



**Board of Directors Meeting
June 21, 2023
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
6:00 PM
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Board Member Recognition**
4. **Public Comment**
5. **Consent Agenda**
 - a. Approve Open Session and Closed Session Minutes from 5-24-23
 - b. Personnel Recommendations
 - 1) Accept/Approve the Resignations, Retirements, Employment and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.
 - c. Accept the Financial Reports
 - 1) Treasurers Report
 - 2) Revenue & Expenditure Reports
 - 3) Gross Payrolls--
 - 4) Interim Payrolls--
 - 5) Bill List--
 - 6) Interim Checks--
 - d. Approve the Resolution Appointing Rachel Wisniewski as the Board Treasurer
 - e. Approve the Treasurer's Bond FY 2023/24
 - f. Approve the Designation of Depositories for Fiscal Year 2024
 - g. Approve the Authorization to Release July 2023 Disbursements Prior to the August 16, 2023, Board of Directors Meeting
 - h. Approve the Contract for Services between SASED and Interim School Business Office, Inc.
 - i. Approve the Lease Agreement for DuPage County School District 45
 - j. Approve the Lease Agreement for Maercker School District 60
 - k. Approve the Independent Contractor Agreement between Early CHOICES and Inclusive Schooling for Planning Preparation for the Sharing a Vision 2023 Conference
 - l. Approve the Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of DuPage County
 - m. Approve the Renewal and Amendment to the Intergovernmental Data Share and Use Agreement between ISBE and SASED
 - n. Approve the SY23-24 CHC Wellness Agreement
 - o. Approve the Affiliation Agreement with Saint Joseph's University
 - p. Approve the Contract with Aramark for CPI Training on August 11, 2023
 - q. Approve the Agreement with Net56
 - r. Approve the FY24 Wage Increase for Non-Union Support Staff
 - s. Approve the FY24 Wage Increase for Administrators and Coordinators
 - t. Approve the Evaluwise Evaluation Platform Recommendation
 - u. Emergency Operations
 - v. Approve the FirstComm 3-year Agreement for Telephone Lines
6. **Discussion Without Action**

- a. Monthly Budget Progress Statement
 - b. Enrollment Update
 - c. End of Year 2022-23 Report
7. **Closed Session**
- a. To convene in closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1
 - b. To convene in closed session to discuss collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more class of employees. 5 ILCS 120/2c2
 - c. To convene in closed session to discuss litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2c11
8. **Reconvene Into Open Session**
9. **Discussion with Action**
- a. Approve the SASSED Support Staff Association FY24-26 Contract
 - b. Board Officers/Committee Membership
 - c. Employment of Interim SASSED Executive Director(s)
10. **Adjournment**

3. **Public Comment - One (1) public comment was made.**
4. **SASED retiring staff were recognized by the Board.**
5. **FOIA Request/Response on May 1, 2023 to the University of Kentucky was acknowledged.**
6. **Executive Summary - No discussion**
7. **Discussion with Action - Board Reorganization**

- a. Approved the appointment of existing Board member Jack Buscemi to remain as the SASED Board of Directors representative for Benjamin SD 25, in lieu of the Superintendent, for the 2023-25 term. *A motion was made to approve the appointment of existing Board member Jack Buscemi to remain as the SASED Board of Directors representative for Benjamin SD 25, in lieu of the Superintendent, for the 2023-25 term. This motion made by Member Cross and seconded by Member Casey-Maher, Passed by voice vote.*

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

Upon voice vote, motion carried.

- b. Approved the appointment of existing Board member Ray Kielminski to remain as the SASED Board of Directors representative from Salt Creek SD 48, in lieu of the Superintendent, for the 2023-25 term. *A motion was made to approve the appointment of existing Board member Ray Kielminski to remain as the SASED Board of Directors representative from Salt Creek SD 48, in lieu of the Superintendent, for the 2023-25 term. This motion made by Member Csey-Maher and seconded by Member Buscemi, Passed by voice vote.*

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

Upon voice vote, motion carried.

Board recognized the new SASED Board of Directors as follows:

Dr. Omar Castillo-Keeneyville SD20, Mr. Jack Buscemi - Benjamin SD25, Ms. Kristina Davis-West Chicago Elementary SD33, Dr. Matt Rich-Winfield SD34, Dr. Anthony Palmisano-DuPage County SD45, Mr. Ray Kielminski-Salt Creek SD48, Dr. Kevin Russell-Downers Grove SD58, Dr. Sean Nugent-Maercker SD60, Mr. Mark Cross-Cass SD63, Dr. Andrew Wise- Center Cass SD66, Dr. Patrick Broncato-Woodridge SD68, Dr. Jean Barbanente-DuPage High SD88, Dr. Moses Cheng-CHSD94, Dr. Hank Thiele-CHSD99, Dr. Tom Schneider-CCSD180 (which will change to Dr. Charlie Kyle effective July 1), Mr. Kevin Carey-Westmont CUSD201 (which will change to Mr. Jack Baldermann effective July 1), Dr. Keith Filipiak-Lisle CUSD 202, and Dr. Keisha Campbell-Elmhurst CUSD205.

- c. Nominate a Pro-Tempore Chairperson
A motion was made to nominate Dr. Mindy McGuffin, Executive Director, as the Pro-Tem Chairperson for the Board of Directors 5-24-23 meeting. Being the only candidate nominated as the Pro-Tem Chairperson, the Chairperson hereby declares him/her elected by acclamation.

Pro-Tempore Chairperson, Dr. Mindy McGuffin, was seated and meeting was continued.

- d. Election of a new Chairperson, 1 year term
With only one nomination, a motion was made to elect Mark Cross, Cass School District 63, as the Chairperson for the SY23-24 Board of Directors.

Being the only candidate nominated for the office of Chairperson, the Pro-Tem Chairperson hereby declares Mr. Mark Cross elected by acclamation.

Newly elected Chairperson, Mark Cross, was seated and meeting was continued.

- e. Election of a new Vice-Chairperson, 1 year term
With only one nomination, a motion was made to elect Dr. Jean Barbanente, DuPage High School District 88, as the Vice-Chairperson for the SY23-24 Board of Directors.

Being the only candidate nominated for the office of Vice-Chairperson, the Chairperson hereby declares Dr. Jean Barbanente elected by acclamation.

Newly elected Vice-Chairperson, Dr. Jean Barbanente, was seated and meeting was continued.

- f. Election of a new Secretary, 1 year term
With only one nomination, a motion was made to elect Dr. Anthony Palmisano, DuPage County School District 45, as the Secretary for the SY23-24 Board of Directors.

Being the only candidate nominated for the office of Secretary, the Chairperson hereby declares Dr. Tony Palmisano elected by acclamation.

Newly elected Secretary, Dr. Anthony Palmisano, was absent and a pro-tempore Secretary was nominated.

- g. Nominate a Pro-Tempore Secretary
A motion was made to nominate Dr. Omar Castillo, Keeneyville School District 20, as the pro-tem Secretary for the Board of Directors 5-24-23 meeting, in lieu of the absence of newly elected Secretary. Being the only candidate nominated as the Pro-Tem Secretary, the Chairperson hereby declares Dr. Omar Castillo elected by acclamation.

Pro-Tempore Secretary, Dr. Omar Castillo, was seated and meeting was continued.

8. Consent Agenda

A motion was made to remove item 8r (approve the CHSD#99 Use of Facility Agreement for SASSED Opening Day) from the Consent Agenda and place it under Discussion with Action. This motion, made by Member Thiele and seconded by Member Rich, Passed by voice vote.

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

Upon voice vote, motion carried.

A motion was made to approve the following consent agenda items as presented. This motion, made by Member Thiele and seconded by Member Castillo, Passed.

- a. Approved the Open and Closed Session Minutes from the April 26, 2023 Board of Control Meeting
- b. Personnel Recommendations
 1. Accepted/Approved the Resignation and Retirement of Educational Support Personnel as presented

- c. Accepted the Financial Reports
 - 1) Treasurer’s Report for April 2023
 - 2) Revenue & Expenditure Reports for April 2023
 - 3) Gross Payrolls in the amount of \$1,661,066.66
 - 4) Interim Payrolls in the amount of \$559,748.24
 - 5) Bill List in the amount of \$720,695.28
 - 6) Interim Checks in the amount of \$613,691.92
- d. Approved the Independent Contractor Agreement between Early Choices and Inclusive Schooling for Professional Development Services in the amount of \$10,000
- e. Approved the Independent Contractor Agreement with Learning Technology Center for SASSED Vision Staff Professional Development Services
- f. Approved the Independent Contractor Agreement with Katherine Richardson-Vision and Hearing Outreach to Provide Hearing and Vision Screening at Several Locations for the Multi-Needs Program
- g. Approved the Independent Contractor Agreement with Pupils Vision & Hearing Testing, Inc. to Provide Hearing and Vision Screening at Several Locations for the DHH, Vision, and Transition Programs
- h. Approved the Independent Contractor Agreement between Early CHOICES and Start Early for Early Childhood Special Education in Community-based Settings Project-Planning & Implementation Project through PDG B-5 for SY 23-24
- i. Approved the Updated Intergovernmental Agreement with the Illinois Department of Healthcare and Family Services (HFS) Regarding Reimbursement and Expenditures for the School-Based Health Services Program
- j. Approved the donation in the amount of \$1,500 from the Chicago West Suburban Alumnae Chapter of the Delta Gamma Fraternity
- k. Approved the noncompetitive procurement contract renewal for food service management with Gourmet Gorilla
- l. Approved the Annual Renewal for Embrace Subscription for SY23-24
- m. Approved the Subscription Agreement with IASB for BoardBook Tier 2 for SY23-24
- n. Approved the IASB School Board Policies Online Service Agreement
- o. Approved the IASB PRESS Plus Maintenance Service Agreement
- p. Approved the CDW-G Quote for Purchasing New Laptops
- q. Approved the FirstCOMM Proposal for New Phone Lines
- r. Approved the CHD #99 Use of School Facility Agreement for SASSED Opening Day
- s. Final Reading and Adoption of Policy 2:110 - Qualifications, Term, and Duties of Board Officers
- t. Final Reading and Adoption of Policy 3:40 - Executive Director
- u. Final Reading and Adoption of Policy 4:60 - Purchases and Contracts
- v. Final Reading and Adoption of Policy 5:30 - Hiring Process and Criteria
- w. Final Reading and Adoption of Policy 5:70 - Religious Holidays
- x. Final Reading and Adoption of Policy 5:90 - Abused and Neglected Child Reporting
- y. Final Reading and Adoption of Policy 5:100 - Professional Development Program
- z. Final Reading and Adoption of Policy 5:120 - Employee Ethics, Code of Conduct, and Conflict of Interest
- aa. Final Reading and Adoption of Policy 5:125 - Personal Technology and Social Media
- bb. Final Reading and Adoption of Policy 5:150 - Personnel Records
- cc. Final Reading and Adoption of Policy 5:170 - Copyright
- dd. Final Reading and Adoption of Policy 5:260 - Student Teachers, Interns and Practicum Students
- ee. Final Reading and Adoption of Policy 5:290 - Employment Termination and Suspensions
- ff. Final Reading and Adoption of Policy 6:270 - Guidance and Counseling Program
- gg. Final Reading and Adoption of Policy 7:70 - Attendance and Truancy
- hh. Final Reading and Adoption of Policy 7:180 - Prevention of and Response to Bullying, Intimidation and Harassment
- ii. Final Reading and Adoption of Policy 7:220 - Bus Conduct
- jj. Final Reading and Adoption of Policy 8:20 - Community Use of SASSED Facilities

Upon Roll Call Vote:

Ayes: Keeneyville School District 20	Dr. Omar Castillo
Benjamin School District 25	Jack Buscemi
West Chicago Elementary School District 33	Kristina Davis
Winfield School District 34	Dr. Matt Rich
Salt Creek School District 48	Ray Kielminski
Cass School District 63	Mark Cross
Woodridge School District 68	Dr. Patrick Broncato
DuPage High School District 88	Dr. Jean Barbanente
Community High School District 94	Lynn Casey-Maher
Community High School District 99	Dr. Hank Thiele
Westmont Community Unit School District 201	Leah Conover
Lisle Community Unit School District 202	Dr. Keith Filipiak
Elmhurst Community Unit School District 205	Dr. Keisha Campbell

Nays: None

Absent: School District 45, DuPage County
Downers Grove School District 58
Maercker School District 60
Center Cass School District 66
Community Consolidated School District 180

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

Upon roll call vote, motion carried.

9. Discussion Without Action

- a. Dr. McGuffin updated the board on the next steps of the Articles of Joint Agreement Resolution Process and Membership of boards and committees.
 1. Policy and Finance Committees will open to fill new members through August 2023. A discussion was had regarding the benefits of having a blend of members of both boards on each committee as well as other district administrators. The Governing Board will be informed and encouraged to participate on the committees at its May 31, 2023, meeting.
 2. SASED to review the resolution for the DWC Board and verify the appointment of a representative and alternate.
 3. Discussion was had regarding the need for other ad hoc committees such as negotiations committee, program/curriculum committee, protocols committee, etc. Board to continue discussions to formalize.
- b. SASED recognized and thanked Lynn Casey-Maher for her time of service on the SASED Board of Control and committees as she will no longer be the SASED Board of Directors representative for District 94 after May 24th.
- c. April Budget Progress Statement – There were no questions from the board.
- d. Enrollment Update - As of May 1, 2023, SASED had 368 students enrolled in its programs. Overall enrollment increased by eight students this month (April 3, 2023, to May 1, 2023). SASED programs gained ten students in that time, and unenrolled two students.

- e. Board Committee Updates-
 1. Negotiations Committee-Affinity Day and tentative agreement reached May 18, 2023.
 2. Finance Committee – Next meeting scheduled for June 1, 2023, will be rescheduled to a later date (TBA).
 3. Policy Committee – Have received the draft policy manual from IASB to review. Once the new policy committee is formed, a meeting will be scheduled.

10. Discussion With Action

- a. Approved Item 8r, the CHD#99 Use of School Facility Agreement for SASSED Opening Day, which was removed from the consent agenda and placed on Discussion with Action.
A motion was made to approve the CHD#99 Use of School Facility Agreement for SASSED Opening Day, as presented. This motion, made by Member Rich and seconded by Member Broncato, Passed.

Upon Roll Call Vote:

<p>Ayes: Keeneyville School District 20 Benjamin School District 25 West Chicago Elementary School District 33 Winfield School District 34 Salt Creek School District 48 Cass School District 63 Woodridge School District 68 DuPage High School District 88 Community High School District 94 Westmont Community Unit School District 201 Lisle Community Unit School District 202 Elmhurst Community Unit School District 205</p>	<p>Dr. Omar Castillo Jack Buscemi Kristina Davis Dr. Matt Rich Ray Kielminski Mark Cross Dr. Patrick Broncato Dr. Jean Barbanente Lynn Casey-Maher Leah Conover Dr. Keith Filipiak Dr. Keisha Campbell</p>
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Nays: None

Abstain:	Community High School District 99	Dr. Hank Thiele
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Absent: School District 45, DuPage County
 Downers Grove School District 58
 Maercker School District 60
 Center Cass School District 66
 Community Consolidated School District 180

Ayes: 12 Districts **Nays:** None **Abstain:** 1 District **Absent:** 5 Districts

Upon roll call vote, motion carried.

- b. Approved the submission of the FY24 Tentative Budget to the Governing Board.
A motion was made to approve the submission of the FY24 Tentative Budget to the Governing Board, as presented. This motion, made by Member Filipiak and seconded by Member Conover, Passed.

Upon Roll Call Vote:

<p>Ayes: Keeneyville School District 20 Benjamin School District 25</p>	<p>Dr. Omar Castillo Jack Buscemi</p>
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West Chicago Elementary School District 33
Winfield School District 34
Salt Creek School District 48
Cass School District 63
Woodridge School District 68
DuPage High School District 88
Community High School District 94
Community High School District 99
Westmont Community Unit School District 201
Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

Kristina Davis
Dr. Matt Rich
Ray Kielminski
Mark Cross
Dr. Patrick Broncato
Dr. Jean Barbanente
Lynn Casey-Maher
Dr. Hank Thiele
Leah Conover
Dr. Keith Filipiak
Dr. Keisha Campbell

Nays: None

Absent: School District 45, DuPage County
Downers Grove School District 58
Maercker School District 60
Center Cass School District 66
Community Consolidated School District 180

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

Upon roll call vote, motion carried.

- c. Approved the cost increase for SASED Summer 2023 Extended School Year Program
A motion was made to approve the cost increase for Summer 2023 Extended School Year Program, as presented. This motion, made by Member Davis and seconded by Member Barbanente, Passed.

Upon Roll Call Vote:

Ayes: Keeneyville School District 20
Benjamin School District 25
West Chicago Elementary School District 33
Winfield School District 34
Salt Creek School District 48
Cass School District 63
Woodridge School District 68
DuPage High School District 88
Community High School District 94
Community High School District 99
Westmont Community Unit School District 201
Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

Dr. Omar Castillo
Jack Buscemi
Kristina Davis
Dr. Matt Rich
Ray Kielminski
Mark Cross
Dr. Patrick Broncato
Dr. Jean Barbanente
Lynn Casey-Maher
Dr. Hank Thiele
Leah Conover
Dr. Keith Filipiak
Dr. Keisha Campbell

Nays: None

Absent: School District 45, DuPage County
Downers Grove School District 58
Maercker School District 60
Center Cass School District 66
Community Consolidated School District 180

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

Upon roll call vote, motion carried.

- d. Approved the 2023-2024 Board of Directors, Governing Board Joint Meeting and Committee Meeting Dates, Times and Locations.

A motion was made to approve the 2023-24 Board of Directors, Governing Board Joint Meeting and Committee Meeting Dates, Times and Locations, as presented. This motion, made by Member Barbanente and seconded by Member Campbell, Passed by voice vote.

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

Upon voice vote, motion carried.

11. Closed Session

A motion was made to recess to closed session at 6:42 pm 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; and to discuss collective negotiating matters between the public body and its employees or its representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2c2.

This motion, made by Member Conover and seconded by Member Buscemi, Passed.

Upon Roll Call Vote:

Ayes:	Keeneyville School District 20	Dr. Omar Castillo
	Benjamin School District 25	Jack Buscemi
	West Chicago Elementary School District 33	Kristina Davis
	Winfield School District 34	Dr. Matt Rich
	Salt Creek School District 48	Ray Kielminski
	Cass School District 63	Mark Cross
	Woodridge School District 68	Dr. Patrick Broncato
	DuPage High School District 88	Dr. Jean Barbanente
	Community High School District 94	Lynn Casey-Maher
	Community High School District 99	Dr. Hank Thiele
	Westmont Community Unit School District 201	Leah Conover
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell

Nays: None

Absent: School District 45, DuPage County
Downers Grove School District 58
Maercker School District 60
Center Cass School District 66
Community Consolidated School District 180

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

Upon roll call vote, motion carried.

12. Adjournment

A motion was made to adjourn at 8:20 pm. This motion, made by Member Rich and seconded by Member Casey-Maher, Passed.

Upon voice vote of all ayes from 13 districts present, motion carried.

Minutes Approved by:

Mr. Mark Cross
Chairperson

Date

Dr. Omar Castillo
Secretary Pro-Tem

Date



PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations – Administrative Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Capio, Michele	Program Administrator IST/SI Program	Local Funds	7/22/2019	6/30/2023	Accepted another position
McGuffin, Melinda	Executive Director Administrative Center	Local Funds	7/1/2019	6/30/2023	Accepted another position
Sellers, David	Interim Business Office Consultant/CSBO	Local Funds	11/21/2022	6/30/2023	Personal reasons

2. Resignations/Retirements/Terminations – Licensed Staff

Huntley, Emilee	Psychologist MN & DHH Programs	Tuition	8/9/2021	6/2/2023	Accepted another position
Murphy, Kristina	Teacher Southeast School	Tuition	8/17/2015	5/30/2023	Accepted another position
Quick, Jennifer	Teacher/MN Willowbrook	Tuition	8/10/2020	6/1/2023	Accepted another position
Wilkinson, Jessica	Teacher Transition Program	Tuition	10/11/2022	6/2/2023	Accepted another position

3. Resignations/Retirements/Terminations – Registered Staff

Garcia, Alexandra	Occupational Therapist	User Fee Member Dists.	8/10/2022	5/30/2023	Accepted another position
Reed, Aileen	Occupational Therapist	User Fee Member Dists.	8/13/2018	5/30/2023	Accepted another position

4. Resignations/Retirements/Terminations – Educational Support Staff

Bell, Monique	1:1 Teacher Assistant	User Fee Dist. #68	8/26/2013	6/2/2023	Accepted another position
Bender, Marie	Teacher Assistant/Food Service Southeast School	Tuition	9/6/2011	5/24/2024	Retiring
Hagerman, Bradley	1:1 Teacher Assistant	User Fee Dist. #218	8/11/2021	6/1/2023	Relocating
Townsend, Grace	1:1 Teacher Assistant	User Fee Dist. #117	8/11/2021	6/6/2023	Returning to school



5. Appointments – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Granrath, Marc	Teacher/MN Willowbrook	Tuition	8/10/2023		\$88,379.00
Judd, Bernice	School Nurse DHH, Vision & STARS Programs	Tuition	8/4/2023		\$78,400.00
Novak, Cherise	Teacher-O&M VI Program	Tuition	8/10/2023		\$60,281.00* Salary lane change
Nunziato, Nicole	Teacher/STARS Cass Jr. High	Tuition	8/9/2023		\$84,292.00

6. Appointments – Registered Staff

Avgerinos, Samantha	Occupational Therapist	User Fee Member Dists.	8/10/2023		\$58,316.00*
Bieschke, Anna	Occupational Therapist	User Fee Member Dists.	8/10/2023		\$64,147.00*
Maguire, Jolene	Occupational Therapist 0.80 F.T.E.	User Fee Member Dists.	8/10/2023		\$63,296.80* Prorated from \$79,121.00*
Malone, Emily	Occupational Therapist	User Fee Member Dists.	8/10/2023		\$56,617.00*

*Based on the 2022/2023 OT/PT Salary Schedule

7. Appointments – Educational Support Staff

Sudds, Gregory	Technology Service Specialist - Level 1 Administrative Center	Local Funds	6/7/2023		\$3,127.05 Prorated from \$45,000.00
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8. Change of Employment Status – Registered Staff

McKinney, Laura	From:				
	Occupational Therapist 1.0 F.T.E.	User Fee Member Dists.	8/12/2019		\$70,675.00*
	To:				
	Occupational Therapist 0.40 F.T.E.	User Fee Member Dists.	8/12/2019		\$28,694.00* Prorated from \$71,735.00*

*Based on the 2022/2023 OT/PT Salary Schedule



9. Change of Employment Status – 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>
Gritis, Louise	From: 10-month Admin. Asst. Transition/DRS – .51 F.T.E. - Administrative Center	DRS Grant	9/12/1994	\$21.58*	
	To: 10-month Admin. Asst. Transition/DRS – .31 F.T.E. - Administrative Center	DRS Grant	9/12/1994	\$21.58*	

*Based on the 2022/2023 hourly rate

10. Appointments – Registered Staff - Contracted

Avgerinos, Samantha	Occupational Therapist ESY-Foxhire	Tuition	6/26/2023	\$74.00	
Glumac, Tracie	Occupational Therapist Foxhire	User Fee Member Dists.	8/10/2023	\$81.00	

6/21/2023



FOR INFORMATION ONLY

1. Leaves of Absences/FMLA – Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Provancal, Laura	Social Worker Directions Program	5/25/2023 – 10/31/2023

2. Leaves of Absences/Unpaid – Educational Support Staff

Goulding, Robert	Teacher Assistant/MN Willowbrook	8/21/2023 – 12/9/2023
Miller, Beth	Teacher Assistant/MN O’Neill	8/22/2023 – 12/9/2023

June 15, 2023

Mr. Jack Buscemi
Chairperson, SASSED Governing Board
Benjamin School District #25
28W250 St. Charles Road
West Chicago, Il 60185

Mr. Mark Cross
Chairperson, SASSED Board of Directors
Cass School District #63
8502 Bailey Road
Darien, Illinois 60561

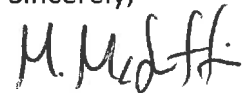
Dear Mr. Buscemi and Mr. Cross,

I am writing to share with you my decision to resign from my position as Executive Director of SASSED effective June 30, 2023. I have sincerely enjoyed my tenure at SASSED and very much appreciate the opportunity to have worked with such a great group of students, staff, families, districts, and board members.

I wish SASSED all the best in its future endeavors.

Please let me know if I can be of any assistance during the transition. I would be glad to help however I can.

Sincerely,

A handwritten signature in black ink, appearing to read "M. McGuffin". The signature is written in a cursive, flowing style.

Mindy McGuffin, Ed.D



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

May 23, 2023

Dear Julie,

Please accept this as notice of my resignation from my position of Coordinator of School Improvement and Instructional Support/Assistive Technology effective June 30, 2023.

I would like to help with the transition in any way possible to ensure a smooth transition into the 2023-2024 school year for the SIIS/AT Team.

Best,

A handwritten signature in black ink, appearing to read 'Michele Capio', is written over a light blue horizontal line.

Michele Capio

From: **Emilee Frost** <frost.emilee@gmail.com>

Date: Wed, Jun 7, 2023 at 11:11 AM

Subject: A Thank you! But a sad one.

To: <igrohn@sased.org>

Cc: <smartin@sased.org>, Tara Corral <tcorral@sased.org>, <amckee@sased.org>

Hello Julie,

I am writing to say that I will be leaving SASED. After much consideration, I've made a difficult decision to move on to a new district. Tears have been shed for sure.

Please, please, please know that a piece of my heart always stays with SASED. I've been with SASED 5 years, and it feels like it should be more. It's a family to me for sure.

But you know that time where you head off to college, or like you come home to tell your family you're being moved to a new state, but you're excited?! That's what I feel.

SASED has provided such a warm and safe space for me, and I can't thank you all enough. But I know I need a new challenge. The job I am going to will provide me with some systems level support, more behavior support positions, and more of a coaching role down the road. Coaching is something I feel so passionate about. I'm excited for a new challenge, but I can't imagine what this new challenge will be without you all.

Just a special note here for these 3 women attached here. Power houses, persistent support, and unwavering belief in the goodness there is in the world. I could not have been who I am without these 3 women. I'm constantly surprised by their knowledge, their fierceness, and their generosity. I pray they get the support they need, and I didn't go a second without thinking how this decision will affect them. I'm blown away by their ability to just do it all.

Christine- I am only as good because YOU trained me. I'm so thankful for your guidance, and your belief in me. You are a strong person and your knowledge is unmatched.

Amy- Your humor for life makes things manageable. Your fight for kids and your ability to check the details is why you are so good at your job. You do not give up.

Tara- You could lead a revolution with your fierceness. Your patience is why you can get anything figured out. Your ability to problem solve and keep it positive is just what the world needs.

You all have hard positions, and I watch you navigate difficult situations with ease and grace. You show up to work with your hearts big and your minds wide open to what you face.

Julie, I also am sad to not be able to join the mentor team, but I'm so appreciative of what you have brought to the table at SASED. You come with new ideas and you are such a joy to see.

I will miss you all. I care about you all deeply. Please continue to believe in your greatness and ability to solve it. Because YOU CAN!!!

Thank you for your time,
Emilee

Sent from my iPhone

June 13, 2023

Dear Julie and Laura,

Please accept this letter as formal notification that I am resigning from my position as a special education teacher with SASSED following the 2022-2023 school year.

Thank you for the opportunities I've had to work in multiple SASSED programs. I've enjoyed working with the staff and students and I've learned a lot that I will take with me throughout the rest of my career.

I would be happy to answer any questions, now or at the beginning of next school year, if that would help to make the transition smooth. Please let me know if there is anything else I can do to help.

I wish you and SASSED the best.

Sincerely,

Kristina Murphy

May 23, 2023

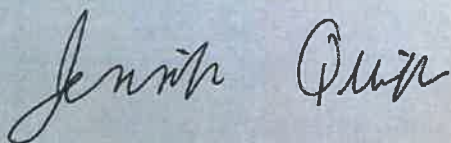
SASED
2900 Ogden Ave.
Lisle, IL 60532

Dear SASED HR,

Please accept my resignation from my position as a multi-needs high school teacher at Willowbrook High School. My last day will be June 2nd, 2023.

Please let me know how I can be of help during the transition period. I wish you and SASED the very best going forward.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Quick". The signature is written in a cursive style with a large initial "J" and a distinct "Q".

Jennifer Quick

From: Jessica Wilkinson <jwilkinson@sased.org>
Date: Mon, Jun 12, 2023 at 4:25 PM
Subject: Re: Last Grad School Meeting
To: Julie Grohn <jgrohn@sased.org>

Hi Julie,

I wanted to give my official resignation from SASED as the career readiness teacher. I have accepted an administrator position in another school district.

Thank you for all your help and support!

Jessica Wilkinson

Letter of Resignation

May 18, 2023

Attn: Human Resources Department
Attn: Sherilyn Genin, OT/PT Coordinator
The School Association for Special Education in DuPage County

Good afternoon,

I am writing to inform you that I will be resigning from my position as an occupational therapist at SASED effective June 15, 2023. I am grateful for the immense support provided by the OT/PT department and feel as though my time here has been an incredible learning opportunity.

Please let me know if there is anything I can do to help during this transition period.

Thank you,

A handwritten signature in black ink that reads "Alexandra Garcia". The signature is written in a cursive style and is preceded by a large "X" mark.

Alexandra Garcia, OTD, MSOT, OTR/L
Occupational Therapist

To whom it may concern,

I would like to formally notify you that I am resigning from SASSED as an occupational therapist. My final day will be June 28th 2023. I have enjoyed working for SASSED, specifically for Sherilyn and with the OT/ PT group. That is where I have felt the most support. I appreciate the time and dedication the OT/PT department puts into meeting students and employees where they are at! During the next few weeks I will be working at D99 ESY as the OT. I will have my final timesheet submitted, computer and keys turned in on the afternoon on the 28th. I will work with Sherilyn to finalize those details. Please let me know if there is anything additional I need to do to officially leave my time at SASSED.

Aileen Reed



Mindy McGuffin <mmcguffin@sased.org>

Resignation from Employment with SASED

1 message

David Sellers <dsellers@sased.org>
To: Mindy McGuffin <mmcguffin@sased.org>

Fri, Jun 16, 2023 at 8:26 AM

Hello Mindy,

With your leaving SASED, my prospects of being used 'At Will' have diminished. Due to the 120-day work limitation under TRS, I would like to be open to the possibility of serving in a CSBO Interim position for the entire 2023-24 school year. Any days I would work for SASED would have to be subtracted from those 120 days.

Please accept this resignation from employment with SASED, effective June 30, 2023. I have submitted timesheets covering days up to yesterday.

Absent this resignation, I would have to disclose to a potential employer that I remain engaged 'At-Will' with SASED, with future work expected. With this resignation, I would not have to make such a disclosure and can say I am available for a full 120-day contract.

It has been a rewarding and enriching experience working for SASED with your leadership providing a very effective 'steering of the ship'.

Sincerely,

David Sellers



2023 Low Incidence Extended School Year Staff

The Administration recommends employment of the following staff for the 2023 Extended Year Program ending July 27, 2023. Staffing patterns and hourly rates for extended school year were approved at the January Board of Directors meeting.

OCCUPATIONAL/PHYSICAL THERAPISTS (\$47.28/hour)

Meghan Murray
Jessica Urban

SPEECH/LANGUAGE PATHOLOGISTS (\$42.54/hour)

Carolanne Pilch
Rebecca Thomas

SOCIAL WORKER (\$34.98/hour)

Natasha Arroyo

SITE NURSE (\$34.98/hour)

Julie Darrus

ORIENTATION & MOBILITY SPECIALISTS (\$34.98/hour)

Tracey Nardi
Cherise Novak
Mark Renc

TEACHERS (\$34.98/hour)

Allison Cole
Maria Dorchack
Patrick Dugan
Alyssa Hamblin
Carly Kirkman

TEACHERS (\$34.98/hour) - continued

Jennifer Marrero
Kathleen McGann
Grace McGuire
Julia Nowicki
Elizabeth Petit
Walter Rosales

Dorothy Spillan
Gabriella Vargas

TEACHER ASSISTANTS (\$15.61/hour)

Zaira Bustamente
Alison Chandler
Brandon Dams
Sarah Fornal
Christina Fortune
Ashley Fricke
Andrew Ha
Katie Hasbrouk
Zachary Leonard
Jesus Lopez
Olga Monroy
Norma Ortiz
Ryan Renc
Lily Sakalys
Karen Schmidtke
Charlotte Skala
Ena Uhren

DAILY LIVING SKILLS ASSISTANTS

Kaia Capulong (\$13.00)
Deston Dorchack (\$10.51)
Brenden Grohn (\$10.51)
Luke Holman (\$10.51)
Brooke Schuttler (\$13.00)



2023 Multi-Needs Extended School Year Staff

The Administration recommends employment of the following staff for the 2023 Extended Year Program ending July 27, 2023. Staffing patterns and hourly rates for extended school year were approved at the January Board of Control meeting.

OCCUPATIONAL/PHYSICAL THERAPISTS (\$47.28/hour)

Stephanie Czernek
Jillian Rancatore
Kathleen Ross

ASSISTANT SITE PRINCIPAL (\$42.54/hour)

Jeannine Peters

SPEECH/LANGUAGE PATHOLOGISTS (\$42.54/hour)

Molly Binder
Ashley Ciecko
Kristen Jones
Camille Kasprzak

SOCIAL WORKERS (\$34.98/hour)

Emy Bacheller
Carolee Buikema
Carrie Castaldo
Michelle Moses

SITE NURSES (\$34.98/hour)

Cynthia Abts
Tracy Pedersen

TEACHERS (\$34.98/hour)

Megan Baker
Danielle Biesiada
Michelle Broderick
Margo Cherrie
Jennifer Duncan
Jordan Gaudette
Marc Granrath

TEACHERS (\$34.98/hour) - continued

Catherine Ilyavi
Sladjola Jemin
Eileen Johnson
Cleo Kennelly
Leanne Lapato
Jameson Marchese
Jennifer Marrero
Andrea Mars
Paul Martinez
Tracey Nardi (O &M)
Cora Tassone
Mark Vandlik
Barb Weiss

TEACHER ASSISTANTS (\$15.61/hour)

Marla Biesiada
Jennifer Blaa
Michael Bratta
Kenneth Calaway
Robin Cox
Lauren Flentge
Robert Goulding
Megan Heller
Simpson Jasmine
Jennifer Natzke (TA/Food Handler)
Pearl Opoku
Kalysa Pampuch
Patricia Richardson (Food Handler)
Zan Schlegell
Mackenzie Webb

DAILY LIVING SKILLS ASSISTANTS

Joseph Dooley (\$13.00)
Ariel Hoskin (\$13.00)
Olivia Lapato (\$10.51)
Rithik Thekiniath (\$10.51)

School Association for Special Education in DuPage County
 Treasurer's Report
 May 31, 2023

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>A + B + C + D</u>
	EDUCATION FUND	SELF FUNDED MEDICAL INSUR	SELF FUNDED DENTAL INSUR	FSA	TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance	13,049,342.42	360,493.68	416,135.25	(33,737.84)	13,792,233.51
Investments					
February Activity					
Interest Earned	10,768.09				10,768.09
Gains/(Losses) on Sales of Securities	-				-
Record Health Fund Transfers	(350,062.15)	349,341.92	(352.37)	1,072.60	(0.00)
Cash Receipts	649,572.29	2,742.23	638.26		652,952.78
Cash Disbursements - General	(871,722.88)			(6,384.44)	(878,107.32)
- Payroll	(1,654,766.23)				(1,654,766.23)
Subtotal	(2,216,210.88)	352,084.15	285.89	(5,311.84)	(1,869,152.68)
Ending Balance	<u>10,833,131.54</u>	<u>712,577.83</u>	<u>416,421.14</u>	<u>(39,049.68)</u>	<u>11,923,080.83</u>
Investment - Demand Deposit - Fifth Third Bank	5,464,633.45	765,477.17	360,141.31	(32,665.24)	6,557,586.69
IL School District Liquid Asset Fund	21,113.46				21,113.46
Fifth Third Securities	5,344,380.68	-	-	-	5,344,380.68
	<u>10,830,127.59</u>	<u>765,477.17</u>	<u>360,141.31</u>	<u>(32,665.24)</u>	<u>11,923,080.83</u>


 Don Robinson, Treasurer

**DuPage West Cook Intergovernmental Agreement with School Association for Special Education in DuPage County as fiscal agent
Treasurer's Report
May 31, 2023**

CASH ACTIVITY REPORT

Beginning Balance 5/1/23	15,663.97
April Activity - Interest Earned	66.23
Ending Balance*	<u>15,730.20</u>

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

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
May 31, 2023

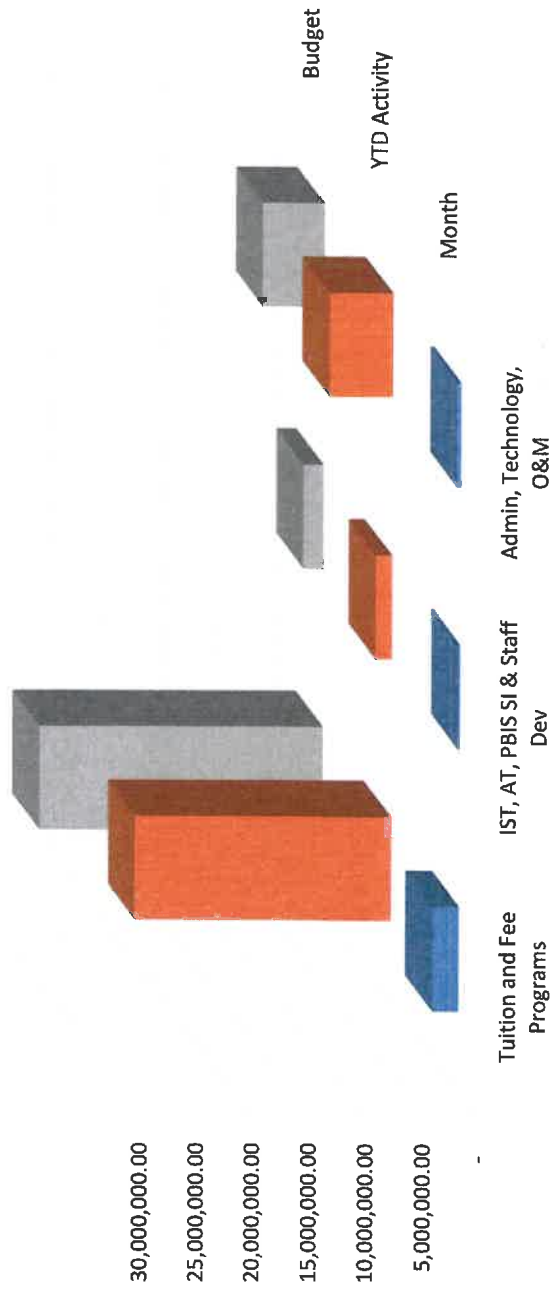
EDUCATION FUND	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid	5,383.26	0.451%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	15,730.20	0.444%	Money Market	ISDLAF	Money Market Mutual Fund
	21,113.46				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	5,464,633.45	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	1,004,029.82	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	88,923.42	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	6,557,586.69				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	38,752.68	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	1,362,833.00	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Treasuries - long term	492,795.00	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	-				
	5,344,380.68				
	11,923,080.83	TOTAL			

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-May-23**

SASED PROGRAMS

<u>Program</u>	<u>May-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	2,340,970.98	22,667,006.82	25,121,190.00	<u>90.2%</u>
IST, AT, PBIS SI & Staff Dev	150,215.65	1,399,315.01	1,762,908.00	<u>79.4%</u>
Admin, Technology, O&M	324,333.34	5,523,336.46	5,455,353.00	<u>101.2%</u>
	<u>2,815,519.97</u>	<u>29,589,658.29</u>	<u>32,339,451.00</u>	<u>91.5%</u>

SASED PROGRAM EXPENDITURES

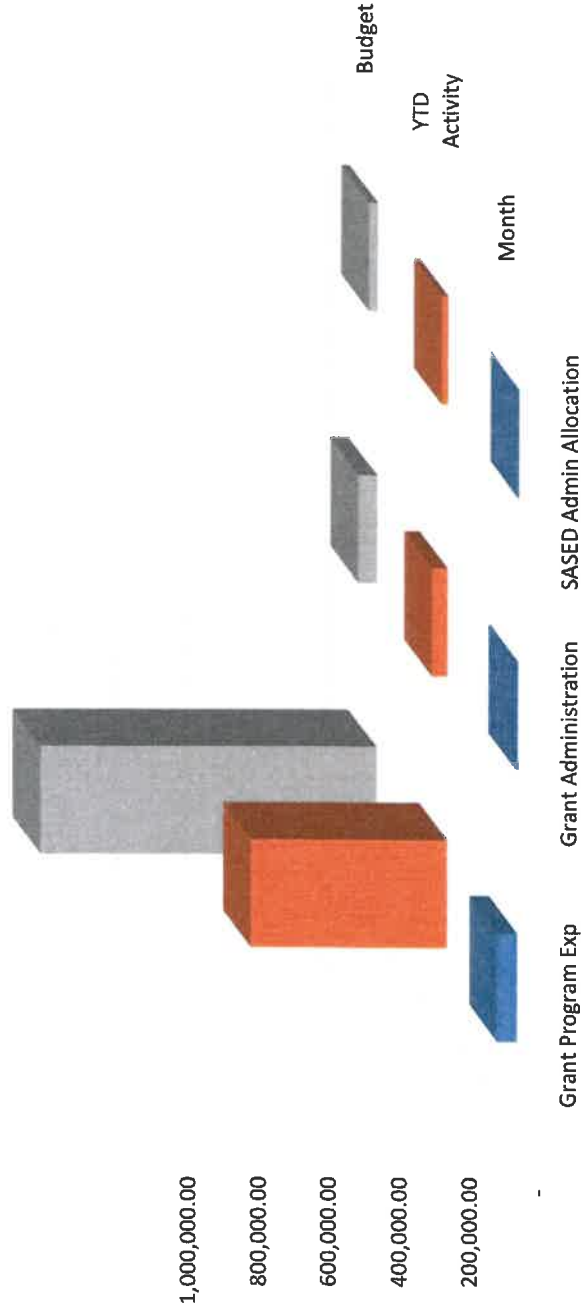


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING
31-May-23**

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>May-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	56,234.82	559,678.72	959,737.00	<u>58.3%</u>
Grant Administration	3,947.40	44,294.76	52,084.00	<u>85.0%</u>
SASED Admin Allocation	1,063.20	18,462.60	24,496.00	<u>75.4%</u>
Total	61,245.42	622,436.08	1,036,317.00	60.1%

EXTERNAL GRANT EXPENDITURES

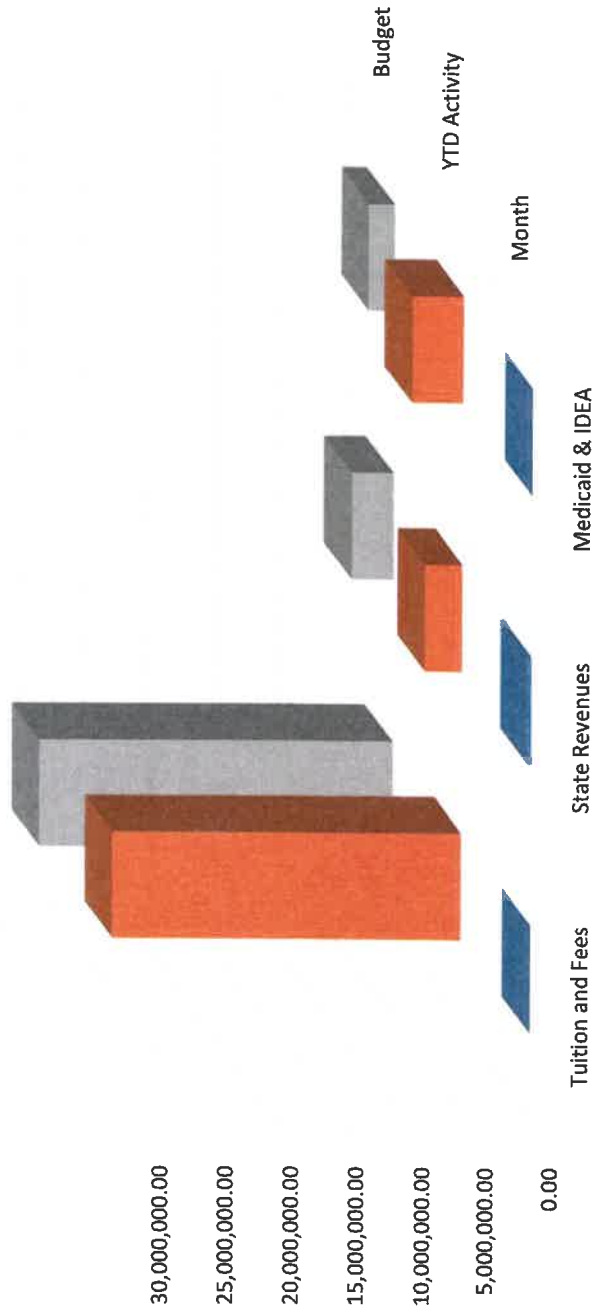


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-May-23**

SASSED PROGRAMS

Program	May-23	2022-23	2022-23	%
	Monthly Activity	FYTD Activity	Original Budget	YTD
Tuition and Fees	42,561.77	26,821,282.04	27,135,233.00	<u>98.8%</u>
State Revenues	254,510.00	2,923,250.75	3,174,607.00	<u>92.1%</u>
Medicaid & IDEA	0.00	3,976,281.85	1,955,254.00	<u>203.4%</u>
Total	<u>297,071.77</u>	<u>33,720,814.64</u>	<u>32,265,094.00</u>	<u>104.5%</u>

SASSED PROGRAM REVENUE

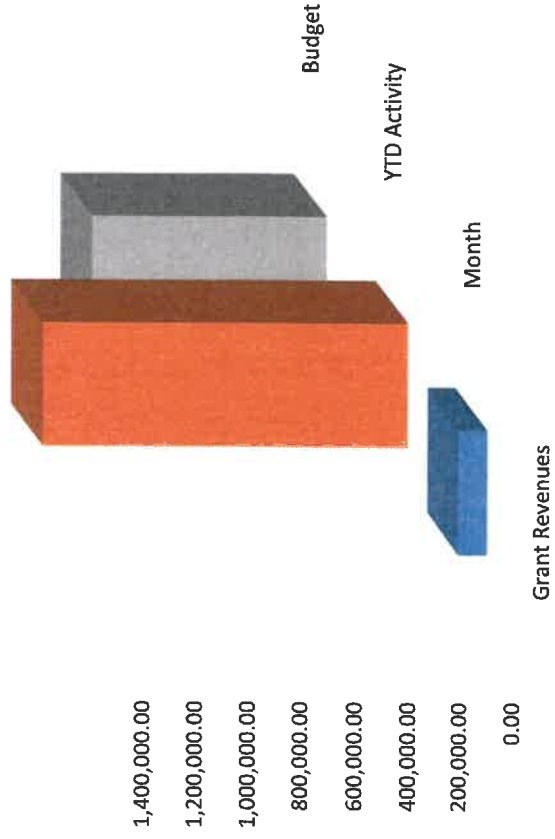


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
31-May-23**

EXTERNAL GRANT PROGRAMS

Program	May-23 Monthly Activity	2022-23 FYTD Activity	2022-23 Original Budget	% YTD
Grant Revenues	<u>109,559.42</u>	<u>1,385,343.31</u>	<u>891,617.00</u>	<u>155.4%</u>

EXTERNAL GRANT REVENUE



GROSS PAYROLL

May 2023 \$ 1,653,766.23

TOTAL SALARY	:	1,653,766.23
TOTAL DEDUCTIONS	:	563,787.86
TOTAL EMPLOYEES	:	329

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

INTERIM PAYROLL LIABILITIES

May 2023 \$ 565,481.41

5/15/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300849	SASED EDUCATION ASSOCIATION	5/15/2023	\$3,291.03	
222300850	SASED SUPPORT STAFF ASSOCIATION	5/15/2023	\$1,123.60	
		2 ACH Check(s) For a Total of		\$4,414.63
102673	STATE DISBURSEMENT UNIT	5/15/2023	\$172.26	
102674	STATE DISBURSEMENT UNIT	5/15/2023	\$380.00	
		2 Computer Check(s) For a Total of		\$552.26
202200337	ILLINOIS DEPT OF REVENUE	5/15/2023	\$33,488.80	
202200340	TEACHERS RETIREMENT (2.2%)	5/15/2023	\$2,718.20	
202200341	TEACHERS RETIREMENT SYSTEM	5/15/2023	\$42,179.46	
202200342	THIS (TRS HEALTH) FUND	5/15/2023	\$7,357.94	
202200343	MB FINANCIAL (FEDERAL)	5/15/2023	\$63,369.66	
202200344	MB FINANCIAL BANK (FICA-E)	5/15/2023	\$32,408.34	
202200345	MB FINANCIAL BANK (FICA-W)	5/15/2023	\$32,408.34	
202200346	THE OMNI GROUP	5/15/2023	\$1,423.00	
202200347	CUNA MUTUAL GROUP	5/15/2023	\$24,283.99	
202200348	TEACHERS RETIREMENT SYSTEM SSP	5/15/2023	\$1,030.00	
		10 Wire Transfer Check(s) For a Total of		\$240,667.73
		2 ACH Checks For a Total of		\$4,414.63
		2 Computer Checks For a Total of		\$552.26
		Total for 14 Manual, Wire Tran, ACH & Computer Checks		\$245,634.62
		Net Amount		\$245,634.62
10	EDUCATION FUND			\$245,634.62

5/31/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
222300930	SASED EDUCATION ASSOCIATION	5/31/2023	\$3,291.03	
222300931	SASED SUPPORT STAFF ASSOCIATION	5/31/2023	\$1,123.60	
				2 ACH Check(s) For a Total of \$4,414.63
102747	STATE DISBURSEMENT UNIT	5/31/2023	\$172.26	
102748	STATE DISBURSEMENT UNIT	5/31/2023	\$380.00	
102749	UNITED WAY OF NAPERVILLE	5/31/2023	\$20.00	
				3 Computer Check(s) For a Total of \$572.26
202200338	IMRF (EMPLOYEES CONT)	5/15/2023	\$18,481.85	
202200339	IMRF (EMPLOYERS CONT)	5/15/2023	\$17,101.23	
202200349	ILLINOIS DEPT OF REVENUE	5/31/2023	\$33,521.35	
202200350	IMRF (EMPLOYEES CONT)	5/31/2023	\$18,495.34	
202200351	IMRF (EMPLOYERS CONT)	5/31/2023	\$17,115.51	
202200352	TEACHERS RETIREMENT (2.2%)	5/31/2023	\$2,719.13	
202200353	TEACHERS RETIREMENT SYSTEM	5/31/2023	\$42,193.68	
202200354	THIS (TRS HEALTH) FUND	5/31/2023	\$7,360.37	
202200355	MB FINANCIAL (FEDERAL)	5/31/2023	\$63,436.40	
202200356	MB FINANCIAL BANK (FICA-E)	5/31/2023	\$32,305.92	
202200357	MB FINANCIAL BANK (FICA-W)	5/31/2023	\$32,305.92	
202200358	THE OMNI GROUP	5/31/2023	\$1,423.00	
202200359	CUNA MUTUAL GROUP	5/31/2023	\$24,294.84	
202200360	TEACHERS RETIREMENT SYSTEM SSP	5/31/2023	\$1,030.00	
202200361	ILLINOIS DEPT OF REVENUE	5/31/2023	\$12.58	
202200362	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	5/31/2023	\$404.12	
202200363	TEACHERS RETIREMENT (FED)	5/31/2023	\$2,658.66	
				17 Wire Transfer Check(s) For a Total of \$314,859.90
				2 ACH Checks For a Total of \$4,414.63
				3 Computer Checks For a Total of \$572.26
				Total for 22 Manual, Wire Tran, ACH & Computer Checks \$319,846.79
				Net Amount \$319,846.79
10	EDUCATION FUND			\$319,846.79

BILLS PAYABLE LIST – GRANTS

June 21, 2023 \$ 42,600.53

CHECK		CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT	
06/22/2023	102810	COMMUNITY SCHOOL DIS	FY23 STEP Grant - COVID Wheaton Transition	9.19	
06/22/2023	102810	COMMUNITY SCHOOL DIS	FY23 STEP Grant COVID Wheaton Transition	11.50	
06/22/2023	102810	COMMUNITY SCHOOL DIS	FY23 STEP Grant Wheaton Transition	4,005.53	
06/22/2023	102810	COMMUNITY SCHOOL DIS	FY23 STEP Grant WNHS	5,192.06	
06/22/2023	102810	COMMUNITY SCHOOL DIS	FY23 STEP Grant WWSHS	1,912.70	
06/22/2023	102810	COMMUNITY SCHOOL DIS	FY23 STEP Grant WNHS	3,662.31	
06/22/2023	102810	COMMUNITY SCHOOL DIS	FY23 STEP Grant - Wheaton Transition	4,031.47	
06/22/2023	102810	COMMUNITY SCHOOL DIS	FY23 STEP Grant Wheaton Transition	3,130.60	
06/22/2023	102811	CAMERON PRINTING	English Inclusion Brochures	929.80	
06/22/2023	102812	ILLINOIS STATE UNIVE	Sharing a Vision - Scholarships for the Conference	2,100.00	
06/22/2023	102813	INCLUSIVE SCHOOLING	contract for services	10,000.00	
06/22/2023	102814	SIMPLE MACHINES MARK	Wordpress Maintenance	82.50	
Totals for checks				35,067.66	

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
06/22/2023	222301016	COMMUNITY HS DISTRIC	FY23 STEP Grant West Chicago	4,487.72
06/22/2023	222301017	ACCOUNTABILITY SOLUT	FY 2023 Contract for Services	1,200.00
06/22/2023	222301018	BAIN, AMY	Phone/Internet	92.00
06/22/2023	222301019	KREMER, ANN	TravelPhone/Internet	899.28
06/22/2023	222301020	REISING RECHNER, PAM	Phone/Internet/Travel	345.02
06/22/2023	222301021	ROPARS, EMILY	Phone/Internet/Postage	91.39
06/22/2023	222301022	SCHACKMANN, JULIE	Travel/Phone/Internet	268.88
06/22/2023	222301023	TOKAT, TALIN	Phone/Internet/Travel	148.58
			Totals for checks	7,532.87

BILLS PAYABLE LIST – SASED PROGRAMS

June 22, 2023 \$ 659,099.99

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
06/22/2023	102766	WINFIELD SCHOOL DIST	SASED Student Meals April 2023	467.46
06/22/2023	102767	WESTMONT CUSD #201	SASED Student Meals May 2023	935.39
06/22/2023	102767	WESTMONT CUSD #201	SASED Student Meals April 2023	902.79
06/22/2023	102768	ADAPTIVE TECH SOLUTI	HoneyBee ProximitySwitch, SKU: HBPS	215.40
06/22/2023	102769	ARCON ASSOCIATES	Project # 23035 4/1/23 to 4/30/23 Mobile Classroom Inspection	1,508.13
06/22/2023	102770	AWARDING YOU	Board Member Awards	67.00
06/22/2023	102771	BERWYN GARAGE	MN05 Inspection/Tap Screws	122.86
06/22/2023	102771	BERWYN GARAGE	MN02 Inspection - RTV Sealer/Tap Screws	94.54
06/22/2023	102772	CDW GOVERNMENT	Teacher classroom laptops - 23/24 year	31,000.61
06/22/2023	102772	CDW GOVERNMENT	Microsoft Server Renewal	45,637.32
06/22/2023	102773	CHEM-CARE, INC.	ESY Cleaning Supplies	3,854.80
06/22/2023	102773	CHEM-CARE, INC.	Hand Wipes	1,421.00
06/22/2023	102774	CLASSIC LANDSCAPE, L	June 2023 Landscape Maintenance	1,207.50
06/22/2023	102775	COCHLEAR AMERICAS	1 CP 1000 Y battery Charger Packed 120.00 1 CP 1000 Charger Plug Pack Packed 22.00 add shipping 15.00	157.00
06/22/2023	102776	CREATIVE EXCHANGE	Music Therapy - Albright/May 2023	300.00
06/22/2023	102776	CREATIVE EXCHANGE	Music Therapy - Addison Trail/May 2023	375.00
06/22/2023	102776	CREATIVE EXCHANGE	Music Therapy - DHH/May 2023	600.00
06/22/2023	102776	CREATIVE EXCHANGE	Music Therapy - Salt Creek/May 2023	825.00
06/22/2023	102776	CREATIVE EXCHANGE	Music Therapy - SE Alternative/May 2023	900.00
06/22/2023	102776	CREATIVE EXCHANGE	Music Therapy - STARS/May 2023	825.00
06/22/2023	102776	CREATIVE EXCHANGE	Music Therapy - Transition/May 2023	750.00
06/22/2023	102777	CURALINC, LLC	01443 SupportLinc Employee Assistance Program Third Quarter 2023 (July, August, September)	2,007.60
06/22/2023	102778	CZERNEK, STEPHANIE	Mileage Reimbursement 4/5/23 to 5/10/23	20.44
06/22/2023	102779	EDU HEALTHCARE, LLC	5/8/23 to 5/12/23	2,981.25
06/22/2023	102779	EDU HEALTHCARE, LLC	5/15/23 to 5/29/23	2,182.50
06/22/2023	102779	EDU HEALTHCARE, LLC	5/30/23 to 6/2/23	2,306.25
06/22/2023	102780	ENABLING DEVICES	Talkables With Built-in Icon Holders - 2 Message, SKU 2400 Cheap Talks 4 & 8 - Direct, Scan & Jacks - 8 Message, SKU 3051	5,551.80
06/22/2023	102783	FOXHIRE, LLC	Neha Sharma Week Ending 5/12/23	3,084.38
06/22/2023	102783	FOXHIRE, LLC	Tracie Glumac Week Ending 5/12/23	2,370.00

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DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
06/22/2023	102783	FOXHIRE, LLC	Kimberly Cossmann Week Ending 5/12/23	1,691.06
06/22/2023	102783	FOXHIRE, LLC	Casey Smith Week Ending 5/12/23	2,803.13
06/22/2023	102783	FOXHIRE, LLC	Samantha Avgerinos Week Ending 5/12/23	2,775.00
06/22/2023	102783	FOXHIRE, LLC	Maricela Abrego Week Ending 5/12/23	2,915.63
06/22/2023	102783	FOXHIRE, LLC	Beth Kern Week Ending 5/12/23	3,000.00
06/22/2023	102783	FOXHIRE, LLC	Beth Kern Week Ending 5/19/23	3,000.00
06/22/2023	102783	FOXHIRE, LLC	Samantha Avgerinos Week Ending 5/19/23	2,664.00
06/22/2023	102783	FOXHIRE, LLC	Emily Malone Week Ending 5/19/23	2,737.50
06/22/2023	102783	FOXHIRE, LLC	Casey Smith Week Ending 5/19/23	2,803.13
06/22/2023	102783	FOXHIRE, LLC	Kimberly Cossmann Week Ending 5/19/23	1,768.81
06/22/2023	102783	FOXHIRE, LLC	Tracie Glumac Week Ending 5/19/23	1,698.50
06/22/2023	102783	FOXHIRE, LLC	Neha Sharma Week Ending 5/19/23	3,084.38
06/22/2023	102783	FOXHIRE, LLC	Maricela Abrego Week Ending 5/19/23	2,915.63
06/22/2023	102783	FOXHIRE, LLC	Neha Sharma Week Ending 5/26/23	3,002.13
06/22/2023	102783	FOXHIRE, LLC	Tracie Glumac Week Ending 5/26/23	2,370.00
06/22/2023	102783	FOXHIRE, LLC	Casey Smith Week Ending 5/26/23	2,803.13
06/22/2023	102783	FOXHIRE, LLC	Samantha Avgerinos Week Ending 5/26/23	2,775.00
06/22/2023	102783	FOXHIRE, LLC	Beth Kern Week Ending 5/26/23	3,000.00
06/22/2023	102783	FOXHIRE, LLC	Emily Malone Week Ending 5/26/23	2,737.50
06/22/2023	102783	FOXHIRE, LLC	Kimberly Cossmann Week Ending 5/26/23	1,088.50
06/22/2023	102783	FOXHIRE, LLC	Beth Kern Week Ending 6/2/23	1,200.00
06/22/2023	102783	FOXHIRE, LLC	Samantha Avgerinos Week Ending 6/2/23	771.08
06/22/2023	102783	FOXHIRE, LLC	Emily Malone Week Ending 6/2/23	2,190.00
06/22/2023	102783	FOXHIRE, LLC	Casey Smith Week Ending 6/2/23	2,242.50
06/22/2023	102783	FOXHIRE, LLC	Tracie Glumac Week Ending 6/2/23	1,777.50
06/22/2023	102783	FOXHIRE, LLC	Neha Sharma Week Ending 6/2/23	616.88
06/22/2023	102783	FOXHIRE, LLC	Maricela Abrego Week Ending 5/26/23	583.13
06/22/2023	102784	GRAINGER	827728270 Reserved Parking/Post/Hardware	65.30
06/22/2023	102785	HEARTLAND ALLIANCE H	2488 MN	22.75
06/22/2023	102786	INFINITEC	Using Language Samples to Support Ongoing Augmentative Communication Intervention	525.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			registration for Claire Smith	
06/22/2023	102787	J. J. KELLER & ASSOC	FMLA MGR Online License 1 Year 6/1/23 to 5/31/24	1,095.00
06/22/2023	102788	JASON JOBB	Mileage Reimbursement	97.33
06/22/2023	102789	KIRKMAN, CARLY	Mileage Reimbursement 3/23/23	17.03
06/22/2023	102790	LEARNING WITHOUT TEA	OT Assessments 4-5-23	96.69
06/22/2023	102791	MAXIM HEALTHCARE SER	792679 306156 Dates: 5/8/23 to 5/12/23	7,631.95
06/22/2023	102791	MAXIM HEALTHCARE SER	792679 306156 Dates 5/15/23 to 5/19/23	7,896.10
06/22/2023	102792	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 5/13/23	1,363.00
06/22/2023	102792	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 5/13/23	52,566.00
06/22/2023	102792	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 4/8/23	420.00
06/22/2023	102792	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 5/27/23	53,249.75
06/22/2023	102792	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 5/20/23	55,841.25
06/22/2023	102792	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 6/3/23	31,706.95
06/22/2023	102793	MEDLINE INDUSTRIES I	Service Charge	5.39
06/22/2023	102794	MICROSONIC INC.	BF	137.00
06/22/2023	102794	MICROSONIC INC.	ZY	112.00
06/22/2023	102794	MICROSONIC INC.	AP	84.00
06/22/2023	102794	MICROSONIC INC.	SB	32.00
06/22/2023	102795	NCS PEARSON	3784782 Q-Interactive Standard License (Digital) 4/25/23 to 4/25/24	550.00
06/22/2023	102796	NISSAA	NISSA Membership Julie Grohn	75.00
06/22/2023	102797	PHILLIP'S FLOWERS	0764703 (Noesen), 0768494 (Arvans), 0770220 (Petersen)	275.80
06/22/2023	102798	PLANSOURCE	C7778 May 2023	2,798.32
06/22/2023	102799	PROCARE THERAPY	82888 Dates 4/17/23 to 4/21/23	9,509.75
06/22/2023	102799	PROCARE THERAPY	82888 Period End 5/19/23	13,069.30
06/22/2023	102799	PROCARE THERAPY	82888 Period End 5/12/23	12,739.26
06/22/2023	102799	PROCARE THERAPY	82888 Period End 5/5/23	9,939.26
06/22/2023	102800	QUALITY INTEGRATED S	Upgrade SQL server and latest software version	989.00
06/22/2023	102801	SHERWIN WILLIAMS	Supplies	89.63
06/22/2023	102801	SHERWIN WILLIAMS	Supplies for Mobile Unit Ramp	27.22
06/22/2023	102802	SOLIANT	33664 Dates: 5/8/3 to 5/12/23	6,330.00
06/22/2023	102802	SOLIANT	33664 Period End 5/28/23	8,307.50
06/22/2023	102802	SOLIANT	33664 Period End 5/21/23	18,212.00
06/22/2023	102802	SOLIANT	33664 Period End 5/14/23	14,029.50
06/22/2023	102802	SOLIANT	33664 Period End: 5/28/23	10,367.50
06/22/2023	102802	SOLIANT	33664 Period End 6/4/23	1,995.00
06/22/2023	102803	SUBURBAN DRIVE LINE	Safety Test V-10	40.00
06/22/2023	102804	SUPERIOR AIR-GROUND	Ambulance Service for Outdoor Ed 5/5/23	1,200.00
06/22/2023	102805	THE STEPPING STONES	SASE1501 Dates: 4/30/23 to 5/13/23	35,090.35
06/22/2023	102805	THE STEPPING STONES	SASE1501 Dates: 5/14/23 to 5/27/23	32,767.68

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<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
06/22/2023	102806	THERAPRO, INC.	OT Supplies 5-1-23	184.80
06/22/2023	102807	UNITED SEATING & MOB	PT Stander 4-19-23	2,696.00
06/22/2023	102808	VISION AND HEARING O	Vision and Hearing Screening 5/12/23 and 5/19/23	1,220.00
06/22/2023	102808	VISION AND HEARING O	Vision & Hearing Screening 6/1/23	180.00
06/22/2023	102809	ODP BUSINESS SOLUTIO	kitchen supplies	8.99
06/22/2023	102809	ODP BUSINESS SOLUTIO	kitchen supplies	57.80
			Totals for checks	569,399.29

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06/22/2023	222300938	KEENEYVILLE DISTRICT	SASED Student Meals April 2023	382.56
06/22/2023	222300939	DUPAGE COUNTY SCHOOL	SASED Student Meals April 2023	2,008.19
06/22/2023	222300939	DUPAGE COUNTY SCHOOL	SASED Student Meals May 2023	2,547.68
06/22/2023	222300940	SALT CREEK SCHOOL DI	SASED Student Meals May 2023	1,041.72
06/22/2023	222300940	SALT CREEK SCHOOL DI	SASED Student Meals April 2023	835.26
06/22/2023	222300940	SALT CREEK SCHOOL DI	SASED Student Meals June 2023	151.14
06/22/2023	222300941	CASS SCHOOL DISTRICT	SASED Student Meals May 2023	934.92
06/22/2023	222300942	CENTER CASS DISTRICT	SASED Student Meals April 2023	446.52
06/22/2023	222300942	CENTER CASS DISTRICT	SASED Student Meals May 2023	435.54
06/22/2023	222300943	2955, LLC	Balance Due on 2022 Taxes	20,052.67
06/22/2023	222300943	2955, LLC	July 2023 Rent for 2900 Ogden Avenue, Lisle, IL	48,434.12
06/22/2023	222300944	AHN, MAY	Mileage Reimbursement 5/1/23 to 5/23/23	165.17
06/22/2023	222300945	AL WARREN OIL CO., I	Delivery Date 5/25/23	362.18
06/22/2023	222300945	AL WARREN OIL CO., I	Delivery Date 6/1/2023	248.07
06/22/2023	222300946	ALDRICH, DANA	Mileage Reimbursement 5/4/23 to 5/31/23	35.11
06/22/2023	222300947	ANDERSEN, VERONICA	Mileage Reimbursement 5/1/23 to 6/2/23	163.64
06/22/2023	222300948	ARVANS, SUSAN	Mileage Reimbursement 4/18/23 to 6/2/23	83.50
06/22/2023	222300949	BALDWIN, AMY	Mileage Reimbursement 4/4/23 to 5/23/23	113.95
06/22/2023	222300950	BARAJAZ, DINA	Mileage Reimbursement 3/1/23 to 5/30/23	127.25
06/22/2023	222300951	BELGIO, ANNE	Mileage Reimbursement 5/5/23	8.78
06/22/2023	222300952	BERGFELD, BETH	Mileage Reimbursement 5/3/23 to 5/31/23	53.38
06/22/2023	222300953	BOCZKOWSKI, DEBRA	Mileage Reimbursement 4/3/23 to 4/19/23	169.65
06/22/2023	222300953	BOCZKOWSKI, DEBRA	Mileage Reimbursement 5/1/23 to 6/9/23	435.59
06/22/2023	222300954	BOLIN, BRIANNE	Mileage Reimbursement 3/1/23 to 5/25/23	631.48
06/22/2023	222300955	BOOTSMA, KRISTY	Mileage Reimbursement 4/3/23 to 5/30/23	190.96
06/22/2023	222300956	BUNGERT, TINA	Mileage Reimbursement 4/14/23-5/31/23	38.88
06/22/2023	222300957	CARRASQUILLO, ELIZAB	Mileage Reimbursement 5/1/23 to 5/31/23	239.73
06/22/2023	222300957	CARRASQUILLO, ELIZAB	Reimbursement - Virtual Registration WIDA Conference 2023	195.00
06/22/2023	222300958	CELINSKA, DOROTA	Mileage Reimbursement 5/2/23 to 5/25/23	99.56
06/22/2023	222300959	CHAPLIN, KRISTINE	Mileage Reimbursement 5/1/23 to 5/30/23	256.80
06/22/2023	222300960	CIECKO, ASHLEY	Mileage Reimbursement 5/1/23 to 6/5/23	52.72
06/22/2023	222300961	COHLA, STEPHANIE	Mileage Reimbursement 5/1/23 to 5/30/23	95.57

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06/22/2023	222300962	CORSELLO, KRISTINE	Mileage Reimbursement 3/1/23 to 4/25/23	183.40
06/22/2023	222300963	CREAGAN, HELEN	Mileage Reimbursement 5/1/23 to 5/26/23	133.75
06/22/2023	222300963	CREAGAN, HELEN	Mileage Reimbursement 6/5/23	5.96
06/22/2023	222300964	CULLEN, ROBIN	Mileage Reimbursement 3/1/23 to 5/25/23	100.57
06/22/2023	222300965	DARRUS, JULIE	Mileage Reimbursement 5/1/23 to 5/31/23	299.79
06/22/2023	222300965	DARRUS, JULIE	Mileage Reimbursement 6/1/23 to 6/6/23	22.20
06/22/2023	222300966	DELEONARDIS, NICOLE	Mileage Reimbursement 3/22/23 to 5/19/23	28.82
06/22/2023	222300966	DELEONARDIS, NICOLE	Mileage Reimbursement 5/30/23	7.21
06/22/2023	222300967	DORCHACK, MARIA	Mileage Reimbursement 5/1/23 to 5/31/2023	271.30
06/22/2023	222300968	DUMPERT-HILGER, THER	Mileage Reimbursement 3/8/23 to 6/1/23	78.14
06/22/2023	222300969	FARRELL, LYSA	Mileage Reimbursement 4/4/23 to 5/25/23	168.91
06/22/2023	222300970	FORTUNA, CHRISTINA	Mileage Reimbursement 4/4/23 to 5/25/23	22.56
06/22/2023	222300970	FORTUNA, CHRISTINA	Mileage Reimbursement 6/6/23	9.53
06/22/2023	222300971	GOSTEVCIC, AMMAR	Mileage Reimbursement 5/2/23 to 5/11/23	83.05
06/22/2023	222300972	GRILL, MEGHAN	Mielage Reimbursement 5/1/23 to 5/31/23	36.74
06/22/2023	222300973	GROHN, JULIE	Travel Allowance June 2023	400.00
06/22/2023	222300974	HOFFMAN, MELISSA	Mileage Reimbursement 4/28/23 to 5/29/23	13.36
06/22/2023	222300975	HOMAN, JULIA	Mileage Reimbursement 5/1/23 to 6/7/23	274.73
06/22/2023	222300976	HUNTLEY, EMILEE	Mileage Reimbursement 3/1/23 to 4/27/23	110.34
06/22/2023	222300976	HUNTLEY, EMILEE	Mileage Reimbursement 3/7/23 to 4/25/23	119.18
06/22/2023	222300976	HUNTLEY, EMILEE	Mileage Reimbursement 5/3/23 to 5/31/23	90.36
06/22/2023	222300976	HUNTLEY, EMILEE	Mileage Reimbursement 5/9/23 to 5/18/23	29.34
06/22/2023	222300977	LAREN, RICHARD	Reimbursement - Outdoor Ed Supplies	119.82
06/22/2023	222300978	LAYTON, MATTHEW	Travel Allowance June 2023	400.00
06/22/2023	222300979	LEWANDOWSKI, TINA	Mileage Reimbursement 5/19/23	13.10
06/22/2023	222300980	LOHRENZ, ASHLEY	Mileage Reimbursement 5/1/23 to 5/31/23	269.28
06/22/2023	222300981	MAGNUSON, LAURA	Reimbursement - Instructional Materials	64.19
06/22/2023	222300982	MARTIN, CHRISTINE	Travel Allowance June 2023	400.00
06/22/2023	222300983	MC CULLOUGH, LISA	Mileage Reimbursement 5/2/23 to 6/2/23	262.82
06/22/2023	222300984	MCGUFFIN, MELINDA	Travel Allowance June 2023	400.00
06/22/2023	222300985	MCGUIRE, GRACE	Mileage Reimbursement 4/11/23 to 5/26/23	196.04
06/22/2023	222300986	MCKEE, AMY	Reimbursement - Name Stamps	65.05
06/22/2023	222300987	MEDEARIS, CHRISTOPHE	Mileage Reimbursement 5/1/23	218.03

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			to 6/2/23	
06/22/2023	222300988	MILOS, SHAWN	Mileage Reimbursement 5/5/23	6.29
06/22/2023	222300989	MOROZ, KRISTYN	Mileage Reimbursement 5/1/23	129.69
			to 5/30/23	
06/22/2023	222300990	MOY, CYNTHIA	Mileage Reimbursement 4/14/23	32.29
			to 4/6/23	
06/22/2023	222300991	MOYNIHAN, LYNN	Mileage Reimbursement 5/1/23	196.35
			to 5/31/23	
06/22/2023	222300992	MUELLER, KIMBERLY	Mileage Reimbursement 4/10/23	75.65
			to 6/2/23	
06/22/2023	222300993	NARDI, TRACEY	Reimbursement - Key Finder	26.99
06/22/2023	222300993	NARDI, TRACEY	Reimbursement - Ventra/Jewel/Walmart	113.85
06/22/2023	222300994	NOWAK, SUSAN	Mileage Reimbursement 5/12/23	45.63
			to 5/30/23	
06/22/2023	222300995	PADDEN, JODI	Mileage Reimbursement 3/8/23	52.41
			to 5/18/23	
06/22/2023	222300996	PELLICANO, DARCEY	Mileage Reimbursement 3/6/23	91.77
			to 5/31/23	
06/22/2023	222300996	PELLICANO, DARCEY	Mileage Reimbursement 6/1/23	29.08
			to 6/7/23	
06/22/2023	222300997	PETERSON, COLLEEN	Mileage Reimbursement 5/1/23	134.14
			to 5/30/23	
06/22/2023	222300998	ROBERTS, RUTH	Mileage Reimbursement 5/1/23	177.21
			to 5/31/23	
06/22/2023	222300999	ROBINSON, DONALD	Travel Allowance June 2023	400.00
06/22/2023	222301000	ROSS, KATHLEEN	Mileage Reimbursement 4/5/23	122.88
			to 6/8/23	
06/22/2023	222301001	SADIKOT, ZARA	Mileage Reimbursement 4/4/23	110.70
			to 6/8/23	
06/22/2023	222301002	SADOWSKI, JEANINE	Mileage Reimbursement 4/14/23	29.50
			to 5/26/23	
06/22/2023	222301003	SHANAHAN, KERRY	Mileage Reimbursement 5/1/23	348.44
			to 5/25/23	
06/22/2023	222301004	SMITH, CLAIRE	Mileage Reimbursement 5/1/23	307.64
			to 6/1/23	
06/22/2023	222301005	SOBERON, SAMANTHA	Mileage Reimbursement 5/1/23	57.64
			to 6/5/23	
06/22/2023	222301006	STAMATELOPOULOS, KEL	Mileage Reimbursement 5/1/23	72.05
			to 5/23/23	
06/22/2023	222301007	STORNELLO, KAREN	Mileage Reimbursement 4/28/23	17.69
			to 5/23/23	
06/22/2023	222301008	TATHAM, SARA	Mileage Reimbursement 4/4/23	120.90
			to 4/27/23	
06/22/2023	222301009	THOMPSON, EVA	Mileage Reimbursement 3/15/23	84.12
			to 4/10/23	
06/22/2023	222301009	THOMPSON, EVA	Mileage Reimbursement 3/14/23	125.25
			to 5/10/23	
06/22/2023	222301010	URBAN, JESSICA	Mileage Reimbursement 5/1/23	128.25
			to 6/7/23	
06/22/2023	222301011	VANCLEVE, CASSIDY	Mileage Reimbursement 5/2/23	207.37
			to 5/25/23	
06/22/2023	222301012	WALSH, ANNA	Mileage Reimbursement 4/10/23	134.58
			to 5/3/23	
06/22/2023	222301012	WALSH, ANNA	Mileage Reimbursement 5/9/23	171.68
			to 6/2/23	

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<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
06/22/2023	222301013	WARD, KRISTEN	Mileage Reimbursement 5/4/23 to 5/22/23	45.59
06/22/2023	222301014	WAWCZAK, ELIZABETH	Mileage Reimbursement 4/5/23 to 5/25/23	146.43
06/22/2023	222301015	WHITE, SHEILA	Reimbursement - Dunkin Donuts	23.78
Totals for checks				89,700.70

INTERIM CHECKS

May 2023 \$ 105,521.63

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/01/2023	102646	FIFTH THIRD BANK/MAS	MMAP	16,953.17
05/01/2023	102646	FIFTH THIRD BANK/MAS	AK	3,908.32
05/01/2023	102646	FIFTH THIRD BANK/MAS	Ink for Ann Kremer	288.96
05/01/2023	102646	FIFTH THIRD BANK/MAS	Ink for Emily Ropars	288.96
05/01/2023	102646	FIFTH THIRD BANK/MAS	Ink for Amy Bain	288.96
05/01/2023	102646	FIFTH THIRD BANK/MAS	DHH Essentials	67.94
05/01/2023	102646	FIFTH THIRD BANK/MAS	EC Order	791.94
05/01/2023	102646	FIFTH THIRD BANK/MAS	Electric Pencil Sharpener (Blue)	18.99
05/01/2023	102646	FIFTH THIRD BANK/MAS	Retevius Walkie talkie earpiece (New staff) 10	49.99
05/01/2023	102646	FIFTH THIRD BANK/MAS	Classroom Material (Murphy)	51.92
05/01/2023	102646	FIFTH THIRD BANK/MAS	Dear Martin Paperback 3	20.94
05/01/2023	102646	FIFTH THIRD BANK/MAS	Gaona Classroom books	53.64
05/01/2023	102646	FIFTH THIRD BANK/MAS	Sideways stories from wayside school (10) Paperback	79.90
05/01/2023	102646	FIFTH THIRD BANK/MAS	Trampoline for CJH sensory room	99.99
05/01/2023	102646	FIFTH THIRD BANK/MAS	Supplies for Sheila White	79.98
05/01/2023	102646	FIFTH THIRD BANK/MAS	STARS Office supplies	69.44
05/01/2023	102646	FIFTH THIRD BANK/MAS	Sensory items for Maercker/Cherrie	59.99
05/01/2023	102646	FIFTH THIRD BANK/MAS	Fridge for Snack Cart hOmeLabs Beverage Refrigerator and Cooler - 120 Can Mini Fridge with Glass Door for Soda Beer or Wine - Small Drink Dispenser Machine for Office or Bar with Adjustable Removable Shelves	274.99
05/01/2023	102646	FIFTH THIRD BANK/MAS	Program Supplies	286.47
05/01/2023	102646	FIFTH THIRD BANK/MAS	3 Pack iPhone Fast Charger [Apple MFi Certified], 20W PD USB C Wall Charger Adapter with 3 Pack 6FT Type C to Lightning Cable Compatible with iPhone 14/13/13 Pro/12/12 Mini/Pro/Pro Max and More-White USB C Charger with USB Type C Charger Cable 6ft, 2-Pack 25W Type C Charger Fast Charging Super Fast Charger for Samsung Galaxy S23 Ultra/S23/S23+/S22/S22 Ultra/S22+/S21 Ultra/S20 Ultra/Note 20/Note 10	74.95
05/01/2023	102646	FIFTH THIRD BANK/MAS	Shifting the Balance: 6 Ways to Bring the Science of Reading into the Balanced Literacy Classroom paperback Edition Rory's Story Cubes (Eco-Blister) Storytelling Game for Kids and Adults Fun Family Game Creative Ages 6 and up 1+ Players	48.00

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
			Average Playtime 10 Minutes Made by Zygomatic	
05/01/2023	102646	FIFTH THIRD BANK/MAS	Amazon Basics 8 Units Pack 9 Volt Performance All-Purpose Alkaline Batteries, 5-Year Shelf Life, Easy to Open Value Package -8 Count 9V	12.99
05/01/2023	102646	FIFTH THIRD BANK/MAS	SC	308.01
05/01/2023	102646	FIFTH THIRD BANK/MAS	North Reorder	33.65
			Totals for checks	24,212.09

CHECK DATE	CHECK NUMBER VENDOR	INVOICE DESCRIPTION	AMOUNT
05/01/2023	102654 CASH	Community Cash	500.00
05/04/2023	102655 AMERICAN HERITAGE LI	W6508	1,170.82
05/04/2023	102656 ENGIE RESOURCES LLC	0000317217 Period 3/27/23 to 4/25/23	5,084.31
05/04/2023	102657 HOME DEPOT CREDIT SE	6035322149985602	544.95
05/04/2023	102658 KONICA MINOLTA BUSIN	4/22/23 to 5/21/23 Copiers	1,258.00
05/04/2023	102659 MARYLAND COALITION F	2023 Spring Institute (March 3, 2023) Presenter Payment -Maryland Coalition for Inclusive Education (MCIE)	6,839.37
05/04/2023	102660 NET56	Licenses-Jamf Pro iOS April 2023 Usage	200.60
05/04/2023	102661 ORKIN EXTERMINATING	Date of Service: 4/27/23	89.99
05/04/2023	102662 T-MOBILE	976288363 3/21/23 to 4/20/23	611.20
05/04/2023	102662 T-MOBILE	97992497 3/21/23 to 4/0/23	411.60
05/04/2023	102663 UNIVERSAL PREMIUM	SN814 4/16/23 to 4/30/23	334.75
05/05/2023	102664 GLENBARD SCHOOL DIST	Medicaid Fee for Service - Service Provided 9/21 to 11/21	1,462.65
05/08/2023	102665 BENJAMINS GOURMET PO	Benjamin's Walking Taco 5/19/23 (SE)	300.00
Totals for checks			18,808.24

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
05/12/2023	102667	DEARBORN NATIONAL LI	F021947-1 June 2023	5,095.81
05/12/2023	102668	GUARDIAN - ALTERNATE	00519548 April 2023	148.00
05/12/2023	102669	ILLINOIS STATE POLIC	Fingerprinting	282.50
05/12/2023	102670	KONICA MINOLTA PREMI	500-060-1077-000 Contracct 4/22/23 to 5/22/23	2,275.00
05/12/2023	102671	NICOR GAS	28-69-21-1000 1 Service Period: 4/1/23 to 5/1/23	485.20
05/12/2023	102672	VANGUARD ENERGY SERV	400641 Service Period: 4/1/23 to 4/30/23	1,076.16
Totals for checks				9,362.67

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
05/18/2023	102730 CITI CARDS	7484 Billing: 4/11/23 to 5/8/23	1,485.77
05/18/2023	102731 GOURMET GORILLA	Southeast April	9,758.10
05/18/2023	102731 GOURMET GORILLA	Transition April	2,719.40
05/18/2023	102731 GOURMET GORILLA	Credit	-1,176.15
05/18/2023	102732 HINCKLEY SPRINGS	598892513251043 Products/Rental	112.39
05/18/2023	102733 UNIVERSAL PREMIUM	SN814 Dates: 5/1/23 to 5/15/23	572.40
		Totals for checks	13,471.91

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/25/2023	102734	DUPAGE COUNTY PUBLIC	Water/Sewer 3/1/23 to 3/29/23	61.98
05/25/2023	102735	KONICA MINOLTA PREMI	1055705311 Copiers 5/26/23 to 6/25/23	1,032.16
05/25/2023	102736	METLIFE	5398919 June 2023	17,566.06
05/25/2023	102737	MIDWEST SUBURBAN SUP	Conference Registration	380.00
05/25/2023	102738	ORKIN EXTERMINATING	28483215 Date of Service: 5/18/2023	89.99
05/25/2023	102739	VERIZON WIRELESS	380381311-00001 April 14 to May 13	38.01
05/30/2023	102746	FIFTH THIRD BANK/MAS	MMAP	11,644.99
05/30/2023	102746	FIFTH THIRD BANK/MAS	BONAOK Wireless Bluetooth Karaoke Microphone, 3-in-1 Portable Handheld Mic Speaker Machine for All Smartphones,Gifts for Boys Adults All Age Q37(Black)	26.99
05/30/2023	102746	FIFTH THIRD BANK/MAS	Line Leader Open Charging Station Desktop Charger for 12 Laptops, Tablets & Chromebooks Adjustable Ventilated Dividers & Surge Protection Charging Cart for School, Office & More	189.99
05/30/2023	102746	FIFTH THIRD BANK/MAS	Prepac Elite 2 Door Wardrobe Cabinet, 32" W x 65" H x 20" D, Light Gray	183.38
05/30/2023	102746	FIFTH THIRD BANK/MAS	Ritz Crackers Flavor Party Size Box of Fresh Stacks 16 Sleeves Total, original, 23.7 Ounce, 16 count (Pack of 1)	5.98
05/30/2023	102746	FIFTH THIRD BANK/MAS	Amazon Brand - Happy Belly Honey Graham Crackers, 14.4 Ounce by Happy Belly (Grocery) 4.4 out of 5 stars 9,260	14.34
05/30/2023	102746	FIFTH THIRD BANK/MAS	Marie Bender DoYike Extra LArge Storage Duffle bag 38x23x11	51.98
05/30/2023	102746	FIFTH THIRD BANK/MAS	100 pack mens white cotton hankchiefs 11x11 - Leinuosen BOLIN	116.46
05/30/2023	102746	FIFTH THIRD BANK/MAS	Office Supplies/Michelle	20.58
05/30/2023	102746	FIFTH THIRD BANK/MAS	Directions- Think Space Peters	217.87
05/30/2023	102746	FIFTH THIRD BANK/MAS	Assessment Materials STARS	51.90
05/30/2023	102746	FIFTH THIRD BANK/MAS	Items for STARS Teacher Appreciation Week	217.14
05/30/2023	102746	FIFTH THIRD BANK/MAS	Classroom items for Maercker	82.97
05/30/2023	102746	FIFTH THIRD BANK/MAS	Sensory chairs for STARS CJH & Holmes	204.98
05/30/2023	102746	FIFTH THIRD BANK/MAS	Sensory items for Holmes	519.03
05/30/2023	102746	FIFTH THIRD BANK/MAS	Classroom Supplies J. Sebo	172.61
05/30/2023	102746	FIFTH THIRD BANK/MAS	Classroom Supplies M. Broderick	238.24
05/30/2023	102746	FIFTH THIRD BANK/MAS	Classroom Supplies P. Martinez	196.82

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
05/30/2023	102746	FIFTH THIRD BANK/MAS	MISC Furniture for classroom	199.96
05/30/2023	102746	FIFTH THIRD BANK/MAS	Battery supply for SLPs	55.67
05/30/2023	102746	FIFTH THIRD BANK/MAS	BSN32953 - Transparent Tape, 1 Core, 3/4x1000, 12/PK, Clear by Business Source (Kitchen)	11.84
05/30/2023	102746	FIFTH THIRD BANK/MAS	ARK's Brick Stick XXT Textured Chew Necklace Made in The USA (Very Firm, Blue)	19.99
05/30/2023	102746	FIFTH THIRD BANK/MAS	ARK's Krypto-Bite XXT Chewable Gem Necklace Chew Jewelry (Extra Extra Tough, Lavender)	19.99
05/30/2023	102746	FIFTH THIRD BANK/MAS	PD Books	431.85
05/30/2023	102746	FIFTH THIRD BANK/MAS	OT Assessment Supplies 4-5-23	141.53
05/30/2023	102746	FIFTH THIRD BANK/MAS	OT/PT SUPPLIES 4-6-23	126.32
05/30/2023	102746	FIFTH THIRD BANK/MAS	OT PT Office Supplies 4-10-23	109.04
05/30/2023	102746	FIFTH THIRD BANK/MAS	OT Supplies 5-1-23	60.32
05/30/2023	102746	FIFTH THIRD BANK/MAS	OT PT Supplies 5-1-23	31.99
05/30/2023	102746	FIFTH THIRD BANK/MAS	Avery Flexible Name Tag Stickers, White Rectangle Labels, 400 Removable Name Badges, 2-1/3" x 3-3/8" (5395)	28.69
05/30/2023	102746	FIFTH THIRD BANK/MAS	TouchChat license for iPad.	320.99
05/30/2023	102746	FIFTH THIRD BANK/MAS	Dry Erase Name Tent Table Cards 8.5" x 3" (30 Pack) Reusable Name Cards, Classroom Name Tags, Wedding Guest Name Tents	19.99
05/30/2023	102746	FIFTH THIRD BANK/MAS	iPhone 14 13 12 11 Fast Charger [Apple MFi Certified] High Speed iPhone Wall Charger 2-Pack with 6.6FT USB C Lightning Cable Compatible with iPhone 13/13Pro/12/12 Pro/11/11Pro/XS/Max/XR/X/8 Plus,iPad, Chromebook Charger45W Fast USB C Type C Laptop Charger for HP Dell Lenovo Acer Asus Samsung Google Laptop Computer Tablets and More	60.06
05/30/2023	102746	FIFTH THIRD BANK/MAS	12 Pcs Dog Button Communication Button Cat Sound Button Game Button Recordable Talking Button 30 Seconds Voice Recording Button Pet Speech Training Buzzers for Animal Training Office Home (Black Base)	39.99
05/30/2023	102746	FIFTH THIRD BANK/MAS	Livholic 100 Pack Heavy Colored Paper Cardstock Front Back Different Color Codes Colorful Cardstock 250GSM for DIY Art, Scrapbook, Paper	27.99

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
			Crafting,School Supplies (100)	
05/30/2023	102746	FIFTH THIRD BANK/MAS	Teaching Strategies Gold renewal 23/24	810.00
05/30/2023	102746	FIFTH THIRD BANK/MAS	Itin Computer Privacy Screen Re-Order	115.97
05/30/2023	102746	FIFTH THIRD BANK/MAS	SC	500.93
05/30/2023	102746	FIFTH THIRD BANK/MAS	virtual meeting fee	50.00
05/30/2023	102746	FIFTH THIRD BANK/MAS	AK	2,254.91
			Totals for checks	38,762.47

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
05/04/2023	222300843	COMMUNITY HS DISTRIC	Registration/Summer School Drivers Education Classroom and BTW	350.00
05/12/2023	222300844	JONES, KRISTEN	Reimbursement - Jewel	22.27
05/12/2023	222300845	LOONEY, KATHERINE	Reimbursement - Jewel/Therapy Consumable Goods	41.42
05/12/2023	222300845	LOONEY, KATHERINE	Reimbursement - Jewel/Dollar Tree Consumable Goods	47.76
05/12/2023	222300846	NOESEN, JULIE	Reimbursement - Dollar Tree	26.25
05/12/2023	222300847	SANZENBACHER, ERIN	Reimbursement - Jewel, Target	45.81
05/12/2023	222300848	SOBERON, SAMANTHA	Reimbursement - Caputos	12.27
05/12/2023	222300848	SOBERON, SAMANTHA	Reimbursement - Walmart	36.36
			Totals for checks	582.14

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
05/18/2023	222300926	LOONEY, KATHERINE	Reimbursement - Jewel/Therapy supplies	43.53
05/18/2023	222300926	LOONEY, KATHERINE	Reimbursement - Jewel/Therapy supplies	47.20
Totals for checks				90.73

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
05/25/2023	222300928	COHLA, STEPHANIE	Reimbursement - Cooking	40.44
05/25/2023	222300928	COHLA, STEPHANIE	Reimbursement - Speech materials/classroom consumables	47.89
05/25/2023	222300928	COHLA, STEPHANIE	Reimbursement - cooking	49.40
05/25/2023	222300928	COHLA, STEPHANIE	Reimbursement - Classroom expendables	33.37
05/25/2023	222300929	DAHL, LAURA	Reimbursement - Cooking Supplies	36.64
05/25/2023	222300929	DAHL, LAURA	Reimbursement - Cooking Supplies	23.64
Totals for checks				231.38

CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Directors (the “Board”) of the School Association for Special Education in DuPage County, DuPage County, Illinois (SASED), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete copy of a resolution entitled:

APPOINTMENT OF BOARD TREASURER

Which resolution was adopted at a meeting of the Board held on the 21st day of June, 2023.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, 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, the *School Code* of the State of Illinois, as amended and that the Board has complied with all the provisions of said Acts and said Codes and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 21st day of June, 2023.

Secretary, Board of Directors
School Association for Special Education in DuPage County



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

TO: SASED Board of Directors Members
FROM: Dr. Mindy McGuffin
DATE: June 21, 2023
RE: Approval of Treasurer’s FY24 Bond

SASED policy 2:110 provides the SASED Director of Business Services/CSBO shall serve as the Treasurer to both the Governing Board and the Board of Directors. The School Code requires school district and cooperative treasurers to obtain bonding for having custodial responsibility for assets. The School Code requires that the bond amount be provided at a minimum of 25% of the highest amount of funds in the treasurer’s custody at any one point in time during the school year. The calculation below shows the \$5,000,000 of bond coverage meets SASED’s requirements

Estimated maximum cash and securities balance	\$20,000,000
Amount of bond	\$5,000,000
% of Coverage	25%

Treasurer's Bond History		
Fiscal Year	Bond Amount	Cost
2021-2022	6,250,000	5,313
2022-2023	5,000,000	4,250

The Administration respectfully requests approval of the FY24 Treasurer’s Bond from Liberty Mutual Insurance Company for Rachel Wisniewski in the amount of \$5,000,000.



Insurance | Risk Management | Consulting

2850 Golf Road
Rolling Meadows, IL 60008-4050
USA

630.773.3800
www.ajg.com

June 13, 2023

VIA UPS

Dr. Mindy McGuffin
Executive Director
SASED
2900 Ogden Ave
Lisle, Illinois 60532

Re: Type of Bond: Public official
Bond Number: 404257678
Obligee: School Association for Special Education in DuPage County
Description: Treasurer
Bond Amount: \$5,000,000.00
Premium Due: \$4,000.00

We are pleased to enclose the bond you requested. The bond issued was based upon the information you provided. We suggest you check all the documents enclosed, including the Power of Attorney, signatures, dates, amounts, description, and any other attachments. Please verify that the bond form attached is the form required, and be sure to execute the bond with the proper signature and seal.

Refer to bond form for cancellation provisions.

Thank you and please call me should you have any questions.

Best regards,

Jodie Sellers
Client Service Supervisor

William T Krumm
Producer



Arthur J. Gallagher Risk Management Services, LLC
 Rolling Meadows, IL 60008
 Phone: (630)773-3800

SELJ01

Invoice # 4727911		1 of 1
ACCOUNT NUMBER	DATE	
SCHOASS-03	6/13/2023	
BALANCE DUE ON	AMOUNT DUE	
7/1/2023	\$4,000.00	

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



Insurance | Risk Management | Consulting

Public Officials Bond PolicyNumber: 404257678 Company: Liberty Mutual Insurance Company Effective: 7/1/2023 to 6/30/2024

Item #	Trans Eff Date	Due Date	Trans	Description	Amount
31006659	7/1/2023	7/1/2023	NEWB	New Business-Premium	\$4,000.00

\$5,000,000 Rachel Wisniewski

Rate: .80/1000 @ 30% comm
 Refer to bond form for cancellation provisions

Questions, contact Jodie Sellers at 6302854084

Total Invoice Balance: \$4,000.00

Please return this portion with your payment. Include your invoice number on your remittance to expedite processing.

SELJ01

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

Invoice # 4727911	
ACCOUNT NUMBER	DATE
SCHOASS-03	6/13/2023
BALANCE DUE ON	AMOUNT DUE
7/1/2023	\$4,000.00
AMOUNT PAID	

Please send your remittance to:

Arthur J. Gallagher Risk Management Services, LLC
 P.O. Box 39735
 Chicago, IL 60694-9700

PAY ONLINE AT: WWW.AJG.COM/EZPAY



Insurance | Risk Management | Consulting



2200 Renaissance Blvd. Ste. 400
King of Prussia, PA 19406-2755
Ph. (610) 832-8240

PUBLIC OFFICIAL BOND

Bond Number: 404257678

Know all men by these presents: That we, Rachel Wisniewski
[REDACTED] as Principal(s) and
Liberty Mutual Insurance Company is authorized to transact
surety business in IL, as Surety, are held and firmly bound unto
School Association for Special Education in DuPage County
in the penal sum of Five Million Dollars and 00/100

Dollars (\$ 5,000,000.00),
lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves,
our heirs, legal representatives, successor and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounden Principal has been duly elected or appointed to the office of Treasurer

for a term beginning July 1, 2023 and ending _____ (if no ending
date is listed, the appointment is for an indefinite term);

**Now, therefore, the condition of this Obligation is such that if the Principal shall well, truly and faithfully execute
and perform the official duties of said office during said term, according to all laws now in force or which may be
enacted subsequent to the execution of this bond, then this obligation shall be void; otherwise it shall remain in full
force and effect.**

This Bond may be cancelled by the Surety effective upon the expiration of thirty (30) days from the date of written
notice of such cancellation to the Principal and Obligee named herein at their last known address, provided no
such cancellation shall affect or abridge the liability of the Principal or the Surety to the Obligee for losses occurring
during the term covered by this bond prior to the effective date of cancellation.

DATED as of this 1st day of July, 2023.

Rachel Wisniewski
(Principal)

Witness: _____

By: _____

Liberty Mutual Insurance Company
(Surety)

By: [Signature]
William T. Krumm Attorney-in-Fact



Replaces bond 404247027 for Donald C
Robinson originally effective 07/01/2021

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated. Not valid for mortgage, note, loan, letter of credit, bank deposit, currency rate, interest rate or residual value guarantees. For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.



Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint William T. Krumm of the city of Rolling Meadows, state of IL its true and lawful attorney-in-fact, with full power and authority hereby conferred to sign, execute and acknowledge the following surety bond:

Principal Name: Rachel Wisniewski
Obligee Name: School Association for Special Education in DuPage County
Surety Bond Number: 404257678 Bond Amount: See Bond Form

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 12th day of March, 2021.



The Ohio Casualty Insurance Company
Liberty Mutual Insurance Company
West American Insurance Company
By: David M. Carey
David M. Carey, Assistant Secretary

STATE OF PENNSYLVANIA ss
COUNTY OF MONTGOMERY

On this 12th day of March, 2021, before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Kino of Prussia, Pennsylvania, on the day and year first above written.



Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: Teresa Pastella
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV - OFFICERS - Section 12. Power of Attorney. Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII - Execution of Contracts - SECTION 5. Surety Bonds and Undertakings. Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation - The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization - By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, of Liberty Mutual Insurance Company, The Ohio Casualty Insurance Company, and West American Insurance Company do hereby certify that this power of attorney executed by said Companies is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 1st day of July, 2023.



By: Renee C. Llewellyn
Renee C. Llewellyn, Assistant Secretary

DuPage Regional Office of Education

Treasurer Bond Calculation Form

Date:

District Name:
Address:

Treasurer's Name:

Treasurer's date of election or appointment:
Treasurer's date of expiration (if applicable):

School Treasurer's Bond (105 ILCS 5/8-2)

Projected Highest Fund Balance:		<input type="text" value="\$ 20,000,000.00"/>	Enter highest projected fund balance
Mulipied by 25%	x	<input type="text" value="25%"/>	
Anticipated Surety Bond Issue Amount	=	<input type="text" value="\$ 5,000,000.00"/>	
The amount of the Bond listed on State of Illinois School Treasurer's Bond - Surety Bond Form.		<input type="text" value="\$ 5,000,000.00"/>	Enter treasurer's surety bond amount
		<input type="text" value="\$0.00"/>	Properly Funded

Surety Company: Liberty Mutual Issuance Date: 7/1/2023 Expiration Date: 7/1/2024

Treasurer's Bond For General Oligation Bond Issuance (105 ILCS 5/19-6 and 105 ILCS5/8-2)

Anticipate Bond Proceeds:		<input type="text"/>	Enter anticipated bond proceeds
Mulipied by 25%	x	<input type="text" value="25%"/>	
Anticipated Special Surety Bond Amount	=	<input type="text" value="\$ -"/>	
The amount of the Bond listed on State of Illinois School Treasurer's Bond Covering Special Bond Issue Form.		<input type="text"/>	Enter special surety bond amount
		<input type="text" value="\$0.00"/>	Properly Funded

Surety Company: Issuance Date: Expiration Date:

An original of the Bond must be on file in the Regional Superintendent's Office, as well as an original Rider when applicable.

We affirm that the above information is accurate and current.

School Board President

School Board Secretary

Return completed form by June 12th to:

DuPage Regional Office of Education
Lori :Ladesic, Administratie Assistant
421 N. County Farm Road
Wheaton, Il 60187
(630) 407-5770

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
RESOLUTION APPROVING SURETY BOND OF TREASURER

WHEREAS, the attached Board Treasurer’s Surety Bond (“Surety Bond”) was executed by the authorized agent of Liberty Mutual Insurance Company, as surety on or about June 21, 2023;

WHEREAS, the Surety Bond was executed under oath by Rachel Wisniewski as Principal on June 21, 2023;

WHEREAS, the Surety Bond was fully executed at the time this Board passed a resolution on June 21, 2023, confirming Rachel Wisniewski’s appointment as Board Treasurer, effective July 1, 2023;

NOW, THEREFORE, Be It Resolved by the Board of Directors of the School Association for Special Education in DuPage County, DuPage County, Illinois, as follows:

Section 1: This Board adopts as findings of fact all of the recitals above and incorporates them herein by reference.

Section 2: A majority of the members of this Board hereby expressly approves the Surety Bond.

Adopted this 21st day of June, 2023, by the following roll call vote:

AYES: _____

NAYS: _____

ABSTAIN/ABSENT: _____

BOARD OF DIRECTORS OF THE SCHOOL
ASSOCIATION FOR SPECIAL EDUCATION IN
DUPAGE COUNTY,
DUPAGE COUNTY, ILLINOIS

By: _____ (Board Chairperson)

Attest: _____ (Board Secretary)

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

CERTIFICATION OF RESOLUTION

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Directors (the “Board”) of the School Association for Special Education in DuPage County, DuPage County, Illinois (SASED), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing is a full, true and complete copy of a resolution entitled:

RESOLUTION APPROVING SURETY BOND OF TREASURER

Which said resolution was adopted at a meeting of the Board held on the 21st day of June, 2023.

I do further certify that the deliberations of the Board on adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, 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, the School Code of the State of Illinois, as amended and that the Board has complied with all of the provisions of said Acts and said Codes and with all the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature this 21st day of June, 2023.

Secretary, Board of Directors
School Association for Special Education in DuPage County



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

TO: Board of Directors
FROM: Don Robinson
DATE: June 8, 2023
RE: SASED Depositories

The business office recommends continuing with the following depositories for the FY24 fiscal year.

1. Fifth Third Bank, NA
2. PMA Securities, LLC – Illinois School District Liquid Asset Fund Plus
3. Fifth Third Securities, Inc.



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

To: Board of Directors
From: Don Robinson, Direct of Business Services, CSBO
Date: June 21, 2023
Re: Authorization to release July 2023 disbursements prior to the August 2023 Board of Directors meeting

Purpose: To pay July invoices in a timely manner.

Background: The next scheduled board meeting will be held August 16, 2023, which creates an eight-week span before bills can be approved and paid. This increment is typically four weeks. The business office would like to do a check run on July 26, 2022. The bills would be subject to ratification at the August 16, 2023 board meeting and would be included on the bill list

Next Steps: The Administration respectfully requests permission to pay the July bills on July 26, 2023, prior to the ratification of said bills at the Board of Directors meeting to be held on August 16, 2023.

Contract Agreement For Services

THIS CONTRACT AGREEMENT FOR SERVICES (the "Agreement") is made and entered into for FY 23-24

By and between

The Executive Director for SASSED, an Illinois Special Education Cooperative, duly organized under Illinois law and having a usual place of business at 2900 Ogden Ave., Lisle, IL. 60532 (hereinafter referred to as the "Cooperative") and Interim School Business Office, Inc. and having a usual place of business at 515 Cass Street, Crete, IL 60417 (hereinafter referred to as the "Consulting Firm").

WHEREAS, the Cooperative wishes to employ the Consulting Firm to offer the services described herein with the terms and conditions of this Agreement,

NOW THEREFORE, for good and valuable consideration, the receipt and adequacy of which are hereby recognized, acknowledged, and approved, the Cooperative, aiming to be bound, agrees to the terms set forth below.

- 1. TERM.** Beginning as of May 31st, 2023, through June 30th, 2024, the "Term", the Consulting Firm will provide appropriate Consultant(s) to jobs agreed to for Business Office Administrative Assistant and other ancillary services as determined by the Cooperative ("Services"). This Agreement may be changed or extended for any period as may be agreed to by the parties in writing.

2. DUTIES AND SERVICES.

In performing the Services, the Consulting Firm's Consultant(s) shall obey, to the best of his/her ability and with all business manners, regulatory, health, and safety guidelines governing the Corporation. In performing duties stated herein, Consultant is designated a school official performing an institutional service or function for which the Cooperative would otherwise use employees, under the direct control of the Cooperative.

3. CONSULTING FEE:

(a) The Cooperative shall pay the Consulting Firm a consulting fee of Seventy-Five (\$75) Dollars an hour for Services performed May 31st, 2023 through June 30th, 2024 . The Consulting Fee shall be paid as provided by the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 *et. seq.* Checks should be paid to Interim School Business Office, Inc., P.O. Box 383, Crete, IL 60417. A W-9 is provided separately. Interim School Business Office is an Illinois Corporation, Subchapter S, in good standing.

(b) Consulting Firm shall be permitted to prompt repayment for all pre-approved expenses made in the performance of Consultant's Duties, on submission and endorsement of written statements and receipts in agreement with the then regular procedures of the Cooperative.

(c) The Consulting Firm's Consultant agrees that all Services will be rendered by him/her as a self-governing contractor and that this Agreement does not generate an employer-employee relationship among the Cooperative and the Consultant. The Consultant shall have no right to receive any employee benefits including, but not limited to, health and accident insurance, life insurance, sick leave and/or vacation. Consultant makes agreement to pay all taxes including, self-employment taxes due in respect of the Consulting Fee and to indemnify the Cooperative in the event the Cooperative is required to pay any such taxes on behalf of the Consultant.

4. EARLY TERMINATION OF THE TERM:

(a) If a Consultant willingly stops performing his/her Services, becomes physically or mentally unable to perform his/her Services, or is terminated for cause, then, in each case, the Consulting Fee shall come to an end and terminate as of such date.

(b) This Agreement may be terminated by either party upon not less than ten (10) days before written notice by either party to the other.

(c) Upon termination, neither party shall have any further responsibilities under this Agreement. Upon termination and, in any case, upon the Corporation's request, the Consultant shall return instantly to the Cooperative all Confidential Information, as hereinafter defined, and any copies thereof.

5. RESTRICTED ACTIVITIES: During the Term and for a period of one (1) year thereafter, Consultant will not, directly, or indirectly:

(i) Solicit or request any employee of or consultant to the Cooperative to give up the employ of or cease consulting for the Cooperative;

(ii) Approach or ask any worker of or consultant to the Cooperative to join the employ of, or begin consulting for, any individual or entity that researches, develops, markets, or sells products as a competitor of the Cooperative;

(iii) Approach or ask any individual or body that researches, develops, markets, or sells products that compete with those of the Cooperative, to employ or keep as a consultant any employee or consultant of the Cooperative; or

(iv) Persuade or try to provoke any supplier or seller of the Cooperative to finish or violate any written or oral agreement or understanding with the Cooperative.

6. PROPRIETARY RIGHTS

(a) Definitions. For the purposes of the terms set forth below shall have the following meanings:

(i) Concept and Ideas. Those perceptions and thoughts made known by the Cooperative to Consultant or which are first developed by Consultant during the time of the performance of Services hereunder and which relate to the Cooperative' present, past, or potential business activities, services, and products, all of which shall remain the solitary and private property of the Cooperative. The Consultant shall have no publication rights and all of the same shall belong exclusively to the Cooperative.

(ii) Confidential Information. For the purposes of this Agreement, Confidential Information shall mean and collectively include: all information involving the business, plans and/or technology of the Cooperative including, but not limited to technological information including inventions, techniques, tactics, procedures, conditions, uniqueness, assess, raw data, scientific preclinical or scientific data, records, files, formulations, clinical procedures, tools design, know-how, knowledge, and trade secrets; developmental, promotion, sales, customer, trader, consulting relationship information, in service, performance, and cost information; computer programming system whether in physical or intangible form, and all record bearing media containing or disclosing the preceding information and techniques including, written business plans, patents and patent applications, grant applications, notes, and memorandum, whether in writing or presented, stored or maintained in or by electronic, magnetic, or other means.

In spite of the previous, the term "Confidential Information" shall not include any information which: (a) can be established to have been in the public area or was publicly known or accessible earlier to the date of the disclosure to Consultant; (b) can be established in writing to have been lawfully in the ownership of Consultant prior to the disclosure of such information to Consultant by the Cooperative; (c) becomes part of the public domain or publicly known or available by publication or otherwise, not due to any unauthorized act or omission on the part of Consultant; or (d) is supplied to Consultant by a third party without binder of confidentiality, so long as that such third party has no responsibility to the Cooperative or any of its associated companies to maintain such information in confidence.

(b) Nondisclosure to Third Parties. Apart from as required by Consultant's Duties, Consultant shall not, at any time now or in the future, openly or indirectly, use, publish, distribute, or otherwise make known any Confidential Information, thoughts, or Ideas to any third party without the prior written consent of the Cooperative which consent may be deprived of in each case and all of the same, together with publication rights, shall belong exclusively to the Cooperative. The Consulting firm acknowledges its requirements to maintain Confidential Information under several Illinois statutes including but not limited to, the Student Online Privacy Protection Act, 105 ILCS 85/1 *et. seq.*, the Illinois Student School Records Act, 105 ILCS 10/1 *et. seq.*, Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and the Illinois Personnel Record Review Act, 820 ILCS, 40/1 *et. seq.*

(c) Documents, etc. All documents, diskettes, tapes, practical manuals, guides, stipulations, plans, drawings, designs and similar materials, properly maintained lists of present, past or prospective customers, customer offers, requests to submit proposals, price lists and data relating to the pricing of the Cooperative' products and services, records, notebooks and all other materials containing Confidential Information or information about Concepts or Ideas (including all copies and reproductions thereof), that come into Consultant's control or control by reason of Consultant's performance of the link, whether prepared by Consultant or others: (a) are the property of the Cooperative, (b) will not be used by Consultant in any way other than in connection with the performance of his/her Duties, (c) will not be provided or shown to any third party by Consultant, (d) will not be removed from the Corporation's or Consultant's premises, and (e) at the termination (for whatever reason), of Consultant's relationship with the Cooperative, will be left with, or forthwith returned by Consultant to the Cooperative.

(d) Patents, etc. The Consultant makes agreement that the Cooperative is and shall remain the elite owner of the Confidential Information and Concepts and Ideas. Any interest in copyrights, discoveries, technological improvements, trade names, brand, service marks, copyrights, copyrightable works, developments, designs, procedures, methods, know-how, data and analysis, whether registrable or not ("Developments"), which Consultant, as a result of providing Services to the Cooperative under this Agreement, may visualize or develop, shall: (i) immediately be brought to the notice of the Cooperative by Consultant and (ii) belong entirely to the Cooperative. No license or transportation of any such rights to the Consultant is allowed or implied under this Agreement.

7. EQUITABLE RELIEF: Consultant makes agreement that any breach of clauses mentioned above by him/her would ground irrevocable harm to the Cooperative and that, in case of such breach, the Cooperative shall have, in addition to any and all remedies of law, the right to an order, definite performance or other reasonable benefit to prevent the breach or susceptible violation of Consultant's obligations hereunder.

8. WAIVER: Any waiver by the Cooperative of a violation of any condition of this Agreement shall not function or be interpreted as a waiver of any succeeding violation of the same or any other condition hereof. All waivers by the Cooperative shall be in writing.

9. SEVERABILITY; REFORMATION: In case any one or more of the conditions or parts of a stipulation included in this Agreement shall, for any cause, be held to be unacceptable, unlawful or unenforceable in any respect, such invalidity, misconduct or unenforceability shall not affect any other condition or part of a condition of this Agreement; and this Agreement shall, to the fullest extent lawful, be reformed and construed as if such invalid or illegal or unenforceable provision, or part of a provision, had never been included herein, and such provision or part reformed so that it would be applicable, lawful and enforceable to the maximum degree possible. Without limiting the previous, if any condition (or part of provision) included in this Agreement shall for any reason be held to be excessively wide as to duration, activity, or subject, it shall be interpreted by limiting and reducing it, so as to be enforceable to the fullest level compatible with then existing applicable law.

10. ASSIGNMENT: The Cooperative shall have the right to allocate its rights and responsibilities under this Agreement to a party which supposes the Corporation's obligations hereunder. Consultant shall not have the right to allocate his/her rights or obligations under this Agreement without the previous written permission of the Cooperative. This Agreement shall be obligatory upon and inure to the benefit of the Consultant's successors and legal representatives in the event of his/her death or disability.

11. HEADINGS: Headings and subheadings are for expediency only and shall not be considered to be a part of this Agreement.

12. AMENDMENTS: This Agreement may be altered or customized, in whole or in part, only by an instrument in writing approved by all parties hereto. Any adjustment, permission, verdict, waiver, or other action to be made, taken, or given by the Cooperative related to the Agreement shall be made, taken or given on behalf of the Cooperative only by power of the Cooperative.

13. NOTICES: Any notices or other communications required hereunder shall be in writing and shall be considered given when distributed in person or when posted, by qualified or registered first class mail, postage prepaid, return receipt requested, addressed to the parties at their addresses mentioned in the foreword to this Agreement or to such other addresses of which a party shall have notified the others in harmony with the provisions of this clause.


14. COUNTERPARTS: This Agreement may be executed in two or more complements, each of which shall comprise an original and all of which shall be considered a single agreement.

15. GOVERNING LAW: This Agreement shall be construed in accordance with and governed for all purposes by the laws of Illinois applicable to contracts executed and wholly performed within such jurisdiction. Any dispute arising hereunder shall be referred to and heard in only a Circuit Court located in Cook County, Illinois and the parties consent to the jurisdiction of the Circuit Court of Cook County.

16. SURVIVAL: The provisions of concerned sections of this Agreement shall endure the ending of the Term or the termination of this Agreement. This Agreement succeeds all previous agreements, written or oral, between the Cooperative and the Consultant relating to the subject matter of this Agreement.

EXECUTED, under seal, effective as of the Effective Date.

Executive Director for SASSED

By: 
Melinda McGuffin
Name

Executive Director
Title

5/31/2023
Date

LEASE

1. PARTIES: The parties to this Lease are the Board of Education **Villa Park School District #45**, DuPage County, Illinois, having its principal offices at 255 W Vermont St, Villa Park, Illinois (“Lessor”), and School Association for Special Education in DuPage County (SASED), having its principal offices at 2900 Ogden Avenue, Lisle, Illinois (“Lessee”), collectively referred to herein as the “Parties.” The rights and duties of Lessee and Lessor shall be controlled by the provisions of this Lease.

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

One DHH classroom at D45 Early Childhood Center, 251 W Jackson Street, Villa Park, IL

One DHH office space at D45 Early Childhood Center, 251 W Jackson Street, Villa Park, IL

including all furnishings and ordinary school equipment present in said one (1) classroom and one (1) office space as of the effective date of this Lease. Lessor shall make available when needed by Lessee on a non-exclusive basis, Lessor’s programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee’s use of facilities of common benefit will substantially disrupt or conflict with Lessor’s use, Lessor will confer with Lessee in advance to make mutually agreeable alternative arrangements.

3. TERM: This Lease shall be for a term of one year commencing on August 11, 2023 and continuing until August 10, 2024. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. If the Parties cannot mutually agree on rent for the additional consecutive school year term, this Lease shall immediately terminate at midnight (12:00am) on August 11, 2024. The Lessee shall notify the Lessor of any such renewal request in writing by March 15, 2024 and the Lessor shall accept or decline the renewal request by April 21, 2024 in writing.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the initial Lease year (August 11, 2023 through August 10, 2024) it is hereby agreed that the rent amount is as follows:

	Location	
LEVEL #1 (Storage)		
LEVEL #2 (Office Space)		
LEVEL #3 (Classroom)	One DHH classroom at D45 Early Childhood Center	\$23,000.00
	One DHH office space at D45 Early Childhood Center	\$12,000.00
	TOTAL	\$35,000.00

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2023, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

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

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

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

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

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

10. TERMINATION, ABANDONMENT, RE-ENTRY, RELETTING: At the termination of the Lease, by lapse of time or otherwise, Lessee agrees to yield up immediate and peaceable possession to Lessor. If Lessee defaults by failing to pay rent, or any part thereof, or by breaching any of the covenants herein, it shall be lawful for the Lessor to immediately send notice of such failure or breach to Lessee. Within 30 calendar days of the date on which such notice was sent by Lessor, Lessee shall have the right to cure such failure and/or breach. However, if Lessee fails to cure said failure or breach within 30 calendar days of the date on which such notice was sent by Lessor, the Lease will immediately terminate. In the event of such termination, Lessee will remain responsible for rent attributable to the period prior to termination. If Lessor believes that it is entitled to additional damages due to Lessee's breach

and the termination, the following procedures will apply: Lessor will provide Lessee with written notice of the alleged damages. Within 14 days after the notice is received, Lessor and Lessee will convene a meeting to confer in good faith and attempt to reach agreement regarding the dispute. Participants in the meeting will include representatives with decision-making authority for each Party. In the event that the Parties are unable to reach a resolution at the meeting, Lessor may inform Lessee in writing that Lessor reasonably believes that the differences between the Parties are not likely to be resolved through further negotiations. In that event, the Parties may agree to submit the dispute to mediation or arbitration.

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

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

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

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

employees, volunteers, agents, and students.

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

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

LEVEL I:

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

LEVEL II:

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

LEVEL III:

Includes all items included in LEVEL I and LEVEL II plus a proportionate share of access to the building principal, building secretary, and other personnel and spaces available to all students in the building such as nurse, librarian, etc. This level indicates that the SASSED staff and students are an integral part of the building. Student fees required by the Lessor for students attending these programs are billed

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

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

Illinois.

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

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of June, 2023.

THE BOARD OF EDUCATION OF
SCHOOL DISTRICT NO. 45
255 W Vermont Street
Villa Park, IL 60181

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

By:

By:

Its President

SASED Executive Director

ATTEST:

ATTEST:

Secretary

SASED Director of Business Services/CSBO

AMENDED LEASE

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

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

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

including all furnishings and ordinary school equipment present in said six (6) classrooms as of the effective date of this Lease. Lessor shall make available when needed by Lessee on a non-exclusive basis, Lessor’s programs, areas and facilities of common benefit (e.g., the gymnasium, playgrounds, parking areas, restrooms etc.). If a situation arises in which Lessor anticipates that Lessee’s use of facilities of common benefit will substantially disrupt or conflict with Lessor’s use, Lessor will confer with Lessee in advance to make mutually agreeable alternative arrangements.

3. TERM: This Lease shall be for a term of one year commencing on August 11, 2023 and continuing until August 10, 2024. Thereafter, the parties may mutually agree to renew this Lease for an additional consecutive school year term upon the same terms and conditions with rent to be mutually agreed upon by the parties. If the Parties cannot mutually agree on rent for the additional consecutive school year term, this Lease shall immediately terminate at midnight (12:00am) on August 11, 2024. The Lessee shall notify the Lessor of any such renewal request in writing by March 15, 2024 and the Lessor shall accept or decline the renewal request by April 21, 2024 in writing.

4. RENT AND RELATED COSTS: Lessee agrees to pay Lessor rent as determined by the SASED Board of Control. For the initial Lease year (August 11, 2023 through August 10, 2024) it is hereby agreed that the rent amount is as follows:

	Location	
LEVEL #1 (Storage)		
LEVEL #2 (Office Space)		
LEVEL #3 (Classroom)	One Autism classroom at Maercker School	\$23,000.00
	Two Autism classrooms at Holmes School	\$46,000.00
	Two MN classrooms at Holmes School	\$46,000.00
	One Sensory Classroom at Holmes School	\$23,000.00
	TOTAL	\$138,000.00

5. PAYMENT OF RENT: Lessee agrees to pay rent in one lump sum on or before January 1, 2024, to the principal office of Lessor as stated above or at such other address as Lessor may designate.

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

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

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

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

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

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

for each Party. In the event that the Parties are unable to reach a resolution at the meeting, Lessor may inform Lessee in writing that Lessor reasonably believes that the differences between the Parties are not likely to be resolved through further negotiations. In that event, the Parties may agree to submit the dispute to mediation or arbitration.

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

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

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

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

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

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

LEVEL I:

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

LEVEL II:

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

LEVEL III:

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

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

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

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

IN WITNESS THEREOF, the parties hereto have caused this Lease to be executed by their duly authorized officers as of the 1st day of June, 2023.

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

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

By:

By:

Its President

SASED Executive Director

ATTEST:

ATTEST:

Secretary

SASED Director of Business Services/CSBO

INDEPENDENT CONTRACTOR AGREEMENT

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

The Parties agree as follows:

- SERVICES.** Early CHOICES shall engage Contractor to provide the following service: planning preparations with Early CHOICES team for upcoming Sharing a Vision 2023 conference
- TERM.** Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from June 7, 2023 to June 8, 2023 ("Agreement Term").
- COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor \$5,000, plus related travel expenses not to exceed N/A. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
- 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.
- INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED or Early CHOICES. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED or Early CHOICES.
- CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to Early CHOICES.
- OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by Early CHOICES.

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

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

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

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

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

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

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

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

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

whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both 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: Inclusive Schooling
 7518 Travertine Place
 Manlius, NY 13104

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

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

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

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

SASED

By: _____ Date: _____
 Executive Director

By: _____ Date: _____
 Director of Business Operations

Contractor

By: _____ Date: _____



ROBERT B. BERLIN
STATE'S ATTORNEY
DUPAGE COUNTY, ILLINOIS

February 17, 2023

Re: Intergovernmental Cooperation Agreement for Mutual Assistance

Dear Superintendents:

As you are aware, the School Safety Task Force has been meeting over the last year to ensure that DuPage County schools are well-prepared in the event of a natural or other catastrophic event. As we sadly see on a regular basis, the ability of our schools to address these every-increasing tragic events is critical for the safety of everyone on our campuses. One of the tools the Task Force is recommending is an Intergovernmental Cooperation Agreement for Mutual Assistance (IGA).

We have attached the Intergovernmental Cooperation Agreement for your review and presentment to your Boards. The terms of this IGA have been discussed at length by the School Safety Task Force members and reviewed by attorneys for the schools over the last several months. It is intended to be broad in scope and the details and specifics of the aid provided will be determined by the Advisory Panel. It is presumed that the Advisory Panel is made up of those who can most properly make these determinations.

We strongly encourage your Board to approve this IGA as a critical tool to keeping both students and staff safe no matter what events our communities may face. If you have any questions, please do not hesitate to contact us.

Sincerely,

Robert B. Berlin

DuPage County State's Attorney

DRAFT STATEMENT AND MOTION REGARDING DUPAGE CRISIS IGA

Statement:

Almost a year ago, the DuPage County State’s Attorney and the DuPage County Regional Superintendent of Schools initiated the development of a crisis response intergovernmental agreement (IGA). Under the IGA, DuPage County school districts and cooperatives would make their staff, facilities and equipment resources available to each other on a voluntary basis in natural disaster and violence crisis situations which exceeded the capacity of the district or cooperative in crisis to effectively handle on its own. The IGA being presented for Board approval represents the work of the staffs of the State’s Attorney and the Regional Superintendent and many DuPage superintendents and their staffs and legal advisors.

The IGA is entitled “Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of DuPage County”. The IGA provides for the development and implementation of crisis management training and response programs, with several key elements:

- The initial cost of participation is \$250 per school year with a cap of \$400 per year.
- A participant’s decision to provide assistance in response to a request from another participant is discretionary and voluntary on a case-by-case basis.
- The IGA will be administered by the Regional Superintendent, with assistance from an advisory panel of superintendents and the State’s Attorney’s office, at no cost to the participants except for the annual fee.
- Each participant will provide its own insurance and will be responsible for the cost of its staff, facilities and equipment involved in providing assistance, but will not be liable to other participants.
- Withdrawal from the IGA is permitted on at least 60 days’ notice effective at the end of any school year.
- The IGA does not replace or limit a participant’s crisis management agreements with local police, fire or other agencies.
- A participant’s staff members are not permitted to act as first responders.
- The IGA will become effective when at least 10 Boards of Education/Cooperatives approve the IGA.

Motion:

I move to approve the “Intergovernmental Cooperation Agreement for Mutual Assistance in Response to Crises in the Public Schools of DuPage County”, substantially in the form presented by the Superintendent, and to authorize the President and Secretary to sign the Agreement.

**INTERGOVERNMENTAL COOPERATION AGREEMENT
FOR MUTUAL ASSISTANCE IN RESPONSE TO CRISES
IN THE PUBLIC SCHOOLS OF DUPAGE COUNTY, ILLINOIS**

Recitals

WHEREAS, natural and human-made catastrophic events are occurring with increasing frequency in schools throughout the United States;

WHEREAS, DuPage County School Districts and Special Education Cooperatives fortunately have not been subject to such occurrences, but recognize it is in the best interests of their students, staff and communities that they join together to plan for such occurrences and be prepared to assist each other during catastrophic events which exceed the capacity of an individual school district or cooperative to respond effectively on its own;

WHEREAS, the assistance to be provided under this Intergovernmental Cooperation Agreement (“Agreement”) includes personnel, equipment and staging facilities appropriate to the nature of the catastrophic event;

WHEREAS, the foregoing purposes are best accomplished through this Agreement, with participating school districts and cooperatives making good faith efforts to provide assistance during catastrophic events when called upon pursuant to the terms of this Agreement, but without incurring liability if, in their sole discretion, they are unable or unwilling to do so;

WHEREAS, many school districts and cooperatives have, or will develop, emergency assistance agreements with local law enforcement, fire departments and other governmental entities and nothing in this Agreement is intended to replace, supersede or take precedence over such agreements; and

WHEREAS, the program to accomplish the foregoing will be called the DuPage County School Mutual Aid Response Team (“DuSMART”).

NOW THEREFORE, the undersigned public agency does hereby enter into this Agreement with each and every other public agency which signs a counterpart copy of this Agreement and contracts as follows:

1. Parties. The parties to this Agreement are:

- a. the DuPage County State’s Attorney (the “State’s Attorney”);
- b. the DuPage Regional Office of Education (the “ROE”);
- c. the Boards of Education of school districts in DuPage County, Illinois (“School Boards”, “School Board”, “School District” or “School Districts”) which are listed on the attached Exhibit 1 and have approved this Agreement in accordance with paragraph 6 or 8 below; and
- d. the governing entities of DuPage County special education and other cooperatives (“Cooperative” or “Cooperatives”) which are listed on the attached Exhibit 1 and have approved this Agreement in accordance with paragraph 6 or 8 below.

Collectively the foregoing are the “Parties” to, or the “Participants” in, this Agreement.

2. Legal Authority and Purpose.

a. This Agreement is made in the exercise of the Parties’ rights and powers granted under Article VII, Section 10 of the Constitution of the State of Illinois, the Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 and all other rights and powers vested in the Parties by their respective governing statutes.

b. The purpose of this Agreement is to develop and implement programs (the “Programs”) designed to provide mutual aid in crises, primarily arising out of disaster or violence in DuPage County School Districts and Cooperatives. The programs are also designed to provide training and professional development to prepare member personnel

for response and recovery activities. Under no circumstances will an employee of a Party act under this Agreement in a capacity as a first responder by performing emergency rescue or response services ordinarily performed by police, fire or other governmental emergency service providers.

3. Administration.

a. This Agreement shall be administered by the ROE, by its Regional Superintendent of Schools (the “RSS”) acting as chair of an Advisory Panel (the “Advisory Panel”) consisting of:

- 1) the State’s Attorney or designee;
- 2) the RSS or designee;
- 3) one superintendent selected by the superintendents of participating School Districts with a student enrollment of 1000 or less,
- 4) one superintendent selected by the superintendents of participating School Districts with a student enrollment of more than 1000 but less than 7000;
- 5) one superintendent selected by the superintendents of participating School Districts with a student enrollment of more than 7000;
- 6) one director, selected by the Cooperatives of the School District Parties who are members; and
- 7) not more than two superintendents selected by the RSS to ensure the Advisory Panel has members from an elementary district, a high school district and a unit district.
- 8) one administrator from the DuPage Office of Homeland Security and Emergency Management; one representative of the DuPage Fire Chiefs’

Associations; and one representative of the DuPage Police Chiefs' Association.

These members are not parties to the Agreement or subject to dues.

b. Attendance at meetings of the Advisory Panel shall be by the superintendent or director, or their designees.

c. The term of a superintendent and a director shall be one year beginning July 1 and ending June 30, except that the initial term shall extend from the date of selection through June 30, 2024.

d. The Advisory Panel shall establish its own rules of procedure and meet at the call of the RSS or any three members.

e. The primary duty and authority of the Advisory Panel shall be to advise the RSS regarding implementation of this Agreement and to develop and implement the programs designed to achieve the purposes of this Agreement.

4. Fiscal Matters.

a. Within 30 days after becoming a Party to this Agreement, each School Board and Cooperative shall contribute \$250 toward the administration of this Agreement for the remainder of the 2022-23 school year. This fee will be used primarily to provide materials and equipment including, but not limited to, "call out" technology, credentials and safety vests. Thereafter, at least 90 days before the start of the next school year, the ROE in consultation with the Advisory Panel shall establish and administer a budget for the next school year and the contribution amount for the participating School Districts and Cooperatives not to exceed \$400.00. ■

b. The ROE shall seek funding through grants and similar sources of revenue as the primary sources of funds to develop and implement the programs and administer this Agreement.

c. At no cost to the School Districts and Cooperatives, the ROE shall perform its administrative duties under this Agreement.

d. At no cost to the School Districts and Cooperatives, the State's Attorney shall provide the services of its personnel and resources and assist in obtaining the cooperation of law enforcement agencies, to the extent appropriate for development and implementation of the programs.

e. The programs shall be made available to the School Districts and Cooperatives without cost other than the annual cost determined by the ROE.

f. Each School District is responsible for any benefits, compensation, liability insurance and worker's compensation insurance for its personnel that are providing authorized mutual aid to another School District.

g. Each School District providing facilities, materials and/or equipment to another School District under the auspices of this agreement shall not charge for such facilities, materials or equipment and for the cost of loss or damage to the facilities, materials and/or equipment.

h. Nothing in this agreement shall operate to bar any recovery of funds from any third party, state, or federal agency under existing statutes, or other authority.

5. Insurance and Liability.

a. Each Party is responsible for obtaining insurance coverage for its participation under this Agreement, which shall be primary, and which shall waive subrogation against all other Parties. Each Party shall be responsible for Workers' Compensation insurance coverage of, and liability for, the Party's employees who participate in the Programs.

b. A Party shall not be liable to another Party:

1) for the acts or omissions of its employees providing assistance to another Party when requested under this Agreement;

2) for a Party's declination to provide assistance when requested by another Party under this Agreement.

For purposes of this paragraph 5.b., "liability" means liabilities, losses, damages, claims, demands, judgments, causes of action, costs, expenses, and reasonable attorneys' fees. Notwithstanding anything to the contrary, nothing in this Agreement voids or limits any liability protection established by law or any existing insurance coverage of the Party. Nothing in this Agreement, the actions of the ROE, the Advisory Panel or the development and implementation of the Programs shall create a duty or liability to any person or entity which is not a party to this Agreement or diminish any liability protection for the benefit of the Parties as established by law or afforded any Party's insurance coverage.

6. New Parties and Withdrawal, Suspension and Expulsion of a Party.

a. After the effective date provided in paragraph 8 below, a School District or Cooperative shall become a Party to this Agreement when the RSS receives this Agreement in counterpart, signed by its President and Secretary.

b. A Party may withdraw from this Agreement effective at the close of the day on June 30 of any year by giving at least 60 days' written notice of withdrawal to the RSS.

c. By a vote of at least two-thirds of the members of the Advisory Panel, a Party may be suspended or expelled as a Party to this Agreement, and denied participation in any of the programs, for good cause, which includes, but is not limited to, failure to meet the requirements of this Agreement or of the programs. Before expulsion or suspension, the Party shall be given a written notice summarizing the reasons for the proposed action and an opportunity to respond to the Advisory Panel.

7. Amendment and Termination.

a. This Agreement may be amended or terminated by the affirmative vote of a majority of the Parties.

b. This Agreement shall terminate without a vote of the Parties within 120 days after the number of Participants falls below 10 or the State's Attorney or the ROE withdraws from this Agreement. During such 120-day period, the Advisory Panel shall wrap up the business under this Agreement and the Programs.

8. Effective Date and Dissolution. This Agreement shall become effective when the State's Attorney and the ROE approve and sign this Agreement and the RSS receives this Agreement, in counterparts, signed by the President and Secretary of at least 10 of the Boards of Education of the School Districts and governing entities of the Cooperatives listed on the attached Exhibit 1.

DuPage County State's Attorney

By: _____

Dated: _____

Board of Education of

_____,
DuPage County, Illinois

By: _____
President

Attest:

Secretary

Dated: _____

DuPage Regional Office of Education

By: _____

Dated: _____

Cooperative Governing Board of

By: _____
President

Dated: _____

Exhibit 1 - List of Agency Cooperatives

Each DuPage County area public school district may participate in the DuSMART program. The primary staff member will be the member of the DuPage County ROE School Safety Task Force.

Participating district would agree to provide resources as follows:

<i>District #</i>	<i>District name</i>	
2	Bensenville	
4	Addison	
7	Wood Dale	
10	Itasca	
11	Medinah	
12	Roselle	
13	Bloomingtondale	
15	Marquardt	
16	Queen Bee	
20	Keeneyville	
25	Benjamin	
33	West Chicago Elementary	
34	Winfield	
41	Glen Ellyn	
44	Lombard	
45	Villa Park	
48	Salt Creek	
53	Butler	
58	Downers Grove	
60	Maercker	
61	Darien	
62	Gower	
63	Cass	
66	Center Cass	
68	Woodridge	
86	Hinsdale Township High School	
87	Glenbard Township High School	
88	DuPage High School	
89	Community Consolidated (Glen Ellyn)	
89	DuPage High School	
93	Community Consolidated (Bloomingtondale)	
94	West Chicago Community High School	
99	Community High School (Downers Grove)	

100	Fenton Community High School	
108	Lake Park High School	
180	Burr Ridge Community Consolidated	
181	Community Consolidate	
200	Wheaton Community Consolidated	
201	Westmount Community Consolidated	
202	Lisle Community Unit	
203	Naperville Community Unit	
204	Indian Prairie Community Unit	
205	Elmhurst Community unit	
	Phillip Rock	
NDSEC	NDSEC	
ROE	Partners for Success	
SASED	School Association for Special Education in DuPage Co.	
TCD	Technology Center of DuPage	
ROE	ROE Safety Specialist	
OHSEM	DuPage County Office of Homeland Security and Emergency Management	

**FIRST RENEWAL AND AMENDMENT
TO THE INTERGOVERNMENTAL DATA SHARE AND USE AGREEMENT
BETWEEN
THE ILLINOIS STATE BOARD OF EDUCATION
AND
THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION DUPAGE BOARD OF CONTROL**

THIS FIRST RENEWAL AND AMENDMENT TO THE INTERGOVERNMENTAL DATA SHARE AND USE AGREEMENT (this “First Renewal”) is entered into by and between the Illinois State Board of Education (“ISBE”) and The School Association for Special Education DuPage Board of Directors (the “Recipient”) (each a “Party” and collectively “the Parties”);

WHEREAS, the Parties entered into an Intergovernmental Data Share and Use Agreement (the “Agreement”) on June 14, 2022 for the sole purpose of allowing Recipient to carry out its role as the coordinating agency and fiscal agent for the Early CHOICES (“EC”) initiative, which promotes increasing high quality and inclusive early care and education for children in Illinois from birth to age 5. The EC project is funded under the federal Individuals with Disabilities Education Act (“IDEA”) Preschool Discretionary Grant, which falls under Part B of the IDEA. Under the Agreement, ISBE provided Recipient with certain data to enable Recipient to conduct performance evaluations of the EC initiative and thus facilitate program improvement;

WHEREAS, Paragraph 17 of the Agreement states that “[a]t the sole option of ISBE and subject to the mutual Agreement of the Parties, this Agreement may be renewed for three (1) one-year renewal terms as necessary”; and

WHEREAS, the Parties wish to renew and extend the Agreement as amended herein.

NOW THEREFORE, BE IT RESOLVED:

1. Incorporation of Recitals: The Recitals set forth above are hereby incorporated into this First Renewal as if fully set forth herein.
2. Definitions: Any and all capitalized terms contained in this First Renewal, and not defined herein, shall have the definition as set forth in the Agreement.
3. Renewal Term: The Parties agree to renew the Agreement for a term commencing on July 1, 2023 and terminating at the end of June 30, 2024 (“Renewal Term”) unless terminated sooner as provided in the Agreement.
4. Notices: ISBE’s contact person described in Paragraph 24 (“Notices”) of the Agreement is amended by deleting “Dr. Brenda M. Dixon” and her contact information and replacing it with the following:

Dr. Jason Helfer
Deputy Officer, Instructional Education

Illinois State Board of Education
 100 North First Street
 Springfield, IL 62777
 Office: 217-782-4123
 Email: jhelfer@isbe.net

5. Specifications: ISBE shall continue to provide the data described in Exhibit A, Section B, of the Agreement for the Renewal Term, as well as the additional data elements specified below (to the extent available):

ALL AVAILABLE SY 24 STATE PERFORMANCE INDICATOR 6 RAW DATA FILE TO INCLUDE RELEVANT STATE PERFORMANCE PLAN (“SPP”) DATA AND THE FOLLOWING RELEVANT DEMOGRAPHICS DATA INCLUDED WITHIN THE RAW DATA FILE: DISABILITY CATEGORY, AGE, GENDER, RACE, ETHNICITY, EARLY CHILDHOOD PLACEMENT.

ALL AVAILABLE SY 24 STATE PERFORMANCE INDICATOR 7 RAW DATA FILE TO INCLUDE RELEVANT SPP DATA AND THE FOLLOWING RELEVANT DEMOGRAPHICS DATA INCLUDED WITHIN THE RAW DATA FILE: DISABILITY CATEGORY, AGE, GENDER, RACE, ETHNICITY, EARLY CHILDHOOD PLACEMENT.

ALL AVAILABLE SY 24 STATE PERFORMANCE INDICATOR 12 RAW DATA FILE TO INCLUDE RELEVANT SPP DATA AND THE FOLLOWING RELEVANT DEMOGRAPHICS DATA INCLUDED WITHIN THE RAW DATA FILE: DISABILITY CATEGORY, AGE, GENDER, RACE, ETHNICITY, EARLY CHILDHOOD PLACEMENT.

SPP 6	SPP 7	SPP 12 (provided the following school year)
SchoolYearId	SchoolYearId	SchoolYearId
Gender	Gender	
Race	Race	Gender*
Grade Level	Primary Disability	Race*
Primary Disability	Education Environment	IEPInd *

Education Environment	IEPInd	EL Ind*
Fund Code	EL Ind	Low Income*
Birth Date	Low Income	DISTRICT NAME
EL Indicator	Birth Date	District RCDTS
Low Income	District Name	
District Name	District RCDTS	
District RCDTS		
	EntryPositiveRelationshipOutcomeRatingID	ReasonForNotEvaluating
	PositiveRelationshipOutcomeRatingID	IDEAEligibleInd
	MadeProgressPositiveRelInd	IDEAEligibilityDate
	PositiveRelationshipCat	TransitionDelayReasonID
		ServicesStartDate
	EntryAcquireSkillsOutcomeRatingID	
	AcquireSkillsOutcomeRatingID	Primary Disability

MadeProgressAcquireSkillsInd	Education Environment
AcquireSkillsCat	Fund Code
entryActionToMeetNeedsOutcomeRatingId	*Only available if the student was evaluated and enrolled.
ActionToMeetNeedsOutcomeRatingId	
MadeProgressActionToMeetNeedsInd	
ActionToMeetNeedsCat	

Primary Disability
Education Environment
Fund Code

6. Authorized Users: Recipient's authorized users specified in Exhibit B (see "Access Security" section) of the Agreement identifies those who may access the Confidential Data, and shall be amended to add Melinda McGuffin, Executive Director.

7. Records: The second sentence of Paragraph 29 of the Agreement ("Records") is deleted in its entirety and replaced with the following:

Books and records, including information stored in databases or other computer systems, shall be maintained by both Parties for a period of three (3) years from the last date that this Agreement is in effect.

8. Terms and Conditions: Except as expressly provided in this First Renewal, all terms and conditions of the Agreement are and shall remain in full force and effect during the Renewal Term.

9. Counterparts. This First Renewal may be executed in two or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Facsimile or electronic signatures shall constitute acceptable, binding signatures for purposes of this First Renewal.

[Signature page to follow]

CHC Wellbeing + FLU Statement of Work

CHC Wellbeing + FLU Statement of Work					
Client Information			Billing Contact Information		
Client Name	School Association for Special Education in DuPage County		Bill To	School Association for Special Education in DuPage County	
Contact Name	Julie Grohn		Billing Contact	Julie Grohn	
Phone Number	630-778-4500		Phone Number	630-778-4500	
email	jgrohn@sased.org		email	jgrohn@sased.org	
Address	2900 Ogden Ave		Address	2900 Ogden Ave	
City, ST, Zip	Lisle, IL 60532		City, ST, Zip	Lisle, IL 60532	
Wellbeing Program Eligibility					
Total Employees	375		Total Expected Participation	90	
Total Eligible to Participate	330		Total Participation Last Year	107	
Funding Type	Self Funded		Insurance Carrier	BCBS	
Program Information					
Program Type	INSPIRE		Program Start Date	6/22/2023	
Price	\$145.00		Program End Date	6/21/2024	
Minimum Required per Event	30		Incentive Description	Premium Differential/HSA Contribution/Deductible Credit	
Under Minimum Fee	\$145.00		Qualifying Question	No	
Under Minimum Payor	Company		HRA Option	Standard HRA	
Under Minimum Notes	30 participant minimum per onsite event. SASSED will be billed \$145 per participant under the minimum		Job Notes		
Activity Tracker	Yes, w/o health data integration	Nutrition Tracker	Yes	Sleep Tracker	Yes, w/o health data integration
Hydration Tracker	Yes	eLearning	Yes	Financial Wellbeing	Yes
Message Board	Yes	Mindfulness	Yes	Go Green	Yes
Travel Required	No	Bill Actual Travel	No	Per Participant Travel Fee	\$0.00
Travel Fee Notes:					
Remote	Yes	New Hire Remote	No	Remote Only	No
Remote End Date	9/18/2023	New Hire Remote End Date			
Physician Screening Form	Yes	Physician Screening Price	\$67.00		
Physician Screening End Date	9/18/2023	Physician Screening Payor	Company		

Additional Services			
Onsite HWW Measurements		Height	No
	\$	Weight	No
		Waist	No
Walking Program: No	Start Date		Price
	End Date		Billing Option
	Eligible Population		
Health Coaching	Health Coaching Type		Inbound (M)
	Start Date	6/22/2023	Price
	End Date	6/21/2024	Billing Option
	Eligible Population		320
Custom Rewards	Start Date		Price
	End Date		Billing Option
	Eligible Population		
Historical Data (Up to 3 previous years)	No	Biometric Data Import (Current Year)	No
	\$0.00		\$0.00
Billing Notes:	ALL Employees, Covered spouses, and dependents (18+): Bill to SASSED at \$145 per screening participant Non Covered Spouses and Dependents (18+): Bill participant at \$145 out of pocket		

Flu Program Eligibility

Flu Expected Participation		Total Participation Last Year	
-----------------------------------	--	--------------------------------------	--

Flu Billing Details

Minimum 0 shots administered per event	Price per count below minimum: \$36.00
Specialty vaccines cannot be billed through insurance. Payment for these vaccines is due at the time of service.	
CVS Voucher: (50 minimum) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	CVS Quadrivalent Voucher Cost: \$40.00
	CVS High Dose Voucher Cost: \$70.00
Walgreens Voucher: (50 minimum) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Walgreens Voucher Cost: \$47.00
	Walgreens High Dose Voucher Cost: \$70.00
Vouchers cannot be billed through insurance. Vouchers are billed directly to client.	

Location Name: SASSED- Downers Grove North High School

Location Information	Screening Information
Screening Contact: Julie Grohn Phone Number: 630-778-4500 email: jgrohn@sased.org Address: 4436 Main St. City, State, Zip: Downers Grove, IL 60515 Location Contact Name: Location Contact Phone: Location Expected Participation: 90 Location Previous Year Participiaption: 92 Travel Required: No Bill Actual Travel Costs: No T&E Expenses Paid By: Per Participant Travel Fee: \$0.00	Screening Start Date: Thursday, 8/10/2023 Screening Time: 07:00 AM Central Screening Length: 2.0 hours Screening Room Location: Arrival Time: 06:00 AM Central Flu Shots: No Privacy Screens or Partitions: Yes Bilingual Staff Needed: No Bilingual Forms Needed: No
Screening Notes: CHC will provide privacy screens.	

HEALTH & WELLNESS PRICING

		Dependent (Age 18+) on the Company Health Plan															
		Participants: Employee Spouse on the Company Health Plan															
Tests	Included		TSH	PSA	Nicotine	Reflex Nicotine	Hemoglobin A1C	Cardio C	Homocysteine	Blood Type	Vitamin D	Testosterone	B12 Folate	H Pylori	Gluten Allergy	NMR	Antibody (IgG)
	Health & Wellness	H & W + Reflex A1C															
Client Paid	\$145																
Insurance Paid (PPO - Included)																	
Insurance Paid (PPO - By Request)																	
Participant Paid			\$42	\$39			\$34	\$39	\$54	\$25	\$40	\$42	\$42	\$41	\$29	\$99	\$105
Tests Not Available					✓	✓											
Payor: Company Co-pay Amount: \$0.00 Co-pay Payor: N/A			Price: \$145.00 Company Surcharge: \$0.00 Solution Type: INSPIRE						Take Insurance (Y/N): No PSA Age Cutoff:								
Notes: ALL employees (regardless of health plan status), Covered spouses and dependents (18+): Bill to SASSED at \$145 per screening participant																	

HEALTH & WELLNESS PRICING

Included		Participants: Dependent (Age 18+) on Other Health Plan Spouse on Other Health Plan															
Tests	Health & Wellness	H & W + Reflex A1C	TSH	PSA	Nicotine	Reflex Nicotine	Hemoglobin A1C	Cardio C	Homocysteine	Blood Type	Vitamin D	Testosterone	B12 Folate	H Pylori	Gluten Allergy	NMR	Antibody (IgG)
Client Paid																	
Insurance Paid (PPO - Included)																	
Insurance Paid (PPO - By Request)																	
Participant Paid	\$145		\$42	\$39			\$34	\$39	\$54	\$25	\$40	\$42	\$42	\$41	\$29	\$99	\$105
Tests Not Available					✓	✓											
Payor: Company Co-pay Amount: \$0.00 Co-pay Payor: N/A			Price: \$145.00 Company Surcharge: \$0.00 Solution Type: INSPIRE						Take Insurance (Y/N): No PSA Age Cutoff:								
Notes: Non Covered Spouses and Dependents (18+): CHC will bill participant at \$145 for a screening																	

HRA Questions / Responses

<u>Questions</u>	<u>Responses</u>

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

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

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

If you have elected insurance as the payment method and insurance does not cover the claims, CHC will invoice you for services rendered.

Invoices that are 45 days past due are subject to penalty of 1.5% of the total invoice amount.

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

Payment Terms: Due on Receipt

This document is confidential and contains proprietary information.

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

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

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

Client Name: School Association for Special Education in DuPage County

CHC Wellbeing, Inc.

By: [Signature] M. McGuffin
Client Signature

By: Joan Knauss-Harwell

Name: [Name] Melinda McGuffin
Printed Name

Name: Joan Knauss-Harwell

Title: [Title] Executive Director
Title

Title: Managing Director

Date: [Date] 6/6/2023

Date: _____



AFFILIATION AGREEMENT CONCERNING PLACEMENT OF SAINT JOSEPH'S UNIVERSITY STUDENTS

This Agreement is entered into by and between School Association for Special Education in DuPage County (the "District") with an address of 2900 Ogden Avenue Lisle, IL 60532 and Saint Joseph's University ("SJU") with an address of 5600 City Avenue, Philadelphia, PA 19131, and sets out the respective rights and responsibilities of the School and SJU with regard to any SJU student who is assigned as a student teacher, practicum student or participant, as those terms are defined below, in the School.

1. Definitions.

- a. "Student Teacher" shall mean a student enrolled at and assigned by SJU to teach in the District, as part of his/her preparation for entering the teaching profession.
- b. "Practicum Student" shall mean a student enrolled at and assigned by SJU to teach for a practicum assignment in the District as part of the requirements for an endorsement, certificate, or minor added to the basic license being sought.
- c. "Participant" shall mean a student enrolled, usually at the pre-student teaching level, at and assigned by SJU for field experiences in the District involving a less-than-full responsibility for instruction or instruction-related activities. Terms such as observer, tutor, teacher aide, teaching assistant, etc., characterize various types of Participants.
- d. "Supervising Teacher" shall mean a teacher in the District to whom the Student Teacher or Practicum Student is assigned and who directs the work or the activity of the student while he/she is in the District. Only teachers who hold the Professional or Proficient License or its equivalent, and who have had at least three years successful teaching experience and/or the recommendation of a building level administrator are eligible to serve as Supervising Teachers.
- e. "Cooperating Teacher" shall mean a teacher in the District to whom a Participant or group of Participants is assigned for pre-student teaching experiences. The District and SJU may mutually agree that a teacher who does not hold the Professional or Proficient License or its equivalent may serve as a Cooperating Teacher.

- f. “University Supervisor” or “Special Area Supervisor” or “Course Instructor” shall mean the SJU employee who is in charge of the course of study or specific experience for which the student is assigned to the District.
- g. “District Placement Coordinator” shall mean the identified District employee who is in charge of coordinating, and approving, all student assignments within the District.

2. Term

The Agreement shall terminate two (2) years after April 11, 2023, unless otherwise terminated in accordance with the terms of this Agreement.

3. Placement of Student Teachers, Practicum Students, and Participants.

- a. The placement process shall be a cooperative venture involving both SJU and the District.
- b. SJU will direct all communications to the District Placement Coordinator. SJU shall initiate the placement of a Student Teacher or Practicum Student filing an application for each proposed assignment setting out the background of the student and the type of assignment appropriate. The request will be sent to the District Placement Coordinator, exclusively. The request may be accompanied by suggested names of teachers of the District, who would be recommended by SJU as a Supervising Teacher. The final assignment of Student Teachers and Practicum Students shall be made by the District after consultation with the Supervising Teacher and Principal under whom the assignment will be completed.
- c. SJU may request placement of Participants for either an individual student or a group of students. The request will identify the particular student, or a composite description of the group of students to be placed in terms of background, the type of assignment requested, objectives of the assignment, and activities suggested as appropriate to the requested assignment.

4. Representatives.

Each party shall provide timely notice to the other party as to the name, mailing and email address, and telephone number of the representatives of each in connection with this Agreement.

5. Calendar.

Student Teachers and/or Practicum Students will follow the calendar of the District and the daily schedule of the individual school in which the experience is taking place. Any proposed deviation by Student Teachers, Practicum Students or Participants must be approved in advance by the Supervising Teacher, the Principal (if applicable), and SJU.

6. Professional Standards.

Student Teachers, Practicum Students, and Participants will be advised that they are required to conform to standards of professional decorum that are consonant with prevailing standards in the school community and the education profession as a condition of the placement and its continuation.

7. Criminal Background Checks.

SJU shall complete and attest to the District as to a satisfactory criminal background check for all students requesting placement in the District *prior* to request for placement. SJU will make available this documentation, to the District, upon request.

8. Non-Discrimination.

Neither party shall discriminate in the choice of schools, Supervising or Cooperating Teachers, or Student Teachers, Practicum Students, or Participants on the basis of race, religion, color, national origin, age, gender, sexual orientation, or disability.

9. Student Teacher, Practicum Student, and Participant Supervision.

Students shall be subject to the rules and regulations of the District and under the direction and control of the Supervising or Cooperating Teacher, Principal, and other administrative personnel while they are on the premises of the District or acting *in behalf* of the District in locations other than the premises. The following points have specific reference to the various types of supervisory responsibility:

- a. The Supervising Teacher may leave the classroom with the Student Teacher or Practicum Student in charge of the class, but the Supervising Teacher shall, at all times, retain the responsibility for control of the class and the program of instruction.
- b. The Cooperating Teacher shall not leave the classroom with the Participant Student in charge of the class.
- c. Students who are not licensed shall not be used as a substitute for their Supervising or Cooperating Teacher or for any other licensed personnel. Planned exceptions to this item may be considered and authorized by the respective designated administrative personnel of the District and SJU.
- d. Students, with the exception of certain licensed interns, may not be compensated for any responsibilities that constitute all or a part of the required field experiences program.
- e. Supervising and Cooperating Teachers shall file such reports as are prescribed by SJU.

- f. University Supervisor or other designated representative of SJU shall have access, at all reasonable times, to visit the classroom(s) to which the student is assigned for the purpose of observation and supervision, upon approval of, and at the discretion of the District in coordination with the Principal.
- g. In the event that the school to which a student is assigned is subject to jurisdictional dispute between a teacher association and the District, the student will occupy a position of neutrality which means:
 - 1. The student will immediately report any such dispute to his/her University Supervisor or Course Instructor and be guided by his/her instructions.
 - 2. The student will not report to the assigned school until such time as directed by the University Supervisor or Course Instructor.
 - 3. The student will not by any overt action render support to either party to the dispute.

10. Termination or Change of Assignments and Projects.

Either the District or SJU may, at any time, change or terminate the assignment of any Student Teacher, Practicum Student, or Participant or any cooperatively developed project which involves field experience students. However, before either change or termination, all parties shall make reasonable efforts to consult with each other.

11. Status of Student Teachers, Practicum Students, and Participants.

- a. The parties acknowledge and agree that students are not the employees or agents of either SJU nor the District.
- b. The District retains primary responsibility for the educational experience of its pupils and for the orderly conduct of its school. Student Teacher, Practicum Students, and Participants shall be under the direction and control of the District as represented by the Supervising or Cooperating Teacher, Principal, and other administrative personnel while they are on the premises of the District or acting on behalf of the District in locations other than the premises.

12. Termination.

This Agreement may be terminated either by the District or SJU by giving the other party thirty (30) days prior written notice; provided, however, that any student Teacher, Practicum Student or Participant already placed shall be allowed to finish his/her assignment.

13. Indemnification

To the extent permitted by law, each of SJU and the District shall defend, indemnify and hold harmless the other party, its successors, assigns, trustees, officers, employees,

agents and students from and against all actions, causes of action, claims and demands whatsoever, and from all costs, damages, expenses, charges, debts and liabilities whatsoever (including attorneys' fees), whether known or unknown, present or future, that arise from or are connected with the indemnifying party's action or inaction under this Agreement. This Section shall survive termination, cancellation or expiration of this Agreement.

14. Assignment

The District shall not transfer this Agreement or any interest hereunder, by operation of law or otherwise without the prior written consent of SJU.

15. Notices.

All notices or other communications required or permitted under this Agreement shall be deemed duly given if in writing and delivered personally or sent by registered or certified mail, return receipt requested, first-class postage prepaid, if to:

Saint Joseph's University
Merion Hall
5600 City Avenue
Philadelphia, PA 19131
ATTN: Carole Hoy
choy@sju.edu

with a copy to:

Office of the General Counsel
Saint Joseph's University
5600 City Avenue
Philadelphia, PA 19131

AND

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

Notices will be deemed given on the date of delivery (in the case of personal delivery) or at the time of mailing (in the case of mail delivery). Either party may change its notice address by giving the other party notice of such change.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the 11th day of April, 2023.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement as of the XX day of month, 2023.

SCHOOL:

SAINT JOSEPH'S UNIVERSITY:

By: M. McGuffin
Name: Melinda McGuffin
Title: Executive Director

By: _____
Name: James H. Carter, PhD
Title: Interim Provost

Confirmation

Employee/Client	Reservation: 366644
Michele Capio	Event Name: SASIED
SASIED	Status: Confirmed
2900 Ogden Ave	Phone: 630) 778-4500
Lisle, IL 60532	Email Address: mcapio@sased.org
	Event Type: Meeting
	Profit Center: 001
	Estimated Attendance: 0
	Actual Attendance: 0

Bookings / Details	Quantity	Price	Amount
--------------------	----------	-------	--------

Below are the details of your request.

Please read all terms below, reservation is tentative pending the return of this signed agreement.

If you have any questions, please feel free to contact Maria Ruiz at 630.271.2115 /ruiz-maria @aramark.com, Ruthanne Schroeder at 630.271.2077/schroeder-ruthanne@aramark.com

Payment Terms:

Contract must be submitted to secure reservation. Full payment is due 15 days after close of event.

Card Type: _____ CCV: _____

Credit Card Number: _____ Exp. date: _____

Cardholder's Name: _____

Cardholder's Signature: _____

Billing Address: _____

Invoicing: Please make checks payable to Aramark

*Note: Late fee will apply after 15 at %

Cancellation Policy: Cancellation Policy: A cancellation fee of 50% of the total confirmation price will be applied if canceled more than 10 days prior to event. If canceled less than 10 days zero refund

Wi-Fi Policy: Free Wi-Fi is available to all guests. Due to your company's internet securities policies, connectivity maybe limited. We strongly suggest you visit the conference center for testing prior to your event.

AV Policy: Outside Audio Visual equipment is prohibited. Staff are fully trained and versed with the operation of Aramark equipment. Equipment is meticulously checked and maintained. Aramark is not responsible for any Client equipment or possessions.

Food Policy: Outside food and Beverages are strictly prohibited. A surcharge of \$10.00 per person will be applied to your invoice in the event the policy is not adhered too.

Additional charges outside Normal Business Hours:

Normal business hours are from 7:00am - 6:00pm. An additional charge of \$225.00 per hour will applied to your invoice for Security services, and HVAC outside of normal operating hours.

Bookings / Details**Quantity****Price****Amount**

The undersigned represents that they are authorized to sign and enter this contract. This contract is considered tentative pending the return of this signed agreement.

Signature

Date:

Print name:

Title:

Friday, August 11, 2023**8:00 AM - 4:00 PM SASED (Confirmed) AUDITORIUM**

Classroom Style for 40

Room Charge:

1

\$650.00

\$650.00

Downers Grove Audio Visual:

LCD Projector (Data and Video)

1

\$100.00

\$100.00

8:00 AM - 4:00 PM SASED (Confirmed) COLLABORATION ROOM

Classroom Style for 40

Room Charge:

1

\$350.00

\$350.00

Downers Grove Audio Visual:

LCD Projector (Data and Video)

1

\$100.00

\$100.00

8:00 AM - 4:00 PM SASED (Confirmed) TRAINING ROOM 1

Classroom Style for 40

Room Charge:

1

\$650.00

\$650.00

Downers Grove Audio Visual:

LCD Projector (Data and Video)

1

\$100.00

\$100.00

8:00 AM - 4:00 PM SASED (Confirmed) TRAINING ROOM 3

Classroom Style for 40

Room Charge:

1

\$500.00

\$500.00

Downers Grove Audio Visual:

LCD Projector (Data and Video)

1

\$100.00

\$100.00

Subtotal

\$2,550.00

IL Sales Tax (8%)

\$172.00

Grand Total

\$2,722.00



MASTER SERVICE AGREEMENT

This **Master Service Agreement** ("Agreement") is made and entered into this 13 day of June, 2023 by and between the Board of Directors of the School Association for Special Education in DuPage County (SASED), (hereinafter "Customer"), and Net56, Incorporated, 21805 W Field Pkwy, Suite 125, Deer Park, IL 60010 (hereinafter "Net56"), an Illinois Corporation.

WITNESSETH:

WHEREAS, Net56 represents that it has expertise in the area of IT (defined below) and is ready, willing, and able to provide assistance to Customer subject to the terms and conditions set forth herein; and

WHEREAS, Customer, in reliance on Net56's representations, is willing to engage Net56 as an independent contractor, and not as an employee, on the terms and conditions set forth herein; and

WHEREAS, the parties are entering into this Master Service Agreement to establish the general parameters for providing the Services (defined below); however, the specific Services shall be set forth in Exhibit A to this Agreement; and

WHEREAS, all subsequent Services shall be identified in Exhibits A-1, A-2 etc., which shall be mutually agreed upon, executed by the parties, and shall become a part of this Agreement.

NOW, THEREFORE, in consideration of the obligations herein made and undertaken, the parties, intending to be legally bound, covenant and agree as follow:

Section 1

DEFINITION OF TERMS

"IT" means Information Technology, including without limitation, hosted and managed infrastructure services, cybersecurity services, VoIP phone system installation, set-up, management and maintenance, firewall and data security design, management and maintenance, monitoring, and data back-up and disaster recovery design, management, and maintenance.

Section 2

SERVICES

- 1) This Agreement shall remain in force unless terminated in writing by either party hereto in accordance with the express provisions of this Agreement. Either party may terminate this



MASTER SERVICE AGREEMENT

Agreement pursuant to Section 10 ("Default") of this Agreement or as provided in Section 2 (Terms and Conditions) of Exhibit A. Net56 shall provide services in the area of IT that are more fully described in Exhibit A attached hereto, and thereafter Exhibits A-1, A-2 etc. (Exhibit A and all successive Exhibit A's are collectively referred to as "Exhibit A"), which exhibits shall be reviewed by the parties' legal counsel before execution, mutually agreed upon, executed by the parties and shall become part of this Agreement. Net56 shall render such services and deliver the required reports and other deliverables ("Services") in Exhibit A in accordance with the timetable and milestones set forth in Exhibit A. In the event Net56 anticipates at any time that it will not reach one or more milestones or complete one or more assignments within the prescribed timetable, Net56 shall immediately so inform Customer by written notice, submit proposed revisions to the timetable and milestones that reflect Net56's best estimates of what realistically can be achieved, and continue to work under the original timetable and milestones until otherwise directed by Customer. Net56 shall also prepare and submit such reports of its performance and its progress as the Customer may reasonably request from time to time. If not included in Exhibit A, and a timetable is applicable to the Services being provided by Net56, the parties shall, within thirty (30) days after executing the relevant Exhibit, mutually agree to a timetable and milestones for completion of the project. Until the timetable and milestones are agreed upon, Net56 shall proceed in a diligent manner to meet the Customer's reasonable expectations for completion of the particular project and providing the applicable Services.

- 2) Net56 shall provide and make available to the Customer such resources as shall be necessary to perform the Services called for by this Agreement. If any services, functions or responsibilities not specifically described in this Agreement or the Exhibit A are reasonably required for the proper performance and provision of the Services that are specifically described in Exhibit A or are an inherent part of or necessary sub-task included within such Services, they will be deemed to be implied by and included within the scope of the Services to be provided by Net56.
- 3) All Services shall be performed at Net56's offices or at the Customer's facilities unless otherwise mutually agreed and shall be performed in a competent and professional manner by employees of Net56 having a level of skill in the area commensurate with requirements of the scope of work to be performed. Net56 shall always make sure its employees observe security and safety policies of the Customer.
- 4) No relationship of employer and employee is created by this Agreement between Net56 (or the individuals performing Services through Net56) and the Customer, it being understood that Net56 and such individuals will provide the Services as an independent contractor. Net56 acknowledges that Net56 and the individuals performing Services through Net56 are performing services separately and independently from the Customer's control, supervision, direction, and evaluation; that they each have a full opportunity to find other business; that



MASTER SERVICE AGREEMENT

each has made their own investment in his/her business; and that they will utilize a high level of skill necessary to perform the Services described. The Customer shall have no obligation to provide training to these individuals related to the performance of their duties in accordance with professional standards. Net56, through its individuals performing Services, shall have the responsibility to comply with all applicable laws and standards of care in the provision of Services. Anything herein to the contrary notwithstanding, the parties hereby acknowledge and agree that Customer shall have no right to control the manner, means, or method by which Net56 performs the Services called for by this Agreement except if Net56's performance constitutes a violation of law or Customer's policies. Customer shall be entitled only to direct Net56 with respect to the elements of the Services to be performed by Net56 and the results to be derived by Customer, to inform Net56 as to where and when such Services shall be performed, and to review and assess the performance of such Services by Net56 and any third party contracted through Net56, all for the limited purposes of assuring that such Services have been performed and confirming that such results are satisfactory.

- 5) Net56 agrees that it will pass through to Customer any rights it obtains under any assignments, warranties and indemnities given by its third-party subcontractors or suppliers in connection with any Services, products or deliverables provided by Net56 pursuant to this Agreement or Exhibit A.

Section 3

GENERAL PROVISIONS

- 1) This Agreement together with all Exhibits, which are incorporated herein by reference, is the sole and entire Agreement between the parties relating to the subject matter hereof with no party relying upon any statement or representation made by any party not embodied in this Agreement. This Agreement supersedes all prior understandings, agreements, and documentation relating to such subject matter. In the event of conflict between the provisions of the main body of the Agreement and any attached Exhibits, the Exhibits shall take precedence.
- 2) Nothing contained herein shall be construed as creating any agency, partnership, joint venture, or other form of joint enterprise between the parties.
- 3) This Agreement shall be governed by the laws of the State of Illinois. Any lawsuit relating to this Agreement shall be instituted in the Lake County, Illinois, Circuit Court or the U.S. District Court, Northern District, Eastern Division.
- 4) Headings used in this Agreement are provided for convenience only and shall not be used to construe meaning or intent or otherwise affect the interpretation of any of the provisions of



MASTER SERVICE AGREEMENT

this Agreement. Whenever the context so requires, the singular shall include the plural and vice versa. All words and phrases shall be construed as masculine, feminine or neuter gender, according to the context. Whenever the term "include," "including," or "included" is used in this Agreement, it shall mean including without limiting the foregoing.

- 5) Net56 agrees to facilitate criminal background checks for all Net56 employees or consultants who will be on site, as requested by the Customer.

Section 4

PAYMENTS

- 1) In consideration of the Services performed by Net56, the Customer shall pay Net56 the fees set forth in Exhibit A included hereto.
- 2) The Illinois Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) expressly applies.

Section 5

RIGHTS IN DATA

- 1) All intellectual property rights in the programs, systems, data, or material produced by Net56 in the performance of the Services called for in this Agreement shall remain the property of Net56, provided, however, that the Customer shall be granted a perpetual, world-wide, irrevocable, nontransferable license for use in Customer's own facilities.
- 2) All rights, titles, and interest in and to any programs, systems, data, and materials furnished to Net56 by the Customer are and shall remain the property of the Customer.

Section 6

WARRANTIES

- 1) To its knowledge, Customer warrants that either it owns all right, title, and interest in and to any programs, systems, data, or materials furnished by Customer to Net56 hereunder or has obtained the necessary licenses to utilize any programs, systems data or materials furnished by Customer to Net56 hereunder.
- 2) Net56 warrants that:
 - a) Its performance of the Services called for by this Agreement does not and shall not violate any applicable law, rule, or regulation; any contracts with third parties, or any



MASTER SERVICE AGREEMENT

third-party rights in any patent, trademark, copyright, trade secret, or similar right;

- b) It is the lawful owner or licensee of any software programs or other materials used by Net56 in the performance of the Services called for by this Agreement and it has all rights necessary to convey to Customer the unencumbered ownership of any goods provided to Customer; and
 - c) For all licensed third-party software or other third-party intellectual property utilized by Net56 hereunder, Net56 has provided either (1) that Customer is an additional licensed user for such software or intellectual property, or (2) that in the event of a Default by Net56, as defined by Section 10 herein, Customer shall acquire such license rights. At the Customer's request, Net56 shall provide satisfactory evidence of such actual or contingent license rights.
- 3) Net56 will make a best effort; however, it does not warrant its services will prevent unauthorized access to the Customer's network by third parties or that it will prevent malicious, hostile, or intrusive software on Customer's network. Net56 shall promptly notify the Customer of any unauthorized access to the Customer's network and of the presence of any malicious, hostile or intrusive software and attempt to remediate unauthorized access and the presence of any malicious, hostile, or intrusive software as soon as practicable.

Section 7

LIMITATION OF LIABILITY

THE AGGREGATE LIABILITY FOR EITHER PARTY UNDER THIS AGREEMENT FOR ANY CLAIM WHATSOEVER SHALL NOT EXCEED THE GREATER OF THE INSURANCE LIMITS DISCLOSED IN SECTIONS 11(a)i, 11(a)ii, 11(a)iii, 11(a)v and 11(a)vi OR THE VALUE OF TWELVE (12) MONTHS OF SERVICES PROVIDED HEREUNDER. THIS LIMITATION OF DAMAGES SHALL NOT APPLY TO DAMAGES INCURRED DUE TO WILLFUL MISCONDUCT AND GROSS NEGLIGENCE OR IN CONNECTION WITH NET56'S BREACH OF ITS CONFIDENTIALITY AND SECURITY OBLIGATIONS TO CUSTOMER.

Section 8

ASSIGNMENT

This Agreement may not be assigned by either party or by operation of law to any other person or entity without the express written approval of both parties. This Agreement may, however, be assigned to a successor entity by either party or by operation of law without the written approval of the other party in the event that the successor entity succeeds to substantially all of the assets or business of either party. In such an event, the assigning party shall notify the other



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party immediately of any assignment of this Agreement and provide the other party an acknowledgement of assignment of this Agreement, in a form reasonably acceptable to the non- assigning party. The non-assigning party has the right to terminate this Agreement without penalty provided the non- assigning party can prove the successor entity not to be compliant with standard business practices. Subject to the foregoing, this Agreement shall be binding on the successors and assigns of each party.

Section 9

CONFIDENTIALITY

CONFIDENTIAL INFORMATION AND MATERIALS

- 1) "Confidential Information" means any tangible or intangible information or material, which is proprietary to either party or designated by either party as Confidential Information. Customer hereby designates all information regarding or relating to its financial information, students, and employees as Customer's Confidential Information. Such information shall be deemed Confidential Information whether or not owned or developed by either party and which the other party may obtain knowledge of through or as a result of the relationship established hereunder, access to each other's premises, or communications with the other party's employees or independent contractors.
- 2) Confidential Information does not include information, technical data, or know-how which (i) became known to the receiving party prior to disclosure of such information by the disclosing party; (ii) is or subsequently becomes publicly available without either party's breach of any obligation owed to the other party; (iii) is subsequently disclosed to the receiving party from a third-party source without an obligation of confidentiality to the disclosing party; or (iv) is independently developed by the receiving party without reliance upon the disclosing party's Confidential Information.

RESTRICTIONS

- 1) Each party understands and acknowledges that Confidential Information has been developed or obtained by the other party by investment of significant time, effort and/or expense, and that such Confidential Information provides such party with a significant competitive advantage in its business.
- 2) During the parties' business relationship, and for a period of one (1) year following the termination of the parties' business relationship, each party shall take reasonable security precautions, at least as great as the precautions it takes to protect its own confidential information, to prevent the disclosure of any Confidential Information to any third party. Dissemination of Confidential Information shall be limited to only those employees or



MASTER SERVICE AGREEMENT

consultants of the receiving party as are necessary to perform the limited purpose for which the Confidential Information was provided.

- 3) Each party agrees to return all materials, including software or documents which have been furnished as part of this Agreement, together with any copies thereof, promptly upon the request of the other party, or, if not requested earlier, promptly after the limited purpose for which they were furnished has been accomplished or abandoned, except that each party may retain such Confidential Information as may be reasonably required by it for performance of any agreements between the parties.
- 4) Neither party shall disclose Confidential Information, except as required by law, court order, or to enforce or defend an action between the parties.
- 5) All Confidential Information is and shall remain the property of the disclosing party. Nothing in this Agreement, or any disclosure of Confidential Information, shall grant any express or implied right to the receiving party to or under disclosing party patents, copyrights, trademarks, or trade secret information.
- 6) Each party agrees that its obligations here under are necessary and reasonable to protect the business of the other party, and expressly agrees that monetary damages would be inadequate to compensate the other party for any breach of any covenant set forth herein. Accordingly, each party agrees and acknowledges that any such violation or threatened violation shall cause irreparable injury to the other party and that, in addition to any other remedies that may be available, in law, in equity, or otherwise, the other party shall be entitled to obtain injunctive or equitable relief as may be deemed proper by a court of competent jurisdiction.
- 7) All confidentiality obligations hereunder shall survive change or termination of the parties' business relationship.
- 8) Net56 agrees and understands that in the course of its performance of its services hereunder, Net56 may be provided access to records of Customer relating to individual employees or that constitute student records under the Illinois School Student Records Act or the Family Educational Rights and Privacy Act of 1974 ("Student Records"). Net56 acknowledges that for the purposes of this Agreement it will be designated as a "school official" with "legitimate educational interests" in the education records, as those terms have been defined under FERPA and its implementing regulations, and Net56 agrees to abide by the FERPA limitations and requirements imposed on school officials. Net56 agrees to abide by the applicable provisions of the Illinois Student Records Act (ISSRA). Net56 agrees and understands that it shall have access to such records only as Customer's agent, that its employees shall have no right to access or view records from which individual students may be identified except as necessary to perform its services hereunder, and that



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in no event shall Net56 cause such records to be published, transmitted or otherwise disclosed to any third party except upon Customer's specific direction or as otherwise required by law. All information that qualifies as a student record under Family and Educational Rights Privacy Act and the Illinois School Student Records Act shall be handled by Net56 in accordance with those laws. If there is a breach of such information (i.e., disclosure to a third party by Net56 or agent of Net56), Net56 shall, within two (2) calendar days of knowledge of the incident, inform the Customer of the breach and the data affected. Net56 further agrees to comply with all state and federal laws, including, but not limited to, the Illinois School Student Records Act, the Illinois Mental Health Act and Developmental Disabilities Confidentiality Act, the federal Family Educational Rights and Privacy Act, the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and all rules and regulations governing the release of student, personnel, and medical records. Net56 also shall abide by all other records confidentiality obligations of the Customer and all Customer policies and procedures applicable to same. Upon termination of the Agreement with or without cause, including, but not limited to, termination under the provisions of this Agreement or Amendment or expiration of its term, any Customer employee or student record information in possession of Net56 or individuals performing Services shall be returned to the Customer and all copies of such information in all formats destroyed in accordance with all applicable laws and U.S. Department of Education and Privacy Technical Assistance Center guidelines within thirty (30) days of termination unless the Agreement provides for Net56 to maintain the records for a longer period of time.

- 9) To the extent Net56 receives and maintains Customer's data or information on its own systems or facilities, Net56 shall maintain such data and information using data security software, hardware and administrative and physical protocols sufficient to protect such data and information from inadvertent disclosure or breach in accordance with law and commercial best practices, which shall include, but not be limited to, data security practices set forth by the United States Department of Education Privacy

- 10) Technical Assistance Center and any data security rules of the Illinois State Board of Education. Net56 shall notify the Customer within 24 hours of becoming aware of the potential breach or disclosure of any of the Customer's documents or information in its possession or sooner if required in order to comply with state or federal law regarding data privacy breaches. In such event, Net56 shall promptly, after notice to and consultation with the Customer, provide notices to the Customer's employees and former employees affected by a breach, and shall further comply with any notification requirements of state or federal law including, but not limited to the Illinois Personal Information Protection Act, 815 ILCS 530 et seq. Net56 shall bear the costs of both the Customer and Net56 in investigating and remediating the breach, including, but not limited to, the costs itemized in the Student Online Personal Protection Act, 105 ILCS 85/5 et seq.



MASTER SERVICE AGREEMENT

- 11) Net56 understands that Customer is a political subdivision of the State of Illinois and is subject to the Illinois Freedom of Information Act. Net56 agrees that any disclosure of Confidential Information pursuant to an appropriate Illinois Freedom of Information Act request shall not violate the terms of this Agreement.

Section 10

DEFAULT

- 1) For purposes of this Agreement, a Default by Net56 shall be deemed to have occurred if:
 - i) Net56 initiates or threatens to initiate bankruptcy or insolvency proceedings or is otherwise declared or adjudged to be bankrupt or insolvent.
 - ii) Net56 ceases its business operations in substantial part;
 - iii) Net56 fails to provide any of the Services to Customer under the Agreement; or
 - iv) Net56 breaches any term or condition of this Agreement and, if capable of cure, such breach continues for thirty (30) days after written notice thereof. In the event of a Default by Net56, Customer shall have, in addition to the rights otherwise set forth herein, the right to take immediate possession of all of Customer's equipment software, data and documentation on Net56's premises or otherwise under Net56's control, terminate this Agreement, and receive from Net56 any prepaid fees.
- 2) For purposes of this Agreement, a Default by Customer shall be deemed to have occurred if:
 - i) Customer initiates or threatens to initiate bankruptcy or insolvency proceedings or is otherwise declared or adjudged to be bankrupt or insolvent.
 - ii) Customer ceases its business operations in substantial part; or
 - iii) Customer fails to remit full payment for Services as required under this Agreement pursuant to a properly issued and undisputed invoice and such breach continues for thirty (30) days after written notice thereof. In the event of a Default by Customer, Net56 shall have, in addition to the rights otherwise set forth herein, the right to cease providing services to Customer.

Section 11

INSURANCE AND INDEMNIFICATION

- 1) Net56 shall maintain, at its own expense, the following insurance coverages on an occurrence and claims made basis insuring Net56, its employees, and agents, and the Indemnities as required herein, and shall add Customer, its employees, agents, board members, and students as additional insureds on all policies required. All policies shall incorporate a provision requiring the giving of written notice to the Customer at least ninety (90) days prior to the cancellation or non-renewal of any such policies. Net56's insurance



MASTER SERVICE AGREEMENT

shall be primary and non-contributory to any insurance held by the Customer.

- (1) Professional Liability Insurance in the minimum amount of at least One Million Dollars (\$1,000,000) per claim, and in the aggregate, including economic loss.
 - (2) Commercial General Liability Insurance (including contractual liability), covering personal injury, bodily injury, and property damages in the amount of at least One Million Dollars (\$1,000,000), per occurrence and in the aggregate.
 - (3) Comprehensive Automobile Liability Insurance, including hired and non-owned vehicles, if any, in the amount of One Million Dollars (\$1,000,000) covering personal injury, bodily injury, and property damage.
 - (4) Workers' Compensation Insurance in the amount of the statutory maximum with an Employer's Liability coverage of at least One Million Dollars (\$1,000,000).
 - (5) Umbrella or excess liability insurance of not less than Three Million Dollars (\$3,000,000) for any one occurrence and in the aggregate. The umbrella or excess insurance maintained by Net56 shall follow the form of the general liability policy.
 - (6) Cyber insurance covering data breaches and disclosure of private and confidential information, on a claims-made basis, of at least \$1,000,000 per claim and in the aggregate.
-
- 2) Net56 shall submit valid certificates and, if requested, policies, in form and substance satisfactory to Customer evidencing the effectiveness of the foregoing insurance policies along with copies of the amendatory riders to any such policies to Customer for Customer's approval.
 - 3) Net56 shall indemnify, defend, and hold harmless Customer, its employees, agents, board members, and students from any and all losses, costs (including attorneys' fees, court costs and expert witness fees), damages, fees, fines and liabilities arising from, connected with or related to any negligent act or omission of Net56 or any breach of this Agreement.
 - 4) Customer shall indemnify, defend, and hold harmless Net56, its employees and agents from any and all third-party claims, including losses, costs (including attorneys' fees, court costs and expert witness fees), damages, fees, fines and liabilities resulting from third party claims to the extent caused by any grossly negligent act or omission of Customer.



MASTER SERVICE AGREEMENT

Section 12

NOTIFICATION

All notices which are required to be given hereunder shall be in writing and delivered either by an overnight delivery service or by United States registered or certified mail, return receipt requested, postage prepaid, addressed to the parties hereto at their respective addresses below and shall be deemed provided upon deposit in the U.S. Mail. Email transmission of notices required under this Agreement will be deemed sufficient for purposes of this Section (12), and deemed delivered when sent:

Net56

Net56, Inc.
21805 W Field Pkwy, Suite 125
Deer Park, IL 60010
Attn: Legal

Customer

School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, IL 60532
Attn: [Department]



MASTER SERVICE AGREEMENT

Section 13

COMPLIANCE WITH LAWS

Net56 shall comply with all laws, rules, regulations, and ordinances applicable to the Services provided hereunder. Further, Net56 certifies hereby that it is not barred from entering into this Agreement as a result of violations of either Section 33E-3 or Section 33E-4 of the *Illinois Criminal Code of 2012*, or any other applicable law, rule or regulation and that it has a written sexual harassment policy in full compliance with 775 ILCS 5/2-105(A)(4). Net56 also covenants and represents that it will comply with the *Illinois Human Rights Act*, 775 ILCS 5/1-101 *et seq.* and the provision of sexual harassment policies and procedures pursuant to Section 2-105 of that Act, with all federal Equal Employment Opportunity Laws, including, but not limited to, the *Americans With Disabilities Act*, 42 U.S.C. Section 12101 *et seq.*, and rules and regulations promulgated thereunder.

1) Background Checks and Sex Offender:

- a) Criminal Background Checks and Physical Fitness: All Net56 full-time employees who are or will be on-site at Customer performing Services under this Agreement must submit to a fingerprint based criminal background check as detailed in 105 ILCS 5/10-21.9 prior to commencing work to ascertain whether such employees have been convicted of any of the offenses enumerated therein. No Net56 employee that has been convicted of any of the enumerated offenses in 105 ILCS 5/10-21.9 shall provide any on-site services under this Agreement. Additionally, such criminal background checks will be performed at Net56's expense. Net56 shall be responsible for all costs, liabilities and expenses incurred by the Customer as a result of its breach of this Paragraph. Further, Net56 shall ensure that all employees that have direct daily contact with students of the Customer have provided evidence of physical fitness to perform the duties assigned and freedom from communicable disease, as required by 105 ILCS 5/24, to Net56, and, moreover, Net56 represents and warrants to the Customer that all such employees providing services under this Agreement have provided such evidence to Net56.
- b) Presence of Child Sex Offenders on School Property: Net56 acknowledges that, pursuant to the Illinois Criminal Code (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Superintendent of Schools or the Board. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. Net56 shall ascertain that its employees and subcontractors authorized by Customer are notified of this law and that said employees are directed to notify Net56 if they have been convicted of a sex offense restricting their presence on school property. Net56 will then provide appropriate and immediate notification to Customer. Further, Customer reserves the right to request the removal from the project of any persons, including, but not limited to, employees of Net56 and subcontractors, who engage in conduct in violation of the law or Customer's Policy or conduct otherwise disruptive to the educational process or detrimental to students. The costs related to such removal and substitution of personnel shall be borne solely by Net56.

IN WITNESS WHEREOF, duly authorized representatives of the parties hereto have executed this Master Service Agreement.

Net56

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

Customer

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

Signature: _____

Signature: _____

Name: _____

Name: Dr. Mindy McGuffin

Title: _____

Title: Executive Director

Date: _____

Date: _____



MASTER SERVICE AGREEMENT – EXHIBIT A

Exhibit A

The services provided under these exhibits shall commence July 1, 2023, and terminate on June 30, 2025.

Exhibit A-1

Net56 Service Offering

MSA IT Service Fees: In consideration of the services performed by Net56, District shall pay Net56 the following Monthly fees:

Managed IT Production Services	Monthly Cost
Network Operation Services (NOC) Information Systems Services (ISS) Service Desk Services (SDS) Security Operation Center (SOC) & Governance Services	\$23,170.06
Licensing and Hosting	\$1,680.37
Monthly Total	\$24,850.43

Licensing and Hosting - Itemized

SIEM Service (Security Information Event Management)	Device Count	Monthly Cost
SIEM Devices & Network Objects Licensing Yearly Managing Service	457	\$ 482.90 <i>Included in MSA</i>

EDR Service	Device Count	Monthly Cost
IOS Devices Mac OS Devices Windows OS Devices Servers EDR Licensing Yearly Managing Service	445	Client Paid <i>Included in MSA</i>

Network Monitoring Service	Device Count	Monthly Cost
Network Nodes Network Servers Orion Network Monitoring Licensing Yearly Orion Hosting Managing Service	51 1	\$ 337.71 \$ 500.00 <i>Included in MSA</i>



MASTER SERVICE AGREEMENT – EXHIBIT A

EndPoint Management Service	Device Count	Monthly Cost
Endpoints MDM Licensing Yearly Managing Service	445	Client Paid <i>Included in MSA</i>

3-2-1 Disaster & Recovery Ransomware Service	Device Count	Monthly Cost
Total Servers Used Storage in Terabytes	3.6	\$ 179.76 <i>Included in MSA</i>
Total Servers History Required Storage multiplier	3	
DR Licensing Yearly Managing DR Servers		
Storage Usage	21.6 Terabytes	

Hosted Servers Service	Device Count	Monthly Cost
Servers	6	<i>Included in MSA</i>

Cybersecurity Governance	Monthly Cost
Governance	<i>Included in MSA</i>

Total Monthly	\$ 1,680.37
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Each calendar year on July 1st the monthly services fees and licensing/hosting fees above shall be adjusted by 4%.



MASTER SERVICE AGREEMENT – EXHIBIT A

Exhibit A-2

Net56 Service Offering Definitions

- 1) Scope of Services – Network Production Services
 - a) Network Design, Maintenance, and Monitoring Services
 - i) Configure and maintain hardware configurations of network routers, switches, Local Area Networks (LANs), Virtual LANs, and remote access systems while ensuring proper configuration, management, and backups.
 - ii) 24x7 enterprise network monitoring of WAN/LAN
 - iii) Wireless
 - iv) Firewall
 - v) Web filter
 - vi) Tier II and Tier III systems engineer support
 - b) Information Services
 - i) Provide Tier II and Tier III support for student information suites, finance/HR/payroll suites, educational software, G Suite for Education, ISBE and other testing, and any other software suite or application used by the Customer.
 - c) 24/7 Service Desk
 - i) Provide live service desk support, with included ticketing system except for holidays named in Master Service Agreement (New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following day, and Christmas Day. If holiday falls on a weekend, holiday hours will be the Friday prior to holiday or Monday, post-holiday.)
 - ii) Provide the customer with portal access to the ticketing system.
 - iii) Provide Tier 1 support to users.
 - d) Global Password Management
 - i) Store and manage current passwords for various accounts in a secure, centralized system.
- 2) Scope of Services – Cybersecurity Governance and Student Data Privacy
 - a) Network Assessment
 - i) Ongoing evaluating of the customer’s network systems, environmental infrastructure, and applications usage, while also uncovering concerns from staff to identify gaps for improvements.
 - b) Security Assessment
 - i) Provides ongoing in-depth analysis of networks, systems, and applications to identify, quantify, and mitigate risks.
 - c) Internal Network Deep-Dive Diagnosis
 - i) Ongoing analyses of our organization’s technology and cyber security issues and operations
 - d) Roles & Responsibilities
 - i) Ongoing evaluation of our infrastructure and organizational environment to provide a comprehensive picture of our current technological resources, processes, and infrastructure.
 - e) Information Security Pressure Posture Analysis
 - i) Identifies your specific outside pressures and drivers supporting a technology & cybersecurity governance program.
 - f) Technology & Security Requirements Document



MASTER SERVICE AGREEMENT – EXHIBIT A

- i) Managing a repository of information about the customer, along with other factors that will influence your information security strategy.
 - g) Technology & Security Gap Analyst Report
 - h) Shows your perceived and actual security level, in addition to the most and least mature security areas to recommend a baseline set of components for improvement.
 - i) Vulnerability & Remediation Tracking Doc
 - j) Ongoing management tracking vulnerabilities and remediation within the system
 - i) Security Training Schedule, Materials & Feedback
 - ii) Provides training material to teach end users how to recognize current cyberattacks.
 - k) Security Policies (Multiple)
 - i) Reviews and designs a formalized set of rules and regulations within your organization, prescribing the use of various devices and software that can lead to cyber security breaches.
 - l) External Security Audit Report
 - i) Develops an agile, proactive ongoing security strategy to protect your infrastructure, systems, and data.
 - m) Incident Response Checklist
 - i) Defines a specific process for managing information security incidents to minimize their impact on the customer.
 - n) Backup & Recovery Operational Procedure
 - i) Documents the processes undertaken to ensure the recoverability of critical organizational data.
 - o) Presentation of Findings
 - i) Periodically presents a summary of the findings and areas at risk to determine potential targets for improvement, along with recommendations and next steps.
- 3) Security Information and Event Management (SIEM): It involves collecting, storing, and analyzing security-related data from various sources, such as network devices, servers, operating systems, applications, firewalls, and intrusion detection systems. These data sources generate a vast number of logs, alerts, and events that need to be aggregated and centralized for effective analysis. Focuses on real-time monitoring and correlation of security events to identify potential security incidents or threats. SIEM involves analyzing the collected security data, applying correlation rules, and generating alerts or notifications when patterns or indicators of compromise are detected. SIEM security analysts identify and respond to security incidents in a timely manner.



MASTER SERVICE AGREEMENT – EXHIBIT A

Exhibit A-3

Net56 Service Terms

- 1) Term: The Services provided under this Exhibit shall commence July 1, 2023, and terminate on June 30, 2025.
- 2) Additional Fees:
 - a) Additional charges would only be incurred if the work constituted a change in the production environment.
 - i) An example of in-scope services are the day-to-day services to monitor and maintain your in-service production network, such as coming onsite to repair a switch.
 - ii) An example of out-of-scope services resulting in billable work would be coming onsite to modify or expand the production network.
 - b) DRR restoration services requested by customers are time and material based.
 - c) Escalation Clause: Each calendar year on July 1st, the labor rates per hour listed below shall be adjusted by a percentage amount equal to the percentage change in the U.S. Department of Labor, Bureau of Labor Statistics Consumer Price Index for the 12 months ending the preceding December 31st, with a maximum of 4%.
 - d) Additional Provisions:
 - i) If the customer requests MSA service to be done outside of the standard business hours, that service therefore becomes a project and is billable at non-standard hours. Additional charges would only be incurred if the work constituted a change in the production environment and/or outside standard hours for NET56 for Weekdays 8:00 am to 5:00 pm.

1a. SERVICE LABOR RATE INFORMATION

Effective: July 1, 2023

Straight Time	Published Labor Rates per Hour	Standards Description
Overtime	1 and ½ times PLR	Weekdays & Saturdays 5:00p – 8:00a
Double Time	2 x PLR	Sundays & Holidays

As of July 1, 2023

Position	Hourly Rate
Service Desk Technician	\$125.00
Applications Engineer	\$225.00
Network Engineer	\$225.00
Service Delivery	\$225.00
CIO/CTO/CSO/CSD	\$260.00
CEO	\$275.00

- 3) Onsite Work & Travel:



MASTER SERVICE AGREEMENT – EXHIBIT A

- a) MSA-based onsite service work mileage cost is included in the monthly Managed IT Services Subscription fees.
- b) Non-MSA billable service work is assessed mileage cost using the current market (CPI), Standard Mileage Rate and labor rates using the current market (CPI), Published Labor Rates with the Regulatory Standards table metrics in (1a).
- c) Discount: A 20% discount on Published Labor Rates will be applied for any billable services rendered outside the scope of the current MSA contract.



MASTER SERVICE AGREEMENT – EXHIBIT A

In Witness Whereof, the Parties hereto have caused this Exhibit A to the Master Services Agreement to be executed by their authorized representative, effective July 1, 2023.

Net56

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

Customer

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

By: Bruce Koch
Name (printed/typed)

By: Dr. Mindy McGuffin
Name (printed/typed)

Signature

Signature

President & CEO
Title

Executive Director
Title

Date

Date



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Directors
From: SASED Administration
Date: June 21, 2023
Re: FY24 Wage and Salary Recommendations

Background

SASED has two groups of employees that are organized into unions and collectively bargain their contracts. The first group is professional staff excluding occupational and physical therapists, managerial, supervisory, and confidential employees. The second group is support staff excluding secretaries, custodians, grant employees, other licensed professionals, occupational and physical therapists, supervisors, managerial and confidential employees. The cost of wages for each SASED employee group is as follows:

	Wages Prior to Increase		% of Total Wages
<u>Bargaining Unit</u>			
Certified	\$9,492,572		50.2%
Non-Certified	<u>2,538,262</u>		<u>13.4%</u>
	<u>12,030,834</u>		<u>63.6%</u>
<u>Occupational & Physical Therapists</u>	<u>3,994,806</u>		<u>21.1%</u>
<u>Statewide Grants</u>	<u>263,182</u>		<u>1.4%</u>
<u>Other</u>			
Directors	255,574		1.4%
Program Administrators/Assistant Program Administrators/ Coordinators	803,205		4.2%
Other Professionals	586,506		3.1%
Administrative Assistants & Secretaries	884,590		4.7%
Custodial/Maintenance	<u>97,154</u>		<u>0.5%</u>
	<u>2,627,029</u>		<u>13.9%</u>
	<u>\$18,915,851</u>		<u>100%</u>

NON-BARGAINING UNIT RECOMMENDATIONS

Recommended wage increases are shown below.

For external grant programs that are overseen by ISBE, the administration has obtained ISBE's approval for the requested increases. For all external grants not monitored by ISBE, the respective revenues for these programs provide for the requested increases.

At this time, we are requesting formal approval of the increase in salaries and wages for all non-bargaining unit staff not covered under individual contracts.

	Cost of Recommendation	% Increase
Occupational And Physical Therapists	\$239,688.36	6.0%
Directors	\$ 15,334.44	6.0%
Program Administrators/Assistant Program Administrators/ Coordinators	\$ 48,192.30	6.0%
External Grants	\$ 15,790.92	6.0%
Other Non-Certified Audiologist \$10,664.35 Other Professional \$14,628.23 Admin Assistants & Secretaries \$53,075.39 Custodial & Maintenance \$5,829.27 Technology \$9,897.80	\$ 94,095.04	6.0%
TOTAL	\$413,101.06	

SUBSTITUTE STAFF RECOMMENDATIONS

SASED Substitutes are paid \$16.33/hour or \$114.31 per day. This rate does not need to be increased at this time.

Our long-term substitute rate has followed the teacher contract for a BA step 1. This rate does not need to be increased at this time.

ADDITIONAL RECOMMENDATIONS

We recognize some of our best staff may have retired from SASED. We would like to recommend setting rates for returning retired SASED Staff:

Retired SASED Teachers: Daily rate based on BA Step 1 or \$277.64/day

Retired SASED RN: Daily rate based on CBA RN Step 9 (TBD) but not less than \$33.36/hour.

Retired SASED ParaPro: Daily rate based on rate at retirement excluding any retirement incentives, not to be lower than \$17.72/hour.



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Retired SASED ParaPro: Daily rate based on rate at retirement excluding any retirement incentives, not to be lower than \$17.72/hour.



To: Board of Directors
From: Julie Grohn, Director of Human Resources
Date: June 2023
Re: Evaluation Platform Recommendation

Purpose: Board approval for a new Evaluation Platform - Evaluwise.

Background: SASED has been using Powerschool's TalentEd/Perform as the platform hosting our staff performance management system. When I arrived at SASED in March of 2021, I started to review the evaluation systems and the online platform we were using. I started to ask questions of my Administrative Assistant, who was responsible for setting up the system and providing the year end close out and set up for each school year, the administration, and the licensed union staff. All expressed concerns about the difficulties surrounding TalentEd/Perform.

The HR department embarked on a review of other evaluation platforms to determine the best fit for SASED and the variety of staff at SASED. I asked members of PACT (Personnel Administrator in DuPage) as well as other district administrators and HR staff about their use of performance management tools. There were three tools that were used the most; TalentEd, Frontline Growth, and Evaluwise. I also reached out to these companies for demos.

TalentEd is currently used at SASED.

Frontline Growth - They were only interested in sending us a video to watch on their tool vs a live demo

Evaluwise - We had a demo of the tool on July 22, 2022. Administration and union membership were present for the presentation.

All involved were in agreement about Evaluwise being a preferred option.

The recommendation was taken to the Finance Committee in Sept 2022. Below was information given to the Finance Committee.

Evaluwise cost

- Licensing - Can be annual or multi year; 1 year \$25/staff, 2 year \$22/staff, 3 year \$20 per staff
- There is onsite training included for 2 hours. Teachers usually require 30 minutes or training and admin usually an hour/
- Set up is \$1000 for teacher set up and \$250 for the other setups.
- SASED has approximately 325 employees in need of evaluation.
 - SASED can elect to move on with a 1, 2, or 3 year agreement with Evaluwise. Costs will decrease with each additional year added on the agreement. The first year will have the setup cost added for each of the tools we need to include in our evaluation system. After the first year, there are no additional setup costs
 - 1 year agreement - \$8125 per year (325 employees x \$25/person) + \$1100 for setup for first year only = TOTAL is \$9225 for year one and \$8125 for each year after.
 - 2 year agreement - \$7150 per year (325 employees x \$22/person) + \$1100 for setup for first year only = TOTAL is \$8250 for year one and \$7150 for each year after.



- 3 year agreement - \$6500 per year (325 employees x \$20/person) + \$1100 for setup for first year only = TOTAL is \$7600 for year one and \$6500 for each year after.

Next Steps: Recommendation to the Board of Director at the June 2023 meeting for the purchase of Evaluwise to be implemented for the 2023-2024 school year.

Total cost:

Licenses 3 year based on Finance Committee from Sept 2022 \$19,451.25

SB7 3 year RiF reporting \$585

Set up \$2742

Training \$200

Total - \$22,978.25 for 3 years, implementation and training.



Proposed By:
 Mark Rogers
mrogers@evaluwise.org
 (650) 701-7989

Price Quote
 Date: 10/25/2022
 Offer valid for 30 days from above date

School Association for Special Education
 2900 Ogden Ave, Lisle, IL 60532
 Julie Grohn
jgrohn@sased.org
 (630) 778-4500 x8107

Terms and Conditions

Agreement Dates: Your subscription agreement begins according to the terms of the Option you choose below. The subscription will automatically renew at the end of the term(s) stated in the Option you choose, at the then current rate unless written notice is provided by the client sixty (60) days prior to the renewal date.

Length of Agreement: Subscription length is as per the details of the Option you choose below.

PLEASE READ: If there is anything in this proposal that you are expecting to see that is not described in the product/service descriptions below, please contact your Vista Learning representative.

Terms of this legally binding Order Form shall remain in effect as agreed at date of signing listed below unless and until changes are agreed upon in writing by both parties.

3 year agreement with discount to \$19.95 rate per license paid in full up front

Product/Service Description	Quantity	Unit Price	Total Price
EvaluWise® licenses valid 7/1/2023-6/30/2024 \$19.95 per staff member per year www.evaluwise.org - allows unlimited evaluations for each teacher	325	\$19.95/teacher	\$6,483.75
EvaluWise® licenses valid 7/1/2024-6/30/2025 \$19.95 per staff member per year www.evaluwise.org - allows unlimited evaluations for each teacher	325	\$19.95/teacher	\$6,483.75
EvaluWise® licenses valid 7/1/2025-6/30/2026 \$19.95 staff member per year www.evaluwise.org - allows unlimited evaluations for each teacher	325	\$19.95/teacher	\$6,483.75
TOTAL			\$19,451.25

Payment Schedule	Amount of Payment
Payment in full due net 30 upon receipt of invoice	\$19,451.25
*Due Now Licenses \$19,451.25	
*Total License Investment \$19,451.25	

*Please note, does not include services fee(s) on the following page.

Services: please indicate below which services you would like by entering the quantity of each (if you have questions/are unsure please contact Mark Rogers at 650-701-7989.

Product/Service Description	Quantity	Unit Price	Total Price
EvalUWise® RIF/SB7 IL State Reporting Feature \$195.00 per year – does exact report in EvalUWise that the state requires for significantly less than the ISBE price	3	\$195/year	\$585.00
EvalUWise® Rubric and Initial Program Set Up \$999.00 for one rubric and 3 forms includes up to 2 hrs webinar training– each additional form beyond 3 per rubric billed at \$49 per form	1 7	\$999/setup \$249/ additional rubric \$49/form	\$999.00 \$1,743.00
EvalUWise® Live Online Webinar Training \$200.00 per hour (unlimited attendees) (webinar recorded for later viewing)		\$200/hour	
EvalUWise® Live Online Webinar Training \$699.00 for up to 4 hours (unlimited attendees) (webinar recorded for later viewing)		\$699/webinar	
EvalUWise® Full Day OnSite Training \$2,000.00/day (up to 6 hours in length) plus travel expenses (up to 20 participants)		\$2,000/full day	
EvalUWise® Half-Day OnSite Training \$1,500.00 (up to 4 hours in length) plus travel expenses (up to 20 participants)		\$1,500/half-day	
TOTAL			

<p>Please Note</p> <ol style="list-style-type: none"> 1. Fees do not include hardware or sales tax, if applicable 2. Fees are based on services provided not actual usage. 	<p>Please email PO with a copy of this quote to: Mark Rogers mr Rogers@evaluwise.org</p> <p>Remit payments to:</p>	<p>Corporate Address</p> <p>Vista Learning, NFP 2705 McDonough St Joliet, IL 60436 Tax ID # 20-0709639</p>
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<p>3. All licenses are valid between the dates indicated above and do not carry forward if unused.</p> <p>4. For additional information please contact your EvaluWise representative, Mark Rogers at mrogers@evaluwise.org or (650) 701-7989</p>	<p>Vista Learning, NFP PO Box 3126 Joliet, IL 60434-3126</p> <p>Enclose a copy of invoice</p>	
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To be completed by customer

_____ A purchase order is not required. Please invoice me.

_____ A purchase order is attached.

_____ A purchase order is in process and will be issued by (please insert date): _____.

By signing below, Customer representative fully understands and agrees to the terms and conditions herein, certifies that he/she has full authority to make purchasing commitments for the Customer, and is requesting to be invoiced for the above services and products with the understanding that all sales are final and there are no refunds once commitment is made.

Signature _____

Name _____

Title _____

Date _____



Order Type: REGROOM

Customer Information

Company Name : School Association for
Special Education of Dupage

Sales Executive Information

Sales Executive : Johnson, Aaron - 990A
Phone : (330) 835-2244
E-Mail : ajohnson@firstcomm.com

Billing :

Fed. Tax ID Number : _____ Federal Tax Exempt ID : _____
State Tax Exempt ID : _____
Existing Account Number if applicable : _____
Parent Account Number if applicable : _____

Contract:

Contract Term (yrs) : 3

65331 Cornwall Rd, Naperville, IL, 60540 (1)					
UCaaS					
UC Packages					
	Unit Price	QTY	Monthly	One-Time	
UC Basic Seat - Voice Service for Analog Line and Paging System	\$5.00	22	\$110.00	\$0.00	
Equipment					
	Unit Price	QTY	Monthly	One-Time	
24 Port - Analog Voice / Fax Gateway - Rental	\$18.00	1	\$18.00	\$0.00	
Usage					
	Unit Price	QTY	Monthly	One-Time	
IP PBX Unlimited Local + LD	\$0.00	22	\$0.00	\$0.00	
Site Total			\$128.00	\$0.00	
65331 Cornwall Rd, Naperville, IL, 60540 (2)					
UC PRI					
Voice					
	Unit Price	QTY	Monthly	One-Time	
1 port PRI Gateway bundled service	\$200.00	1	\$200.00	\$0.00	
DID					
	Unit Price	QTY	Monthly	One-Time	
20 DID Block Waive Install	\$0.00	1	\$0.00	\$0.00	
20 DID Blk up to 2	\$0.00	2	\$0.00	\$0.00	
20 DID Blk 3+	\$4.69	8	\$37.52	\$0.00	
Pricing Plan					
	Unit Price	QTY	Monthly	One-Time	
Unlimited local, 1000 LD/TF min, 0.029 overage	\$0.00	1	\$0.00	\$0.00	
Usage Bundles					
	Unit Price	QTY	Monthly	One-Time	
Toll Minute Bundle 1,000 (free)	\$0.00	1	\$0.00	\$0.00	
Installation					
	Unit Price	QTY	Monthly	One-Time	
UC PRI NRC	\$99.00	1	\$0.00	\$99.00	
Site Total			\$237.52	\$99.00	
2900 Ogden Ave, Lisle, IL, 60532 (1)					
UC PRI					
Voice					
	Unit Price	QTY	Monthly	One-Time	
2 port PRI Gateway bundled service	\$400.00	1	\$400.00	\$0.00	
DID					
	Unit Price	QTY	Monthly	One-Time	
20 DID Block Waive Install	\$0.00	1	\$0.00	\$0.00	
20 DID Blk up to 2	\$0.00	2	\$0.00	\$0.00	
20 DID Blk 3+	\$4.69	8	\$37.52	\$0.00	
Options					
	Unit Price	QTY	Monthly	One-Time	
Toll Free Number	\$3.99	1	\$3.99	\$0.00	

Failsafe up to 1		\$0.00	1	\$0.00	\$0.00
Pricing Plan		Unit Price	QTY	Monthly	One-Time
Unlimited local, 1000 LD/TF min, 0.029 overage		\$0.00	1	\$0.00	\$0.00
Usage Bundles		Unit Price	QTY	Monthly	One-Time
Toll Minute Bundle 1,000 (free)		\$0.00	1	\$0.00	\$0.00
Installation		Unit Price	QTY	Monthly	One-Time
UC PRI NRC		\$99.00	1	\$0.00	\$99.00
Site Total				\$441.51	\$99.00
Order Totals				\$807.03	\$198.00

Contact Type 1: Service Address Contact

Name : _____
Title : _____
Phone : _____
E-Mail : _____

Responsible Authorized Party Contact :

Name : _____ Customer Management Portal Login ID : _____
Title : _____
Phone : _____
E-Mail : _____

Voice Vendor :

Name : _____
Title : _____
Phone : _____
E-Mail : _____

Data Vendor :

Name : _____
Title : _____
Phone : _____
E-Mail : _____

By signing this Service Order, Customer is ordering the Services set forth herein and agreeing to the following terms and conditions applicable to the specified Services, all of which are incorporated herein by reference as if fully set forth herein and which form an integral part of Customer's Agreement with Company: (i) Master Services Agreement; (ii) applicable Service Terms and/or Service Level Agreement, if any; (i) First Communications, LLC ("Company") Terms and Conditions of Business Services, which can be found at www.firstcomm.com ("T&Cs"); and (iv) any applicable rates, tariffs and/or price/service guides, which may also be found at www.firstcomm.com. Defined terms used herein and not defined shall have the meanings given to them in the T&Cs. Customer agrees to pay for all Services ordered or otherwise used or provided, including, but not limited to, applicable federal, state, local use, excise, sales, or privilege taxes, duties or similar liabilities, surcharges, and any other fees charged by Company, including those in the applicable tariff and/or rate guide. Customer acknowledges and agrees that it has read and agrees to be bound by this Service Order and all applicable agreements and terms described above. Customer authorizes Company to obtain any credit information and/or customer proprietary network information (CPNI) necessary to provision Services and to establish or maintain Customer's account and acknowledges that provision of Services hereunder is subject to a Customer credit check satisfactory to Company in its sole discretion; and hereby also authorizes the release of such information by any third parties to Company. Customer may be required to complete Company's Credit Application to commence the required credit check, and if required, but Customer fails to do so, Customer will be in breach of the Agreement. Customer understands that number and/or IP assignments are not guaranteed and the Agreement is not conditioned upon availability or provisioning of any such number/IP assignment. Customer has provided, and upon request will provide, Company with a valid Letter of Authorization, Letter of Agency, and/or Change of Responsible Organization for all applicable Services ordered. Any changes in the Services ordered (e.g., adding/deleting/replacing lines, equipment or licenses, increasing bandwidth, length of term, software installations or upgrades etc.) will alter the pricing set forth herein, and all such changes shall be subject to the terms of the Agreement under this Service Order regardless of whether they are made by Amendment or otherwise changed in connection with provisioning or delivery of the Services. The parties agree that any change within ten percent of the value signed for herein by Customer will be binding upon Customer and will not be deemed a material change. Customer is responsible for identification and payment of any termination fees to any third party that may apply when switching to Company's Services. By signing below, the undersigned represents that he/she is authorized to enter into the Agreement on behalf of Customer.

Agreed to on behalf of CUSTOMER by:

Name: _____

Title: _____

Authorized Signature: _____

Date: _____

Agreed to on behalf of FIRST COMMUNICATIONS, LLC by:

Name: _____

Title: _____

Authorized Signature: _____

Date: _____



This Master Services Agreement (“MSA”) is made by and between First Communications, LLC, with offices at 3340 West Market Street, Akron, OH 44333 (“First Communications”), and School Association for Special Education of Dupage (“Customer”). Each party may be referred to herein as a “Party” or collectively as the “Parties.” This MSA sets forth the general terms and conditions governing Customer’s purchase of Services from First Communications. Defined and/or capitalized terms used in this MSA and not otherwise defined herein shall have the meanings given to them in First Communications’ Terms and Conditions of Business Services (“T&Cs”) posted on First Communications’ website www.firstcomm.com from time to time, which are applicable to all Services provided by First Communications and form an integral part of the Agreement between the Parties.

1. SERVICES; SERVICE ORDERS

1.1 Customer may submit requests for Services hereunder upon or after execution of this MSA by submission of an executed Service Order in the most current form of Service Order that is designated for Service requests by First Communications at the time of such order (“Service Order”). The Service Order, together with the T&Cs and applicable individual Service Terms (if any), shall set forth the Term, pricing, service location(s) and additional terms and conditions specific to the requested Services. Except to the extent expressly set forth in a fully executed Amendment between the parties, all terms and conditions set forth in the Agreement shall control. Customer agrees that any provisioned or delivered changes, including additions, deletions or replacements, to the Service ordered (such as adding/deleting/replacing lines, equipment or licenses, increasing bandwidth or licenses, changing length of Term or installing or upgrading software) arising out of such ordered Service shall be governed by the Agreement.

1.2 A Service Order shall be deemed accepted by First Communications upon execution of such Service Order by a duly authorized representative of First Communications. First Communications shall have no obligation to provide and no liability for Services requested in any Service Order that First Communications has not accepted. First Communications reserves the right to add or delete Service offerings under this MSA and to increase prices to be charged to Customer for Services provided during the Term; provided, however, any changes on Service Orders already accepted shall be only in accordance with the T&Cs and/or applicable Service Terms.

1.3 First Communications may elect to offer an electronic or automated method for submitting Service Orders now or in the future and may advise Customer if such order entry system becomes available in the future, in which case an order for Service submitted by such First Communications approved electronic or automated method shall be deemed a Service Order under the Agreement. Customer understands and agrees that any online click through order for Cloud IP PBX Service shall be deemed a Service Order under the Agreement and all terms and conditions of the Agreement shall be binding on Customer with respect to such click through Service Order.

1.4 Service Level Goals for applicable Services are outlined in separate Service Terms or Service Level Agreements particular to each Service (each, an “SLA”) and posted on First Communications’ website www.firstcomm.com. First Communications may change the form of the SLA at any time for any Services and Service Orders not yet executed by the Parties. Each SLA applies only for the specific Service as defined in that individual SLA. In the event of performance issues resulting in the relevant Service Level Goal not being met, eligible Customers will receive a service credit against the applicable Affected Service MRC in accordance with SLA terms and conditions.

2. TERM AND TERMINATION

2.1 Unless earlier terminated as provided in the Agreement, this MSA shall be in effect for as long as the Term of any accepted Service Order(s), or Amendments thereto or hereto, or otherwise for as long as First Communications shall provide Services to Customer. Each Service Order placed under the Agreement shall have its own Term as indicated on such Service Order. At the valid expiration or termination of the initial Term plus any renewal Term of the individual Service Order(s), if First Communications continues to provide Service under such Service Order regardless of such expiration or termination, the applicable Service Order shall remain in effect for continuous one year periods pursuant to the terms of the Agreement until thereafter non-renewed and/or terminated in accordance with the T&Cs by either Party. If Customer continues to receive Service after the effective date of any prior termination/disconnect notice, Customer will be deemed to have waived the prior termination/disconnect request and must submit a new termination/disconnect notice thereafter in accordance with the timeframes and terms set forth herein and in the T&Cs.

2.2 In all cases where Customer desires to non-renew or terminate Services, including, without limitation, those being provided on a month-to-month basis, Customer shall provide First Communications with at least 60 days prior written notice that Customer is disconnecting or terminating Services. If Customer terminates/disconnects this MSA, a Service Order and/or any Service(s) prior to the end of the applicable Term, or if First Communications terminates this MSA, a Service Order and/or any Service(s) pursuant to a Customer default under the Agreement, Customer shall be subject to an Early Termination Fee.

3. BILLING AND PAYMENT; CREDIT APPROVAL

3.1 Billing for Services shall commence upon the date Service is first made available to Customer. First Communications shall provide Customer with a monthly invoice and all amounts due First Communications shall be payable in full within 30 days from the date of invoice. First Communications may charge interest at the rate of 1.5% per month, not to exceed the highest lawful rate, on delinquent amounts, without prejudice to its other rights under the Agreement in the event of delinquent payment. Customer must deliver written notice of any billing dispute together with all supporting documentation to First Communications within 60 days from the date of the original invoice, otherwise such invoice shall be deemed correct. In the event of a billing dispute, Customer shall timely pay all undisputed amounts including any undisputed portion of a disputed invoice. Customer will receive a monthly paper invoice from First Communications at a charge of \$10 per month unless it elects the paperless billing option by submitting the Paperless Invoice Authorization Form with the Agreement.

3.2 Provision of all Service Orders are subject to a Customer credit check, and at its sole option upon written (including via e-mail) or verbal notice to Customer, First Communications may require a Customer deposit or other assurance of performance or financial wherewithal prior to initiation of any provisioning or installation of Service, or may promptly terminate the Agreement and/or any Service Order without liability to First Communications, including, without limitation, any termination due to Customer's failure to provide the required deposit or other assurance of performance or financial wherewithal. Customer agrees that it must complete First Communications' Credit Application to commence the required credit check and failure to do so will be deemed to be a breach of the Agreement. First Communications shall refund all or a portion of a deposit paid to First Communications if First Communications determines in good faith, based on Customer's credit rating and payment history, that such deposit is no longer necessary to ensure timely payment. Refund of all deposit monies remaining with First Communications shall occur upon termination or expiration of the Agreement and all associated Service Orders, less any amounts that may be due from Customer hereunder.

4. TAXES AND REGULATORY FEES

Customer shall be responsible for the proper and timely payment and reporting of, and shall hold First Communications harmless from and against, applicable federal, state, local and other sales, use, excise, regulatory or other taxes, fees, charges or surcharges (other than taxes imposed on First Communications' net income, capital or net worth) to taxing authorities that are assessed, related to or due by reason of the provision of Services by First Communications to Customer under the Agreement, including any penalties and interest thereon. If applicable, Customer shall keep on file with First Communications copies of its current tax exemption certificates, and in any event, shall provide such certificates annually to First Communications. All federal, state, local or other taxes determined by First Communications to be due on the Services provided under the Agreement shall be charged to Customer and be due and payable according to the terms of the Agreement.

5. APPLICABLE LAWS

5.1 The Agreement is subject to all applicable federal, state, local or other laws, and regulations, rulings and orders of governmental agencies, including, but not limited to, the Communications Act of 1934, as amended, the Telecommunications Act of 1996, the Rules and Regulations of the Federal Communications Commission ("FCC"), First Communications' applicable tariffs or price guides, if any, and the receipt and continuance of any required approval or authorization by First Communications from the FCC or any governmental body with authority over the Services to be provided. The Services provided by First Communications are subject to the condition that they will not be used for any unlawful or unauthorized purposes. Customer agrees that it is solely responsible for determining whether any Services, including applications, features, data or third party services relating thereto, or any use thereof comply with laws, standards, regulations and policies applicable to Customer's business or industry, including without limitation those relating to privacy, data protection, financial standards, personally identifiable information, personal health information, consumer protection and/or telemarketing, and ensuring compliance therewith.

5.2 Either Party may terminate its obligations under the Agreement and/or any Service Order without liability if ordered to do so by the final order or ruling of a court or other governmental agency or if any order or ruling would make it impossible for either Party to carry out its obligations under the Agreement or such Service Order. In the event Customer engages in any unlawful or unauthorized use of the Services, or in the event Customer violates any laws, rules or orders of the FCC, other regulatory authority or a court of competent jurisdiction, First Communications may, in its discretion, take such action as is necessary to comply with applicable law or regulation, including but not limited to, termination of the Agreement, the applicable Service Order and/or the Services to Customer in whole or in part.

6. DISPUTE RESOLUTION; CHOICE OF LAW AND FORUM

6.1 The Parties agree to use the dispute resolution procedures set forth in the T&Cs with respect to any claim, dispute or other controversy arising out of or relating to the Agreement, except for the following types of claims, disputes or controversies: (a) suits for preliminary injunctions or temporary restraining orders; (b) suits to compel compliance with the dispute resolution processes; or (c) billing or payment collections matters or claims initiated by First Communications. In any court proceeding to enforce the Parties' agreement to arbitrate, the only issues to be determined shall be the existence of the agreement to arbitrate in the T&Cs, whether the issue is subject to arbitration and the failure of one Party to comply with that arbitration agreement. These issues shall be decided by the court without a jury. The Parties agree that there shall be no appeal of an order compelling arbitration except as part of an appeal concerning confirmation of the decision of the arbitrator.

6.2 This MSA and the Agreement shall be construed and enforced in accordance with, and the validity and performance hereof shall be governed by, the laws of the State of Ohio without regard to its conflict of laws principles. The Parties agree that Akron, Ohio will be the exclusive jurisdiction for any claim, dispute or other controversy that may arise between the Parties. Each Party consents to personal jurisdiction and venue in Akron, Ohio and waives any objection based on inconvenient forum. Notwithstanding anything to the contrary set forth herein, each Party irrevocably waives any right to trial by jury in connection with any claim, dispute or other controversy.

7. ENTIRE AGREEMENT; SEVERABILITY

The Agreement (including all fully executed Service Order(s) and Amendments hereto and thereto) constitutes the entire understanding between the Parties relating to all Services provided by First Communications to Customer and correctly sets forth the rights, duties and obligations of each Party to the other; provided, however, that the Agreement shall not affect or modify the terms or applicability of any other agreement between the Parties regarding subject matter other than Services provided by First Communications to Customer. Any prior or contemporaneous agreements, promises, negotiations or representations regarding the subject matter of the Agreement not expressly set forth in the Agreement are of no force or effect. No alteration, modification or variation of the terms of any provision shall be valid unless made in a written Amendment and signed by a duly authorized representative of First Communications and Customer. In the event that any one or more of the provisions of the Agreement shall for any reason be held to be invalid or unenforceable, the remaining provisions of the Agreement shall be unimpaired and shall remain in effect and be binding upon the Parties. Each Party hereby represents and agrees that it has read and understands the T&Cs and any applicable Service Terms for additional provisions of the Agreement binding on the Parties, including, without limitation, those relating to Charges, Term, Conditions of Use, Acceptable Internet Use Policy, 911/E911 Services, Indemnification, Warranty Disclaimer and Limitation of Liability.

8. BINDING EFFECT; ASSIGNMENT; WAIVER

This MSA and the Agreement shall be binding upon and inure to the benefit of the Parties hereto and their respective successors and permitted assigns. Customer may not assign the Agreement or any rights or obligations thereunder without First Communications' prior written consent. Any provision of this Agreement may be waived in writing at any time by the Party that is entitled to the benefit of such provision. No failure nor delay by a Party in exercising any right, power or privilege under the Agreement will operate as a waiver of such right, power or privilege, and no single or partial exercise of such right, power or privilege shall preclude any other or further exercise of such right, power or privilege or the exercise of any other right, power or privilege.

9. CONSTRUCTION AND INTERPRETATION; CONFIDENTIALITY

The Parties hereby waive any rule requiring construction or interpretation against the drafter with respect to the Agreement, including, without limitation, any Service Order under this MSA. With respect to any interpretation hereof and thereof, the Agreement shall be deemed to be drafted by both parties by mutual effort and agreement. The Parties agree that this MSA and any Service Order hereunder shall be deemed and will be treated as confidential information pursuant to the T&Cs.

10. COUNTERPARTS; ELECTRONIC SIGNATURES

Acceptance of this MSA and any Service Order hereunder is contingent upon acceptance by a representative of First Communications duly authorized to execute this MSA and/or the Service Order. Documents requiring signature as part of the Agreement may be executed in separate counterparts, each of which, when so executed, shall be an original, but all such counterparts which shall together constitute one and the same Agreement. Facsimile and electronic signatures, including any click through ordering portal or DocuSign confirmation, shall be deemed and will be treated as an original signed Agreement or counterpart, as applicable.

The undersigned each hereby represent and warrant that he/she is duly authorized to execute this MSA and any Service Order hereunder, has fully read and understood the terms and conditions of the Agreement and accepts the Agreement on behalf of the respective company identified below.

IN WITNESS WHEREOF, the Parties have executed the Agreement as of the date set forth below.

School Association for Special Education of Du

First Communications, LLC

Authorized
Signature: _____

Authorized
Signature: _____

Printed
Name: _____

Printed
Name: _____

Title: _____

Title: _____

Date: _____

Date: _____



This is an amendment (“Amendment”) to the new Service Order dated _____, 2023 by and between **First Communications, LLC** (“Company”) and **School Association for Special Education of Dupage** (“Customer”) located at 6S331 Cornwall Rd, Naperville, IL, 60540 and 2900 Ogden Ave, Lisle, IL, 60532. The effective date of this Amendment shall be the later of the dates signed by Customer and Company below.

This Amendment is in addition to the Service Order, RFQ #20160, and all terms incorporated in this Amendment are as defined in the Service Order, including the Master Services Agreement, Terms and Conditions of Business Services, and any other related applicable document, collectively the “Agreement”. For good and valuable consideration, the sufficiency of which is hereby acknowledged by the parties, the parties agree to amend the Service Order and Agreement as follows:

Changes to the Master Services Agreement

Section 6.1. This Section shall be deleted in its entirety.

Changes to the Terms and Conditions of Business Services

Section XI. LEGAL TERMS

A. Confidentiality of Information. This Section shall be replaced in its entirety with the following: “Subject to the conditions set forth below and to the extent permitted by the Illinois Freedom of Information Act and other applicable federal and state laws, you will not disclose the terms or pricing associated with the Agreement to anyone without our prior written approval. During the term of the Agreement and for a period of two years thereafter, you will not disclose any confidential or proprietary information of Company or its Representatives or use the same for any other purpose. Company and/or its Representatives will retain all ownership rights, including intellectual property rights, in their respective confidential and proprietary information, and you agree to return all copies of such information to us upon our request at any time, provided if return is impossible as to any portion of the information then you will promptly certify to us that all such information has been destroyed. While we use telecommunications provider industry-accepted technologies to safeguard your information, you are responsible for the security of your confidential or proprietary information, as we cannot guarantee its security regardless of the Services contracted and provided hereunder. No method of electronic storage or transmission over the Internet is fail-safe or fully secure. Nothing set forth herein shall require the Customer to incur costs or expenses, including attorney fees, in connection with any efforts or proceedings to prevent or restrict disclosure required under the Illinois Freedom of Information Act or other applicable federal or state laws.”

D. Indemnification. This Section shall be retitled “Liability for Claims” and replaced in its entirety with the following: “TO THE FULLEST EXTENT PERMITTED BY LAW, YOU AGREE TO BE RESPONSIBLE AND LIABLE FOR CLAIMS OR DAMAGES RELATING TO ANY USE OF THE SERVICES OR EQUIPMENT OR FACILITIES RELATING THERETO, UNLESS DUE TO OUR GROSS NEGLIGENCE OR WILLFUL MISCONDUCT, OR TO YOUR BREACH OF THE AGREEMENT OR YOUR PROMISES. IT IS YOUR RESPONSIBILITY TO CONFORM TO ALL APPLICABLE LAWS OR REGULATIONS AND YOU WILL BE RESPONSIBLE AND LIABLE TO COMPANY AND ITS REPRESENTATIVES FOR CLAIMS ARISING FROM ANY SUCH BREACH AND/OR USE WHETHER LAWFUL OR NOT, INCLUDING THOSE RELATED TO 911 DIALING. YOU ACKNOWLEDGE AND AGREE TO COMPANY’S 911 CHARACTERISTICS AND LIMITATIONS SET FORTH IN THIS AGREEMENT, AND NO SUCH CHARACTERISTICS AND/OR LIMITATIONS SHALL BE DEEMED TO CONSTITUTE NEGLIGENCE, GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF COMPANY OR ITS REPRESENTATIVES. THIS PARAGRAPH WILL SURVIVE TERMINATION OR EXPIRATION OF THE AGREEMENT.

Wherever else indemnification language appears in the Agreement, Customer shall not indemnify Company, provided however, Customer shall be responsible and liable for all such claims, liabilities, losses or damages in such cases.”

G. Resolution of Disputes. This Section shall be replaced in its entirety with the following: “Disputes that arise between the Parties, except for those Disputes that fall exclusively within the jurisdiction of a state or federal



Amendment

regulatory body or collections suits filed by Company that are not subject to the following provisions, shall be exclusively resolved by binding arbitration pursuant to the Commercial Arbitration Rules of the American Arbitration Association. The Parties agree that their Disputes will be resolved individually and shall not be resolved on a consolidated or class basis or joined with Disputes of any third-party. Subject to the limitations of liability set forth in the Agreement, the arbitrator(s) may award declaratory relief, preliminary and permanent injunctive relief, and direct compensatory damages, but may not award any incidental, consequential, punitive or other damages disclaimed herein and each Party waives, to the fullest extent permitted by law, any claims for any such damages. To the extent such damages may not be so waived, if an arbitrator decides to award such damages they shall be limited to the total amount of Service Charges paid by you to us in connection with the Services that is the subject of the dispute.”

H. Choice of Law/Forum; Fees. This Section shall be replaced in its entirety with the following: “Where our Service terms and conditions are regulated by a state agency or the Federal Communications Commission (“FCC”), the regulations are available for your inspection. If there is any inconsistency between the Agreement and those regulations, those regulations shall govern and the Agreement shall survive and be deemed amended as necessary to conform to such regulations. To the extent the Agreement is not subject to FCC or state regulations, you agree that the laws of the State of Illinois govern the Agreement and the relationship between First Communications and you, without regard to conflict of laws principles. **Notwithstanding anything set forth herein, each Party irrevocably waives any right to trial by jury in connection with any claim.** If suit is brought or an attorney is retained by us to enforce the terms of the Agreement, including to collect any Charges due under the Agreement or to collect money damages for breach of the Agreement, then we will be entitled to recover, in addition to any other remedy, reimbursement for reasonable attorneys’ fees, witness fees, court costs, costs of investigation, arbitration costs and other related expenses, if any, incurred in connection therewith.

Replacement

This Service Order shall replace the current service order forms, dated April 11, 2016, and May 5, 2016. Further, the current service order forms, dated April 11, 2016, and May 5, 2016 and the Services provided thereunder shall terminate upon installation of the Services covered under this Service Order.

If there is any conflict between the terms and provisions of the Amendment and the terms and provisions of the Service Order, the Agreement or any prior addenda or amendments thereto, the terms and provisions of this Amendment shall govern. Except as specifically set forth herein, all other provisions of the Service Order and the Agreement and any prior addenda or amendment thereto shall remain in full force and effect and be binding upon the parties in accordance with their terms.

The undersigned hereby represent and warrant that they are duly authorized to execute this Amendment and have fully read and understand the terms and conditions.

School Association for Special Education of Dupage

First Communications, LLC

Authorized Signature: _____

Authorized Signature: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

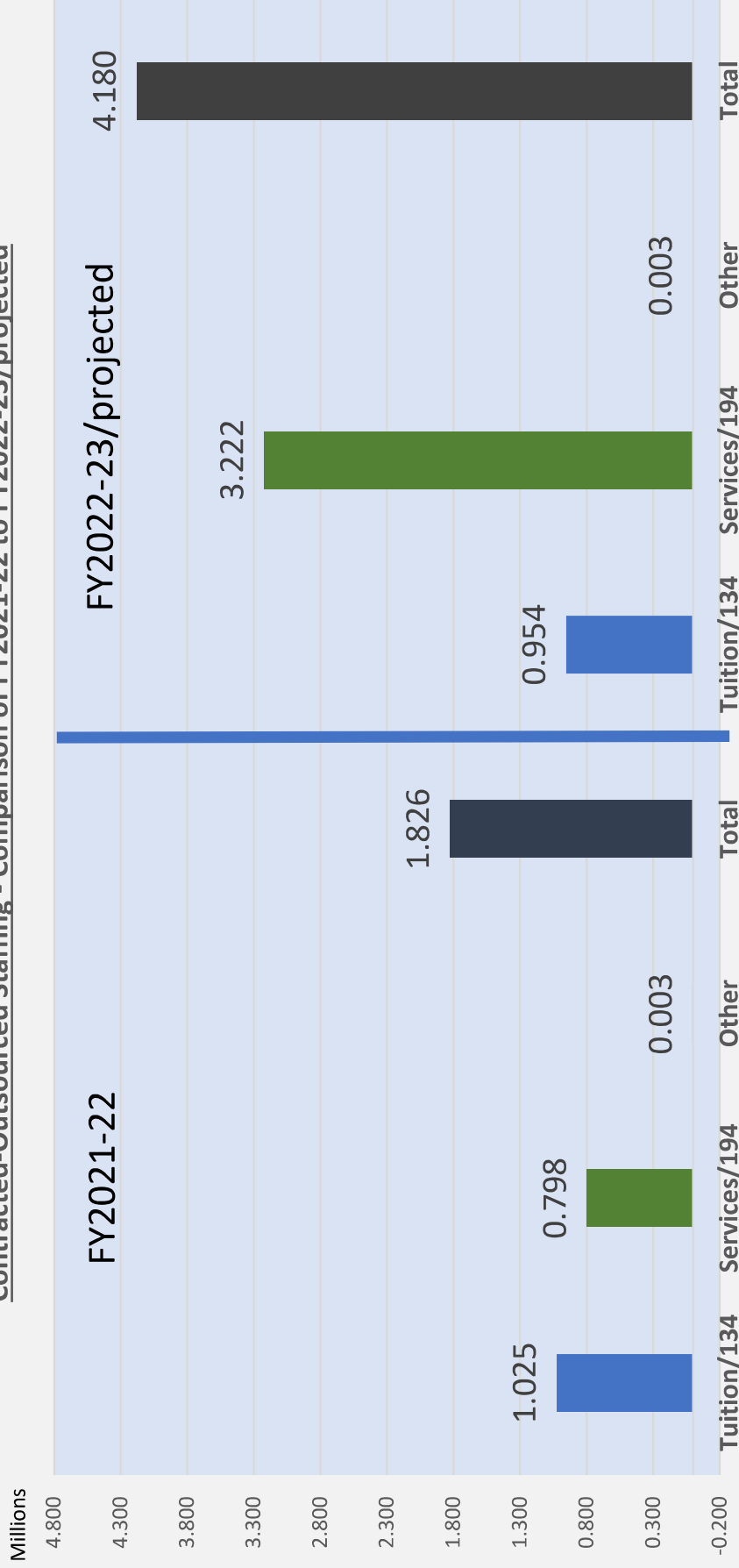
Date: _____

Through Month: May

Budget Progress Statement

	(A.)		(B.)		(C.)		(D.)		(E.)		(F.)		(G.)		(H.)		(I.)		(J.)		(K.)		(L.)		(M.)		(N.)		(O.)		(P.)				
	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May	Actual	May			
Revenues																																			
Combined Educ/O&M	14,360,880	14,668,580	13,680,179	14,037,774	14,037,774	15,337,875	14,383,204	Tuition Billing/ADE	14,359,044																										
Services	10,043,777	10,128,039	11,057,980	10,735,171	10,735,171	11,376,725	12,269,770	Purchased Services	13,567,984																										
Other	190,782		-187,133			280,000			280,000																										
Local Sources																																			
Tuition																																			
Services																																			
Other																																			
State Sources																																			
Grants-in-Aid	3,241,578		2,800,276			2,800,857			2,800,857																										
Transportation	0		347,987			375,000			375,000																										
Federal Sources																																			
IDEA -SASED	0		836,490			840,000			840,000																										
Grants in Aid	2,462,329		1,708,451			2,146,254			2,004,741																										
Total Revenues	30,299,346		30,244,230			33,156,711			34,227,626																										
Expenditures																																			
Educational Fund																																			
Audited	20,380,916	15,874,781	19,905,452	15,887,214	15,887,214	19,834,768	15,736,571	19,959,996	19,688,752																										
FY2020-21	5,635,889	4,471,364	5,187,784	4,166,904	4,166,904	5,524,294	4,097,469	5,133,716	5,097,773																										
Actual	286,705	265,652	1,826,042	1,669,243	1,669,243	922,106	3,933,772	4,295,356	4,179,732																										
FY2021-22	3,599,175	3,007,019	4,148,904	3,638,908	3,638,908	5,791,986	3,416,082	3,982,601	3,704,488																										
Actual	462,827	371,994	485,933	506,934	506,934	774,891	402,838	434,844	391,574																										
FY2022-23	7,716	19,327	51,309	4,043	4,043	89,672	21,322	89,672	137,450																										
Actual	317,499	0	20,855	0	0	0	0	0	0																										
FY2023-24	135,640	70,043	161,530	96,755	96,755	238,000	296,811	528,803	490,523																										
Actual	30,826,367	24,080,179	31,787,809	25,970,002	25,970,002	33,175,717	27,904,564	34,424,989	33,690,292																										
Percent	77.9%	79.3%	79.9%	80.3%	80.3%	80.7%	78.8%	78.8%	79.8%																										
FY21	79.3%	79.3%	79.3%	80.3%	80.3%	80.7%	78.8%	78.8%	79.8%																										
Actual	92.7%	92.7%	92.7%	91.4%	91.4%	91.4%	91.6%	91.6%	91.6%																										
FY22	83.5%	80.4%	80.4%	104.3%	104.3%	79.6%	85.8%	85.8%	85.8%																										
Actual	250.5%	250.5%	250.5%	0.0%	0.0%	7.9%	39.6%	39.6%	39.6%																										
FY21	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																										
Actual	78.1%	78.1%	78.1%	81.7%	81.7%	81.7%	79.9%	79.9%	79.9%																										
FY22	80.7%	80.7%	80.7%	80.7%	80.7%	80.7%	79.5%	79.5%	79.5%																										
Actual	21,723,361	21,723,361	26,919,278	21,723,361	21,723,361	26,281,168	23,767,512	29,389,068	28,966,257																										
FY2020-21	23,814,527	23,814,527	29,961,767	24,300,759	24,300,759	32,253,611	23,970,792	30,129,633	29,510,560																										
Actual	5.4%	5.4%	2.3%	5.4%	5.4%	-2.4%	9.4%	9.2%	7.6%																										
FY21	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	-1.4%	-1.4%	-1.4%																										
Actual	3,689	3,689	0	0	0	0	0	0	0																										
FY22	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																										
Actual	1,155	1,155	0	0	0	25,000	116,128	116,128	25,000																										
FY23	9.4%	9.4%	9.4%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																										
Actual	39,150	3,689	99,457	99,457	99,457	200,000	116,128	116,128	200,000																										
FY24	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																										
Actual	39,150	3,689	99,457	99,457	99,457	200,000	116,128	116,128	200,000																										
FY25	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																										
Actual	39,150	3,689	99,457	99,457	99,457	200,000	116,128	116,128	200,000																										
FY26	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																										
Actual	39,150	3,689	99,457	99,457	99,457	200,000	116,128	116,128	200,000																										
FY27	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																										
Actual	39,150	3,689	99,457	99,457	99,457	200,000	116,128	116,128	200,000																										
FY28	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																										
Actual	39,150	3,689	99,457	99,457	99,457	200,000	116,128	116,128	200,000																										
FY29	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%																										
Actual	39,150	3,689	99,457	99,457	9																														

School Association for Special Education in DuPage County
Contracted-Outsourced Staffing - Comparison of FY2021-22 to FY2022-23/projected



Projected Increase: \$2.354M

Tuition Programs: Low mobility - stable, mostly full year enrollments

Services: Usage based, high mobility / services provided for substantially less than a full school year (on average for OT/PT), includes 1:1 services



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Control
 From: Melinda McGuffin, Executive Director
 Date: June 21, 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 May 2, 2023 and May 25, 2023. Page two provides a synopsis of the reasons for losses for the 2022-23 school year. Page three of this document provides information on current student enrollment by member district.

	Southeast	Directions	STARS	MN	Vision	DHH	Transition	Project SEARCH	Total Enrollment
September 2021 (as of 9/7/21)	63	19	37	100	64	46	15	11	355
September, 2022	58	22	36	94	58	31	14	11	324
October, 2022	65	23	36	96	56	31	13	11	331
November 1, 2022	61	24	35	95	56	33	12	11	327
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
April 3, 2023	73	28	36	101	57	44	12	9	360
May 1, 2023	78	28	36	103	57	45	12	9	368
May 25, 2023	82	28	36	102	57	46	12	9	372
Gains/Losses	+4/0	0	0	+1/-2	0	+2/-1	0	0	+7/-3
Net Change 5/1/23-5/25/23	+4	0	0	-1	0	+1	0	0	+4



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

Year End Summary of the exit reasons for the 2022-23 school year:

# of students	Exit Reason	Break down by program
18	Returned to school in home district	1 Directions, 7 Multi Needs, 9 Southeast, 1 Vision
3	Transferred to private placement (more restrictive)	1 Deaf & Hard of Hearing, 1 Multi Needs, 1 Southeast
10	Moved out of member district	1 Directions, 2 Multi Needs, 3 Southeast, 1 STARS, 1 Transition, 1 Vision
1	Transferred to Home Schooled	1 Multi Needs
2	Graduated High School	2 Southeast
2	Dropped Out	1 Southeast, 1 Transition
2	Completed Project Search Program	2 Project Search
1	Withdrew from Home District	1 Vision
Total=39		

Each member district who had students who left SASED programs during the 2022-23 school year was provided with documentation of their losses reasons for the year.



To: Board of Directors
From: Matthew Layton, Director of Programs and Services
Date: June 21, 2023
Re: Program Locations and Projected Enrollment for the 2023-2024 School Year

Purpose: To inform the Board of Directors of program locations across the member districts and the projected opening enrollment for the upcoming school year.

Background:

Each year SASED program locations are subject to change based on available space within the membership and adjusting for differences in student placement. As of today, we are projecting the 2023-2024 school year opening enrollment to be **380 students**, which is an **increase of 56 students** over the 2022-2023 school year opening enrollment.

In response to the increase in student placements during the last half of the 22-23 school year at the early childhood, primary elementary, and high school grades, we have expanded program capacity within member district classrooms and at Southeast. The chart below provides information for each program’s locations:

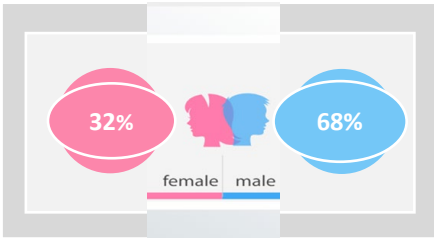
SASED Program	Host District	Host School	Number of Classrooms	Notes
DHH	D45	North School	6	<i>One additional classroom</i>
DHH	D45	Early Childhood Center	1	<i>New – Increased enrollment</i>
DHH	D201	Westmont Junior High	1	
Total DHH Program Classrooms			8	Projected Enrollment = 57
Multi-Needs	D20	Waterbury Elementary	2	
Multi-Needs	D34	Primary School	2	<i>New location – increased enrollment</i>
Multi-Needs	D34	Central	1	<i>Decrease of 1 classroom</i>
Multi-Needs	D58	Hillcrest Elementary	1	
Multi-Needs	D58	Kingsley Elementary	2	
Multi-Needs	D58	O’Neill Middle School	2	
Multi-Needs	D60	Holmes Primary	2	<i>New – increased enrollment</i>
Multi-Needs	D63	Concord Elementary	2	
Multi-Needs	D66	Prairieview Elementary	2	<i>Decrease of 1 classroom</i>
Multi-Needs	D88	Willowbrook High School	3	
Total Multi-Needs Program Classrooms			19	Projected Enrollment = 112
STARS	D60	Holmes Primary	2	
STARS	D60	Maercker Intermediate	1	
STARS	D63	Cass Junior High	2	
Total STARS Program Classrooms			5	Projected Enrollment = 47
Vision	D48	Salt Creek Primary School	1	
Vision	D48	Stella May Swartz School	2	
Vision	D48	Albright Middle School	1	<i>Decrease of 1 classroom</i>
Vision	D88	Addison Trail High School	3	
Total Vision Program Classrooms			7	Projected Enrollment = 41
Total Classroom Locations in Member Districts				39 classrooms



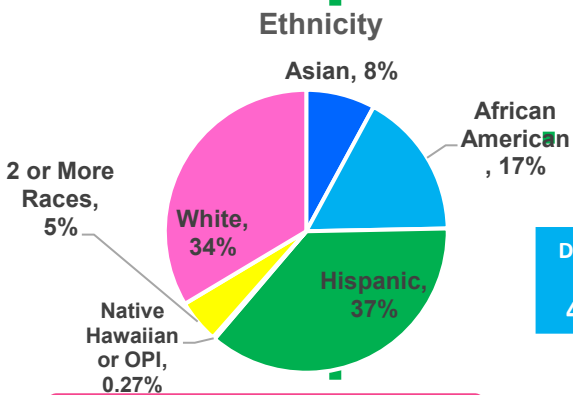
SASED Program	Host District	Host School	Number of Classrooms	Notes
Directions	NA	SASED Southeast School	4	<i>One new HS classroom</i>
Total Direction Program Classrooms			4	Projected Enrollment = 24
Southeast	NA	SASED Southeast School	12	<i>One new EC classroom</i>
Total Southeast Program Classrooms			12	Projected Enrollment = 82
Transition	NA	SASED Transition @ SAC	4	
Total Transition Program Classrooms			4	Projected Enrollment = 30
Project Search	NA	Central DuPage Hospital	1	
Total Project Search Program Classrooms			1	Projected Enrollment = 12
Total Classroom Locations in SASED Locations				21 classrooms
Total Classroom Locations for 2023-2024				60 classrooms

Summary of All Programs - SASSED at-a-glance 2022-23

Total Students in SASSED Programs = 372



English Learner Eligible = 26%



Average Attendance = 84%

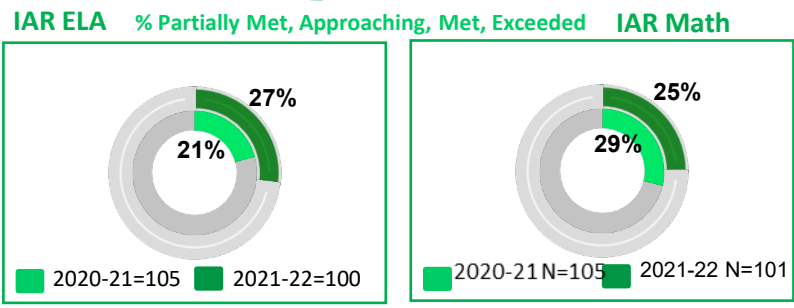
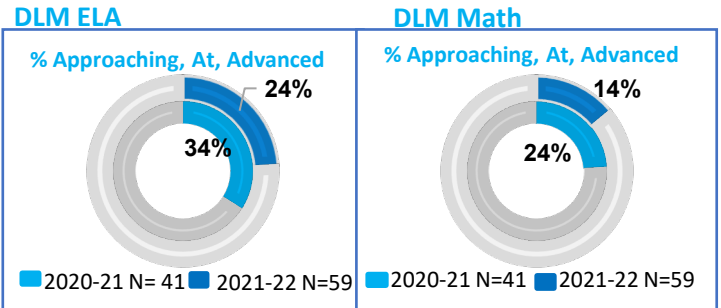
Total # of Restraints/Timeouts = 301;
of students with a Restraint/Timeout = 45;
with 5 or more Restraints/Timeouts = 16

of students by program

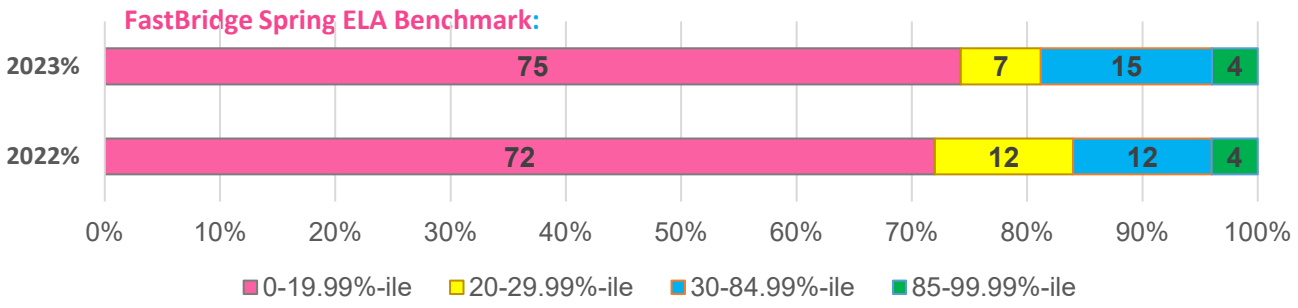
Program	Students
DHH	46
Multi Needs	102
SE/DIR	110
STARS	36
Proj Search	9
Trans	12
Vision	57

of students by grade band

Grade Band	Students
EC	29
Elem	157
MS	78
HS	72
Trans	36



Year	2020-21	2021-22
SAT	N=4 Range = 680-820	N=11 Range = 600-930
PSAT 10	N/A	N=5 Range = 690-760
PSAT 8/9	N/A	N=5 Range=520-880



AGREEMENT

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE
SUPPORT STAFF ASSOCIATION,
IEA-NEA**

AND

**BOARD OF DIRECTORS - SCHOOL ASSOCIATION FOR SPECIAL
EDUCATION IN DUPAGE**

FY 2024 - FY 2026

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ARTICLE I

RECOGNITION AND PROCEDURES

1.1 Recognition

The S.A.S.E.D. (School Association for Special Education in DuPage) Board of Directors, hereinafter referred to as the "Board," hereby recognizes the SASSED Support Staff Association, IEA-NEA, hereinafter referred to as the "Association," as the exclusive and sole negotiation representative for all full-time and part-time teaching assistants, signing assistants, medical assistants, crisis interventionist specialists, interpreters, movement specialists, closed captioners and bus drivers excluding all secretarial employees, custodial and maintenance employees, grant employees, licensed professionals, orientation and mobility specialists and all supervisors, managerial, and confidential employees as defined by the Illinois Educational Labor Relations Act.

The term "Employee," when used hereinafter in this Agreement, shall refer to all employees represented by the Association in the negotiating unit as determined above.

Employees that work at least six and one half (6.5) compensable hours per day will be considered full time.

1.2 Negotiation Procedures

- A. The Board and Association agree that they will confer upon their respective representatives the necessary power and authority to make proposals, counter-proposals, and Tentative Agreements. When Tentative Agreement is reached on all matters of negotiations, the items will be reduced to writing and submitted to the Association for ratification and to the Board for official approval.
- B. The Agreement will be posted on the SASSED website and a signed original returned to the Association after ratification by the Association and the Board.
- C. Negotiations shall begin no later than March 1 of the final year of the Agreement, unless both parties agree to an alternate date. Meetings will be held as necessary at times and places agreed to by both parties.
- D. If by mutual agreement negotiations are conducted during regular work hours, release time shall be provided for the Association's negotiating committee members. This release time is not to be deducted from the Association leave time.

ARTICLE II

ASSOCIATION RIGHTS, MANAGEMENT RIGHTS & NO STRIKE

2.1 Association Rights

- A. Access to Board Policies. The Board shall make available on the SASSED website a current copy of the Board's policies and procedures. The Board shall make every effort to maintain a current copy of the Board's policies and procedures in the SASSED Administration Center.
- B. Board Meeting Agenda and Packet. A copy of the agenda of the regular meetings and a summary of such meetings of the Board shall be posted on the website and in the Administration Center. The Association President shall also receive a copy of the public Board packet materials by electronic means by not later than forty-eight (48) hours prior to the scheduled Board of Directors meeting.
- C. Use of SASSED Buildings, Mailboxes and Equipment. The Association shall have the right to:
1. Use school buildings under Board control for Association meetings, provided the Association shall reimburse the Board for any special custodial charges incurred and any damages occasioned by such use. Request for the use of such building shall be submitted to the principal at least two (2) days in advance.

Use shall not interfere with any previously scheduled use of the facility.
 2. Use employee mailboxes, SASSED email and school bulletin boards for the purpose of Association communication. All such communications shall contain no material which attacks the character of any Board member or employee. The Association acknowledges the inherent lack of privacy when the SASSED email system is used.
 3. Use Board computer and/or copier machines outside of the workday, with express knowledge of Administration, and when such are not required for Board purposes, provided the Association shall reimburse the Board \$.05 per page within forty-five (45) calendar days of billing for all consumable materials used, machine charges, and damage occasioned by such use.
- D. Employee Information. The Administration will provide the Association with an unofficial listing of the names and employment status of all bargaining unit employees on the first day of school in an effort to assist the Association in processing membership.

The Administration shall provide the President of the Association with access to a complete listing of names, cell phone numbers (if in the Administration's possession), schools and program classification of all bargaining unit members by September 30 and monthly thereafter.

- E. Collective Bargaining Agreement. An electronic copy of this Agreement will be accessible to new employees through multiple points on the SASSED website.
- F. Association Leave. The Association shall be permitted, with the approval of the Director, to utilize up to eight (8) days per school year for Association activities which can be used in hourly increments. Notice of intention to utilize such days, including the identities of the employees(s) involved, shall be given to the Director or designee in writing on the third working day prior to the day to be used for Association business. By mutual agreement of the Association President and the Director or designee, less notice may be granted provided there is no negative impact on the Association member's assignment. No more than three (3) employees from a given program may participate in Association activities on any given day.
- G. Attendance at Board Meetings. For any Board meetings occurring during school hours, up to two (2) Association members from two (2) separate classrooms shall receive release time to travel to and attend the meeting upon providing one (1) week's prior notice of such intent to attend in SASSED's absence management system.

2.2 Dues Deduction

- A. Prior to the Board deducting membership dues for the school term, the Association shall certify the amounts of the regular membership dues in writing to Human Resources by August 30.

In addition to the annual certification above, regular membership dues shall be deducted only after the Association provides Human Resources with a dues check off form signed by the authorizing employee. The signed check off form shall state the amount of the deduction for the initial school year of the deduction. A new check off form for the deduction of regular membership dues is not required on an annual basis.

Dues deductions for the school term will begin with the September 15 payroll provided Human Resources receives the annual certification and signed dues check off forms from the Association. Dues deductions shall continue through the June 30 payroll.

SASED will not be required to make any adjustments in dues deductions for an employee who terminates employment before the end of the school term.

- B. The Association agrees to defend, indemnify, and save the Board harmless against any claims, demands, suits, or other forms of liability which may arise by reason of any action taken by the Board in complying with the provisions of this Section, provided that this Section shall not apply to any claim, demand, suit or other form of liability which may arise as a result of the Board's failure to comply with the obligations imposed upon it by this Section.

2.3 Management Rights

The Board of Directors retains and reserves the ultimate responsibility for proper management of SASSED conferred upon and vested in it by the statutes and Constitutions of the State of Illinois and the United States, including, but not limited, to the responsibility

for the right:

- A. To maintain executive management and administrative control of SASSED and its properties and facilities and the professional activities of its employees as related to the conduct of school affairs.
- B. To hire all employees and, subject to the provisions of the law, to determine their qualifications, and the conditions of their continued employment, and their dismissal or demotion, their assignment, and to promote and transfer all such employees.
- C. To establish programs and courses of instruction for all students.
- D. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction according to current written Board Policy or as the same may from time to time be amended, the selection of textbooks and other teaching materials, and the utilization of teaching aids of all kinds.
- E. To determine class schedules, the hours of instruction, and the duties, responsibilities and assignments of all employees with respect thereto, and non-classroom assignments.

The exercise of the foregoing powers, rights, authorities, duties, and responsibilities by the Board shall be limited by the specific and express terms of this Agreement.

2.4 No Strike

The Association shall not engage in nor encourage the participation of any employee in a strike against SASSED during the term of this Agreement.

ARTICLE III LEAVES

3.1 Type of Leaves

A. Sick Leave

Each full-time employee who begins work at the start of the school term will be granted the paid sick leave days indicated below. Sick day allotment will be pro-rated for the first year for full-time employees who begin work after the start of the school term. Each part-time employee covered by this Agreement shall be entitled to sick leave on a pro-rated basis.

<u>Year</u>	<u>Sick Days</u>
1	10
2	10
3	10
4	11
5	13

B. Other Conditions of Sick Leave (For all employees)

Employees may utilize sick leave on an hourly basis, or in one half (1/2) day or full-day increments.

Sick leave shall accumulate to a maximum of 325 days, or as otherwise provided by law, or the number of days accumulated by the employee on the effective date of this Agreement, whichever shall be the greater.

Sick leave shall be interpreted to mean personal illness, quarantine at home or serious illness or death in the immediate family or household, or birth, adoption or placement for adoption. Immediate family shall be defined as parents, spouse, brothers, sisters, children, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, legal guardian, or an individual residing in the household.

The Executive Director may require a certificate from a physician licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician's assistant who has been delegated the authority to perform health examinations by his/her supervising physician, or if the treatment is by prayer or spiritual means, that of a spiritual advisor or practitioner of the employee's faith, as a basis for pay during leave after an absence of three (3) days for personal illness, or as the Executive Director may deem necessary in other cases. If the Executive Director requires a certificate for pay during leave of less than three (3) days, the Board shall pay the expenses incurred by the employee in obtaining the certificate.

C. Personal Business Leave

Employees who began work prior to the 2015-2016 school year shall be entitled to two (2) days of personal business leave per school term without loss of pay.

Beginning with the 2015-2016 school year, each first, second and third year employee shall be entitled to one (1) day of personal business leave per school term without loss of pay. Each fourth year and greater employee shall be entitled to two (2) days of personal business leave per school term without loss of pay.

Employees may use personal business leave time on an hourly basis, or in one half (1/2) day or full-day increments. Unused leave shall be added to accumulated sick leave at the end of the day on the last day of school.

Part-time employees shall be entitled to personal business leave on a pro-rated basis rounded to the nearest hour.

Written notification for such leave shall be made to the Director or designee, at least two days prior to the desired onset of such leave, providing that in an emergency, such notice shall be given as soon as feasible. Such leave shall not be utilized during the first five (5) or the last five (5) days of the school term or on the day preceding or following a school holiday or recess period, provided the foregoing may be waived by the Director in his sole discretion for good cause shown and such waiver shall be non-precedential. Personal leave shall not be utilized for illness but shall be applicable for observance of a religious holiday of the employee's faith and/or bereavement of other than a family member. Such leave shall not be granted for purposes of recreation, accompanying another on a trip, a job interview, any activity likely to produce income (taxable as ordinary income), or to participate in any form of work stoppage or protest.

If the employee certifies to the Director or designee that two (2) days of his/her personal leave have been used for taking part in religious services observances or recognized religious holidays of his/her faith not otherwise scheduled as school holidays, a third day can be granted.

In addition, the Director or designee shall grant to each employee up to one (1) day of paid leave which may be taken in one half(½) day increments, for emergencies to be approved as soon as possible. Unused emergency leave during the school year shall accumulate as sick leave and will be added to accumulated sick leave at the end of the day on the last day of school.

The Director or designee shall approve all personal business leave. No more than three (3) employees from a program can be approved on any given day for personal business leave.

D. Extended Parental Leave

An unpaid parental leave may be granted to an employee by action of the Board with consideration of extenuating circumstances. The terms of such leave shall not be considered in computing full-time employment for purposes of seniority or determining non-probationary status. The length of the granted leave shall not exceed the balance of the school term in which it commences and up to one (1) additional school term. The granting of parental leave to any employee shall not constitute a precedent for granting or withholding of leave to any other non-probationary employee. Each request shall be judged on its own merits and shall be within the sole discretion of the Board. Additional conditions or restrictions may be established for any such leave, provided nothing herein shall be construed as requiring any employee to apply for such leave or accept the conditions established therefore.

E. FMLA Leave

Employees may take a FMLA leave for:

- a. The birth and first-year care of a son or daughter;
 - b. The adoption or foster placement of a child;
 - c. The serious health condition of an employee's spouse, parent, or child; and
 - d. The employee's own serious health condition and
 - e. Because of any qualifying exigency (as the Secretary of Labor shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.
1. To be eligible for family and medical leave, an employee must be employed by SASSED for at least twelve (12) months (the 12 months need not be consecutive) and have actively worked at least 1175 hours during the twelve (12) month period immediately before the beginning of the leave.
 2. Eligible employees may use family and medical leave, guaranteed by the Federal Family and Medical Leave Act, for up to a combined total of twelve weeks each rolling year. The twelve (12) month period during which the twelve (12) weeks of leave entitlement occurs shall be calculated based upon a rolling twelve (12) month period looking backward to the employee's use of leave over the immediately preceding 12 months.

It is understood that weeks when school is not in session do not count as FMLA weeks.

3. Notice Requirements: The employee is required to notify the Director or designee not less than thirty (30) days before the date the leave is to begin. However, in the event that thirty (30) days' notice is not possible, the employee must give the Director or designee as much notice as is practicable. ("As soon as practicable" generally means at least verbal notice to the Director or designee within one (1) or two (2) business days of learning of the need to take FMLA leave.)
4. During a family and medical leave, employees are entitled to continuation of health benefits that would have been provided if they were working. If the employee fails to

return to work after the employee's FMLA leave has been exhausted or expires, SASSED may recover its share of health plan premiums during the period of FMLA unless the reason the employee does not return is due to:

- a. The continuation, recurrence or onset of a serious health condition of the employee or employee's family member which would otherwise entitle the employee to leave under FMLA; or
 - b. Other circumstances beyond the employee's control as stated in the FMLA.
5. An employee returning from a FMLA leave shall be returned to the position the employee would have held if the leave had not been taken.

G. Extended Leave of Absence

The Board may grant a non-probationary employee an unpaid leave of absence for a period not to exceed one (1) year. Such leaves shall be in the sole discretion of the Board and non-precedential with respect to any other leave of absence sought and/or granted to such employee and/or any other employee.

The employee must request the leave in writing to the Director to be submitted to the board at least thirty (30) days in advance of the requested commencement of the leave.

H. Bereavement Leave

Employees shall be granted up to three (3) days of bereavement leave for the death of an immediate family member. The immediate family shall be defined as in 3.1.B and include grandparents-in law. Bereavement leave shall not accumulate in any form.

Part-time employees shall be entitled to bereavement leave on a pro-rated basis.

3.2 Conditions of Leaves

A. Compensation Advancement

Any employee who has worked one hundred (100) or more school days in a school term shall be entitled to advancement in compensation.

B. Waiver of Unemployment Compensation

A condition of any unpaid leave of absence shall be the waiver by the employee of any claim to unemployment compensation during the term of such leave or any recess or vacation period adjacent thereto.

C. Insurance Coverage

An employee on unpaid leave of absence may continue all Board-paid insurance in effect, with the consent of the carrier, by paying all premiums within thirty (30) days of billing, to the SASSED Business Office or designee.

3.3 Professional Leaves and Conferences

The Executive Director may grant paid time off to attend professional conferences and/or training sessions. The Executive Director may also provide for the reimbursement of expenses incurred while attending such conferences or sessions. The granting or withholding of such leave of absence shall be within the sole discretion of the Executive Director and shall be non-precedential with respect to any other request for such leave by such employee or by any other employee. The Administration shall make available to employees information concerning professional conferences that the Administration deems appropriate and information on SASSED workshops on the SASSED website.

3.4 Workers' Compensation

Any employee who suffers a job-related illness or injury that results in temporary total disability under applicable Workers' Compensation statutes, may use accumulated sick leave days during the period he/she is absent from work, according to the following provisions:

1. For each day the staff member is unable to work, but receives no temporary total disability compensation, he/she may use a full sick leave day;
2. For each day the staff member is unable to work, and receives temporary total disability compensation, he/she may use one-third (1/3) of a sick leave day,
3. Staff members may not use a full sick leave day if temporary total disability is paid, because no more than 100% of regular compensation will be paid.

ARTICLE IV

GRIEVANCE PROCEDURE

4.1 Definitions

- A. A grievance is any claim by the Association or employee(s) that there has been violation, misinterpretation, or misapplication of the terms of this Agreement.
- B. All time limits shall be employee employment days except during the summer recess when days shall mean those when the business office shall be operating.
- C. Association representatives shall have the right to be present and to represent the Association at any meeting, hearing, appeal, or other proceedings relating to a grievance which has been formally presented. Nothing contained herein shall be construed as limiting the right of any employee having a grievance to discuss the matter informally with his/her supervisor and having the grievance adjusted without the intervention of the Association, provided the adjustment is not inconsistent with the terms of this Agreement.

4.2 Procedure

The parties hereto acknowledge that it is usually most desirable for the employee and his/her immediately involved supervisor to resolve problems through free and informal communications. When requested by the employee, a union representative may accompany the employee to assist in the informal resolution of the grievance. If, however, such informal processes fail to satisfy the employee or the Association, a grievance may be processed as follows:

- STEP A. The filing of a written grievance at this step shall be no later than twenty (20) days following the occurrence complained of as the basis for the grievance or within twenty (20) days of when the occurrence may reasonably be ascertained. The employee or the Association may present the grievance in writing to the supervisor immediately involved who will arrange for a meeting to take place within ten (10) days after receipt of the grievance. Representatives of the Association, the aggrieved employee (if any), and the immediately involved supervisor and his/her invitees shall be present for the meeting. The employee shall receive a written response to the grievance within ten (10) days of the STEP A meeting date.
- STEP B. If the grievance is not resolved at Step A, then the Association and/or the employee may refer the grievance to the Director or designee in writing within ten (10) days after receipt of the Step A answer. The Director or designee shall arrange for a meeting to take place within ten (10) days of his/her receipt of the appeal. Each party shall have the right to include in its representation at the meeting such witnesses and representatives, as it deems necessary to develop facts pertinent to the grievance. Upon conclusion of the meeting, the Director or designee shall have ten (10) days in which to provide his/her written decision with reasons to the grievant, with a copy to the Association.

STEP C. Within ten (10) days after receiving the Step B decision of the Executive Director, the Association and/or the employee may request a Grievance Mediation session through the Federal Mediation and Conciliation Services (FMCS). Upon receipt of written notification of intent, the Executive Director or his designees shall submit the request to FMCS.

Grievance mediation is a voluntary, informal and confidential process. It is understood by both parties that the mediator has no authority to compel the resolution of the grievance. Procedures to be utilized during the mediation process are within the domain of the FMCS mediator and cannot be mandated by either party.

All statements by the parties, participants or the mediator shall not be used for any purpose whatsoever in any pending or subsequent proceedings on the matter. If the grievance is not resolved at Step C the Association may proceed to Step D. At least one meeting with the mediator must occur before proceeding to Step D.

STEP D. If the Association is not satisfied with the disposition of the grievance at Step C, the Association may submit the grievance to binding arbitration. The American Arbitration Association or the Federal Mediation and Conciliation Services can be contacted to act as the Administrator of the proceedings. If a demand for arbitration is not filed within thirty (30) calendar days of the date for the Step C conclusion, the grievance shall be deemed withdrawn.

1. Neither the Board nor the Association shall be permitted to assert any grounds or evidence before the arbitrator which were not previously disclosed to the other party.
2. The arbitrator shall have no power to alter the terms of this Agreement.
3. The arbitrator is empowered to include in any award such financial reimbursements or other remedies as he judges to be proper.
4. Each party shall bear the full costs for its representation in the arbitration. The costs of the arbitration and of the AAA shall be divided equally between the Board and the Association.
5. If either party requests a transcript of the proceeding, the party shall bear the full costs for the transcript. If both parties order a transcript, the cost of the transcripts shall be divided equally between the Board and the Association as well as the cost of the transcript to be furnished the arbitrator.

4.3 Initiating Grievance at Step B

Grievances involving more than one program or multiple programs or locations and grievances involving an administrator above the program level may be initially filed by the Association at Step B.

4.4 No Reprisals Clause

No reprisals of any kind shall be taken by the Board or the administration against any employee because of his/her participation in this grievance process.

4.5 Release Time

Should the processing of any grievance require that an employee(s) or an Association representative(s) be released from his/her their regular assignment(s), he/she shall be released without loss of pay or benefits.

4.6 Filing of Materials

All records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

4.7 Grievance Withdrawal

A grievance may be withdrawn at any level without establishing precedent.

4.8 Extension of Time Limits

All time limits within the grievance procedures may be extended by mutual agreement of the Association and the Director or designee. Such agreement shall be reduced to writing and signed by both parties.

ARTICLE V

COMPENSATION

5.1 Salary

2023-2024 CPI for calendar year 2021 used under the PTELL (5%).

2024-2025 CPI for calendar year 2022 used under the PTELL (5%).

2025-2026 CPI for calendar year 2023 used under the PTELL, but not less than 4.00% or greater than 4.00%.

In each year of this Agreement the starting hourly rates for newly hired employees will increase from the previous year's starting hourly rate as identified above and stated in Appendix A.

In no event shall an employee receive total TRS or IMRF creditable earnings in excess of six percent (6%) over the previous year's TRS or IMRF creditable earnings, regardless of the duties performed that year.

Newly hired SASSED employees shall not be hired at an hourly rate that exceeds the average hourly rate of the current group of SASSED employees with the same education and experience as the newly hired SASSED employee.

A. Longevity Stipend

Having completed ten (10) years of continuous employment with SASSED, an employee will receive a 1% increase to their hourly rate.

Having completed fifteen (15) years of continuous employment with SASSED, an employee will receive a 1.5% increase to their hourly rate.

Having completed twenty (20) years of continuous employment with SASSED, an employee will receive a 2% increase to their hourly rate.

Having completed twenty-five (25) years of continuous employment with SASSED, an employee will receive a one-time lump sum payment of \$750.00.

Having completed thirty (30) years of continuous employment with SASSED, an employee will receive a one-time lump sum payment of \$1,000.00.

B. Continuing Education Incentive

In order to support employee efforts to further their formal education, the Board will provide incentives for those who complete additional coursework during their employment with SASSED.

1. Based on their status at hire, and upon verification of completed coursework and the granting of semester hours from an accredited college or university, employees will be eligible for the following one-time adjustment to their hourly rate:

The completion of a 4-year degree, obtaining a substitute teacher license and the willingness to substitute - 10% increase to the hourly rate.

2. Based on their status at hire, verification of completed coursework and the granting of semester hours or a degree from an accredited college or university, and verification of professional educator license as a special educator, employees will be eligible for a one-time 15% increase to their hourly rate provided the employee is willing to work as a substitute teacher. However, if the employee has already received the 10% increase under subsection 1 above, the increase will be 5%.

C. Extra Days

An employee who works one or more additional days in addition to his/her assigned school calendar year shall be paid his/her usual hourly rate for time worked. This shall not apply to extended school year.

D. Referral Bonus

Any employee who refers a new employee for employment at SASSED shall receive a referral bonus of \$100.00. \$50.00 of the referral bonus shall be payable at the end of the new employee's first semester with SASSED and \$50.00 shall be payable at the start of the next school year. The payment of the bonus is contingent upon the new employee continuing employment at SASSED at the time of the payment.

5.2 Mileage

Employees who are required to travel in the course of their assigned duties shall be reimbursed at the rate per mile authorized by the Internal Revenue Service (for deductions without documentary evidence) for all approved mileage to perform their assigned duties. Reimbursement claims shall be filed pursuant to procedures established by the Director.

5.3 Life Insurance

Full-time employees shall receive a \$50,000 life insurance policy at no cost to the employee. The premium is pro-rated for less than full-time employees. Not available to employees who work less than 20 hours per week.

5.4 Medical/ Dental Insurance

Single Health Insurance Coverage

The Board will make health insurance available to employees as indicated in the medical plan document. The Board will pay 85% of the cost of the individual medical insurance premium for full time employees enrolled in SASSED's medical insurance plan. For each annual open enrollment of this Agreement, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 15% contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year, the additional cost in excess of 10% for a fiscal year will be allocated 50% to employees and 50% to the Board.

Notwithstanding the foregoing provisions, SASSED will contribute to individual insurance coverage no less than an amount sufficient to provide coverage under SASSED's least expensive HMO plan (currently the Blue Advantage "BA" plan design option) with an employee contribution of not greater than 9.5% of a full-time employee's salary.

Part time employees who work twenty (20) hours or more may enroll in the health insurance program with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium. Employees that work less than twenty (20) hours each week are not eligible to purchase health insurance.

Dependent Health Insurance Coverage

Dependent health insurance coverage is available to employees as indicated in the medical plan document. The Board will pay 65% of the cost of dependent coverage for full time employees enrolled in the PPO program and 75% of the cost of dependent coverage for full time employees enrolled in the HMO I (Illinois) program. The Board will pay 85% of the cost of dependent coverage for full time employees enrolled in the HMO BA program. For each annual open enrollment of this Agreement, for the PPO, HMO I and HMO BA, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the program specific contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year, the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may participate in the dependent health insurance coverage with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium. Employees that work less than twenty (20) hours each week are not eligible to purchase health insurance.

Single Dental Insurance Coverage

The Board will make dental insurance available to employees as indicated in the dental plan document. The Board will pay 80% of the cost of the individual dental insurance premium for full time employees enrolled in SASSED's dental insurance plan. For each annual open enrollment of this Agreement, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 20% contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year, the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may enroll in the dental insurance program with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium. Employees that work less than twenty (20) hours each week are not eligible to purchase dental insurance.

Dependent Dental Insurance Coverage

Dependent dental insurance coverage is available to employees as indicated in the dental plan document. The Board will pay 60% of the cost of dependent coverage for full time employees. For each annual open enrollment of this Agreement, the prior year's actual cost of insurance will be allowed to increase up to a maximum of 10% without changing the 40% contribution level required for full time employees. However, once the cost of insurance increases by more than 10% for a fiscal year, the additional cost in excess of 10% for that year will be allocated 50% to employees and 50% to the Board.

Part time employees who work twenty (20) hours or more may participate in the dependent dental insurance coverage with the percentage of the premium paid by the Board, based upon the percentage of the employee's employment. The employee is responsible for payment of the remainder of the premium. Employees that work less than twenty (20) hours each week are not eligible to purchase dental insurance.

5.5 Medical Reimbursement Account

Employees may annually elect to have specific amounts automatically deducted from their (pre-tax) paychecks to pay for non-reimbursed eligible medical expenses for themselves and dependents as permitted by law. Amounts to be withheld shall be determined during the annual open enrollment period. To receive reimbursement for eligible expenses; employees must follow procedures developed by the Plan Administrator.

Employees participating in this program whose family/marital status changes during the plan year may amend the amounts to be withheld not less than thirty (30) days prior to the change taking effect. Requests for reimbursement must be submitted prior to March 31st of the following year. Any amounts remaining in an employee's account after the filing period will be forfeited.

5.6 Dependent Care Reimbursement Account

Employees may annually elect to have specific amounts (as specified by law) automatically deducted from their (pre-tax) paychecks to pay for Dependent Care expenses as permitted by law. Amounts to be withheld shall be determined during the annual open enrollment period. To receive reimbursement for certified Dependent Care expenses employees must follow procedures developed by the plan administrator. Employees participating in this program whose family/marital status changes during the plan year may amend the amount to be withheld not less than thirty (30) days prior to the change taking effect. Requests for reimbursement must be submitted prior to March 31st of the following year. Any amount remaining in an employee's account after the filing period will be forfeited.

5.7 Retirement Benefits

An employee who is at least fifty-five (55) years of age with the equivalent of fifteen (15) years of full-time employment with SASSED, and who gives the Board written notice by December 1 of any school year of this Agreement of his/her intent to retire under the Illinois Municipal Retirement Fund at the end of the school term, shall be entitled to the following retirement benefits:

- A. A payment in the amount of \$200.00 for each full-time equivalent year of service with SASED. Some or all of such amount shall be first used to increase the employee's salary for his/her last year of service by 6% over the prior year; the remainder, if any, shall be paid as a post-retirement lump sum payment during the month of August following the employee's retirement at the end of the school term.
- B. A payment in the amount of \$40.00 for every accumulated paid sick day beyond 221 (to a maximum of 325 days) that is not credited towards IMRF for retirement service credit. In the event that the benefit provided under subsection A above is insufficient to increase the employee's salary in his/her last year by 6%, the employee may use some or all of the benefit available under this subsection B towards such increase; the remainder, if any, shall be paid as a post-retirement lump sum payment during the month of August following the employee's retirement at the end of the school term.

5.8 Compensation for Extra Duties

If an IEP requires a student to be enrolled in an extra-curricular activity and if it is determined by his/her MDC/IEP team that an employee needs to be involved to assist this student's participation, the employee shall be compensated at his or her hourly rate. Prior to the start of the employee's involvement in the student activity, the program administrator will determine the number of hours approved for compensation. The amounts paid under this section shall be prorated by the quarter hour.

5.9 Training

SASED believes it is best to employ highly qualified individuals to fill its vacant positions. SASED will be responsible for orienting new employees to the organization's policies and procedures.

An employee who attends assigned training or attends training with the pre-approval of his/her supervisor shall be paid his/her hourly rate of pay if the training is scheduled outside the employee's normal work hours or start date for his/her assignment. An employee who does not attend SASED required crisis intervention, de-escalation and physical management training, offered on more than one date prior to the start of the school term, will not begin his/her assignment until training is completed. This provision shall not apply to an employee who is hired and begins work after orientation day.

SASED supervisors are responsible for ensuring that the appropriate training occurs for each job and that employees are oriented to their positions prior to the commencement of their new or revised duties. Training opportunities may include conferences or workshops either internally or externally provided. Prior approval from a supervisor and the Central Office designee is required.

SASED will reimburse pre-approved coursework for those employees whose current position requires continuing education for maintenance of their certification and or licensure.

The Administration shall endeavor to arrange Crisis Prevention Institute (CPI) training for all new SASSED employees fulfilling a bargaining unit position within four (4) weeks of the employee starting at SASSED. The Administration shall endeavor to arrange CPI training for all existing SASSED employees within four (4) weeks of the start of the school year.

5.10 Professional Development and Other Committees

The Association may appoint two (2) designees to participate on the SASSED Professional Development Committee.

If the Administration determines that ESP representation on a committee would be useful, both parties shall provide suggested member representatives names and shall mutually agree to 1-2 representatives.

5.11 Insurance Committee

The Board and the Association recognize that the nature and extent of health care insurance coverage in the current insurance environment and the corresponding cost for the same, is a matter requiring careful monitoring.

A committee referred to as the "Insurance Committee" will have members representing the Administration, other significant employee groups within SASSED and the Association. The Committee will consist of no more than eight (8) members including no more than two (2) members from the Association and no more than two (2) members from the Administration.

The Committee shall be advisory. The Committee will study and may recommend changes in insurance coverage during the term of the Agreement. The Committee shall meet as needed. At a minimum, the Committee shall meet in March to review claims activity and provide general updates; in September to review preliminary rate projections for the next year and to consider recommendations for changes in the insurance program; and again before October 15 to review rates for the next year and to finalize its recommendations (if any) to the Board and Association.

5.12 Set Up Day

Any employee who is approved by the program supervisor to work on a set up day outside of the employee's assigned work year calendar shall be compensated at his/her regular rate of pay for the upcoming school year.

5.13 Extra Work

Any employee who is directed by the program supervisor to attend mandatory meetings that meet after the employee's scheduled workday shall be compensated at his/her regular rate of pay.

With the exception of Foreign Language Translation, tasks assigned during the course of the employee's workday will not be eligible for additional compensation.

Any employee who agrees to act as a Foreign Language Translator during work hours will be compensated at a rate of \$32.00 per hour in lieu of their typical hourly rate for the time they are engaged in those activities. Foreign Language translation services before or after normal work hours will also be compensated at the rate of \$32.00 per hour.

Any employee with a license/certification as an adult sign language interpreter who acts as a sign language interpreter for SASED employees during meetings or trainings will be compensated at a rate of \$40.00 per hour in lieu of their typical hourly rate for the time they are engaged in those activities.

5.14 Supplemental Jobs

If, during the school term the Board shall create any additional supplemental jobs, the Board shall so advise the Association President or designee. Such advice shall include the proposed compensation for such supplemental job. The Director or designee shall enter into negotiations with the Association with respect to such compensation.

5.15 Sub Pay

When an employee who is certified to substitute as a classroom teacher and who has agreed to do so for the current school year is asked to act as a substitute teacher, they will receive the following amounts above their daily rate for one full day or above their daily rate for one half (1/2) day. One full day is defined as more than 3.5 hours and a one half (1/2) day is considered to be less than 3.5 hours.

Year	Full Day	Half Day
2023-2024	\$55.74	\$27.87
2024-2025	\$56.86	\$28.43
2025-2026	\$58.00	\$29.00

5.16 Tuition Reimbursement Pool

Tuition reimbursement shall be available to all eligible employees for semester hours of coursework credit earned from an accredited educational institution. Subject to the criteria in this section, tuition reimbursement shall be paid for coursework which maintains or improves job-related skills. The tuition reimbursement pool for each year of this Agreement shall be in the amount of \$10,000.00.

A. Eligibility Criteria

1. Only employees who have completed two (2) years of service in SASED will be eligible.
2. A part time employee must work .5 FTE to be eligible for reimbursement, and reimbursement will be prorated based on the employee's FTE.
3. Course work must be approved in writing by the Director or designee prior to the start of the course.

4. Tuition reimbursement shall not be paid for course work needed to obtain initial certification, licensure, or registration necessary to meet minimum requirements of the job assignment presently held by the employee, administrative certification, or to qualify an employee for a new trade or business.
5. The Director or his/her designee must provide written notification of approval or denial of a qualified course within five (5) working days of receipt of request. If the request is denied, the Director or designee must provide a specific written reason for denial, also within five (5) working days.

B. Reimbursement

1. Reimbursement for tuition shall be divided as described below among all eligible employees based on the total number of semester hours submitted and completed from the previous fiscal year, July 1 through June 30. The \$10,000 pool will be divided by the total number of semester hours submitted in order to reach a per semester hour dollar amount calculation. The amount of reimbursement paid to employees from the pool for approved semester hours will be determined by a reimbursement differential applied to semester hours based on course or programming leading to licensure for SASSED-relevant positions.

Each employee will receive their semester hour share for each semester hour submitted and approved according to the criteria and weighting listed above. However, an employee's reimbursement shall not exceed the actual semester hour cost of the course.

2. The costs being submitted for reimbursement shall not already have been paid to, or on behalf of, the employee by another source.
3. A course grade of A or B is necessary for reimbursement to be provided.
4. Course work should not interfere with the professional responsibilities and obligations that all staff have to students.
5. In order to receive reimbursement for coursework completed during a school year, an eligible employee shall submit his/her official transcript and evidence of tuition payment to the Director or designee by September 1st of the following school year. The Director or designee will confirm receipt of transcripts with the employee. Reimbursement shall be paid after the October Board of Directors meeting.

C. Repayment

Any employee receiving reimbursement agrees to continue in the employ of SASSED, as detailed below. If the employee shall voluntarily terminate employment prior to the

completion of the following years of employment, the employee shall be obligated to repay SASED as follows:

<u>Employee's Voluntary Termination:</u>	<u>Repayment Amount Due to SASED</u>
Up to one year following reimbursement	100% Reimbursement
Up to two years following reimbursement	50% Reimbursement

Employees shall execute promissory notes to SASED as evidence of an obligation to repay the funds received in the event that the employment requirement stated above is not fulfilled.

5.17 Professional Development Bonus

Professional development shall be available to all eligible employees and those who participate will be eligible for the professional development bonus. Subject to the criteria in this section, the professional development bonus shall be available to employees who participate in training or course work which maintains or improves job-related skills. The total professional development bonus for each year of this Agreement shall be in the amount of \$3,000.00.

Professional development training must be approved in writing by the Director or designee prior to the start of the training/course. The Director or his/her designee must provide written notification of approval or denial of qualified training within five (5) working days of receipt of request. If the request is denied, the Director or designee must provide a specific written reason for denial, also within five (5) working days.

In order to be eligible for the bonus payment, the employee must receive a score of 80% or higher or "pass" for a pass/fail course.

Professional development should not interfere with the professional responsibilities and obligations that all staff have to students.

5.18 Reimbursement for License Renewal Fee

The Board shall reimburse employees for their 5-year Illinois paraprofessional license renewal fee upon submission of a paid receipt to the Director or designee. Reimbursement shall be paid retroactively to employees who renewed their license from March 1, 2023, through the date of ratification of this Agreement.

ARTICLE VI

PROFESSIONAL RELATIONS

6.1. Probationary Employees

Newly-hired employees shall serve a probationary period of two complete semesters from the date of hire (e.g., an employee who begins SASED employment after the first day of a school term would not complete his/her probationary period until the end of the first semester of the following school term). The end date of a semester will be determined by the Southeast Alternative School Calendar.

6.2. Evaluation

A formative evaluation shall be conducted with all probationary employees within ninety (90) days of their first day of work.

In addition to the above, probationary employees shall be formally evaluated at least once during the probationary period.

Non-probationary employees shall be formally evaluated at least once, every other year.

- A. Orientation: Before any evaluation is conducted, each employee shall be provided a copy of the evaluation instrument.
- B. Observations: All monitoring or observation of the work of each employee shall be conducted in person.
- C. Evaluation Review: An electronic copy of an employee's draft evaluation will be made available to the employee at least two (2) days prior to the date of the evaluation meeting.
- D. Right to Representation: If an employee is called into a meeting to discuss an evaluation, with an overall rating of "Needs Improvement" or "Unsatisfactory" the employee shall be given at least two (2) days' notice and have the right to have an Association representative present. The supervising teacher shall be invited to participate in the discussions of an evaluation with an overall rating of "Needs Improvement" or "Unsatisfactory".
- E. Right to Respond: An employee will receive a copy of his/her evaluation and within ten (10) days may submit a written response and have that response attached to the file copy of the evaluation. All written evaluations and the attached employee's comments are to be placed in the employee's personnel file.
- F. If the evaluator determines that the evidence collected to date would result in an employee receiving a "needs improvement" or "unsatisfactory" performance evaluation rating, the evaluator will notify the employee of that determination.

6.3 Personnel Files

- A. There shall be only one (1) official personnel file for each employee. The employee shall have an opportunity to respond to any material placed in his/her file, provided such is submitted within twenty-five (25) days of the date a copy of such materials is furnished to the employee. No evaluative material shall be placed in such file until the employee has seen it.

Any material which may be used to form the basis of disciplinary action against an employee shall be placed in the employee's personnel file no later than the end of the school term during which such materials were generated or sixty (60) days after the comments were generated, whichever is later.

Any employee who receives a first offense disciplinary action at the verbal warning level may request to have such information removed from his/her personnel file after a period of two years if there is no other disciplinary occurrence. The administration may remove the document from the file upon request from the employee.

- B. All employees shall have the right to review their own personnel file and may be accompanied at such review by a representative, provided such review shall occur during normal business hours and shall not in any manner inconvenience the operation of the Board. The Executive Director or designee may be present at the time of such review. Nothing shall be permanently or temporarily removed from such personnel file without the consent of the Executive Director and the employee.

6.4 Complaint Against an Employee

All complaints against an employee shall be brought to the attention of the employee within ten (10) workdays after the receipt of the complaint. Complaints may remain anonymous upon request.

6.5 Employee Discipline

The Board agrees to follow the steps of progressive discipline as follows:

1. Verbal warning
2. Written warning
3. Suspension without pay
4. Termination

Verbal warnings will be summarized in writing and given to the employee within ten (10) days of the meeting held to discuss the issue.

The Board is not required to exhaust any or all of the listed progressive discipline steps when a determination has been made of the need to remove an employee from his/her duties due to safety concerns.

Issuance of discipline at the level of suspension without pay and termination shall be for just cause.

Complaints not brought to the attention of the employee within a reasonable time shall not be used in evaluation or discipline of the employee. Anonymous complaints or criticism shall not be used in evaluation or discipline of the employee.

Whenever a conference between an employee and a supervisor and/or administrator is held that is disciplinary or investigatory in nature, at the request of the employee, the employee shall have the right to have an Association Representative present. The employee shall be granted not more than two (2) days to obtain an Association Representative, however, such time may be less in the event of an emergency. If the employee has been provided with two (2) days' notice of the meeting and a representative is not available within the two (2) day time limit, the employee may be questioned without a representative being present. Disciplinary conferences that are held after the employee work-day will not be eligible for compensation.

6.6 Association-Director Meetings

The Association President and the Executive Director or designee shall meet at least every two (2) months throughout the school term unless it is mutually agreed to cancel. Each party may include additional persons after informing the other person of such intention. The purpose of such meetings shall be to discuss areas of concern to the parties but shall not be deemed negotiations.

All meetings shall be held outside of the normal employee workday except as shall otherwise be mutually agreed. An initial draft Agenda for the meeting will be created by the Association and submitted to the Administration at least one week in advance of the scheduled meeting. Minutes will be distributed by the Association to the Administration within forty-five (45) days after the meetings.

ARTICLE VII

EMPLOYMENT CONDITIONS

7.1 Seniority

Seniority shall be based upon the total number of years of continuous service as a non-probationary employee of SASED in the employee's job category (or subcategory for Teacher Assistants). Continuous service shall not be deemed interrupted by approved leaves of absence or honorable dismissal periods prior to recall.

Years of continued service shall include the employee's probationary period.

In the event that an employee transfers into another job category, the employee's seniority in the new job category shall not include the years of continued service in the bargaining unit. However, the employee's seniority in the bargaining unit shall include his/her years of continued service with SASED.

The official school year seniority list will be posted on the SASED website by February 1 each school year. Employees shall be listed by their first date of work in SASED.

The seniority list shall include the following job categories:

Interpreters

Signing assistants

Medical assistants

Movement specialists

Closed captioners

Van/Bus Drivers

Teaching assistants:

- Teacher Assistants-Transition
- Teacher Assistants – Multi-Needs
- Teacher Assistants/Drivers – Southeast
- Teacher Assistants – Visually Impaired
- Teacher Assistants – STARS

Seniority shall accumulate pro-rated for part-time non-probationary employees.

If employees share the same seniority date and a decision is needed as to which employee has more seniority, the basis of the decision will be first, the date formally employed by the Board; and second, a coin toss.

7.2 Vacancies, Transfers and Assignments

A. Vacancies

If the Board determines that a vacancy exists in a bargaining unit position, the Board shall post a vacancy notice on the SASSED website. SASSED shall also notify employees through its e-mail system of the vacancy. Internal applications received for a posting will be reviewed prior to external candidate applications.

When filling the vacancy, seniority, qualifications and experience shall be important considerations for any qualified bargaining unit member applying for the position, however, the Executive Director or designee reserves the right to approve or disapprove all requests.

This section A shall apply to an Extended School Year program vacancy.

B. Voluntary Transfers

Any non-probationary employee may request a transfer to another program location and/or program where a vacancy exists. Such application shall be made utilizing the on-line application system for each vacancy of interest. The interests and aspirations of the individual employee shall be considered in all transfers, however, the Executive Director or designee reserves the right to approve or disapprove all requests.

C. Notification of Assignment

Notice shall be given to any employee regarding any change in assignment for the following school term or during a current school term. The Administration reserves the right to determine assignments or change assignments for employees. In the event changes in such assignments are made, the employee affected and the Association shall be notified promptly. No assignment shall be changed arbitrarily. Affected employees will be provided with a job description, if applicable.

D. Involuntary Transfers

Employees involuntarily transferred to another building or program at any time during the school term may request a meeting with the Executive Director or designee to discuss the involuntary transfer. One week notice of transfer will be provided for permanent assignment changes made during the school year.

In any instance during the school year when it becomes necessary to involuntarily transfer an employee to another building as a permanent assignment, and more than one employee is equally qualified, the least senior employee shall be involuntarily transferred.

7.3 Reduction-in-force

In the event of a reduction-in-force, the employee shall be laid off by job category in the reverse order of seniority within the job categories (or subcategories for Teacher Assistants) listed in 7.1. However, if the employee in a job category facing a reduction-in-force is

determined to be qualified for another position in the bargaining unit, the individual may replace the least senior employee in the job category that he/she is qualified to fill as indicated below:

In the event of a reduction-in-force, in the Interpreter category, the affected Interpreter may bump into a position held by the least senior employee among the Sign Aides, or Teacher Assistants that the more senior employee is determined to be qualified to fill.

In the event of a reduction-in-force, in the Signing Assistant, Medical Assistant, Movement Specialist, or Closed Captioner categories, the affected employee may bump into a position held by the least senior employee among the Teacher Assistants that the more senior employee is determined to be qualified to fill.

In the event of a reduction-in-force, in the Teacher Assistant category, the affected Teacher Assistant may bump into the position held by the least senior employee among the Teacher Assistants that the more senior employee is determined to be qualified to fill.

Notification to the employee of reduction in force shall follow the guidelines set forth in School Code.

7.4 Recall

An employee who has been terminated pursuant to reduction-in-force shall have recall rights as provided by law. If a vacancy occurs in the employee's category (or subcategory for Teacher Assistants) for the following school term or within one (1) calendar year following the notice of staff reduction, whichever is later, the Board shall first offer reemployment to the employee(s) laid off (by categories or subcategories for Teacher Assistants) in the reverse order of the reduction.

An employee laid off in a reduction-in-force shall have ten (10) calendar days from date of mailing of the certified letter or personal service to respond to the offer of rehire. If the employee fails to respond in the required time when an offer of rehire has been made, SASSED shall have no further obligation to the employee.

7.5 Employee Work Day

All employees shall be provided a duty-free uninterrupted lunch period of thirty (30) minutes in each school day. Such lunch period shall occur during the time of the student lunch periods in the building where the employee is assigned. Any deviation to this schedule shall be made by mutual agreement between the employee(s) and the immediate supervisor. Notice of such deviations must be given to the Director and Association President, by the immediate supervisor, within five (5) workdays of the decision.

- A. The employee's normal workday shall not be more than 7 ½ hours per day inclusive of a duty-free lunch period. Unless otherwise directed by the Program Administrator, employees may leave at the end of the student's day on days preceding holidays and school recesses after all students have departed from the school site provided that all regular end of day tasks are completed.

- B. Through mutual agreement between the employee and the SASED program administrator, the employee may work through the duty-free lunch period and leave the workplace an equal time earlier.
- C. The teacher may create a daily regular break schedule that incorporates up to one 15-minute break per day. If the teacher does not create a break schedule and there is more than one support staff in the classroom, then the support staff may work out a proposed break schedule and present it to the teacher for approval. If an employee is the only support staff in the classroom then the employee may request and the teacher shall make a reasonable effort to grant the employee's request for up to one 15-minute break per day. A break shall not be combined with an employee's lunch period.

7.6 Health and Safety

A. Work Environment

An employee shall not be required to work under unsafe or hazardous conditions, provided at all times the employee's responsibility shall be the protection of students and their continued safety and well-being. SASED shall provide maintenance services to ensure that every employee and student is provided a clean and sanitary work/school environment.

B. Immunization/Communicable Diseases/Student Health Plans

At the time of employment, the Board shall offer employees immunization against tetanus and hepatitis B, provided this section shall be inoperative if appropriate health officials recommend that either or both of such immunizations be discontinued or deferred.

If a student has a known or suspected communicable disease, notification to staff and others will be made to the extent necessary, and within the current ISBE guidelines and HIPAA regulations, to minimize the health risk to staff and others.

Employees shall be provided information with regards to the specific health impairment and/or specialized medical procedures of their students.

C. Student Behaviors

If a student is exhibiting behaviors that will result in the student presenting a danger to him/herself or others, the student's individual behavior program must be implemented. Student Behavior Plans should be known to all employees working with the student.

All efforts should be made to not leave an employee alone with a student that is exhibiting behaviors that will present a danger to him/herself or others.

D. Injury to Employees

Injuries to employees by students shall continue to be regarded by the Board as a matter of grave concern. The Board recognizes the lawful right of an employee to protect him/herself in a case of an unavoidable injury.

Any case of injury to an employee shall be reported to the Administration within one (1) day of the injury. The SASED Director shall provide reasonable assistance to advise the employee generally of his/her rights and obligations with respect to such injuries and shall render reasonable assistance to the employee in handling the incident by law enforcement authorities, provided the employee shall have acted within the scope of his/her employment and pursuant to Board policy.

In accordance with the applicable provisions of The School Code, the Board shall provide indemnification and protection for claims and suits against an employee.

E. Medications

Employees, except registered or certified school nurses, shall not be required to administer medication to students as provided in The School Code.

7.7 Student Care

With consideration of a student's normal baseline health conditions, if a child comes to school ill, or becomes ill while at school and for some reason cannot go home, all efforts will be made to remove the child from the classroom and place him/her in an appropriately supervised environment (i.e., with a medically trained employee). Non-medically trained staff will not be required to provide health/nursing care but may be needed to attend to the child, to the best of the employee's ability pending health/nursing care.

7.8 Job Sharing

The Director may grant a Job Sharing arrangement. The granting or denial of such a Job Sharing shall be within the sole and non-reviewable discretion of the Director and shall be non-precedential with respect to any other request for such Job Sharing by such employee or by any other employee. The Administration shall make available to employees information concerning the option of Job Sharing on the SASED website.

7.9 Personal Property

The Board shall endeavor to provide each employee with a secured location to store personal property during the workday.

7.10 Mentoring Program

The Mentoring Program shall be a formal arrangement for the first year of employment in SASED. The Administration will identify participants and shall be responsible for all aspects of the pairing and training of new employees and mentors. All employees shall be eligible to apply to be a mentor and becoming a mentor is voluntary. To the degree possible, the mentor/mentee pairing will be closely aligned to the same assignment and/or program.

Mentors will be required to make a commitment to the Mentoring Program of at least one school year and shall meet a minimum of two (2) times per quarter with their mentee(s).

Employees who are chosen to serve as mentors for an entire school term shall be paid a stipend at the rate of \$200.00 per mentee per year, prorated per length of service. This amount shall be payable on the last paycheck of the school term.

Mentors and new employees will be given ongoing opportunities for feedback but will be required to complete a survey instrument prior to the end of the school term to evaluate the effectiveness of the Mentoring Program.

SASED shall establish a committee for the Mentoring Program made up of equal parts of both members of the Association and Administration. The Mentoring Program Committee will meet, a minimum of two times per year, to discuss additional needs and review the Program as a whole.

ARTICLE VIII

TERMINATION OF AGREEMENT

8.1 Savings Clause

Should any article, section, or clause of this Agreement be declared illegal by a court of competent jurisdiction, or overturned by a newly adopted law, said article, section, or clause, as the case may be, shall be automatically deleted from this Agreement to the extent that it violated the law. The remaining articles, sections, and clauses shall remain full force effect for the duration of the Agreement if not affected by the deleted article, section or clause.

8.2 Effective Date and Duration

This Agreement shall be effective, to the extent feasible on the first employee employment day of the 2023-2024 school term. This Agreement shall expire at 11:59 p.m. on the day prior to the commencement of the 2025-2026 school term based on the SASSED school calendar.

IN WITNESS WHEREOF:

Chairperson
Board of Directors, School Association for
Special Education in DuPage (SASED)



President
SASED Support Staff Association,
IEA-NEA

Date: _____

Date: 6-15-23

APPENDIX A - NEW HIRE PAY RATES

<i>TEACHER ASSISTANT</i>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
Educator License with Stipulations (Paraprofessional Endorsement)	\$17.18	\$17.61	\$17.96
4-Year Degree + Paraprofessional Endorsement	\$18.60	\$19.07	\$19.45
Master's Degree + Paraprofessional Endorsement	\$19.53	\$20.02	\$20.42

MEDICAL ASSISTANT-LPN

<u>Level</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
1	\$24.86	\$26.10	\$27.14
2	\$25.37	\$26.64	\$27.71
3	\$25.86	\$27.15	\$28.24
4	\$26.38	\$27.70	\$28.81
5	\$26.91	\$28.26	\$29.39
6	\$27.43	\$28.80	\$29.95
7	\$27.99	\$29.39	\$30.57
8	\$28.55	\$29.98	\$31.18
9	\$29.12	\$30.58	\$31.80
	5.00%	5.00%	4.00%

MEDICAL ASSISTANT - RN

<u>Level</u>	<u>2023-2024</u>	<u>2024-2025</u>	<u>2025-2026</u>
1	\$31.07	\$32.62	\$33.92
2	\$31.56	\$33.14	\$34.47
3	\$31.99	\$33.59	\$34.93
4	\$32.52	\$34.15	\$35.52
5	\$32.99	\$34.64	\$36.03
6	\$33.48	\$35.15	\$36.56
7	\$34.00	\$35.70	\$37.13
8	\$34.49	\$36.21	\$37.66
9	\$35.03	\$36.78	\$38.25
	5.00%	5.00%	4.00%

APPENDIX A - NEW HIRE PAY RATES

INTERPRETERS

<u>Level</u>	2023-2024	2024-2025	2025-2026
1	\$28.85	\$30.29	\$31.50
2	\$29.87	\$31.36	\$32.62
3	\$30.93	\$32.48	\$33.78
4	\$31.98	\$33.58	\$34.92
5	\$33.12	\$34.78	\$36.17
6	\$34.11	\$35.82	\$37.25
7	\$35.13	\$36.89	\$38.37
8	\$36.20	\$38.01	\$39.53
9	\$37.26	\$39.12	\$40.69
	5.00%	5.00%	4.00%

COMMUNITY I YELLOW BUS DRIVERS

Current employee rate:	2023-2024	2024-2025	2025-2026
	\$19.12	\$20.08	\$20.88
New hire rate:	2023-2024	2024-2025	2025-2026
	\$18.12	\$19.03	\$19.79

SIGNING ASSISTANT- HOURLY RATES FOR NEW HIRES

Follow the Teacher Assistant starting rate schedule and add 10% to the hourly rate.

REAL TIME CAPTIONER-HOURLY RATES FOR NEW HIRES

Follow the Teacher Assistant starting rate schedule and add 20% to the hourly rate.

MOVEMENT SPECIALIST - HOURLY RATES FOR NEW HIRES

Follow the Teacher Assistant starting rate schedule and add 20% to the hourly rate.



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

**SASED BOARD OFFICERS & APPOINTMENTS
MAY 2023-2024**

Board of Directors Officers

- Chairperson: Mark Cross, Cass SD63
- Vice Chairperson: Dr. Jean Barbanente, DuPage High SD88
- Secretary: Dr. Anthony Palmisano, DuPage County SD45

Governing Board Officers

- Chairperson: Jack Buscemi, Benjamin SD25
- Vice Chairperson: James Blair, Salt Creek SD48
- Secretary: Tom Ruggio, Woodridge SD68

Appointments (determined by policy)

- Treasurer: Rachel Wisniewski, CSBO, SASED
- Recording Secretary: Senga Lowe, SASED

Representative to DuPage/West Cook

- Dr. Matt Rich, Representative
- Dr. Mindy McGuffin, Alternate

