	795.76 Total Area	1,214.06 Interior Wall Area
1,096.11 Exterior Wall Area	125.17 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



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Summary

Line Item Total	12,791.52
Overhead	1,279.16
Profit	1,279.16
Replacement Cost Value	\$15,349.84
Net Claim	\$15,349.84

Bill Geiersbach



ACR, Inc.

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Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)
Line Items	1,279.16	1,279.16
Total	1,279.16	1,279.16



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Recap by Room

Estimate: 23-0044-INS-ACTUAL

Area: Modular Classroom Building

Classroom	4,216.64	32.96%
Bathroom	6,872.75	53.73%
Hallway	98.16	0.77%
<hr/>		
Area Subtotal: Modular Classroom Building	11,187.55	87.46%
General Conditions	1,603.97	12.54%
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Subtotal of Areas	12,791.52	100.00%
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Total	12,791.52	100.00%



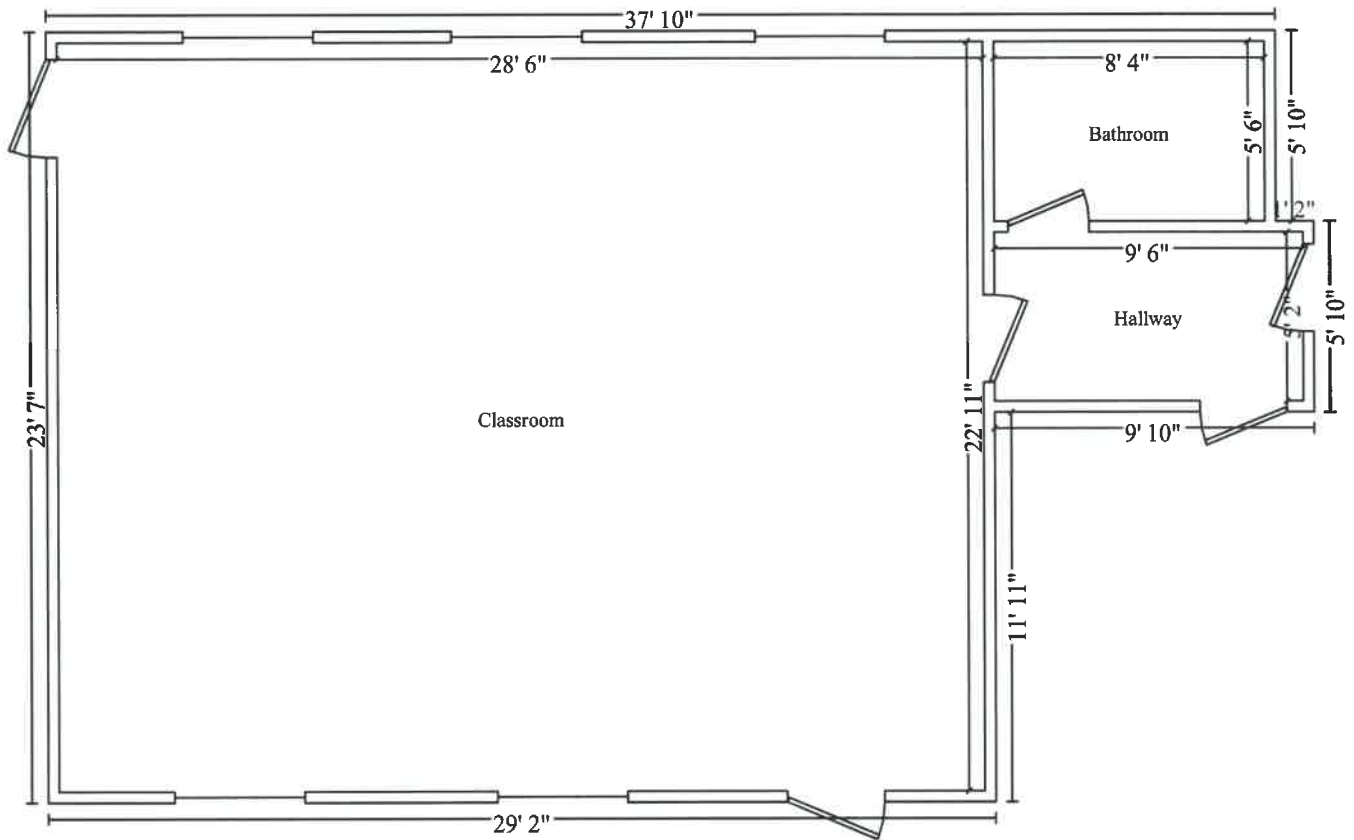
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Recap by Category

O&P Items	Total	%
CLEANING	872.00	5.68%
CONTENT MANIPULATION	1,450.07	9.45%
GENERAL DEMOLITION	631.68	4.12%
DOORS	48.28	0.31%
DRYWALL	1,432.36	9.33%
ELECTRICAL	672.48	4.38%
FLOOR COVERING - RESILIENT	183.96	1.20%
FLOOR COVERING - VINYL	268.85	1.75%
FINISH CARPENTRY / TRIMWORK	309.32	2.02%
FINISH HARDWARE	162.97	1.06%
FRAMING & ROUGH CARPENTRY	666.86	4.34%
HAZARDOUS MATERIAL REMEDIATION	756.60	4.93%
INSULATION	83.50	0.54%
LABOR ONLY	651.88	4.25%
PLUMBING	2,768.97	18.04%
PAINTING	1,831.74	11.93%
O&P Items Subtotal	12,791.52	83.33%
Overhead	1,279.16	8.33%
Profit	1,279.16	8.33%
Total	15,349.84	100.00%

Modular Classroom Building



Modular Classroom Building



ACR, Inc.

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Client: SASSED-Southeast Alternative School
Property: 6S331 Cornwall Rd
Naperville, IL 60540

Operator: BGEIERSB

Estimator: Bill Geiersbach
Company: ACR, Inc.
Business: 551 Glenn Ave
Wheeling, IL 60090

Business: (224) 250-0380
E-mail: bgeiersbach@acrrestores.com

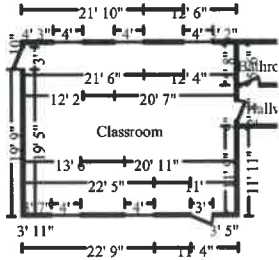
Type of Estimate: Water Damage
Date Entered: 2/20/2023

Date Assigned: 2/15/2023

Price List: ILCC8X_FEB23
Labor Efficiency: Restoration/Service/Remodel
Estimate: 23-0044-INS

23-0044-INS

Modular Classroom Building



Classroom

Height: 9'

787.72 SF Walls	653.13 SF Ceiling
1,440.85 SF Walls & Ceiling	653.13 SF Floor
72.57 SY Flooring	94.17 LF Floor Perimeter
102.83 LF Ceil. Perimeter	

Door	3' X 6' 8"	Opens into Exterior
Door	3' X 6' 8"	Opens into Exterior
Window	4' X 4'	Opens into Exterior
Window	4' X 4'	Opens into Exterior
Door	2' 8" X 6' 8"	Opens into HALLWAY
Window	4' X 4'	Opens into Exterior
Window	4' X 4'	Opens into Exterior
Window	4' X 4'	Opens into Exterior

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Content Manipulation charge - per hour	8.00 HR		0.00	158.40	0.00	253.44	1,520.64
2 techs x 2 hrs each visit to move contents and file cabinets away from walls to allow for painting of continuous surfaces on south and east walls of classroom							
2. Protect contents - Cover with plastic	326.56 SF		0.00	0.56	0.00	36.58	219.45
3. Mask part of the floor per square foot - plastic and tape - 4 mil	326.56 SF		0.00	0.51	0.00	33.32	199.87
4. Detach & Reset Crown molding - 2 1/4"	16.00 LF	8.14	0.00	0.00	0.00	26.04	156.28
5. 5/8" gypsum panel - fiber reinforced - abuse resistant	72.00 SF		0.00	5.21	0.00	75.02	450.14
6. Tape joint for new to existing drywall - per LF	18.00 LF		0.00	15.54	0.00	55.94	335.66
7. Seal the surface area w/PVA primer - one coat	108.00 SF		0.00	1.29	0.00	27.86	167.18
8. Paint part of the walls - two coats	393.86 SF		0.00	1.98	0.00	155.96	935.80
9. Cove base molding - rubber or vinyl, 4" high	12.00 LF		0.00	3.09	0.00	7.42	44.50
10. Finish crown molding - 1 coat urethane	51.42 LF		0.00	2.23	0.00	22.94	137.61
11. Final cleaning - construction - Residential	653.13 SF		0.00	1.00	0.00	130.62	783.75



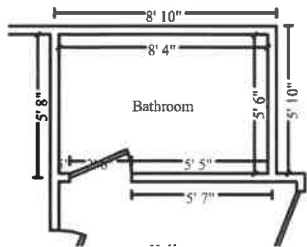
Get your business back in business.

ACR, Inc.

ACR, Inc.
 551 Glenn Ave.
 Wheeling, IL 60090
 866-645-1165 - office
 847-215-1592 - fax
 www.acrrestores.com

CONTINUED - Classroom

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
12. Add for bullnose (rounded) corners - per LF	15.00 LF		0.00	6.06	0.00	18.18	109.08
Totals: Classroom					0.00	843.32	5,059.96



Bathroom

Height: 9'

232.33 SF Walls	45.83 SF Ceiling
278.17 SF Walls & Ceiling	45.83 SF Floor
5.09 SY Flooring	25.17 LF Floor Perimeter
27.67 LF Ceil. Perimeter	

Door

2' 6" X 6' 8"

Opens into HALLWAY

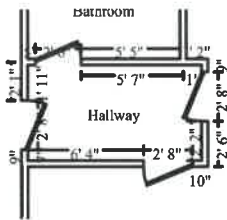
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
13. Electrician - per hour	4.00 HR		0.00	168.12	0.00	134.50	806.98
Labor to disconnect and reconnect electrical and conduit for water heater and surface mounted electric and low voltage to allow for drywall replacement. 2 visits							
14. Plumber - per hour	5.00 HR		0.00	186.12	0.00	186.12	1,116.72
Additional labor to disconnect and cap water lines and expansion tank to water heater and waste and overflow copper to allow for drywall replacement and platform replacement. 2 visits							
15. Detach & Reset Water heater - 6 gallon - Electric	0.50 EA	902.40	0.00	0.00	0.00	90.24	541.44
Detach only of Electric water heater							
16. R&R Water heater platform - wood frame	1.00 EA		104.84	666.86	0.00	154.34	926.04
17. Interior door - Detach & reset - slab only	1.00 EA		0.00	48.28	0.00	9.66	57.94
18. Toilet - Detach & reset	1.00 EA		0.00	401.68	0.00	80.34	482.02
19. Batt insulation - 4" - R15 - paper / foil faced	50.00 SF		0.00	1.67	0.00	16.70	100.20
20. 5/8" gypsum panel - fiber reinforced - abuse resistant	80.00 SF		0.00	5.21	0.00	83.36	500.16
For north wall and covering for water heater platform							
21. Detach & Reset Crown molding - 2 1/4"	22.00 LF	8.14	0.00	0.00	0.00	35.82	214.90
22. Seal/prime then paint the walls (2 coats)	232.33 SF		0.00	2.00	0.00	92.94	557.60
23. Remove Tile - vinyl composition	45.83 SF		3.95	0.00	0.00	36.20	217.23

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CONTINUED - Bathroom

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
24. R&R Underlayment - 1/4" lauan/mahogany plywood	45.83 SF		3.28	3.36	0.00	60.86	365.17
25. Tile - vinyl composition	52.71 SF		0.00	3.49	0.00	36.80	220.76
26. Cove base molding - rubber or vinyl, 4" high	25.17 LF		0.00	3.09	0.00	15.56	93.34
27. Finish crown molding - 1 coat urethane	27.67 LF		0.00	2.23	0.00	12.34	74.04
28. Finish Hardware Installer - per hour	1.00 HR		0.00	162.97	0.00	32.60	195.57
For re-installation of miscellaneous hardware after drywall replacement.							
29. Final cleaning - construction - Residential	45.83 SF		0.00	1.00	0.00	9.16	54.99
30. Mask and prep for paint - plastic, paper, tape (per LF)	27.67 LF		0.00	2.89	0.00	16.00	95.97
31. Clean floor and prep for overlay of subfloor	45.83 SF		0.00	2.18	0.00	19.98	119.89
32. Texture drywall - smooth / skim coat	30.00 SF		0.00	2.53	0.00	15.18	91.08
33. Add for bullnose (rounded) corners - per LF	32.00 LF		0.00	6.06	0.00	38.78	232.70
Totals: Bathroom					0.00	1,177.48	7,064.74



Hallway

Height: 9'

194.00 SF Walls	49.08 SF Ceiling
243.08 SF Walls & Ceiling	49.08 SF Floor
5.45 SY Flooring	18.83 LF Floor Perimeter
29.33 LF Ceil. Perimeter	

Door	2' 8" X 6' 8"	Opens into Exterior
Door	2' 8" X 6' 8"	Opens into Exterior
Door	2' 6" X 6' 8"	Opens into BATHROOM
Door	2' 8" X 6' 8"	Opens into CLASSROOM

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
34. Mask the floor per square foot - plastic and tape - 4 mil	49.08 SF		0.00	0.51	0.00	5.00	30.03
35. Clean floor	49.08 SF		0.00	1.49	0.00	14.62	87.75



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CONTINUED - Hallway

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
Due to access to bathroom through this area							
Totals: Hallway					0.00	19.62	117.78
Total: Modular Classroom Building					0.00	2,040.42	12,242.48

General Conditions

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
36. Haul debris - per pickup truck load - including dump fees	0.50 EA		390.98	0.00	0.00	39.10	234.59
37. Neg. air fan/Air scrub.-Large (per 24 hr period)-No monit. 2 air scrubbers x 3 days each	6.00 DA		0.00	126.10	0.00	151.32	907.92
38. Commercial Supervision / Project Management - per hour	4.00 HR		0.00	162.97	0.00	130.38	782.26
Totals: General Conditions					0.00	320.80	1,924.77
Line Item Totals: 23-0044-INS					0.00	2,361.22	14,167.25

Grand Total Areas:

1,214.06 SF Walls	748.04 SF Ceiling	1,962.10 SF Walls and Ceiling
748.04 SF Floor	83.12 SY Flooring	138.17 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	159.83 LF Ceil. Perimeter
748.04 Floor Area	795.76 Total Area	1,214.06 Interior Wall Area
1,096.11 Exterior Wall Area	125.17 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



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Summary

Line Item Total	11,806.03
Overhead	1,180.61
Profit	1,180.61
Replacement Cost Value	\$14,167.25
Net Claim	\$14,167.25

Bill Geiersbach



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Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)
Line Items	1,180.61	1,180.61
Total	1,180.61	1,180.61



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Recap by Room

Estimate: 23-0044-INS

Area: Modular Classroom Building

Classroom	4,216.64	35.72%
Bathroom	5,887.26	49.87%
Hallway	98.16	0.83%
<hr/>		
Area Subtotal: Modular Classroom Building	10,202.06	86.41%
General Conditions	1,603.97	13.59%
<hr/>		
Subtotal of Areas	11,806.03	100.00%
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Total	11,806.03	100.00%



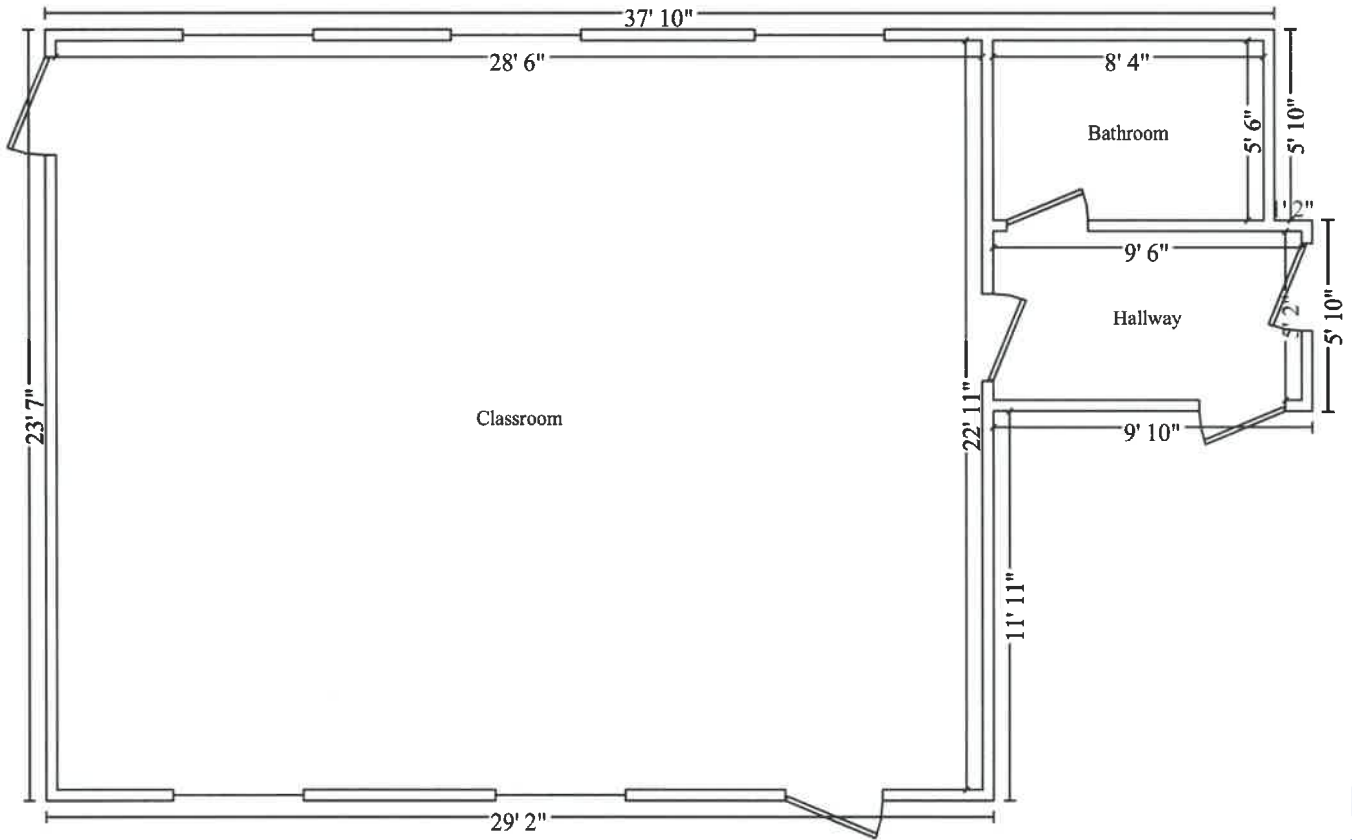
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Recap by Category

O&P Items	Total	%
CLEANING	872.00	6.16%
CONTENT MANIPULATION	1,450.07	10.24%
GENERAL DEMOLITION	631.68	4.46%
DOORS	48.28	0.34%
DRYWALL	1,432.36	10.11%
ELECTRICAL	672.48	4.75%
FLOOR COVERING - RESILIENT	183.96	1.30%
FLOOR COVERING - VINYL	268.85	1.90%
FINISH CARPENTRY / TRIMWORK	309.32	2.18%
FINISH HARDWARE	162.97	1.15%
FRAMING & ROUGH CARPENTRY	666.86	4.71%
HAZARDOUS MATERIAL REMEDIATION	756.60	5.34%
INSULATION	83.50	0.59%
LABOR ONLY	651.88	4.60%
PLUMBING	1,783.48	12.59%
PAINTING	1,831.74	12.93%
O&P Items Subtotal	11,806.03	83.33%
Overhead	1,180.61	8.33%
Profit	1,180.61	8.33%
Total	14,167.25	100.00%

Modular Classroom Building



Modular Classroom Building

A | C | R

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SERVICE AGREEMENT

1. **Parties.** This Service Agreement (Agreement) is entered on 03 / 22 / 2023 by and between Action Cleaners, Inc., (ACR), and The School Association for Special Education in DuPage County (SASED) (Customer[s]) with respect to the real and/or personal property located at: 6S331 Cornwall Rd, Naperville, IL 60540 (Property).

2. **Scope of Work.** (Description of the Project and Description of the Significant Materials to be Used):
As listed in Estimate# 23-0044-CAP

The Property has and is being damaged due to the following conditions: Water; Sewage; Mold; Fire/Smoke; Biocontamination; Other: _____ . Customer or the Customer's authorized agent hereby authorize ACR to provide services, labor, equipment, and materials necessary to perform and complete in a workmanlike manner the work described in ACR's Estimate dated 03 / 09 / 2023 (the "Work"). Customer shall provide ready access to the Property for the performance of the work.

Affected Areas: Exterior - As listed in Estimate# 23-0044-CAP

3. **List of Documents Incorporated into The Contract:** Customer agrees that the contract includes the following documents which are as fully a part of the contract as if repeated herein: Price List; Estimate; Lead Disclosure; Other _____. These collectively constitute the "Contract Documents". The Contract Documents set forth the terms and conditions of the agreement of the parties. Inconsistent or additional terms contained in Customer's order, acceptance, or acknowledgement shall be disregarded unless separately agreed to by ACR in writing.

4. **Approximate Start Date:** 03 / TBD / 2023; **Approximate Completion Date:** 04 / TB / 2023 . Based on presently available information, ACR has approximated the completion date in good faith. The actual completion date may vary due to circumstances beyond ACR's control. For example, it may not be feasible in many cases to accurately predict drying time or completion dates.

5. **Contract Price:** The price for services: (if checked): shall be as set forth in the attached price list; OR has been estimated at \$ 6,330.53 . Estimates are only approximations made in good faith based on currently available information and are subject to increase based on conditions discovered later. Customer understands that there may be issues that were not discovered when Estimates were prepared, and that conditions may make it possible to render an accurate quotation before commencing work. Any changes in price will be negotiated in good faith between the parties and set forth in a written change order signed by both parties. Customer will be responsible for water, electrical, and utility charges. The Contract Price does not include sales, use, excise or any other tax or permit fees unless shown separately. Customer shall pay all appropriate taxes when due or shall provide ACR with satisfactory evidence that Customer is exempt from such tax, and shall pay any applicable permit fees. ACR will furnish an unconditional lien release upon satisfactory payment for any portion of the work.

6. **Insurance Assignment:** Customer hereby assigns all legal rights and transfers title to all sums due or to become due in connection with this work to ACR and instructs the carrier to make payment directly to ACR, and to name ACR, on all drafts and checks made in payment for this loss. Customer agrees to immediately endorse and tender all insurance drafts to ACR.

7. **Right of Cancellation:** CUSTOMER MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE SET FORTH IN SECTION 1. SEE ATTACHED NOTICE OF CANCELLATION FORM FOR AN EXPLANATION OF THIS RIGHT.

8. **LIMITED POWER OF ATTORNEY:** ACR is hereby appointed as Attorney in fact to endorse and deposit in its accounts any insurance checks or drafts relating to ACR's work.

9. **Payment. Customer understands that ACR is hired by Customer and not Customer's insurance company. Customer initials:** _____. Payment to ACR is not contingent upon ACR's invoice being fully or partially approved by Customer's insurance company. All charges shall be invoiced directly to Customer. ACR will submit a copy of the invoice to Customer's insurance carrier(s) as a courtesy only. Customer has been informed of and agrees a) Customer is personally responsible for any and all deductible(s), depreciation, services and/or charges not paid by insurance; and b) Invoices not paid by insurance are due upon receipt. In the event Customer is an individual, a late payment fee shall be computed at the rate of 9% per annum. If the Customer is a corporation or business entity, the late payment fee shall be computed at the rate of 18% per annum. Customer agrees to pay all actual collection agency fees, collection agency commissions, actual attorneys' fees, expert fees, court costs, and arbitration costs incurred by ACR to collect past due balances. ACR may suspend performance if any payment is late.

Customer has agreed to the following Schedule of Progress Payments:

\$ 3,165.27 shall be paid upon completion of signed service agree.

\$ _____ shall be paid upon completion of _____; and

\$ 3,165.26 shall be paid upon substantial completion of all other work required to be performed under this Agreement.

If payment is made by credit card, Customer agrees to pay a credit card processing charge of 3% of the amount paid. It is agreed that the Customer may not withhold any payment of all or a portion of any amount due because of any disagreement between ACR and the Customer relating to quality, design, or cost of any construction. All adjustments or refunds, if any, shall be made at the time of Punch List.

10. **Mold Notice.** Many believe that the presence of mold creates health risks. Occupants with health complaints are encouraged to seek an examination from an appropriately-qualified professional. ACR is not qualified to diagnose medical conditions and Customer agrees not to interpret any statement by ACR as medical advice. Mold is a naturally-occurring substance in the environment and the presence of mold spores does not necessarily indicate that a building is contaminated. The goal of ACR's work is not to leave the building "mold free". If the scope of work includes mold remediation, the goal is not to sterilize the structure, but to bring mold concentrations to levels that are reasonable under the circumstances. It is important that proper diagnosis and treatment of illness not be confused by misdirected attention to indoor air quality issues. Customer agrees to take reasonable measures to control the conditions that lead to mold growth. Customer is advised to seek further information from the United States Environmental Protection Agency at: www.epa.gov and the American Conference of Governmental Industrial Hygienists at: www.acgih.org. There may be environmental factors and/or other conditions that cause or contribute to mold growth at the Property, the repairs and/or remediation of which are not included in the work. ACR cannot control and therefore is not responsible for these factors or conditions.

11. **Environmental Consultants.** Customer understands and acknowledges that ACR is not an environmental testing firm and that testing, and diagnosis of environmental conditions are excluded from ACR's scope of work. If this project involves mold, bacteria, sewage, asbestos, indoor air quality or other environmental contaminants or suspected contaminants, Customer is advised to retain the service of a qualified environmental consultant to inspect the property, assess the conditions and prepare protocols, if needed. ACR cannot guarantee that the Property will pass environmental testing if Customer elects not to retain an environmental consultant to design a protocol for the work. Customer agrees that ACR is entitled to rely on the comments and recommendations of Customer's consultant, but shall not be bound by them.

12. Limit of Liability. To the extent allowed by law, ACR's liability is limited to the total amount paid to ACR for services rendered, and in no event shall ACR be liable for consequential damages of any kind. ACR is not responsible for the security of the Property. Customer has been advised to remove, protect and safeguard small valuables, and ACR shall not be liable for Customer's failure to do so. ACR is not liable for errors or omissions of environmental consultants or industrial hygienists. Customer hereby agrees to release, hold harmless, defend (pay attorneys' fees, expert fees, arbitration costs and court costs) and indemnify ACR from any and all damages, claims or actions that arise from: a) Conditions that pre-existed the date of this Service Agreement, including construction defects and violations of local ordinances or building codes; b) the premature removal of equipment or termination of work against ACR's recommendations; c) Any refusal to allow ACR to perform any procedures it recommends; d) Mysterious disappearances of personal property; e) Customer's election not to engage the services of a qualified environmental consultant; f) Errors or omissions of environmental consultants or conditions that would have been discovered by a competent environmental consultant, regardless of whether Customer elects to retain the services of an environmental consultant; g) Delays or damage that result from acts of God, civil or military authority, wars, terrorism, accidents, earthquakes, floods, strikes or any other event or condition beyond ACR's reasonable control; and h) Holes, adhesive, paint damage or other harm to walls or surfaces made in the process of erecting containment. Problems that may occur for which ACR will be released, indemnified, defended and held harmless may include mold, bacteria, structural damage, indoor air quality contamination, asbestos and environmental illnesses (including allergies).

DESCRIPTION OF KNOWN PRE-EXISTING DAMAGE OR ADVERSE CONDITIONS:

Inspection Performed 03/06/2023

13. Credit Check Authorization. Customer hereby authorizes ACR to make reasonable credit inquiries and to receive any information regarding Customer's financial or credit status from creditors or financial institutions which ACR deems relevant. Customer hereby authorizes all such creditors and financial institutions to divulge such information to ACR. Customer acknowledges and agrees that credit privileges, if granted, may be withdrawn at any time.

14. Choice of Law and Venue. This Agreement shall be governed by the laws of the State of Illinois. The parties consent to Cook County, Illinois being the sole venue for the resolution of all disputes.

15. Mediation. In the event an unresolved dispute arises between the parties related to this Agreement, the parties agree that, prior to the filing of a court action, the parties shall attempt to settle their dispute through mediation in accordance with the construction industry mediation rules of the American Arbitration Association. The cost of the mediation shall be divided equally by the parties.

16. EXCLUSIVE WARRANTY. UPON RECEIPT OF TIMELY PAYMENT IN FULL, ACR PROVIDES THE CURRENT OWNER WITH A LIMITED WARRANTY AGAINST HIDDEN LATENT DEFECTS IN WORKMANSHIP FOR A PERIOD OF ONE (1) YEAR FROM THE DATE OF COMPLETION OF THE WORK. THIS WARRANTY IS IN PLACE OF ALL OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED, INCLUDING THE IMPLIED WARRANTY OF HABITABILITY, AND THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. CLAIMS FOR OPEN PATENT DEFECTS IN WORKMANSHIP, OR FOR DAMAGED OR LOST PROPERTY MUST BE MADE IN WRITING WITHIN FIFTEEN (15) DAYS OF COMPLETION OF THE WORK. ACR SHALL HAVE THE RIGHT TO CURE ANY DEFECT WITHIN FIFTEEN (15) DAYS OF WRITTEN NOTICE. ACR'S OBLIGATION UNDER THIS WARRANTY IS LIMITED TO REPAIR OR REPLACEMENT, AT ITS OPTION, OF THE FAULTY WORKMANSHIP OR MATERIAL. THE WARRANTY IS VOID IF ACR IS NOT PERMITTED TO PERFORM THE REPAIR OR REPLACEMENT PROCEDURES IT RECOMMENDS.

1. Exclusions. The following exclusions and limitations apply to ACR's warranty obligations:

- (a) Faucet leaks; toilet, door, and door frame adjustments; and floor and wall tile grouting are all covered for 60 days after the date of substantial completion by ACR. Thereafter, repairs to or corrections of the same are the responsibility of Customer.
- (b) Nail or screw pops or cracks in walls and ceilings are not covered by this warranty because they do not result from faulty workmanship or defective materials, but are the result of natural shrinkage and drying out of building materials, wind loads, or other normal settlement or movement of building components. If ACR determines abnormal conditions exist with respect to these items, ACR will correct the conditions one time, within a reasonable period. ACR will not be liable for repainting, wallpapering, or refinishing repaired areas.
- (c) This warranty does not cover ordinary wear and tear or damage due to misuse or neglect, negligence, or failure to provide proper maintenance. This warranty does not cover items modified or repaired by Customer or items installed or constructed pursuant to a separate agreement between Customer and a party other than ACR.
- (d) This warranty does not cover damage from leaks or water infiltration at perimeter walls.
- (e) This warranty excludes incidental and consequential damages caused by any construction defect or breach of this warranty. In no event shall ACR's liability under this warranty exceed the price of the work claimed to be defective.
- (f) Personal property and equipment supplied by ACR may come with a manufacturer's warranty. ACR is not a warrantor under and does not adopt the manufacturers' warranties. In the event of a defect in such personal property or equipment, Customer must contact the manufacturer. ACR is not responsible for the performance of a manufacturer under the manufacturer's warranty.
- (g) For the purpose of this warranty, "latent defects" are limited to defects that (i) are not apparent when ACR substantially completes its work but which become apparent to Customer during the one (1) year warranty period, and (ii) Customer gives ACR written notice of during the one (1) year warranty period.

2. Other Items. No actions taken by ACR to correct defects shall extend the warranty beyond the Warranty Period. No representative of ACR has the authority to expand the scope of or extend the duration of this warranty. ACR is not obligated to remedy a defect pursuant to this warranty unless and until Customer notifies ACR in writing of the defect prior to expiration of the Warranty Period. This warranty shall be null and void as to any defect if Customer performs repairs to the Property in respect to the defect prior to receiving the written consent of ACR. This warranty is not assignable or transferable, and any attempted assignment or transfer shall render it null and void.

17. Extra Work and Change Orders: Extra Work and Change Orders become part of the contract once the order is prepared in writing and signed by the parties. The order must describe the scope of the extra work or change, the cost to be added or subtracted from the contract, and the effect the order will have on the schedule of progress payments. Customer shall not unreasonably withhold approval of any Change Order. Contractor's failure to comply with this paragraph does not preclude recovery of compensation for work performed based upon legal or equitable remedies designed to prevent unjust enrichment. In the event a change is required by any municipal or administrative entity, including any building department, and Customer fails to deliver to Contractor a fully-executed Change Order within five (5) days of Customer's receipt of the written Change Order, Contractor shall perform the change and be paid its additional cost of labor and material, plus twenty percent (20%) for additional overhead and administrative costs.

18. Equipment Responsibility. Customer understands and agrees that the Customer is responsible for the loss, damage or theft of any of ACR's equipment while ACR's equipment is at the Customer Property. Customer agrees to take all reasonable precautions to ensure that ACR's equipment is not damaged, lost or stolen. If it becomes necessary to move any of ACR's equipment, Customer agrees to notify ACR of the necessity and ACR shall then make reasonable efforts to timely move the equipment. The Customer must not move any of ACR's equipment at any time. The Customer will be held solely responsible for ANY damages or injuries caused as a result of moving ACR's equipment.

19. Contents. Customer understands and accepts the risk of potential damage to fragile items. ACR will not be liable for damage to special or valuable items unless Customer identifies these items in writing prior to or at the commencement of work.

20. Photographs. Customer(s) gives ACR permission to take photographs and video of the Property before, during, and after the Service Agreement

21. Assignment. ACR may, at its discretion, assign this Agreement or subcontract all or part of the work to other contractors.

22. Termination. ACR shall have the right to terminate this Agreement if Customer fails to make timely payment and fails to cure such default within ten (10) days after receipt of written notice from ACR.

23. Agency Authority. The individual who signs this Agreement warrants and represents that he or she is the owner of the Property or is duly authorized by the owner to enter this Agreement and to cause improvements to be made or materials to be delivered to the Property.

24. Miscellaneous: Customer acknowledges that this Agreement contains the entire agreement between the parties and affirms that ACR has not made any promises regarding the goods and/or services described in this Agreement other than the promises contained herein. No verbal agreement or modification to this Agreement will be effective unless it is in writing and signed by both Customer and a duly authorized representative of ACR. If any part of this Agreement is determined by a court to be invalid, the remainder shall remain in effect.

"Customer(s)" (Must be at least 18 years old)
I have read and understand this contract and received a signed copy of the executed Agreement.

Action Cleaners, Inc. ("ACR")

Signature: Check one: Customer; Authorized Agent

Bill Geiersbach
Signature

X

Print Name and Title

Bill Geiersbach / Construction Project Manager

Print Name and Title

Notice of Cancellation

March 22, 2023

You have entered into a transaction on March 22, 2023, which may result in a lien, mortgage, or other security interest on your home. If you signed this Agreement in your home then you have the legal right under federal law to cancel this transaction if you desire to do so, without penalty or obligation, within three (3) business days from the above date. If you so cancel the transaction, any lien, mortgage or other security interest on your home arising from this transaction is automatically void. If you cancel, any property traded in, any payments made by you under this agreement or sale, and any negotiable instrument executed by you, will be returned within 10 business days following the receipt by ACR of your cancellation notice, and any security interest arising out of the transaction will be cancelled.

If you cancel, you must make available to ACR, at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale; or you may if you wish, comply with the instructions of ACR regarding the return shipment of the goods at ACR's expense. If you do make the goods available to ACR and ACR does not pick them up within 20 days of the date of your cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to ACR, or if you agree to return the goods to ACR and fail to do so, then you will remain liable for performance of all obligations under this agreement (contract).

If you decide to cancel this transaction you may do so by notifying ACR by overnight mail delivery at 551 Glenn Ave., Wheeling, IL, 60090 or by e-mail at TTyler@acrstores.com sent not later than midnight of March 24, 2023. You may also use any other form of written notice identifying the transaction if it is delivered to the above address no later than that time. This notice may be used for that purpose by dating and signing below.

I hereby cancel this transaction.

Date: _____

Signatures affixed below also acts as receipt that buyer(s) received separate cancellation forms.

Customer signature: _____

Customer signature: _____

Email Authorization Form

I signify that I have sole responsibility for the email address listed below and that communication with ACR, its employees, or associates from this email address regarding the remodeling project at the location referenced above may substitute for my signatory approval on all change orders and selection changes.

I understand that when approving a change order by email I must indicate "fully approve" in the email message.

E-mail address: **X** _____ (please print)

E-mail address: _____ (please print)



ACR, Inc.

ACR, Inc.
551 Glenn Ave.
Wheeling, IL 60090
866-645-1165 - office
847-215-1592 - fax
www.acrrestores.com

Client: SASSED-Southeast Alternative School
Property: 6S331Cornwall Rd
Naperville, IL 60540

Operator: BGEIERSB

Estimator: Bill Geiersbach
Company: ACR, Inc.
Business: 551 Glenn Ave
Wheeling, IL 60090

Business: (224) 250-0380
E-mail: bgeiersbach@acrrestores.com

Type of Estimate: Water Damage
Date Entered: 3/9/2023 Date Assigned: 3/2/2023

Price List: ILCC8X_MAR23
Labor Efficiency: Restoration/Service/Remodel
Estimate: 23-0044-CAP

23-0044-CAP

Exterior

East Elevation

Height: 8'

Window 2 (B6)

1,296.00 SF Walls	750.22 SF Ceiling
2,046.22 SF Walls & Ceiling	718.22 SF Floor
79.80 SY Flooring	162.00 LF Floor Perimeter
162.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
1. Detach & Reset Siding - vinyl	300.00 SF	3.98	0.00	0.00	0.00	250.74	1,444.74
2. Metal Z flashing / drip cap	24.00 LF		0.00	4.15	0.00	20.92	120.52
Drip cap installed above windows to divert water							
3. Vinyl J trim	96.00 LF		0.00	5.73	0.00	115.52	665.60
Vinyl "J" molding to be replaced pending availability of this color siding							
4. Flashing tape - self-adhesive	96.00 LF		0.00	2.10	0.00	42.34	243.94
5. R&R Sheathing - foil faced foam - 1/2"	32.00 SF		0.48	1.97	0.00	16.46	94.86
Exterior sheathing under window 3 has already been identified as water damaged. Sheathing under other windows to be inspected during window weatherproofing.							
Totals: East Elevation					0.00	445.98	2,569.66

West Elevation

Height: 8'

Window 3 (B4)

1,296.00 SF Walls	750.22 SF Ceiling
2,046.22 SF Walls & Ceiling	750.22 SF Floor
83.36 SY Flooring	162.00 LF Floor Perimeter
162.00 LF Ceil. Perimeter	

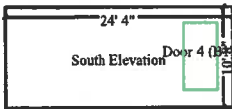
DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
6. Detach & Reset Siding - vinyl	150.00 SF	3.98	0.00	0.00	0.00	125.37	722.37
7. Metal Z flashing / drip cap	25.00 LF		0.00	4.15	0.00	21.79	125.54
Drip cap installed above windows and doors to divert water							
8. Vinyl J trim	64.00 LF		0.00	5.73	0.00	77.01	443.73
Vinyl "J" molding to be replaced pending availability of this color siding							

CONTINUED - West Elevation

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
9. Flashing tape - self-adhesive	64.00 LF		0.00	2.10	0.00	28.22	162.62
Totals: West Elevation					0.00	252.39	1,454.26

South Elevation

Height: 8'

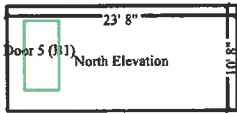


560.00 SF Walls	259.56 SF Ceiling
819.56 SF Walls & Ceiling	259.56 SF Floor
28.84 SY Flooring	70.00 LF Floor Perimeter
70.00 LF Ceil. Perimeter	

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
10. Detach & Reset Siding - vinyl	40.00 SF	3.98	0.00	0.00	0.00	33.43	192.63
11. Metal Z flashing / drip cap	4.00 LF		0.00	4.15	0.00	3.49	20.09
Drip cap installed above door to divert water							
12. Vinyl J trim	18.00 LF		0.00	5.73	0.00	21.66	124.80
Vinyl "J" molding to be replaced pending availability of this color siding							
Totals: South Elevation					0.00	58.58	337.52

North Elevation

Height: 8'



549.33 SF Walls	252.44 SF Ceiling
801.78 SF Walls & Ceiling	252.44 SF Floor
28.05 SY Flooring	68.67 LF Floor Perimeter
68.67 LF Ceil. Perimeter	

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
13. Detach & Reset Siding - vinyl	40.00 SF	3.98	0.00	0.00	0.00	33.43	192.63
14. Metal Z flashing / drip cap	4.00 LF		0.00	4.15	0.00	3.49	20.09
Drip cap installed above door to divert water							
15. Vinyl J trim	18.00 LF		0.00	5.73	0.00	21.66	124.80
Vinyl "J" molding to be replaced pending availability of this color siding							



Get your business back in business.

ACR, Inc.

ACR, Inc.
 551 Glenn Ave.
 Wheeling, IL 60090
 866-645-1165 - office
 847-215-1592 - fax
 www.acrrestores.com

CONTINUED - North Elevation

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
Totals: North Elevation					0.00	58.58	337.52
Total: Exterior					0.00	815.53	4,698.96

General Conditions

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
16. Haul debris - per pickup truck load - including dump fees	1.00 EA		400.19	0.00	0.00	84.04	484.23
17. Cleaning Technician - per hour General site cleanup after repairs.	4.00 HR		0.00	97.60	0.00	81.98	472.38
18. Commercial Supervision / Project Management - per hour	6.00 HR		0.00	92.97	0.00	117.14	674.96
Totals: General Conditions					0.00	283.16	1,631.57
Line Item Totals: 23-0044-CAP					0.00	1,098.69	6,330.53

Grand Total Areas:

3,701.33 SF Walls	2,012.44 SF Ceiling	5,713.78 SF Walls and Ceiling
1,980.44 SF Floor	220.05 SY Flooring	462.67 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	462.67 LF Ceil. Perimeter
1,980.44 Floor Area	2,012.44 Total Area	3,701.33 Interior Wall Area
4,164.00 Exterior Wall Area	462.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	



ACR, Inc.

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Summary

Line Item Total	5,231.84
Overhead	523.18
Profit	575.51
Replacement Cost Value	\$6,330.53
Net Claim	\$6,330.53

Bill Geiersbach



ACR, Inc.

ACR, Inc.
551 Glenn Ave.
Wheeling, IL 60090
866-645-1165 - office
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Recap of Taxes, Overhead and Profit

	Overhead (10%)	Profit (10%)
Line Items	523.18	575.51
Total	523.18	575.51



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Recap by Room

Estimate: 23-0044-CAP

Area: Exterior

East Elevation	2,123.68	40.59%
West Elevation	1,201.87	22.97%
South Elevation	278.94	5.33%
North Elevation	278.94	5.33%

Area Subtotal: Exterior	3,883.43	74.23%
General Conditions	1,348.41	25.77%

Subtotal of Areas	5,231.84	100.00%
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Total	5,231.84	100.00%
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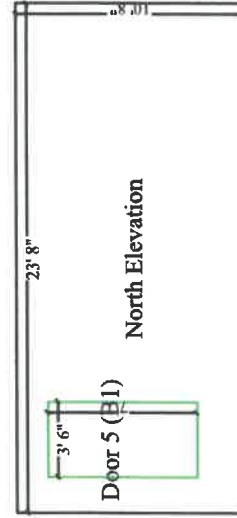
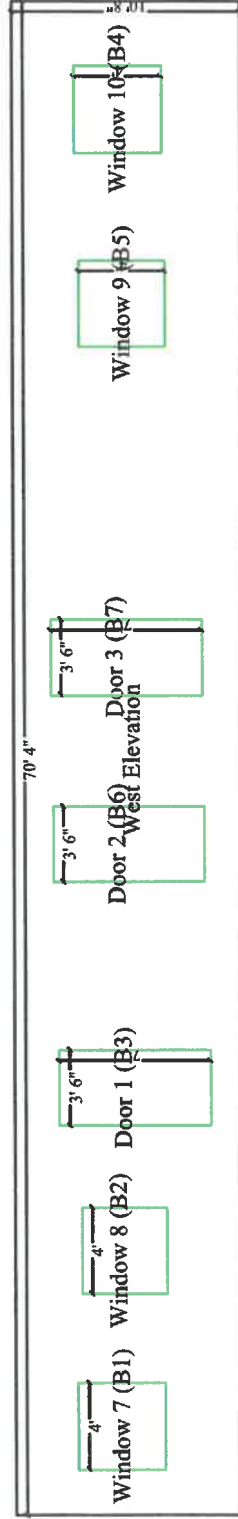
Get your business back in business.

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Recap by Category

O&P Items	Total	%
CLEANING	390.40	6.17%
GENERAL DEMOLITION	415.55	6.56%
FRAMING & ROUGH CARPENTRY	63.04	1.00%
LABOR ONLY	557.82	8.81%
MOISTURE PROTECTION	336.00	5.31%
SIDING	3,469.03	54.80%
O&P Items Subtotal	5,231.84	82.64%
Overhead	523.18	8.26%
Profit	575.51	9.09%
Total	6,330.53	100.00%



INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Tracy Levine/Naomi Ruth Cohen Institute for Mental Health Education ("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 11, 2023 from 12:30 PM - 3:30 PM ("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 Contractor's negligence, willful misconduct, or breach 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: Tracy Levine, LCSW
Naomi Ruth Cohen Institute for Mental Health Education at The Chicago School of Professional Psychology
325 N. Wells
Chicago, IL 60654

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:
Date: 02/20/2023

Title: Executive Director, NRCI

EXHIBIT A or SCOPE OF WORK

Independent Contractor Agreement - Evaluation Appendix A

Contractor/Consultant: Tracy Levine

Address: 325 N. Wells, Chicago, IL 60654

Email Address: tlevine@thechicagoschool.edu

Phone #: 312-467-2512

I agree to enter into a contract with SASSED in return for a payment in the amount of \$600 for the following services: **A total of 3 hours of professional development for 30 staff. These sessions will take place at the following date(s), time, place:**

- **Date:** 4/11/2023
- **Time:** 12:30pm-3:30pm
- **Location:** SASSED Administration Building, 2900 Ogden Ave., Lisle, IL 60532

Estimated expenses for travel, meals (meals up to \$50.00 per day), etc. \$ ____ **Included in Fee Above**

Lodging requested: __Yes __x_ No

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

Would you be willing to have participants contact you electronically after your presentation with follow up questions (e.g., listserv; email)? __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:

Date: 02/20/2023

SASSED Admin Signature:

Date: _____

Account Code: _____

PO Number: _____

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), and Texas School for the Blind and Visually Impaired ("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 3/3/23 ("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.

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 SASED 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: Chris Tabb
1100 West 45th Street
Austin, Texas 78756

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

C. J. Tabb Date: 2023-03-17

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

Contractor/Consultant Christopher Tabb, Kate Borg Texas School for the Blind
Address 1100 West 45th St Austin, TX 78756
Email Address borgk@tsbvi.edu
Phone # tabbc@tsbvi.edu

I agree to enter into a contract with SASED in return for a payment in the amount of \$ 200 for the following services: A total of 4 hours of professional development for approximately 10 staff
. These sessions will take place at the following date(s), time, place:

- Date: 3/3/23
- Time: 8:00 am central
- Location: virtual

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

Lodging requested: Yes x No

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

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

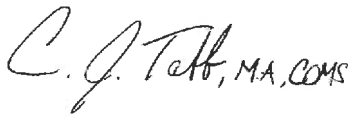
Agreements:

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

I agree to have handouts available electronically on the SASED website.

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.**

Contractor/Consultant Signature:



Date: 2023-03-13

SASED Admin Signature:

Date:

Account Code:

PO Number:



NORTHERN ILLINOIS UNIVERSITY

Conference and Event Services

Facilities Use Agreement **VERSION 2**

NIU Naperville

Northern Illinois University
1120 E. Diehl Road, Naperville IL, 60563
Phone: 630-577-9101 Fax: 815-753-8989

This Facilities Use Agreement (“Agreement”) is made and entered into as of the date of last signature below (“Effective Date”) between the Board of Trustees of Northern Illinois University, located in DeKalb, Illinois 60115 (“NIU” or “University”) and SASSED (“Client”). Client desires to use certain facilities on the Northern Illinois University campus as specified in Section 1 below (the “Facilities”), and NIU desires to grant Client the right to use such Facilities upon and subject to the provisions set forth herein.

1. Facilities

Client may use the Facilities for the following, and for no other, purpose (the “Event”):

SASED Spring Institute 2023

The Event name shall be posted as set forth above.

Client information:

Address: 2900 Ogden Ave Lisle, IL 60532

Phone: (630) 955-8117

Email: dgerus@sased.org

Fax: (630) 778-0196

Main Contact: Dana Gerus

Events/Facilities Description

Start Date	Start Time	End Time	Room	Rental Fee	Event	Setup
Mar 02, 2023	5:00PM	7:00PM	Atrium		Client Setup	Planner Defined
Mar 03, 2023	7:00AM	1:00PM	Atrium		Registration	Planner Defined
Mar 03, 2023	7:30AM	11:00AM	Atrium		Continental Breakfast/AM Break	Planner Defined
Mar 03, 2023	7:00AM	2:00PM	Special Events Room 101A/B/C	1870.00	Meeting	Rounds
Mar 03, 2023	7:00AM	5:00PM	Auditorium	675.00	Meeting	Theater Seating
Mar 03, 2023	8:00AM	5:00PM	Tiered Classroom 260	300.00	Breakout	Classroom Seating
Mar 03, 2023	8:00AM	5:00PM	Tiered Classroom 261	300.00	Breakout	Classroom Seating
Mar 03, 2023	8:00AM	5:00PM	Tiered Classroom 265	300.00	Breakout	Classroom Seating
Mar 03, 2023	8:00AM	5:00PM	Tiered Classroom 266	300.00	Breakout	Classroom Seating
Mar 03, 2023	11:00AM	5:00PM	Breakout Room 251F	85.00	Breakout	Conference Table
Mar 03, 2023	12:00PM	1:00PM	Room 250		Box Lunch	Rounds
Mar 03, 2023	2:00PM	4:00PM	Atrium		PM Break	Planner Defined

Estimated Charges

Total Room

Rental: \$3830.00

Catering

\$6615.00

Package:

Variable Based on
Menu/Attendance

Catering

\$512.66

Tax:

Variable Based on
Menu/Attendance

Client's Federal Employment Identification Number/NIU Cost Center Number is 36-2919494 1010390

The parties agree to the following additional special arrangements: _____

2. Charges and Payment

As consideration for use of the Facilities under this Agreement, Client shall pay NIU the room rental fees and any related charges incurred in connection with the Event as invoiced. All fees and charges are payable to NIU no later than thirty (30) days after receipt of NIU's invoice, including without limitation, charges subsequently assessed against Client, if any, for damage, repair, cleanup or other expenses.

In addition to the room rental fees, Client is responsible for paying for the use of additional rooms not specified in this Agreement, continued room usage past the time specified in this Agreement and the use of additional services not originally specified in this Agreement. Additional services include, but are not limited to, catering, audiovisual, security, parking and extra utilities ("Additional Services or Equipment"). Final requests for any Additional Services or Equipment must be made in writing at least 3 Days prior to the Event. Failure to do so may result in a \$ 100 rush charge.

3. Food and Beverage

- A. Client may separately purchase food and beverage services from NIU catering services at an additional charge. Due to governmental health codes and liability risks, Client is prohibited from bringing in or removing food or beverages from the Facilities, except as otherwise stated in this Agreement below.
- B. Subject to Client's compliance with the Northern Illinois University Alcoholic Beverage Policy and applicable State of Illinois and city/municipal laws and regulations, alcohol may be served at the Event.
- C. Client must confirm the guaranteed food and beverage count for the Event no later than seven (7) business days prior to the first date of use of the Facilities. Catering charges will be calculated on the guaranteed number or the actual number attending, whichever is greater.

4. Alteration and Damage

- A. Immediately following the Event, Client shall return the Facilities to NIU in substantially the same condition (ordinary wear and tear exempted) as when received and shall reimburse NIU for any and all costs, expenses, charges or fees incurred in the repair or replacement of damage to the Facilities to the extent attributable to Client, its employees, subcontractors, agents, invitees, guests or attendees. Client is responsible for charges incurred for special cleanup. Repairs and/or replacement for any damages to the Facility and/or any NIU equipment will be charged to the Client.
- B. Client shall not use screws, nails, tacks, hooks, pins, tape or other adhesives to affix decorations or other items to the Facilities or its fixtures, furniture or equipment or otherwise modify or alter University property without receiving prior written permission. Further, Client shall not use (i) any smoke or fog machines; (ii) any open flames (other than dripless candles); or (iii) any glitter, confetti, flower petals or rice at the Facilities without receiving prior written permission.

5. Smoking

The NIU campus is designated as a Smoke-Free Campus and smoking in the Facilities is prohibited.

6. Cancellation

Cancellation of this Agreement by the Client must be in writing. In the event of cancellation, the charges below shall apply. If the Event is cancelled:

- 14 or more calendar days before the Event, no room rental or catering charges shall be due to NIU from Client.
- 13 - 7 calendar days before the Event, fifty percent (50%) of the room rental charge shall be due to NIU from Client.
- 0 - 6 calendar days before the Event, one hundred percent (100%) of the room rental charge and catering charges shall be due to NIU from Client.

7. Liability and Indemnification

- A. Client acknowledges and agrees that Client is responsible and liable for the actions, omissions and conduct of itself, its employees, agents, invitees and guests in accordance with the terms and conditions of this Agreement.
- B. Client acknowledges and agrees that Client has inspected the Facilities and deems the Facilities to be satisfactory for the Event and further acknowledges and agrees that **THE FACILITIES SHALL BE DELIVERED BY NIU TO CLIENT “AS IS,” “WHERE IS,” “WITH ANY AND ALL FAULTS” AND WITHOUT ANY EXPRESS OR IMPLIED WARRANTY, INCLUDING BUT NOT LIMITED TO THE WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN THE ABSENCE OF GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, NIU, ITS BOARD OF TRUSTEES, DEPARTMENTS, ADMINISTRATIVE UNITS, COOPERATING STUDENT ORGANIZATIONS AND THEIR RESPECTIVE OFFICERS, EMPLOYEES AND AGENTS DISCLAIM AND ARE HEREBY RELEASED FROM ANY AND ALL CLAIMS AND CAUSES OF ACTION FOR ANY PERSONAL PROPERTY DAMAGE OR LOSS, PERSONAL MEDICAL OR HOSPITAL COSTS, PERSONAL ILLNESS OR BODILY INJURY, INCLUDING PAIN AND SUFFERING, EMOTIONAL DISTRESS, OR DEATH, PERSONAL ECONOMIC IMPAIRMENT, AND FOR ANY DIRECT OR INDIRECT, PUNITIVE, CONSEQUENTIAL DAMAGES OR LOSS OF PROFITS, WHETHER OR NOT ADVISED OF THE POSSIBILITIES THEREOF AND WHETHER OR NOT FORESEEABLE.**
- C. Client further agrees to indemnify, defend and hold harmless NIU, its trustees, agents and employees, against all claims, demands, suits, liabilities, costs, damages and expenses (including reasonable attorney’s fees and legal expenses) arising out of or in connection with Client’s or any of its agents’, contractors’, employees’, guests’ or invitees’ (“Indemnifying Parties”): (i) use or occupancy of the Facilities; (ii) loss, injury, death or damage to persons or the Facilities on or about the Facilities by reason of any negligence or willful misconduct of the Indemnifying Parties; or (iii) breach or default in the performance of the Agreement by the Indemnifying Parties.

8. Insurance

- a. Client will insure its activities in connection with the Event and obtain comprehensive commercial general liability insurance with minimum policy limits of \$1 million per occurrence and \$2 million in the aggregate. Said coverage shall include bodily injury and third party property damage and shall name the Board of Trustees of Northern Illinois University as an additional insured. Any policies shall be written with carriers acceptable to NIU and shall apply on a primary and non-contributory basis with respect to policies held by NIU. Any performers, vendors, or other individuals working on behalf of Client in connection with the Event shall maintain insurance which meets the requirements in this section. Should a third party not be able to meet these requirements, Client shall not permit services to be rendered at the Event.
- b. Where applicable, Client and its vendors must adhere to the Illinois Workers’ Compensation Act and provide employees with appropriate coverage in accordance with state law.
- c. A certificate of insurance evidencing the required coverages shall be delivered to NIU no later than thirty (30) days prior to the Event date.

9. Use of University Name and Marks; Signage

Client shall not issue any press release or other public announcement relating to the Agreement or the activities contemplated by the Agreement or use NIU's name, logos, marks or any other trade designations (including, but not limited to, on its website, in printed materials or in any other manner) or any other NIU intellectual property without the prior written approval of NIU, which approval may be withheld for any reason. Client shall not erect any signs, banners or displays in or about the Facilities without the prior written approval of NIU.

10. Safety

Client, its employees, agents, invitees and guests shall not bring any weapons onto the NIU campus (including "concealed carry" firearms), per Illinois law. If NIU in its sole but reasonable discretion determines that public or participant safety is threatened or in danger, it may call upon security personnel to assist (whether police or a third party security agency).

11. State and University Laws, Regulations, Policies and Rules

- A. The laws of the State of Illinois shall apply to the Agreement without regard to its conflict of laws principles.
- B. Client, its employees, agents, invitees, guests and attendees shall comply with all applicable laws and regulations and applicable NIU policies and procedures, which policies may be amended at NIU's sole discretion.
- C. Client alone is responsible for procuring any applicable governmental permits or approvals for its Event, activities or use of the Facilities.

12. Force Majeure

NIU will notify Client if the Facilities may not be used due to health and safety guidelines and/or mandates, and NIU reserves the right to make modifications, if and when necessary, to the Event set up based on such guidelines and/or mandates. In the event of unsafe circumstances or if use of the Facilities is restricted for health or safety reasons, the Event can be postponed to a mutually agreed upon later date, no more than one (1) year after the original date, provided use of the Facilities on such rescheduled date is deemed acceptable by local authorities and NIU. Neither party will be liable for, or be considered to be in breach of or default under the Agreement as a result of any cause or condition beyond such party's reasonable control ("Force Majeure") including, but not limited to government actions (such as facilities being taken for public use), national emergencies, fire, flood or other catastrophe, acts of God, pandemic or other health emergency, terrorism, insurrection, war, riots, failure of transportation or power supply outage. NIU shall not have any liability on account of the unavailability of the Facilities for the Force Majeure, but shall return, in full, all security deposits provided by the Client and refund any prepaid but unused portion of fees. For clarity, NIU will not return any security deposits for events that are postponed but are subsequently not held within one (1) year after the original date. NIU alone is entitled to any insurance proceeds or sums paid or payable as damages or compensation on account of any such Force Majeure, and no part thereof shall accrue or be payable to the Client.

13. Termination of Agreement by NIU

University may terminate this Agreement or any part hereof upon written notice to Client in the event University reasonably determines that it is unable to perform its obligations in the interest of health and welfare, and/or in the best interest of University.

14. Americans with Disabilities Act

Events held at NIU must comply with the Americans with Disabilities Act ("ADA") and be accessible to persons with disabilities. Client is responsible for receiving requests for accommodations and for the costs of disability accommodations, to the extent allowed by law. Prior notification to NIU is required if accessibility assistance from University is needed in connection with the Event. The amount of advance notice to University required for accessibility assistance and the associated cancellation time frame and fees are contingent upon the type of accommodation requested by Client. If applicable, Client shall confirm the applicable time frames and cancellation fees with NIU.

15. Assignment; Relationship of the Parties; Waiver

Client may not assign its rights under this Agreement or allow any other person or entity to use or occupy any of the Facilities without the prior written consent of NIU. This Agreement does not create an agency, partnership or joint venture relationship between the parties. A party does not waive any right under this Agreement by failing to insist on compliance with any of the terms of this Agreement or by failing to exercise any right hereunder. Any waivers granted hereunder are effective only if recorded in a writing signed by the party granting such waiver.

16. Electronic Transmission; Counterparts

The parties agree that a signature transmitted to the other party by electronic transmission shall be effective to bind the party whose signature was transmitted. The parties further agree that any xerographically or electronically reproduced copy of this fully executed agreement shall have the same legal force and effect as any copy bearing original signatures of the parties. [This Agreement](#) may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

17. Notices

Service of all notices required or permitted under this Agreement shall be sent to Client at the address set forth in Section 1 above and to University at Northern Illinois University, Outreach Conferencing, Division of Outreach, Engagement, and Regional Development, 1120 East Diehl, Naperville, Illinois 60563, Attn: Director of Institutional Conferencing, or to any other address which a party specifies by giving notice in accordance with this section. Notices are effective upon receipt and the sender has the burden of proving receipt.

18. Nondiscrimination

Client shall not discriminate in connection with this Agreement or the use of the Facilities based on race, color, national origin, ancestry, sex, pregnancy, religion, age, physical and/or mental disability, marital status, veteran/military status, sexual orientation,

gender identity, gender expression, political affiliation, order of protection status, victim of domestic or sexual violence status, citizenship status, arrest record in employment/personnel matters, genetic information, and/or other protected categories in compliance with applicable federal and state statutes, regulations and orders pertaining to nondiscrimination, equal opportunity and affirmative action that violate NIU policy.

19. Authority; Authorization; Amendment; Enforceability

This Agreement constitutes the entire agreement of the parties, and supersedes the parties' prior agreements, understandings and discussions relating to the subject matter of the Agreement. Once signed by representatives of both parties below, the Agreement is a binding contract between the Client and NIU to rent facility space and purchase services in accordance with the terms of the Agreement. This Agreement may not be modified or amended except by written instrument signed by authorized representatives of both parties. The provisions of the Agreement which by their nature should survive termination or expiration of this Agreement shall so survive, including but not limited to indemnification, limitations of liability and payment obligations. The individual signing below on behalf of Client hereby represents and warrants that (i) he or she is duly authorized to execute and deliver this Agreement on behalf of Client and (ii) this Agreement is binding upon Client in accordance with its terms.

Board of Trustees of Northern Illinois University

Client

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

GOVERNORS STATE



AFFILIATION AGREEMENT
By and Between

College of Health and Human Services
And
The School Association for Special
Education in DuPage County
(SASED)

UNIVERSITY

**AFFILIATION AGREEMENT
BETWEEN
GOVERNORS STATE UNIVERSITY
College of Health and Human Services**

AND

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

THIS AGREEMENT (the "Agreement") dated September 7, 2022, by and between The School Association for Special Education in DuPage County (SASED) ("the Facility") located at, 2900 Ogden Ave. Lisle, IL 60432 and Governors State University ("the School") located at 1 University Parkway, University Park, Illinois 60484-4914.

WHEREAS, the School desires to utilize various Facility sites (Exhibit A) that may be available for providing practical learning and clinical educational experiences as listed in Exhibit B in connection with students of the School.

NOW, THEREFORE understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. Provision of foundational curriculum to students. The School shall have the total responsibility for planning and determining the adequacy of the practical learning and clinical educational experience of students in theoretical background, basic skill, professional ethics, attitude, and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.

2. Insurance.

A. Student professional and general liability insurance.

Governors State University, a state university located within Illinois, shall:

The School shall maintain general and professional liability insurance coverage to include sexual misconduct/molestation coverage, for its officers, employees, and agents while in the course of employment and/or when they are acting on behalf of the School for a minimum of Two Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) annual aggregate and require Students to maintain student professional liability insurance on their own with the limits set forth above. Such insurance shall provide coverage against liability created by the acts or omissions of the Students, clinical instructors and other Educational Institution employees, agents, and representatives. Such insurance shall be written by a company licensed by the State of Illinois to provide such insurance. Educational Institution shall maintain evidence of such insurance and will provide this information to SASED upon request.

Extended Reporting Period Insurance ("Tail Policy"). In the event that the professional or general liability insurance coverages required under this Agreement are provided under a "claims-made" form, School shall maintain such insurance coverage(s) for a period of not less than three (3) years following the last date on which any person covered by such insurance(s) participated in the Program. If Institution obtains a separate "tail policy" to provide such continuing coverage, the "tail policy" shall have the same limits as the primary professional or general liability policy.

The School shall provide proof of coverage to the Facility by providing certificates of insurance evidencing coverage prior to student participation in the practical learning and clinical educational experience.

(c) Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

(d) In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

B. Student Health Insurance. The School shall require students to participate in practical learning and clinical educational experience to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student(s).

C. Facility Insurance. The Facility shall maintain during this Agreement professional liability insurance in amounts not less than One Million Dollars (\$1,000,000.00) per occurrence or claim and Three Million Dollars (\$3,000,000.00) in the aggregate, and general liability insurance in amounts not less than One Million Dollars (\$1,000,000) per occurrence or claim and Two Million Dollars (\$2,000,000.00) in the aggregate. Further, Facility shall maintain worker's compensation insurance in amounts not less than that required by statute. Facility may be self-insured.

3. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. Assignments undertaken by the students participating in the practical learning and clinical educational experience will be mutually arranged with a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. Evidence of student certifications, vaccinations, etc. As required by the Facility, the School shall provide evidence that each student has met all requirements, which may include, but are not limited to, CPR certification, proof of absence of TB, hepatitis B vaccination, T-dap vaccination, annual flu vaccination, and OSHA compliance for prevention of transmission of blood-borne pathogens and TB and general HIPAA training. Facility may update these requirements upon written notice to School. Any student not meeting applicable requirements shall not be eligible to participate in a clinical rotation.

5. Criminal background check and drug screen compliance. A criminal background check and a drug screen, as required by and acceptable to the Facility, are required of each placed student prior to participation in the practical learning and clinical educational experience. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by Facility's policy.

6. School notices to students. The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

(a) Follow the administrative policies, standards, and practices of the Facility.

- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
- (e) Conform to the standards and practices established by the School while functioning at the Facility.
- (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the practical learning and clinical educational experience.
- (g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of relevant accrediting or regulatory bodies.

7. Accreditation. School represents that it is and, for the term of this Agreement, will be (a) approved by the Illinois Board of Higher Education, or similar body for the state in which the School is located, and (b) accredited by an accrediting body that is recognized by Council for Higher Education Accreditation or the U.S. Department of Education. The School will provide SASSED with copies of all accreditations upon request. In the event accreditation is lost, suspended, or otherwise restricted, the School shall notify SASSED, in writing, within three (3) business days. SASSED may, at its sole discretion, suspend or terminate this Agreement if School fails to maintain its accreditation.

B. FACILITY RESPONSIBILITIES:

1. Provision of facilities for supervised clinical experiences. Subject to the ability of Facility to accommodate School's request, which Facility shall determine in its sole discretion, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised practical learning and clinical educational experiences to students. Such facilities shall include an environment conducive to the learning process and safety of the students as intended by the terms of this Agreement and conforming to customary Facility procedures. Facility shall provide faculty and students with an orientation to Facility, including HIPAA training.

2. Facility rules applicable to students during clinical assignments. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of practical learning and clinical educational experience, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

3. Patient care. While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned practical learning and clinical educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility, shall at all times, remain responsible for patient care.

4. Emergency treatment of students. In case of accident or illness, emergency treatment (which may include calling 911) will be available to students during the hours of their practical learning and clinical

education experience at the student's sole cost and expense. **The Facility shall not be responsible for providing free medical care to the students of the School.**

5. Designation of liaison to School; communications relating to practical learning and clinical educational experiences. The Facility shall designate a liaison responsible for coordinating the practical learning and clinical educational experience. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the practical learning and clinical educational experience. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the practical learning and clinical educational experience.

6. Identity and credentials of Facility supervising personnel. The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

7. School tour of Facility. The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to practical learning and clinical educational experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

8. Provision of relevant Facility policies. The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the practical learning and clinical educational experience.

9. FERPA compliance. Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

C. OTHER RESPONSIBILITIES:

1. Compliance with privacy laws. The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules, and regulations regarding student and/or patient privacy, including but not limited to, the Illinois School Student Records Act (ISSRA), the Family Educational Rights and Privacy Act (FERPA), the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA). Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of student and/or patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. All records shall be the sole property of the Facility and shall be maintained at the Facility's location in accordance with all applicable State and federal laws and regulations.

2. Determination of instructional period. The course of the practical learning and clinical educational experience will cover a period arranged between the School and the Facility. School and the Facility shall mutually agree upon beginning dates and length of experience.

3. Determination of number of participating students. The number of students eligible to participate in the practical learning and clinical educational experience will be determined, and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and

understand that the availability of practical learning and clinical educational experiences at Facility during the term of this Agreement, may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the practical learning and clinical educational experience with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

4. Evaluation of students' clinical experiences. Evaluation of the practical learning and clinical educational experiences of students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current practical learning and clinical educational experiences offered to students.

5. Removal of students.

(a) The School has the right to remove a student from a practical learning and clinical educational experience. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a practical learning and clinical educational experience from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for three (3) years, to commence on January 2, 2023, and terminate on December 31, 2026. Thereafter, this Agreement shall automatically renew for additional one (1) year terms unless terminated as set forth herein, for a combined term not to exceed five (5) years. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the practical learning and clinical educational experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. Stipulations as to liability. Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party. Where Worker's Compensation or other obligation for payment of benefits may arise, this Agreement shall neither enlarge nor diminish such obligation.

2. Qualifications of School faculty. The School represents that relevant faculty members are appropriately qualified, certified and/or licensed. The School will provide the Facility with copies of evidence of qualifications, certifications or licensures, upon request.

3. Assignment of Agreement. This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld. Notwithstanding anything contained in this Agreement to the contrary, the Facility may assign its rights and obligations hereunder to an affiliate or

to a successor, who purchases a majority of its assets or ownership interests or who merges with the Facility without the School's prior written consent.

4. **Excluded Providers.** Each party represents that neither it, nor any of its employees, or agents, are excluded as a provider under Medicare or Medicaid or under any other federal or state health care program.

5. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue to be valid and enforceable to the fullest extent permitted by law.

6. **Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, age, order of protection status, marital status, ancestry, military status, unfavorable discharge from military service, sexual orientation or physical or mental disability in the employment, training, or promotion of students or personnel, or any other legally protected class engaged in the performance of this Agreement.

7. **Employment status.** No student, School employee or agent of the School under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student, School employee or agent of the School be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility. The School and the Facility shall be, at all times, independent contractors of the other.

8. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

The School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532
Attention: Office of the Executive Director

With a Copy to:

Facility Legal Counsel at:

Attention: _____
Phone: (____) _____

If to the School:

Governors State University
College of Health and Human Services
One University Parkway
University Park, Illinois 60484-0975
Attention: CHHS Dean's Office, G-152
Phone: (708) 534-7899

With a Copy to:

The School Legal Counsel at:
N/A
Attention: _____
Phone: () _____

or to such other addresses as the parties may specify in writing from time to time.

9. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois without regard to the conflict of law's provisions thereof.

10. **Counterparts.** This Agreement may be executed in one or more counterparts; each of which shall be deemed an original, but all of which together shall constitute the same instrument.

11. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

12. **Agreement binding on parties' successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

13. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

14. **Entire Agreement.** This Agreement supersedes any and all prior agreements and understandings, either oral or written, between the parties hereto with respect to the subject matter hereof. Any and all prior written agreements, including any written agreements entered into by and between the School and the Facility shall be terminated and of no further force and effect as of the Effective Date of this Agreement. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

15. **Entering into Similar Agreements.** The parties agree that the School shall be free to enter into similar agreements with other facilities, and that the Facility shall be free to enter into similar agreements with other educational institutions.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

The School Association for
Special Education in DuPage County
Facility Name:

Governors State University

School Name:


Signature:

DocuSigned by:

3EDG30C1621D4A6...
Signature:

Printed Name: Mindy McGuffin, Ed. D.

Printed Name: Catherine Balthazar, Ph.D.

Title: Executive Director

Title: Dean, College of Health and
Human Services

Date: 3/3/2023

Date: 3/9/2023 | 10:29 AM CST

FACILITY SITES

Primary Location:

The School Association for Special Education in DuPage County, (SASED)
2900 Ogden Avenue
Lisle, Illinois 60532

Clinical and Administrative Placements/Locations:

Please contact The School Association for Special Education in DuPage County (SASED) to determine the appropriate program(s) and services before placing students.

SCHEDULE B

NAMES OF PROGRAMS

Bachelor of Health Science in Communication Disorders
Master of Health Science in Communication Disorders

Master of Occupational Therapy
Doctorate of Occupational Therapy

Doctorate of Physical Therapy



**AFFILIATION AGREEMENT
BETWEEN
RUSH UNIVERSITY MEDICAL CENTER
AND**

School Association for Special Education in DuPage (SASED).

THIS AGREEMENT (the "Agreement") is entered into this 1st day of March, 2023 by and between School Association for Special Education in DuPage (SASED) ("the Facility") and RUSH UNIVERSITY MEDICAL CENTER ("the School").

WHEREAS, the School desires to utilize various Facility sites (Exhibit A) that may be available for the purpose of providing practical learning and clinical experiences (see Exhibit B for a list of programs and Exhibit C for program-specific requirements) in connection with students of the School.

NOW, THEREFORE, it is understood and agreed upon by the parties hereto as follows:

A. SCHOOL RESPONSIBILITIES:

1. Provision of foundational curriculum to students. The School shall have the total responsibility for planning and determining the adequacy of the educational experience of students in theoretical background, basic skill, professional ethics, attitude and behavior, and will assign to the Facility only those students who have satisfactorily completed the prerequisite didactic portion of the School's curriculum.

2. Student professional liability insurance. Unless otherwise specified in Exhibit C, the School shall maintain, and the School shall provide proof to the Facility of, a personal student professional liability insurance policy of at least One Million Dollars (\$1,000,000.00) per occurrence and Three Million Dollars (\$3,000,000.00) in the aggregate; and general liability coverage of at least One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) in the aggregate covering the acts of such student while participating in the program. Certificates of insurance evidencing coverage as specified above must be produced prior to student participation in the program. The School shall require students participating in the program to maintain comprehensive health insurance. In the event required insurance coverage is not provided or is canceled, the Facility may terminate the placement of the student.

3. Designation of liaison to Facility; communications relating to clinical placements. The School will designate a faculty or other professional staff member to coordinate and act as its liaison to the Facility. The assignments to be undertaken by the students participating in the educational program will be mutually arranged and a regular exchange of information will be maintained by on-site visits when practical, and by letter or telephone in other instances.

The School shall notify the Facility in writing of any change or proposed change of the person(s) responsible for coordinating clinical placements with the Facility.

4. Evidence of student certifications, vaccinations, etc. Where applicable, the School shall provide evidence that student has met all requirements of CPR certification, hepatitis B vaccination, and OSHA compliance for prevention of transmission of blood borne pathogens and TB.

5. Criminal background check and drug screen compliance. A criminal background check and drug screen, as specified in Exhibit C, and as required by and acceptable to the Facility, are required of each placed student prior to participation in the clinical rotation. It is the School's responsibility to ensure that the background check and drug screening have been completed and that students with unacceptable results will not participate at sites where students with such results are forbidden by policy.

6. School notices to students. The School shall notify each student prior to his/her arrival at the Facility that he/she is required to:

- (a) Follow the administrative policies, standards, and practices of the Facility.
- (b) Obtain medical care at his/her own expense for any injuries or illnesses sustained as a direct or indirect result of his/her affiliation with the Facility.
- (c) Provide his/her own transportation and living arrangements.
- (d) Report to the Facility on time and follow all established regulations during the regularly scheduled operating hours of the Facility.
- (e) Conform to the standards and practices established by the School while functioning at the Facility.
- (f) Obtain prior written approval of the Facility and the School before publishing any material relating to the clinical learning experience.
- (g) Meet the personal, ethical and professional standards required of employees of the Facility and consistent with the applicable professional Code of Ethics and the applicable standards of JCAHO and/or other relevant accrediting or regulatory bodies.

B. FACILITY RESPONSIBILITIES:

1. Provision of facilities for supervised clinical experiences. Subject to the provisions of Section C.2 of this Agreement, the Facility agrees to make the appropriate facilities available to the School in order to provide supervised clinical experiences to students. Such facilities shall include an environment conducive to the learning process of the students as intended by the terms of this Agreement and conforming to customary Facility procedures.

2. Facility rules applicable to students during clinical assignments. Students are to remain subject to the authority, policies, and regulations imposed by the School and, during periods of clinical assignment, students will be subject to all rules and regulations of the Facility and imposed by the Facility on its employees and agents with regard to following the administrative policies, standards, and practices of the Facility.

3. Patient care. While at the Facility, students are not to replace the Facility staff, and are not to render service except as identified for educational value and delineated in the jointly planned educational experiences. Any such direct contact between a student and a patient shall be under the proximate supervision of a member of the staff of the Facility. The Facility shall at all times remain responsible for patient care.

4. Emergency treatment of students. Emergency outpatient treatment will be available to students while in the hospital for clinical training in case of accident or illness. In case of emergency at a non-hospital site, standard procedure will be followed. It is the student's responsibility to bear the cost of the emergency treatment.

5. Designation of liaison to School; communications relating to clinical placements. The Facility shall designate a liaison responsible for coordinating the clinical placements. That person shall maintain contact with the School's designated liaison person to assure mutual participation in and surveillance of the clinical program. The Facility shall notify the School in writing of any change or proposed change of the person(s) responsible for coordinating the clinical placements.

6. Identity and credentials of Facility supervising personnel. The Facility shall designate and submit in writing to the School, the name and professional and academic credentials of the individual(s) overseeing student(s) experiences.

7. School tour of Facility. The Facility shall, on reasonable request and subject to legal restrictions regarding patient health information, permit a tour of its clinical facilities and services available and other items pertaining to clinical learning experiences, by representatives of the School and agencies charged with responsibility for approval of the facilities or accreditation of the curriculum.

8. Provision of relevant Facility policies. The Facility shall provide the student(s) and the School the Facility's administrative policies, standards and practices relevant to the clinical placement.

9. FERPA compliance. The Facility shall comply with the applicable provisions of the Family Educational Rights and Privacy Act of 1974, 20 USC 1232 (g), otherwise known as FERPA or the Buckley Amendment, and shall take all measures necessary to ensure the confidentiality of any and all information in its possession regarding the School's students who train at the Facility pursuant to this agreement.

10. Facility Insurance. Facility shall maintain general and professional liability insurance with minimum coverage levels of \$1,000,000 per occurrence and \$3,000,000 annual aggregate and provide evidence of such insurance upon request.

11. **Exclusion.** The Facility shall immediately notify the School in the event that the Facility becomes an excluded individual from any government health care program.

C. OTHER RESPONSIBILITIES:

1. **Compliance with privacy laws.** The School agrees to abide by and require that its faculty and students abide by all applicable state and federal laws, rules and regulations regarding student and/or patient privacy, including but not limited to, the Illinois School Student Records Act, the Family Educational Rights and Privacy Act (FERPA), the Standards for Privacy of Individually Identifiable Health Information as required under the Health Insurance Portability and Accountability Act (HIPAA) and any subsequent amendments thereto. Students shall be required to comply with the Facility's policies and procedures regarding the confidentiality of patient information and the use of all such information. The parties will notify one another if there are known breaches of this confidentiality. All patient records shall be the sole property of the Facility and shall be maintained at the Facility's location in accordance with all applicable State and federal laws and regulations.

2. **Determination of instructional period.** The course of instruction will cover a period of time as arranged between the School and the Facility. The beginning dates and length of experience shall be mutually agreed upon by the School and the Facility.

3. **Determination of number of participating students.** The number of students eligible to participate in the clinical placement will be determined and may be changed by mutual agreement of the parties. Notwithstanding the foregoing, the Facility and the School agree and understand that the availability of clinical placements at Facility during the term of this Agreement may periodically be affected by a variety of factors. In such event, Facility may reduce the number of students eligible to participate in the clinical education program with prior notice to the School and adequate time for the School to reassign the student(s) to another clinical site. The Facility agrees further to accommodate students of the School who are similarly displaced from other clinical affiliates of the School to the extent that clinical space is available at the Facility.

4. **Evaluation of students' clinical experiences.** Evaluation of the clinical learning experiences of the students will be accomplished jointly by the School and the Facility. Appropriate School and the Facility staff will communicate on a regular basis for the purpose of reviewing and evaluating current clinical experiences offered to students.

5. Removal of students.

(a) The School has the right to remove a student from a clinical education program. The School shall notify the Facility of such removal in writing.

(b) The Facility may immediately remove any student participating in a clinical education program from the Facility's premises for behavior that the Facility deems to be an immediate threat to the health or welfare of its patients, staff members, visitors, or operations. In such event, the Facility shall notify the School in writing of its actions and the reasons for its actions as soon as practicable. If the Facility desires to remove a

student for any other reason, it shall notify the School in writing of the reasons for the removal and shall consult with the School before removing the student.

D. TERM OF AGREEMENT:

The term of this Agreement shall be for five (5) years, to commence on March 1, 2023 and terminate on June 30, 2026. Either party may terminate this Agreement at any time, with or without cause, upon ninety (90) days prior written notice to the other party. In the event that this Agreement is not renewed for a subsequent term, students who are participating in the clinical learning experiences at the time of termination shall be allowed to complete such assignment under the terms and conditions herein set forth.

E. ADDITIONAL TERMS:

1. **Indemnification.** The School shall indemnify and hold the Facility harmless from and against any claim, cause of action, or loss arising out of Student's alleged and/or actual sexual abuse and/or misconduct in connection with Student's clinical experience at the Facility.

2. **Stipulations as to liability.** Subject to applicable state law, neither party to this Agreement shall be legally liable for the consequences, whether bodily injury or property damage, occasioned by an act, omission, or neglect chargeable to the other party.

3. **Additional insurance coverage.** Any additional applicable insurance coverage requirements shall be set out by the parties in Exhibit C to this agreement.

4. **Qualifications of School faculty.** The School represents and warrants that relevant faculty members are appropriately certified and/or licensed. The School will provide the Facility with copies of evidence of certifications or licensures.

5. **Assignment of Agreement.** This Agreement may not be assigned without the prior written consent of the other party, which will not be unreasonably withheld.

6. **Entire Agreement.** This Agreement supersedes any and all other agreements, either oral or written, between the parties hereto with respect to the subject matter hereof. No changes or modifications of this Agreement shall be valid unless the same are in writing and signed by the parties. No waiver of any provisions of this Agreement shall be valid unless in writing and signed by the parties.

7. **Severability.** If any provision of this Agreement or the application thereof to any person or situation shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, and the application of such provision to persons or situations other than those to which it shall have been held invalid or unenforceable, shall not be affected thereby, but shall continue valid and enforceable to the fullest extent permitted by law.

8. **Non-Discrimination.** The parties hereto shall abide by the requirements of Executive Order 11246, 42 U.S.C. Section 2000d and the regulations thereto, as may be amended from time to time, the Illinois Human Rights Act, and the Rules and Regulations of the Illinois Department of Human Rights. There shall be no unlawful discrimination or treatment because of race, color, religion, sex, national origin, ancestry, military status, sexual orientation or handicap in the employment, training, or promotion of students or personnel engaged in the performance of this Agreement.

9. **Employment status.** No assigned student or School faculty member under this Agreement shall in any way be considered an employee or agent of the Facility nor shall any such student or faculty member be entitled to any fringe benefits, Worker's Compensation, disability benefits or other rights normally afforded to employees of the Facility.

10. **Notice to Parties.** Any notice, demand or request required or permitted to be given under the provisions of this Agreement shall be in writing and shall be deemed to have been duly given under the earlier of (a) the date actually received by the party in question, by whatever means and however addressed, or (b) the date sent by facsimile (receipt confirmed), or on the date of personal delivery, if delivered by hand, or on the date signed for if sent by an overnight delivery service, to the following addresses, or to such other address as either party may request, in the case of the School, by notifying the Facility, and in the case of the Facility, by notifying the School:

If to the Facility:

SASED
2900 Ogden Ave
Lisle, IL. 60532
Attention: Julie Grohn
Facsimile: () -
Telephone: (630) 577 - 7271

If to the School:

Rush University Medical Center
College of Health Sciences
600 South Paulina St. Suite 1001AAC
Chicago, IL 60612

Attention: Dept of CDS / Tekeyia Harris

With a Copy to:

The School Legal Counsel at:
Rush University Medical Center
Rush Legal
1700 W. Van Buren Street, Suite TB 301
Chicago, IL 60612

Attention: General Counsel

or to such other addresses as the parties may specify in writing from time to time.

11. **Governing Law.** This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois, without regard to the conflict of laws provisions thereof.

12. **Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument.

13. **No Third-Party Beneficiaries.** This Agreement shall inure exclusively to the benefit of and be binding upon the parties hereto and their respective successors, assigns, executors and legal representatives. Nothing in this Agreement, expressed or implied, is intended to confer on any person other than the parties hereto or their respective successors and assigns any rights, remedies, obligations or liabilities under or by reason of this Agreement.

14. **Agreement binding on parties successors and assigns.** This Agreement shall be binding upon the School and the Facility, their successors, employees, agents and assigns, during the initial term of this Agreement and any extensions thereof.

15. **Captions for reference only.** The captions contained in this Agreement are for convenience of reference only and do not define, describe, or limit the scope or intent of this Agreement or any of its provisions.

16. The parties agree that the performance of work under this Agreement shall comply with all applicable federal, state, provincial, and local laws and ordinances and all lawful orders, rules and regulations there under.

SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in their respective corporate names by duly authorized officers, all on the day and year first set forth above.

For and on behalf of:

SASED
Facility Name _____
M. McGuffin
Facility Signature

RUSH UNIVERSITY MEDICAL CENTER
Date Signed by
School Name
Charlotte Royeen
59C6EA7E4E894DD...
School Signature

Printed Name: Melinda McGuffin

Printed Name: Charlotte L. Royeen, PhD,

OTR/L, FAOTA, FASAHP, FNAP _____

Title: Executive Director

Title: Dean, College of Health Sciences

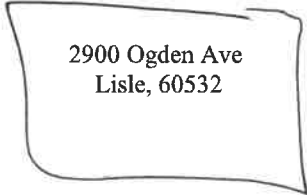
Date: 3/15/2023

Date: 3/13/2023

EXHIBIT A
Facility Name and Addresses

SASED (School Association for Special Education in DuPage)

~~6331 Cornwall Rd.~~
~~Naperville, IL 60540~~



2900 Ogden Ave
Lisle, 60532

EXHIBIT B
Rush University Programs

Communication Disorders and Sciences program

Occupational Therapy program

College of Health Sciences Allied Health Programs

EXHIBIT C

PROGRAM SPECIFIC REQUIREMENTS

Facility: SASED
 School: RUSH UNIVERSITY COLLEGE OF [HEALTH SCIENCES]

Facility requires:

	Yes	No
1. Proof of student professional and general liability insurance (paragraph A.2)	✓ <input type="checkbox"/>	<input type="checkbox"/>
2. Proof of comprehensive health insurance (paragraph A.2)	✓ <input type="checkbox"/>	<input type="checkbox"/>
3. Verification that students have met requirements for: (paragraph A.4)		
a. Current CPR health care provider card	✓ <input type="checkbox"/>	<input type="checkbox"/>
b. Hepatitis vaccination	<input type="checkbox"/>	<input type="checkbox"/>
c. OSHA compliance for prevention of transmission of blood borne pathogens and TB	<input type="checkbox"/>	<input type="checkbox"/>
d. Other	<input type="checkbox"/>	<input type="checkbox"/>
<hr/>		
4. Criminal background check (paragraph A.5) If yes, type of check _____ fingerprint _____	✓ <input type="checkbox"/>	<input type="checkbox"/>
5. Drug screen (paragraph A.5) If yes, type of screening _____	✓ <input type="checkbox"/>	<input type="checkbox"/>
6. Acceptance of faith-based provision addendum (if included)	<input type="checkbox"/>	<input type="checkbox"/>
7. Evidence of relevant faculties' certifications or licensures (paragraph E.3)	<input type="checkbox"/>	<input type="checkbox"/>
8. Additional insurance coverage (paragraph E.2) _____	<input type="checkbox"/>	<input type="checkbox"/>
9. Other ___ Check of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database.	✓ <input type="checkbox"/>	<input type="checkbox"/>
<hr/>		

School requires:

1. Copy of relevant Facility policies (paragraph B.8)	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence of academic credentials, certifications and licensures of individual(s) overseeing student(s) experiences (paragraph B.6)	<input type="checkbox"/>	<input type="checkbox"/>

3. Other:





395 W. Lake St. Elmhurst, IL 60126

SPECIAL EVENT AGREEMENT

Thank you for contracting EMS service with Superior Ambulance. Please review the information below to confirm the service that will be provided at your event.

Name of Event: SASED

Date of Event: Friday, May 5, 2023 Time of Event: 0900-1500

Location: St James Farm 25541 Winfield Rd. Warrenville, IL

Event Type: Outdoor ED

On Site Contact: Christine Miller Contact Number: 630-955-8113

Special Crew Comments: _____

Ambulance Type and Requested Amount:

ALS: <u>1</u>	Rate: <u>\$200</u>	Hourly Rate: <u>\$200</u>
BLS: _____	Rate: _____	Hourly Rate: <u>\$0</u>
Additional Equipment: _____	Rate: _____	Hourly Rate: <u>\$0</u>
Below 5 Hour Charge: _____	_____	Flat Rate: <u>\$0</u>
		Admin Fee: _____
Estimated Hours: <u>6</u>	Estimated Cost: <u>\$1,200</u>	

BILLING INFORMATION

Bill To: SASED Programs & Services

Attn: Christine Miller

Address: 2900 Ogden Ave.
Lisle, IL 60532

Contact Number: 630-955-8113 Fax/E-Mail: Chmiller@sased.org

Payment Terms:

Pay Full Amount: \$1,200.00 Pay Half Amount: \$600.00 Other: _____

PO/Invoice Number: 3112300020

I have read the above information and have verified the date, time, location and rate for my event. I/My organization will pay within 30 days of invoice.

Signed: *Matthew B. Linton* Date: 1/31/2023

Printed Name: MATTHEW B LINTON

INTERNAL USE ONLY

Event Taken By: A. Shadinger Date: 30-Jan-23

Event Planner: _____ Contact Number: _____

Payment Received: Y / N CC Auth #: _____ Check #: _____

PO DATE
01/31/2023

**School Association for Special Education in DuPage
SASED**

2900 Ogden Avenue
Lisle, IL 60532
Tel: (630)955-8115
Fax: (331)903-1543
Attn: Accounts Payable
Email: ap@sased.org

PURCHASE ORDER NUMBER
3112300020

VENDOR KEY : SUPERIOR002
SHIP DATE : 01/31/2023
FISCAL YEAR : 2022-2023
ENTERED BY : MILLECHR001

PRINTED 02/09/2023

VENDOR:
SUPERIOR AIR-GROUND AMBULANCE SERVICE, INC
395 W. LAKE STREET
ELMHURST, IL 60126

SHIP TO:
SASED - ADMINISTRATIVE CENTER
2900 OGDEN AVENUE
LISLE, IL 60532

PHONE: (630) 903-2278 FAX: (630) 903-2867

ATTN: CHRISTINE MILLER

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		Special Event Agreement - Outdoor Ed 5/5/2023 6 hours of service/200.00 per hour/9am-3pm	1200.00000	1,200.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		10E001 2210 3100 01 134208	1,200.00	
			PAGE TOTAL	1,200.00
			TOTAL	1,200.00

FEIN 36-2919494
Tax Exempt E9985-0230-06
Please reference Purchase Order on Invoice.

PURCHASE APPROVED BY:

Melinda K. McJuffin



Invoice

Portable John, Inc.
 1414 Canal St.
 Lockport, IL 60441

Ph: 815-838-7000
 Fax: 815-838-9239

Cust #	SA29863
Site #	29863
Date	5/4/2023
Clerk	PM
Terms	NET 10
P.O.#	3112300019
Invoice #	271738
Due Date	5/14/2023

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Billing Address
SASED SASED ADMINISTRATIVE CENTER 2900 OGDEN AVENUE LISLE, IL 60532

Service Address
SAINT JAMES FARM FOREST PRESERVE 2S541 WINFIELD ROAD WARRENVILLE, IL 60555

Phone: (630) 955-8113

Fax: (331) 903-1544

Rental & Service Thru 5/4/2023

DESCRIPTION	RATE	QTY	TAX%	TAX	AMOUNT
5/4/2023- 5/8/2023					
DELIVERY DAILY OF (4) ADA WHEELCHAIR ACCESSIBLE RESTROOMS	25.00	4			100.00
5/4/2023- 5/8/2023					
SERVICES (4) ADA WHEELCHAIR ACCESSIBLE RESTROOMS	125.00	4			500.00
Total					600.00

Daily cancellation policy: 25% charge within 30 days of event delivery . 50% charge within 7 days of event. Credit card payments will incur a \$25 service charge for refunds.

When scheduling your pick up, please call before the end of your billing cycle to avoid additional charges.

ALL MONTH TO MONTH INVOICING IS A 2 MONTH MINIMUM CHARGE

CUSTOMER IS RESPONSIBLE FOR ANY DAMAGE TO UNIT(S) WHILE ON SITE. DAMAGE WAIVERS ARE AVAILABLE TO HELP OFFSET THESE POTENTIAL COST. PLEASE CONTACT CUSTOMER SERVICE.

WE APPRECIATE YOUR BUSINESS!

Statement as of 2/9/2023	Future: 600.00	Current: 0.00	30 Day: 0.00	60 Day: 0.00	90 Day: 0.00	Total Due: 600.00
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Please detach here and return the bottom portion with your payment.

Div:A Cust #: SA29863 Site #:29863 Invoice #: 271738

From SASED
 SASED ADMINISTRATIVE CENTER
 2900 OGDEN AVENUE
 LISLE, IL 60532

Invoice #	271738
Total Pre-Tax	600.00
Total Tax	0.00
Invoice Total	600.00
Paid Amt	0.00
Adjustment Amt	0.00
Balance	600.00

To Portable John, Inc.
 1414 Canal St.
 Lockport, IL 60441

Invoices Past 30 days will be assessed a 10% LATE FEE, PLUS COLLECT EXPENSES



Proposal

Portable John, Inc.
1414 Canal St.
Lockport, IL 60441

Ph: 815-838-7000
Fax: 815-838-9239

Cust #	SA29863
Site #	29863
Date	1/23/2023
Clerk	MM
Terms	NET 10
P.O.#	3112300019
Proposal #	271243
Due Date	2/2/2023

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Billing Address
SASED SASED ADMINISTRATIVE CENTER 2900 OGDEN AVENUE LISLE, IL 60532

Service Address
SAINT JAMES FARM FOREST PRESERVE 2S541 WINFIELD ROAD WARRENVILLE, IL 60555

Phone: (630) 955-8113

Fax: (331) 903-1544

Rental & Service Thru 1/23/2023

DESCRIPTION	RATE	QTY	TAX%	TAX	AMOUNT
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1/23/2023

PROPOSAL: TOTAL = \$600.00

1

THANK YOU FOR THE OPPORTUNITY TO SUBMIT THIS PROPOSAL.

OUTDOOR EDUCATION DAY

FRIDAY, MAY 5, 2023
SAINT JAMES FARM
2S541 WINFIELD ROAD
WARRENVILLE, IL 60555

(4) ADA HANDICAPPED ACCESSIBLE PORTABLE JOHN UNITS @ \$150.00 PER UNIT = \$600.00

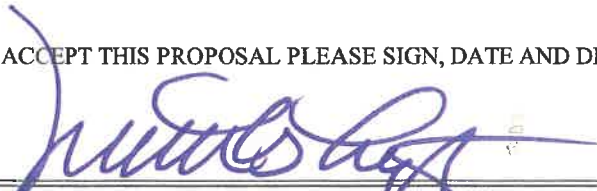
DELIVERY/SET-UP/PICK-UP AT NO CHARGE

DELIVERY/SET-UP: THURSDAY, MAY 4, 2023

EVENT: FRIDAY, MAY 5, 2023

PICK-UP: MONDAY, MAY 8, 2023

IF YOU ACCEPT THIS PROPOSAL PLEASE SIGN, DATE AND DELIVER TO PORTABLE JOHN, INC.

SIGN: 

DATE: 1/23/23

PROPOSAL

Daily cancellation policy: 25% charge within 30 days of event delivery, 50% charge within 7 days of event. Credit card payments will incur a \$25 service charge for refunds.

Total

0.00

When scheduling your pick up, please call before the end of your billing cycle to avoid additional charges.

ALL MONTH TO MONTH INVOICING IS A 2 MONTH MINIMUM CHARGE

CUSTOMER IS RESPONSIBLE FOR ANY DAMAGE TO UNIT(S) WHILE ON SITE. DAMAGE WAIVERS ARE AVAILABLE TO HELP OFFSET THESE POTENTIAL COST. PLEASE CONTACT CUSTOMER SERVICE.

WE APPRECIATE YOUR BUSINESS!

PO DATE
01/26/2023

**School Association for Special Education in DuPage
SASED**

2900 Ogden Avenue
Lisle, IL 60532
Tel: (630)955-8115
Fax: (331)903-1543
Attn: Accounts Payable
Email: ap@sased.org

PURCHASE ORDER NUMBER
3112300019

VENDOR KEY : PORTABLE000
SHIP DATE : 01/26/2023
FISCAL YEAR : 2022-2023
ENTERED BY : MILLECHR001

PRINTED 02/09/2023

VENDOR:
PORTABLE JOHN
1414 CANAL ST.
LOCKPORT, IL 60441

SHIP TO:
SASED - ADMINISTRATIVE CENTER
2900 OGDEN AVENUE
LISLE, IL 60532

PHONE: (815) 838-7000 FAX: (815) 838-9239

ATTN: CHRISTINE MILLER

QUANTITY	UNIT	DESCRIPTION OF ITEMS OR MATERIALS	UNIT PRICE	AMOUNT
1		Proposal 271243 - 4 porta johns	600.00000	600.00
ACCOUNT SUMMARY (FOR INTERNAL USE)				
		ACCOUNT NUMBER	ACCOUNT AMOUNT	
		10E001 2210 3100 01 134208	600.00	
			PAGE TOTAL	600.00
			TOTAL	600.00

FEIN 36-2919494
Tax Exempt E9985-0230-06
Please reference Purchase Order on Invoice.

PURCHASE APPROVED BY:

Melinda K. McJuffin

School Association for Special Education in DuPage

Through Month: February

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	13,158,996		19.0%
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				34,413,796		13.8%

Expenditures	Through February			Through February			Through February			Year-End	FY2022-23 CURRENT Projection	Projected FY2022-23	
	Audited	February	Percent	Audited	February	Percent	FY2022-23	February	Formula	FY2022-23		Budget to	Percent
Educational Fund	FY2020-21	FY2020-21	FY21	FY2021-22	FY2021-22	FY22	Budget	YTD Actual	Percent	Projected		Actual	Change
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>							
			(B.) / (A.)			(E.) / (D.)				(B.+E.)/(A.+D.)		(K.) - (G.)	
Salaries	20,380,916	10,715,831	52.6%	19,905,452	10,647,877	53.5%	19,834,768	10,751,120	53.0%	20,273,802	20,079,220	244,452	0.9%
Benefits	5,635,889	3,027,576	53.7%	5,187,784	2,871,231	55.3%	5,524,294	2,557,861	54.5%	4,693,398	5,273,666	-250,628	1.7%
Contract Staffing	302,533	168,121	55.6%	1,076,825	445,665	41.4%	922,106	1,884,763	44.5%	4,235,617	3,556,157	2,634,051	230.2%
Purchased Services	3,583,347	2,324,145	64.9%	4,898,121	3,379,449	69.0%	5,791,986	3,233,689	67.2%	4,808,622	4,850,000	-941,986	-1.0%
Supplies/Materials	462,827	280,107	60.5%	485,933	302,657	62.3%	774,891	270,388	61.4%	440,201	450,000	-324,891	-7.4%
Capital Outlay	7,716	4,316	55.9%	51,309	0	0.0%	89,672	9,297	7.3%	89,672	89,672	0	74.8%
Dues/Fees/Other	317,499	0	0.0%	20,855	0	0.0%	0	500	0.0%	0	0	0	-100.0%
Non-Cap Equipment	135,640	41,005	30.2%	161,530	148,638	92.0%	238,000	277,122	63.8%	434,248	238,000	0	47.3%
Totals	30,826,367	16,561,102	53.7%	31,787,809	17,795,516	56.0%	33,175,717	18,984,739	54.9%	34,975,559	34,536,714	1,360,997	8.6%
Total Staffing	26,319,338	13,911,528	52.9%	26,170,061	13,964,773	53.4%	26,281,168	15,193,744	53.1%	29,202,816	28,909,042	2,627,874	
		%Change FY to FY		-0.6%	0.4%		0.4%	8.8%		11.6%	10.5%		

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	1,155		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>-322,918</u>		
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SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Control
 From: Melinda McGuffin, Executive Director
 Date: March 22, 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 February 2, 2023 and March 1, 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
February 1, 2023	62	27	36	97	58	37	12	10	339
March 1, 2023	66	28	36	98	57	40	12	9	346
Gains/Losses	+4/0	+1/0	0	+2/-1	+1/-2	+3/0	0	0/-1	+11/-4
Net Change 2/1/23-3/1/23	+4	+1	0	+1	-1	+3	0	-1	+7

**RESOLUTION FOR DISMISSAL AND
NONRENEWAL
OF NON-FINAL YEAR PROBATIONARY
TEACHERS**

WHEREAS, the teachers listed on Exhibit "1" attached hereto and incorporated herein by this reference were employed for the 2022-2023 school term as non-final year probationary teachers; and

WHEREAS, the Board of Control has determined that said teachers shall be dismissed as of the end of the 2022-2023 school term and not reemployed for the 2023-2024 school term, pursuant to Section 24-11 of the *Illinois School Code*, (105 ILCS 5/24-11).

NOW, THEREFORE, BE IT RESOLVED by the Board of Control of the School Association for Special Education in DuPage County as follows:

Section 1: That the teachers listed on Exhibit "1" attached hereto are hereby dismissed effective as of the end of the 2022-2023 school term and not reemployed as teachers in this Cooperative for the 2023-2024 school term.

Section 2: That the Chairperson and Secretary of the Board of Control are hereby authorized and directed to give such teachers written Notice of Dismissal and Nonrenewal, in the form attached hereto as Exhibit "2" and incorporated herein by this reference, by certified mail, return receipt requested, at least forty-five (45) days before the end of the 2022-2023 school term.

Section 3: That the Executive Director, or designee, shall also personally deliver a copy of said notice to each said teacher.

Section 4: That this Resolution shall be in full force and effect forthwith upon its adoption.

Member _____ moved the adoption of the Resolution and
Member _____ seconded it.

ADOPTED this 22nd day of March 2023, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Chairperson, Board of Control

ATTEST:

Secretary, Board of Control

NOTICE OF DISMISSAL AND NONRENEWAL
(Non-final Year Probationary Teacher)

March 22, 2023

To: Lauren Ferguson

Dear Lauren:

We regret to advise you that the SASSED Board of Control, pursuant to Section 24-11 of the *Illinois School Code*, has determined that you are to be dismissed effective as of the end of the 2022-2023 school term and not reemployed for the 2023-2024 school term. Accordingly, your employment in and services to the Cooperative shall terminate at the end of the school day on May 30, 2023.

Very truly yours,

SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE COUNTY

By: _____
Chairperson, Board of Control

ATTEST:

Secretary, Board of Control

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND HAND DELIVERED

NOTICE OF DISMISSAL AND NONRENEWAL

(Non-final Year Probationary Teacher)

March 22, 2023

To: Cassidy Van Cleve

Dear Cassidy:

We regret to advise you that the SASED Board of Control, pursuant to Section 24-11 of the *Illinois School Code*, has determined that you are to be dismissed effective as of the end of the 2022-2023 school term and not reemployed for the 2023-2024 school term. Accordingly, your employment in and services to the Cooperative shall terminate at the end of the school day on May 30, 2023.

Very truly yours,

SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE COUNTY

By: _____
Chairperson, Board of Control

ATTEST:

Secretary, Board of Control

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND HAND DELIVERED

NON-FINAL YEAR PROBATIONARY TEACHERS

<u>NAME</u>	<u>POSITION</u>	<u>PROGRAM</u>
Cassidy Van Cleve	Hearing Itinerant	DHH
Lauren Ferguson	DHH Teacher	DHH

**RESOLUTION REGARDING NON-RENEWAL
AND HONORABLE DISMISSAL OF TEACHERS**

WHEREAS, the Board of Control of the School Association for Special Education in DuPage County has determined that the overall staffing requirements of SASED programs require a decrease in the number of teachers employed by the Board must be decreased for the 2023-2024 school year and/or particular types of programs must be discontinued; and

WHEREAS, as a result of the decision to decrease the number of teachers employed by the Board for the 2023-2024 school year and/or to discontinue particular types of programs, the employment contract of each teacher named herein shall not be renewed and the employees shall be honorably dismissed from employment.

NOW, THEREFORE, BE IT RESOLVED by the Board of Control of the School Association for Special Education in DuPage County, as follows:

Section 1: The following teachers shall be honorably dismissed at the conclusion of the 2022-2023 school term, and their employment contracts shall not be renewed, for the reason that the number of teachers employed by the Board must be decreased for the 2023-2024 school year and/or particular types of programs must be discontinued:

Lauren Themel

Section 2: That the Chairperson and Secretary of the Board of Control are hereby authorized and directed to give the aforementioned teacher written notice of the decision of the Board of Control that their contracts will not be renewed, as set forth in the notice attached hereto as Exhibit A and incorporated herein by reference, which shall be delivered by regular mail, by certified mail with return receipt requested, and by personal delivery with receipt, not less than 45 days prior to the end of the school term.

Section 3: That the Executive Director, or designee, shall also personally deliver a copy of said notice to each said teacher.

Section 4: That this Resolution shall be in full force and effect forthwith upon its adoption.

Member _____ moved the adoption of the Resolution and
Member _____ seconded it.

ADOPTED this 22nd day of March 2023, by the following roll call vote:

AYES: _____

NAYS: _____

ABSENT: _____

Chairperson, Board of Control

ATTEST:

Secretary, Board of Control

STATE OF ILLINOIS)
) SS
COUNTY OF DuPAGE)

CERTIFICATION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of The Board of Control for The School Association for Special Education in DuPage County, 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 22nd day of March 2023, said Resolution entitled:

**RESOLUTION FOR NONRENEWAL AND
HONORABLE DISMISSAL OF TEACHERS**

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 22nd day of March, 2023.

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

Exhibit A

NOTICE OF HONORABLE DISMISSAL FROM EMPLOYMENT

March 22, 2023

To: Lauren Themel

Dear Lauren:

We regret to advise you that the SASED Board of Control, pursuant to Section 24-12 of the *Illinois School Code*, has determined that you are to be dismissed effective as of the end of the 2022-2023 school term because the number of teachers employed by SASED must be decreased for the 2023-2024 school year and/or particular types of programs must be discontinued. As a result, your contract of employment will not be renewed for the 2023-2024 school year and you will be dismissed effective at the conclusion of the 2022-2023 school term.

Your dismissal is an honorable dismissal and your service to SASED is greatly appreciated.

Very truly yours,

SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE COUNTY

By: _____
Chairperson, Board of Control

ATTEST:

Secretary, Board of Control

REGULAR MAIL, CERTIFIED MAIL
RETURN RECEIPT REQUESTED
AND HAND DELIVERED WITH RECEIPT

Strategic Plan

Board Meeting
Wednesday, March 22, 2023

Mission, Vision, and Core Values

Mission... is to maximize student outcomes

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

Believing:

- all students can learn.
- independence, dignity and equity are the rights of all.
- to best serve students, we develop and sustain collaborative relationships.

Teaching:

- is student centered, solution focused, and considers the unique identities of students that provides equity and inclusion.
- 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.
 - through partnerships which value the diversity and perspectives of stakeholders.
-

Plan Presentation



TEACHING

LEADING

BELIEVING

STRATEGIC PLAN 2023-27



Goal

**Strategic
Indicator**

**(What will we
measure?)**

**Strategic
Objective**

**(How will we
measure?)**

Outcome

**(How we will
define success?)**

**Year 1 - Baseline
data established**

Communication

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

Enhance and increase organizational comprehensive communication satisfaction.

Provide new, user-friendly communication tools.

Internal and External Participants will report an increase in being satisfied or very satisfied on the communication survey items

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

Increase stakeholder ability to access and understand operational procedures

Provide guidance and procedure documents for stakeholders

Increase in guidance and procedure documents available to stakeholders

Operations

Maintain Fiscal Responsibility While Streamlining Business Services

Identify Revenue and Expense Efficiency

Implement revised business services practices

SASED will develop the annual budget concurrent with the tuition billing pilot for FY23-25 limited to the tax cap CPI.

Provide Monthly budget progress statement to Board

Clarity in billing procedures and practices for items on the menu of services.

Determine Facility (infrastructure) Planning Strategies

Expand provision of safe, supportive, inclusive, collaborative, technology infused learning environments

SASED will develop a Facilities Master Plan

Long term facilities plan aligned to mission and vision

Exemplary Programs and Services

Enhance access, equity, and opportunity to high-quality, innovative special education programs to member districts.

- Increase educational achievement and functional performance,*
- promote positive behavior and social emotional well-being,*
- reduce opportunity gaps, and*
- prepare students for post-secondary transition*

Increased capacity to provide additional district students with access to SASSED programs.

Inclusion/LRE

Placement opportunities for students will increase.

Inclusion opportunities for students will increase

Increase % of referrals equaling placement

Increase participation in GenEd

Increased enrollment in Transition

Increase understanding and satisfaction with SASSED P&S

Develop and implement a comprehensive staff development plan

Implement annual differentiated professional learning plan for SASSED staff based on teacher practice data and input.

Improve and sustain staff practice

High % of staff satisfaction with PL

Staff report needs are addressed through PL

Improvement in qrtly walkthrough data

—

High Quality Staffing

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

Increase recruitment rates across all employee groups

Monitor number of qualified applicants per vacancy

Measure fill rates per position and throughout the organization

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

Increase retention rates across all employee groups

Retain current employees

Measure an increase in % of staff by job category returning to SASSED annually



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

I would like to thank the many individuals who provided input into the strategic plan through their participation in surveys, focus groups, and work groups. These collective efforts can be seen throughout the plan.

SASED's strategic plan recognizes both strengths and priorities for growth. With a focus on relationships and the established priority areas, this strategic plan will serve to maximize student outcomes while maintaining a focus on organizational efficiencies and established priorities.

For the next four years, the strategic plan will serve as a guiding document for the organization as it navigates change to meet the needs of SASED's students, families, member districts, staff, and other stakeholders.

Sincerely,

Dr. Matt Rich
Chairperson



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,* Secretary 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-Chairperson 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

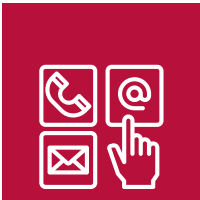
2



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

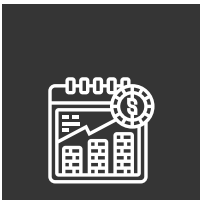
3



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 Indicator

- Increase recruitment rates across all employee groups

Strategic Objectives

- Monitor number of qualified applicants per vacancy

Outcomes

- Measure fill rates per position and throughout the organization

Timeline

- Annually
-

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

Strategic Indicator

- Increase retention rates across all employee groups

Strategic Objectives

- Retain current employees

Outcomes

- Measure an increase in % of staff by job category returning to SASSED annually

Timeline

- Annually

PRIORITY: Exemplary Programs and Services

2



Exemplary Programs and Services

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

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

Strategic Indicator

- Increased capacity to provide additional district students with access to SASSED programs
- Students accessing SASSED programs will have increased opportunities to participate in more inclusive settings and less restrictive programming

Strategic Objectives

- Placement opportunities for students will increase
- Inclusion opportunities for students will increase

Outcome

- Increase in % of district referrals resulting in placement
- Increase student participation in general education
- Increase enrollment in the secondary transition program
- Increase district and program admin understanding and satisfaction with SASSED services, placements, and collaborative processes

Timeline

- March 2023 (annual review)
- Annually each spring



PRIORITY: Exemplary Programs and Services

Goal 2 - Develop and implement a comprehensive staff development plan

Strategic Indicator

- Implement annual differentiated professional learning plan for SASSED staff based on teacher practice data and input

Strategic Objectives

- Improve and sustain staff practice

Outcome

- A higher percentage of staff indicate satisfaction with professional learning opportunities provided
- SASSED staff report professional learning needs are being addressed through professional learning survey
- Improvement in quarterly learning walkthrough data

Timeline

- 2026-2027



PRIORITY: Communications



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

Strategic Indicator

- Enhance and increase organizational comprehensive communication satisfaction. (i.e., updates, emergency, procedures, training) by an increase in stakeholder satisfaction and participation

Strategic Objectives

- Provide new, user-friendly communication tools

Outcomes

- Internal and external participants will report an increase in being satisfied or very satisfied on the communication survey items

Timeline

- Year 1



PRIORITY: Communications

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

Strategic Indicator

- Increase stakeholder ability to access and understand operational procedures

Strategic Objectives

- Provide guidance and procedure documents for stakeholders
-

Outcome

- Increase in guidance and procedure documents available to stakeholders

Timeline

- Multi year initiative years 2-4



PRIORITY: Operations

4



Operations

Goal 1 - Maintain fiscal responsibility while streamlining business services

Strategic Indicator

- Identify Revenue and Expense Efficiency
- Implement revised business services practices

Strategic Objectives

- SASSED will develop the annual budget concurrent with the tuition billing pilot for FY23-25 limited to the tax cap CPI
- Billing practices will be clearly identified for member districts

Outcome

- Provide monthly budget progress statement to Board
- Clarity in billing procedures and practices for items on the menu of services

Timeline

- Begin 2023-2024
- Multi-year initiative



PRIORITY: Operations

Goal 2 - Determine Facility (infrastructure) Planning Strategies

Strategic Indicator

- Expand provision of safe, supportive, inclusive, collaborative, technology infused learning environments

Strategic Objectives

- SASED will develop a Facilities Master Plan

Outcome

- Long term facilities plan aligned to mission and vision.

Timeline

- Fall 2023



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
Dr. 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

Dr. Henry Thiele - CHSD 99
Dr. Frank Evans - Salt Creek SD 48
Mark Cross - Cass SD 63
Dr. Matt Rich - Winfield 34
Dr. Omar Castillo - Keeneyville SD 20
Dr. Moses Cheng - CHSD 94
Dr. 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
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Diana Connolly
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