



**Board of Directors Meeting
October 18, 2023
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
11:00 AM
AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Moment of Silence in Honor of Traci Barkley**
4. **Public Comment**
5. **Comments from Support Staff Association Members**
6. **Comments from DuPage Education Association Members**
7. **Action Items**
 - a. Approve the Open Session Minutes from 9-20-23
 - b. Approve the Closed Session Minutes from 9-20-23
8. **Executive Director Updates**
 - a. SASED Program Monthly Updates - Cooperative Corner
 - b. Social Media Launch Plan - Procedures
 - c. Employee Recognition
9. **Consent Agenda**
 - a. 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.
 - b. Accept the Financial Reports
 - 1) Gross Payrolls--
 - 2) Payroll Liabilities
 - 3) Bill List--
 - 4) Interim Checks
 - c. ISBE 2023 Annual LEA Determination Letters
 - d. Approve Frontline Education Software for Service Tracking with an initial financial impact of \$19,138.70 which has already been budgeted for
 - e. Approve the Change of Fleet and Fuel Card Vendor
 - f. Approve the Agreement Between Early CHOICES and Accountability Solutions to Update the Android and IOS Apps to Current Operating System in the Amount of \$3,000.
 - g. Approve the Agreement with Sign Language Interpreters Inc. (SLII) for Interpreter Services for SY23-24
 - h. Approve the Intergovernmental Agreements to enroll a non-member district student in a SASED program.
 - i. Approve the Memorandum of Agreement with the SASED Education Association, IEA-NEA, in Regards to Attendance at Board Meetings
 - j. Approve the Contract Buyout for Teacher Assistant from Maxim
 - k. Approve the Vision Program Request for the Overnight Goalball Tournament on October 25-26, 2023.
 - l. FOIA Request from Michael Garbo and Response dated October 6, 2023
10. **Discussion**
 - a. Finance Update

- b. Health/Life Safety Projects at Southeast School Update
 - c. LRE and Enrollment Update
 - d. Board Committee Updates
 - 1) SASSED Finance Committee Meeting October 4, 2023
11. **Action Items**
- a. Approve the Resolution Authorizing Issuance of Procurement Cards through BMO Financial Group (Bank of Montreal)
 - b. Approve the Revised OT/PT Billing Method
 - c. Approve the Insurance Renewal for Calendar Year 2024 through Horton, SASSED's insurance broker
 - d. SASSED National School Lunch Program - Termination of Contract with Gourmet Gorilla
12. **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
13. **Reconvene to Open Session**
14. **Adjournment**

6. Executive Director Updates

- a. Dr. Gunnell provided an overview of the “Cooperative Corner”, the newsletter which will run monthly and will provide SASSED department updates, as well as programs and services updates. The Cooperative Corner will serve as a communication tool and is aligned to the SASSED Strategic Plan- Priority Area 3 Communications. The Cooperative Corner will be shared with the Boards, staff, parents and other stakeholders.
- b. Ms. Wisniewski, Mr. Nelson, and Dr. Gunnell have been examining the current financial structure and business office procedures at SASSED. The Executive Directors and Ms. Wisniewski will outline the steps to move the cooperative forward at the next SASSED Finance Committee on October 4, 2023.
- c. Mr. Nelson presented the Board with an overview of the new Parent-Student Handbook which is based on the IPA Model Handbook. The goal was to document procedures. The SASSED Employee Handbook contains helpful information for employees and includes links to Board Policies, Collective Bargaining Agreements, and other useful resources.
- d. Mr. Nelson reported future Board meetings will be held downstairs in the Professional Learning Community (PLC) room due to the shortage of space in the upstairs Boardroom.

7. Consent Agenda

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

- a. Approve Open Session Minutes from 8-16-23 Board of Directors Meeting
- 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, per the Board approved 2023-2027 Strategic Plan- Priority Area #1 (High Quality Staffing).
- c. Accept the Financial Reports
 1. Gross Payrolls for August 2023 - \$400,411.62
 2. Payroll Liabilities for August 2023 - \$379,976.09
 3. Bill List for September 2023 - \$1,135,671.20
 4. Interim Checks for August - 665,480.85
- d. Approve the Independent Contractor Agreement between ISBE Early CHOICES and Christian Jackson for brochure design services in the amount of \$1,200.
- e. Approve the Independent Contractor Agreement between ISBE Early CHOICES and Western Illinois University Board of Trustees in the amount of \$25,000.
- f. Approve the Clinical Education Agreement with The University of Kentucky College which includes the Addendum from the College of Health Sciences, Department of Communication Sciences and Disorders.
- g. Approve the Contract Buy-Out for Two Teacher Assistants.
- h. Approve the Intergovernmental Agreement with Darien SD61 for STARS Program at Cass Jr. High - Student A.
- i. Approve the SASSED SY23-24 ISBE Approved Calendar.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Palmisano SD45, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 16 Districts **Nays:** None

Absent: 2 Districts

Upon roll call vote, motion carried.

8. Discussion Without Action

- a. Finance Update - Ms. Wisniewski presented the Board with an overview of SASED's financial status including the Monthly Budget Progress Statement for August. The Board requested that the October report include "a prior year to date" information for comparison purposes.
- b. Enrollment Update - As of August 12, 2023, SASED has 362 students enrolled in its programs, which is approximately 70% of capacity. SASED is committed to doing everything possible to meet the placement needs of its member districts students and will continue to do so. The Board requested that next month's report should include the number of non-member district students enrolled in SASED programs.

Board members asked the SASED Administration to confirm whether or not students who are referred to SASED for possible placement are required to have a new "full and individual evaluation" (evaluation/case study) prior to enrollment in a SASED program? Dr. Gunnell responded, an initial evaluation is required to determine eligibility for special education services and at minimum, a district must re-evaluate the student every 3 years. The IEP Team may determine that a re-evaluation must be conducted earlier than 3 years if necessary. Districts are not required to conduct a new evaluation to determine placement in a SASED program. It should be noted that a district's legal counsel may advise that while a new evaluation is not required by law, it is a suggested best practice when placing a student in a more restrictive environment.

- c. 2022-2023 Student Assessment have all been reported and SASED Programs End of Year Performance Reports are complete.
- d. Board Committee Updates:
 1. Finance Committee - Held its first committee meeting of this school year on September 6th. Congratulations to Dr. Filipiak and Dr. Broncato who were elected as Chair and Vice Chair of the committee. Dr. Gunnell thanked them for their willingness to lead the committee's important work. The SASED Administration now has clear direction in the form of Finance Committee recommendations to the Board of Directors to move forward on a new financial structure, budget development and schedule, along with invoicing procedures for OT/PT, Audiological services, SASED menu of services, and a deep dive into the use of 1:1 Instructional Assistants/RN staff. The committee reviewed the Health Life Safety and HVAC project at Southeast School. The committee has a recommendation for the BOD's consideration later on the agenda. Next meeting is scheduled for October 4, 2023 at 8:00 AM.
 2. Health/Life Safety projects at Southeast School - Ms. Wisniewski reviewed the information that was shared at the Finance Committee meeting regarding the Health/Life Safety project and the recommendations from the committee to move forward with the project. She provided project details from the architect including the cost summary and funding proposal for a Summer 2024 start. The Board recommended that the project go out for bid as soon as possible and that the bids be received and approved at the October Board of Directors meeting. Based on the current market, the project materials might be delayed. The Board recommended that we have a contingency plan in place for such purposes.
- e. Dive Into DuPage Job Fair - April 24, 2024 - Mr. Nelson informed the Board that the job fair is a recruitment event for SASED and its member districts. Mr. Nelson requested that the Superintendents speak with their HR departments and District Administrators about the job fair so that each member district has the opportunity to participate. SASED will inform the appropriate member district personnel of the job fair.
- f. SASED Insurance Renewal - Renewal effective January 1, 2024. Ms. Wisniewski anticipates the Horton contract will include an increase of 8.78%. Ms. Wisniewski will place the contract renewal as an action item on the October 18th Board agenda. It was suggested by Member Filipiak and supported by other Board members, that SASED research and consider other insurance options in the future.

9. Closed Session

A motion was made to recess into closed session at 11:43 am for the purpose of discussing minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes 5 ILCS 120/2c21(2.06 from Ch.102,par.42.06); and 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

This motion, made by Member Rich and seconded by Member Wise.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Palmisano SD45, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 17 Districts **Nays:** None **Absent:** 1 Districts

Upon roll call vote, motion carried.

10. Reconvene into Open Session

During Closed Session, a motion was made to reconvene back into Open Session at 11:58 am. This motion, made by Member Russell and seconded by Member Rich.

Upon voice vote, motion carried.

11. Discussion with Action

- A. Approve the Closed Session Minutes from the Board of Directors August 16, 2023 Meeting
A motion was made to approve the Closed Session Minutes from the Board of Directors August 16, 2023 Meeting. This motion, made by Member Rich and seconded by Member Wise.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Palmisano SD45, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 17 Districts **Nays:** None **Absent:** 1 Districts

Upon roll call vote, motion carried.

- B. Approve the Semi-Annual Review and Recommendation to Maintain the Confidentiality of All Closed Session Minutes
A motion was made to approve the Semi-Annual Review and Recommendation to Maintain the Confidentiality of All Closed Session Minutes. This motion, made by Member Rich and seconded by Member Kielminski.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Palmisano SD45, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 17 Districts **Nays:** None

Absent: 1 Districts

Upon roll call vote, motion carried.

- C. Approve the Resolution for Non-Renewal and Honorable Dismissal of Support Staff
A motion was made to approve the Resolution for Non-Renewal and Honorable Dismissal of Support Staff. This motion, made by Member Thiele and seconded by Member Rich.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Palmisano SD45, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 17 Districts **Nays:** None

Absent: 1 Districts

Upon roll call vote, motion carried.

- D. Approve the Health/Life Safety Work at Southeast
A motion was made to approve the Health/Life Safety Work at Southeast as presented. This motion, made by Member Broncato and seconded by Member Rich.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Davis SD33, Rich SD34, Palmisano SD45, Kielminski SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Langton SD94, Thiele SD99, Kyle SD180, Filipak SD202, Campbell SD205.

Nays: None

Ayes: 17 Districts **Nays:** None

Absent: 1 Districts

Upon roll call vote, motion carried.

12. Adjournment

A motion was made to adjourn at 12:07 pm. This motion, made by Member Rich and seconded by Member Wise.

Upon voice vote of all ayes from 17 districts present, motion carried.

Minutes Approved by:

Mr. Mark Cross
Chairperson

Date

Dr. Anthony Palmisano
Secretary

Date

Frequently Asked Questions (FAQ) Regarding SASSED Social Media Guidelines

1. Why is SASSED issuing guidance regarding social media?
 - Social media technology offers many educational benefits. SASSED is issuing this guidance to provide recommended practices for employees to take advantage of this technology in a manner that encourages professionalism, responsibility, safety, and awareness. In addition, these Guidelines provide recommended best practices for employees who use social media for personal communications.
2. Do the Guidelines apply to all SASSED employees or just certified staff?
 - The Guidelines apply to all SASSED employees: certified, non-certified and administrative staff.
3. What are some common types of social media?
 - **Blogs** - Short for 'web-logs', these are sites that can function as ongoing journals with multiple entries. Typically, entries are categorized with 'tags' for easy searching. Most blogs allow for reader comments. Examples: *Slogger, Wordpress, TypePad*.
 - **Micro-Blogs** - These blogs allow for shorter content posts, typically with a limited set of typed characters allowed. Micro-blogs can be used for status updates and to quickly communicate information to 'friends' or 'followers.' Examples: *Twitter, Medium, Tumblr*.
 - **Networking** - These sites allow people to connect with each other around common interests, pursuits and other categories. Examples: *Facebook, LinkedIn, Google+, Ning*.
 - **Photo/Video** - These sites allow people to share videos, images, slideshows, and other media. Often these sites allow viewers to comment and share posted content. Examples: *YouTube, Instagram, Snapchat, TikTok, Vimeo, Imgur*.

Personal Social Media Sites

4. Why is it a recommended practice to have separate professional and personal social media sites and e-mail addresses?
 - The reason for this distinction is to ensure separation between personal and professional spheres of online communication of SASSED employees. In this context, this separation is intended to clarify that professional social media and personal social media are different. Professional social media is work-related and may involve employee-to-student communication. Personal social media is not work-related and does not involve employee-to-student communication.

5. May SASED employees using social media for personal use communicate with SASED colleagues?

- These Guidelines do not address communication between employees on personal social media sites. SASED employees who use personal social media are encouraged to use appropriate privacy settings to control access to their personal social media sites.

Employees

6. What if SASED employees are already using social media for either professional or personal purposes?

- Professional social media use: SASED employees currently using social media for professional purposes should examine whether their use aligns with the Social Media Guidelines and these FAQs. Any use not consistent with these documents should be altered or amended within a reasonable period of time. If employees have linked a professional social media site to a personal e-mail address, they should transition the site to a professional e-mail address.
- Personal social media use: The Guidelines recommend that SASED employees who use social media for personal purposes should remove current SASED students from those sites. There are exceptions noted in the Guidelines.
- Employees should periodically review the Social Media Guidelines and FAQ - which will be updated as needed - to ensure familiarity with the recommended practices. SASED will notify employees when the Guidelines are updated. School administrators will ensure their teachers and other staff are informed.
- SASED shall provide training for employees who are using social media for professional purposes.

7. When using social media, when and where should the SASED logo be used?

- The SASED logo should be used for official SASED business. Websites that officially represent a school may use the SASED logo. For example, if a school has an "eChalk" site in addition to a SASED-provided school portal, it may display the logo. If an SASED program or school creates a site to serve their program or school, they may use the SASED logo. SASED employees should not use the logo if they are creating a non-official communication. A blog, for example, where an employee discusses education, but where the SASED employee does not officially represent SASED, should not have the SASED logo. Please note that when a social media site, such as LinkedIn and Facebook, generates the SASED logo automatically, it does not pose a problem.

8. Who monitors professional social media sites and how frequently are they monitored?

- The Guidelines recommend that professional social media sites should be reviewed and monitored by supervisors on a regular basis.

The specific frequency and level of review required for each professional social media site will depend on the particular characteristics of the site. Sites that are interactive, for example, those that allow comments and posting, should be monitored more closely. Other factors that impact the frequency include the level of privacy assigned to the site, specifically, whether the site is a private network (for example, limited to a particular class) or a public network (open to anyone within a program or a larger group within the SASED community). Employees who decide to establish professional social media sites should engage in a voluntary review of their specific site on a regular basis.

9. What should SASED employees who want to develop professional social media for their classroom, program or school do?

- Employees should review the Social Media Guidelines and FAQ periodically to ensure that they are familiar with their contents and are aware of any updates. Employees should research and familiarize themselves with the social media site they intend to utilize.
- If the proposed professional social media use involves students, employees are required to review the social media site's regulations and determine at what age children are allowed to use the site. For example, if a teacher planned to create a Facebook page for his fourth grade class, he would learn that Facebook requires users to be 13 or older to use their site and he would need to use something else.
- Employees should understand the default privacy and viewing settings for the social media site. Where possible, we recommend that SASED employees establish groups or pages, rather than individual profiles, for educational purposes. SASED shall provide training when assigned to set up a social media site.

Guidance for Supervisors

10. How should principals address parents who express concerns about their children's use of social media?

- SASED recognizes the powerful benefits for students, teachers, and school communities through the thoughtful use of social media. We expect many schools will utilize these 21st century tools. We also expect that schools will inform parents of the opportunities social media will provide with respect to

college and career readiness. In some cases, schools may need to "market" these tools to parents who may be unfamiliar with the benefits of social media.

Schools should let families know that use of technology, and more specifically technology-based tools, is an important piece of what it means to be work-ready in today's society.

Skills learned by using social media responsibly cover all five of the most frequently reported applied skills employers rated as "very important:" Professionalism/Work Ethic, Oral and Written Communications, Teamwork/Collaboration, Critical Thinking/Problem Solving and Ethics/Social Responsibility, as reported in a study entitled Are they Really Ready to Work?, highlighting employers' perspectives on skills needed for the 21st century workforce.

11. What are effective methods that administrators can use to monitor information that is posted on professional social media sites?

- Here are some suggestions that may be helpful:
 - Have a comprehensive register of all professional social media sites being created and used by your staff,
 - Create one administrative account that can be used by administrators or network point person,
 - Ask to be made a member of all professional social media sites to view posted materials,
 - Depending on the site, set up e-mail notifications to alert you when any new material is posted,
 - Consider having more than one person monitor the sites set up for professional use, and prioritize which sites need to be monitored more frequently.
 - Highlight examples of model social media usage with your staff.

12. Certain social media sites are blocked at my school. How can schools access blocked websites?

- If the SASSED Executive Director and appropriate Building Principal agree, a site can be unblocked for the building.

Teachers and Staff

13. What happens if a SASSED employee changes the privacy or access level of a social media site beyond what was initially approved during the school year?

- If the professional social media site undergoes a significant change (for example, a Facebook page being used to share questions about reading

assignments will now be used to share ideas with a class at a school in another country), the SASSED employee should inform his or her supervisor of the change.

14. Should parents be notified regarding their child's social media use for school-related activities?
 - Yes. SASSED staff should notify parents on an annual basis if their child is invited to participate in professional social media activities. Parents who have questions or concerns about their child's use of social media for school purposes should contact the teacher or program supervisor for more information.
15. The Guidelines recommend that supervisors have administrator rights. Does this mean that teachers or staff are required to hand over their professional social media username and password to principals and their designees?
 - It does not. Teachers and staff can give the supervisor administrator access to a site. The purpose is to provide supervisors with limited access, using their own log-in username and password. For example, if a teacher is out recovering from an extended illness, the principal or designee, or network point person can continue to monitor the professional social media site.
16. Are teachers mandated reporters when it comes to online activity?
 - Yes. Teachers are mandated reporters.

Relating to Students

17. Do these Guidelines apply to SASSED students?
 - Student-to-student communication via social media is not addressed in the Guidelines.
18. How should SASSED employees respond to "friend" requests by current SASSED students on their personal social media sites and accounts?
 - If SASSED employees receive a request from a current SASSED student to connect or communicate through a personal social media site, they should decline the request.
19. What should SASSED supervisors and their designees, who are responsible for monitoring professional social media, do when they discover or receive a report of inappropriate activity?
 - A SASSED supervisor who discovers or receives a report of inappropriate or

questionable content posted on a professional social media site should contact the SASED Executive Director for assistance. If other members of a school community find inappropriate material on a professional social media site, they are encouraged to report it to a SASED supervisor and the person who administers the social media site.

20. How can SASED employees and supervisors determine what constitutes confidential information or personally identifiable student information that should not be posted or disclosed? What about graded work?

- Posting certain graded material may be in violation of FERPA. If SASED employees and supervisors have any questions about what constitutes confidential information or personally identifiable student information, they should contact the SASED Executive Director.

21. Are teachers or other school-based staff personally liable for student posts on professional social media sites?

- No. For example, if a teacher views an inappropriate post, the teacher is required to follow existing SASED regulations regarding reporting obligations. SASED also recommends that teachers act as moderators for professional social media sites.

School Association for Special Education in DuPage (SASED) Social Media Guidelines

A. Introduction/Purpose

1. Social media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing School Association for Special Education in DuPage (SASED) students to succeed in their educational and career endeavors.
2. All SASED stakeholders who utilize social media technology for professional purposes described below, including staff and students, must do so in a safe and responsible manner. SASED strives to create professional social media environments that mirror the academically supportive environments of our programs and services.
3. These Social Media Guidelines ("Guidelines") provide guidance regarding recommended practices for professional social media communication between SASED employees, as well as social media communication between SASED employees and SASED students.
4. In recognition of the public and pervasive nature of social media communications, as well as the fact that in this digital era, the lines between professional and personal endeavors are sometimes blurred, these Guidelines also address recommended practices for use of personal social media by SASED staff.
5. All employees are expected to serve as positive ambassadors for our schools and to remember they are role models to students in this community. Because readers of social media networks may view the employee as a representative of the schools and the District, SASED employees should be respectful and professional in all communications (by word, image or other means). Employees should not use obscene, profane or vulgar language on any social media network or engage in communications or conduct that is harassing, threatening, bullying, libelous, or defamatory or that discusses or encourages any illegal activity or the inappropriate use of alcohol, use of illegal drugs, sexual behavior, sexual harassment, or bullying.

B. Definition of Social Media

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Snap Chat, Instagram, TikTok, YouTube, LinkedIn, Google+, and Flickr.

1. Professional social media is a work-related social media activity.
2. Personal social media use is a non work-related social media activity.

C. Applicability

These Guidelines apply to all SASED employees. SASED will take steps to ensure that other SASED stakeholders, including volunteers, and independent contractors are informed of these Guidelines.

D. Professional Social Media Use

1. Maintaining Separate Professional and Personal E-mail Accounts

SASED employees who decide to engage in professional social media activities should maintain separate professional and personal e-mail addresses. As such, SASED employees should not use their personal e-mail address for professional social media activities, rather, employees should use a professional e-mail address that is completely separate from any personal social media they maintain.

2. Communication with SASED Students

SASED employees who work with students and communicate with students through professional social media sites should follow these guidelines:

- a. Professional social media sites should be designed to address reasonable instructional, educational, or extra-curricular program matters.
- b. Each school year, SASED parents will be notified about the professional social media activities in which their children may participate. Parents should contact the SASED Executive Director with any questions or concerns.

3. Guidance Regarding Professional Social Media Sites

- a. SASED employees should treat professional social media space and communication like a classroom and/or a professional workplace. The same standards expected in SASED professional settings are expected on professional social media sites. If a particular type of behavior is inappropriate in the classroom or a professional workplace, then that behavior is also inappropriate on the professional social media site.
- b. SASED employees should exercise caution, sound judgment, and common sense when using professional social media sites.
- c. When establishing professional social media sites, staff should consider the intended audience for the site and consider the level of privacy assigned to the site, specifically, whether the site should be a private network (for example, it is limited to a particular class or particular program) or a public network (for example, a larger group within the SASED community can participate or individuals outside of the SASED). It is recommended practice for professional social media sites to

- be private networks, unless there is a specific educational need for the site to be a public network.
- d. To the extent possible, based on the social media site being used, SASSED supervisors or their designees should be given separate administrator rights providing limited access to the professional social media accounts established by SASSED employees.
 - e. SASSED employees should obtain their supervisor's approval before setting up a professional social media presence.
 - f. If a professional social media site undergoes a significant change (for example, a Facebook page being used to share questions about reading assignments will now be used to share ideas with a class at a school in another country), consider whether a revised notice to your supervisor is needed. As needed, SASSED can continue to inform families about newly created social media sites.
 - g. Supervisors and their designees are responsible for maintaining a list of all professional social media accounts within their particular programs.
 - h. Professional SASSED social media sites should include language identifying the sites as professional social media SASSED sites to differentiate from personal sites. For example, the professional sites can identify the SASSED program or class that is utilizing the site.
 - i. SASSED employees should use privacy settings to control access to their professional social media sites with the objective that professional social media communications only reach the intended audience. However, SASSED employees should be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, each employee has a responsibility to understand the rules of the social media site being utilized and monitor changes related to privacy settings.
 - j. Professional social media communication must be in compliance with existing SASSED policies and applicable laws, including, but not limited to, prohibitions on the disclosure of confidential information and prohibitions on the use of harassing, obscene, discriminatory, defamatory or threatening language.
 - k. No personally identifiable student information may be posted by SASSED employees on professional social media sites that are open beyond the classroom, which may include, for example, a "buddy" class in another country. If images of students are to be posted online, staff are responsible for checking to make sure the student's parents have not denied permission for publication of photos or videos of their child.

- l. SASED students who participate in professional social media sites may not be permitted to post photographs or videos featuring other students without the approval of the teacher or other SASED employee responsible for the site.
- m. It is not recommended that SASED employees post photos of other SASED employees on professional social media sites without prior permission of the photographed employee.
- n. The District recognizes that student groups or members of the public may create social media representing students or groups within the District. When employees, including coaches/advisors, choose to join or engage with these social networking groups, they do so as an employee of the District. Employees have responsibility for maintaining appropriate employee-student relationships at all times and have responsibility for addressing inappropriate behavior or activity on these networks. This includes acting to protect the safety of minors online. Employees shall annually disclose to the District the existence of and their participation in such networks.

E. Personal Social Media Use

I. Communication with SASED Students

In order to maintain a professional and appropriate relationship with students, SASED employees should not communicate with students who are currently enrolled in SASED programs or classrooms on personal social media sites. SASED employees' communication with SASED students via personal social media is subject to the following exceptions: (a) communication with relatives and (b) if an emergency situation requires such communication, in which case the SASED employee should notify his/her supervisor of the contact as soon as possible.

3. Guidance Regarding Personal Social Media Sites

SASED employees should exercise caution and common sense when using personal social media sites:

- a. As a recommended practice, SASED employees are encouraged to use appropriate privacy settings to control access to their personal social media sites. However, be aware that there are limitations to privacy settings. Private communication published on the Internet can easily become public. Furthermore, social media sites can change their current default privacy settings and other functions. As a result, employees are responsible for understanding the rules of the social media site being utilized and for monitoring any changes to the privacy settings on their personal social media sites.
- b. It is not recommended that SASED employees "tag" photos of other SASED employees, SASED volunteers, SASED contractors or SASED vendors without the prior permission of the individuals being tagged.

- c. Personal social media use, including off-hours use, has the potential to result in disruption at school and/or the workplace, and can be in violation of SASED policies and law.
- d. The posting or disclosure of personally identifiable student information or confidential information via personal social media sites is prohibited.
- e. SASED employees should not use the SASED's logo or make representations that their personal social media sites speak in an official SASED capacity.

F. Applicability of SASED Policies and Other Laws

1. These Guidelines provide guidance intended to supplement, not supersede, existing SASED policies and laws. Users of professional social media sites must comply with all applicable federal, state and local laws, including, but not limited to the Children's Online Privacy Protection Act (COPPA) (<http://business.ftc.gov/privacy-and-security/children>), Family Educational Rights and Privacy Act (FERPA) (<http://www2.ed.gov/policy/denlquid1fpcolindex.html>), and intellectual property laws.
2. These Guidelines are not designed to serve as a code of conduct for social media use and do not constitute separate basis for potential discipline. However, all existing SASED policies, regulations and laws that cover employee conduct may be applicable in the social media environment.

PROPOSED PERSONNEL ACTION

1. Resignations/Retirements/Terminations - Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Last Day Worked</u>	<u>Reason</u>
Barkley, Traci	1:1 Teacher Assistant	User Fee Dist. #48	9/23/2014	9/23/2023	Passed away
Englehart, Cynthia	Business Office Asst. Central Office	Local Funds	7/5/2017	12/31/2023	Retiring
Gershman, Benjamin	1:1 Teacher Assistant	User Fee Dist. #20	8/29/2023	9/29/2023	Personal reasons
Hernandez, Lizbeth	Medical/Teacher Assistant Transition Program	Tuition	8/10/2023	8/23/2023	Accepted another position
Stola, Melissa	12-month Admin. Asst. VI Program	Tuition	9/19/2022	9/29/2023	Accepted another position

2. Appointments - Educational Support Staff

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
Gotter, Kathleen	10-month Admin. Asst. MN/Transition/STARS Programs	Tuition	10/10/2023	\$19.00	
Resendiz, Amanda	1:1 Teacher Assistant	User Fee Dist. #68	9/21/2023	\$19.68	
Williams, Lois	Teacher Asst./MN Prairieview	Tuition	9/25/2023	\$17.18	

3. Appointments - Educational Support Staff - Contracted

Cabanlit, Anita	1:1 MA/TA Maxim	User Fee Dist. #87	9/14/2023	\$75.00	
Francis, Dianna	1:1 Teacher Assistant Maxim	User Fee Dist. #58	9/25/2023	\$40.00	
Holden, Khadejah	Teacher Asst./VI Albright - Maxim	Tuition	9/21/2023	\$40.00	
Holloway, Marilyn	Teacher Asst./VI Swartz - Maxim	Tuition	9/29/2023	\$40.00	
Jathool, Jasmine	1:1 Teacher Assistant Maxim	User Fee Dist. #20	9/20/2023	\$40.00	
Krynski, Isabel	1:1 Teacher Assistant Maxim	User Fee Dist. #58	9/21/2023	\$40.00	

10/18/2023

3. Appointments - Educational Support Staff - Contracted - continued

<u>Name</u>	<u>Position</u>	<u>Funding Source</u>	<u>Initial Employment Date</u>	<u>Hourly Rate</u>	<u>Salary</u>
McKenna, Austin	Teacher Asst./VI Addison Trail - Maxim	Tuition	9/19/2023	\$40.00	
Pospisil, Anna	Teacher Asst./VI Salt Creek - Maxim	Tuition	9/20/2023	\$40.00	
Sommers, Beth	1:1 Teacher Assistant Maxim	User Fee Dist. #68	9/18/2023	\$40.00	
Spaulding, Alexandria	1:1 Teacher Assistant Maxim	User Fee Dist. #202	9/27/2023	\$40.00	
Tomaleh, Ayah	RBT/STARS Maxim	Tuition	9/28/2023	\$50.00	
Walker, LaQuita	1:1 Teacher Assistant Maxim	User Fee Dist. #201	10/2/2023	\$40.00	
Westerholm, Linda	1:1 MA/TA Maxim	User Fee Dist. #88	10/2/2023	\$75.00	
Williams, Melanie	Interpreter/DHH North - Soliant	Tuition	9/14/2023	\$78.00	
Wright, Norita	1:1 MA/TA Maxim	User Fee Dist. #180	10/2/2023	\$75.00	

NOTE: The Administration assures the Board that all of the above salaries/hourly rates are within Board approved ranges and/or schedules.



FOR INFORMATION ONLY

1. Leave of Absence/FMLA - Licensed Staff

<u>Name</u>	<u>Position</u>	<u>Length of Leave</u>
Aurrichio, Megan	Teacher Southeast School	11/13/2023 - 1/24/2024* *change in dates

2. Leave of Absence/FMLA - Educational Support Staff

Olson, Colleen	Teacher Assistant/MN Willowbrook	11/14/2023 - 11/30/2023
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3. Leave of Absence/Unpaid - Licensed Staff

Magnuson, Laura	Teacher/VI Salt Creek	10/19/2023 - 5/31/2024
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----- Forwarded message -----

From: **Laura Magnuson** <lmagnuson@sased.org>

Date: Thu, Oct 5, 2023 at 12:27 PM

Subject: Leave of absence request

To: Julie Grohn <jgrohn@sased.org>

Hi Julie,

Thank you for all your help and information this morning.

I am requesting a leave of absence for the well-being of myself and my family for the remainder of the 2023-2024 school year. I intend to return on August 12th, 2024, if not sooner or possibly part time. This would be effective 10/18/2023.

Thank you!

Laura Magnuson

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Laura Magnuson
Teacher of the Visually Impaired
Salt Creek School
[980 S. Riverside Drive](#)
[Elmhurst, IL 60126](#)

GROSS PAYROLL

September 2023 \$ 1,821,901.78

TOTAL SALARY	:	1,821,901.78
TOTAL DEDUCTIONS	:	625,892.16
TOTAL EMPLOYEES	:	345

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

REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY

*****TOTAL*****			*****DEDUCTION*****		*****BENEFIT*****	
CATEGORY	CODE	DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS
AMOUNT	BASE GROSS					
	FTP	ADD FED TAX PCT	361.80	1,808.98		
	FTX	FEDERAL TAX	71,400.82	784,881.73		
FEDERAL TAX	TOTAL		75,129.31	786,690.71		
75,129.31	786,690.71					
FICA	FICA	FICA	23,859.72	384,834.11		
	FICA	FICA			23,859.72	384,834.11
FICA	TOTAL		23,859.72	384,834.11	23,859.72	384,834.11
47,719.44	769,668.22					
MEDICARE	MDCR	MEDICARE	12,596.09	868,695.66		
	MDCR	MEDICARE			12,596.09	868,695.66
MEDICARE	TOTAL		12,596.09	868,695.66	12,596.09	868,695.66
25,192.18	1,737,391.32					
STATE TAX	ILSTA	ADD IL TAX AMT	313.46	0.00		
	ILSTX	IL STATE TAX	37,691.69	780,966.93		
STATE TAX	TOTAL		38,005.15	780,966.93		
38,005.15	780,966.93					
TSA-AFTER TAX	TRS06	TRS SSP ROTH	530.00			
TSA-AFTER TAX	TOTAL		530.00			
530.00						
TSA-BEFORE TAX	AI	EQUITABLE 457 P	3,273.00			
	AJ	CUNA 403B PLAN	6,572.00			
	AJP	CUNA 403B PLAN	12,691.73	124,786.87		
	TRS03	TRS SSP PRETAX	300.00			
TSA-BEFORE TAX	TOTAL		22,836.73	124,786.87		
22,836.73	124,786.87					

*****PAYROLL TOTALS*****				*****EMPLOYEE COUNTS*****	
	FEDERAL	STATE	MEDICARE		
TOTAL GROSS PAY	922,973.39	922,973.39	922,973.39	TOTAL EMPLOYEES	336
TOTAL TSA'S - BEFORE TAX	22,836.73	22,836.73	0.00	TOTAL FEMALE EMPLOYEES:	296
TOTAL TAX SHELTERED RETIREMENT:	60,977.20	60,977.20	0.00	TOTAL MALE EMPLOYEES :	40
TOTAL OTHER BEF TAX DEDUCTIONS:	54,277.73	54,277.73	54,277.73	TOTAL FACULTY MEMBERS :	136
TOTAL TAXABLE BENEFITS	0.00	0.00	0.00		
TOTAL TAXABLE GROSS	784,881.73	784,881.73	868,695.66		

09/27/23

05.23.06.00.03-010123

Check Verification Register for Payroll Run: REG /REGULAR PAYROLL

PAGE: 178

CHECK DATE 09/29/2023 - Detail Report

*****PAYROLL TOTALS*****

	FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY :	898,928.39	898,928.39	898,928.39
TOTAL TSA'S - BEFORE TAX :	21,985.03	21,985.03	0.00
TOTAL TAX SHELTERED RETIREMENT:	60,041.00	60,041.00	0.00
TOTAL OTHER BEF TAX DEDUCTIONS:	54,414.85	54,414.85	54,414.85
TOTAL TAXABLE BENEFITS :	0.00	0.00	0.00
TOTAL TAXABLE GROSS :	762,487.51	762,487.51	844,513.54

*****EMPLOYEE COUNTS*****

TOTAL EMPLOYEES :	336
TOTAL FEMALE EMPLOYEES:	297
TOTAL MALE EMPLOYEES :	39
TOTAL FACULTY MEMBERS :	135

*****DEDUCTION/BENEFIT LEGEND*****

Deduction	Benefit
Pretax: D = Federal	Taxable: D = Federal
S = State	S = State
F = FICA/Medicare	F = FICA/Medicare
I = IMRF	T = TRS
	I = IMRF

* = Reimbursed

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

PAYROLL LIABILITIES

September 2023 \$ 623,206.17

9/15/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400243	SASED EDUCATION ASSOCIATION	9/15/2023	\$3,429.37	
232400244	SASED SUPPORT STAFF ASSOCIATION	9/15/2023	\$955.95	
			2 ACH Check(s) For a Total of	\$4,385.32
103161	STATE DISBURSEMENT UNIT	9/15/2023	\$172.26	
103162	STATE DISBURSEMENT UNIT	9/15/2023	\$380.00	
103163	STATE DISBURSEMENT UNIT	9/15/2023	\$819.38	
			3 Computer Check(s) For a Total of	\$1,371.64
202300082	ILLINOIS DEPT OF REVENUE	9/15/2023	\$38,005.15	
202300085	TEACHERS RETIREMENT (2.2%)	9/15/2023	\$2,876.26	
202300086	TEACHERS RETIREMENT SYSTEM	9/15/2023	\$44,632.40	
202300087	THIS (TRS HEALTH) FUND	9/15/2023	\$7,786.01	
202300088	MB FINANCIAL (FEDERAL)	9/15/2023	\$75,129.31	
202300089	MB FINANCIAL BANK (FICA-E)	9/15/2023	\$36,455.81	
202300090	MB FINANCIAL BANK (FICA-W)	9/15/2023	\$36,455.81	
202300091	THE OMNI GROUP	9/15/2023	\$3,273.00	
202300092	CUNA MUTUAL GROUP	9/15/2023	\$24,137.06	
202300093	TEACHERS RETIREMENT SYSTEM SSP	9/15/2023	\$830.00	
			10 Wire Transfer Check(s) For a Total of	\$269,580.81
			2 ACH Checks For a Total of	\$4,385.32
			3 Computer Checks For a Total of	\$1,371.64
			Total for 15 Manual, Wire Tran, ACH & Computer Checks	\$275,337.77
			Net Amount	\$275,337.77
10	EDUCATION FUND			\$275,337.77

9/29/2023 Payroll Accounts Payable Check Register

<u>Check #</u>	<u>Vendor Name</u>	<u>Check Date</u>	<u>Check Amount</u>	
232400246	CANNATA, SAM	9/29/2023	\$600.00	
232400247	DIAMOND, NANETTE	9/29/2023	\$600.00	
232400248	SASED EDUCATION ASSOCIATION	9/29/2023	\$3,452.68	
232400249	SASED SUPPORT STAFF ASSOCIATION	9/29/2023	\$914.89	
232400250	SCHROEDER, LYNN A	9/29/2023	\$600.00	
232400251	SMITH, LISA	9/29/2023	\$600.00	
		6 ACH Check(s) For a Total of		\$6,767.57
103174	STATE DISBURSEMENT UNIT	9/29/2023	\$172.26	
103175	STATE DISBURSEMENT UNIT	9/29/2023	\$380.00	
103176	STATE DISBURSEMENT UNIT	9/29/2023	\$819.38	
103177	THIELSEN, MYRA LYNN	9/29/2023	\$600.00	
103178	UNITED WAY OF NAPERVILLE	9/29/2023	\$20.00	
		5 Computer Check(s) For a Total of		\$1,991.64
202300083	IMRF (EMPLOYEES CONT)	9/15/2023	\$20,065.36	
202300084	IMRF (EMPLOYERS CONT)	9/15/2023	\$18,913.43	
202300094	ILLINOIS DEPT OF REVENUE	9/15/2023	\$107.27	
202300095	TEACHERS RETIREMENT (2.2%)	9/15/2023	\$13.95	
202300096	TEACHERS RETIREMENT SYSTEM	9/15/2023	\$216.48	
202300097	THIS (TRS HEALTH) FUND	9/15/2023	\$37.77	
202300098	MB FINANCIAL (FEDERAL)	9/15/2023	\$181.64	
202300099	MB FINANCIAL BANK (FICA-E)	9/15/2023	\$34.88	
202300100	MB FINANCIAL BANK (FICA-W)	9/15/2023	\$34.88	
202300101	ILLINOIS DEPT OF REVENUE	9/15/2023	\$107.27	
202300102	TEACHERS RETIREMENT (2.2%)	9/15/2023	\$13.95	
202300103	TEACHERS RETIREMENT SYSTEM	9/15/2023	\$216.48	
202300104	THIS (TRS HEALTH) FUND	9/15/2023	\$37.77	
202300105	MB FINANCIAL (FEDERAL)	9/15/2023	\$181.64	
202300106	MB FINANCIAL BANK (FICA-E)	9/15/2023	\$34.88	
202300107	MB FINANCIAL BANK (FICA-W)	9/15/2023	\$34.88	
202300108	ILLINOIS DEPT OF REVENUE	9/29/2023	\$36,891.87	
202300109	IMRF (EMPLOYEES CONT)	9/29/2023	\$20,015.88	
202300110	IMRF (EMPLOYERS CONT)	9/29/2023	\$18,852.55	
202300111	TEACHERS RETIREMENT (2.2%)	9/29/2023	\$2,824.79	
202300112	TEACHERS RETIREMENT SYSTEM	9/29/2023	\$43,833.59	
202300113	THIS (TRS HEALTH) FUND	9/29/2023	\$7,646.63	
202300114	MB FINANCIAL (FEDERAL)	9/29/2023	\$71,240.21	
202300115	MB FINANCIAL BANK (FICA-E)	9/29/2023	\$35,374.02	
202300116	MB FINANCIAL BANK (FICA-W)	9/29/2023	\$35,374.02	
202300117	THE OMNI GROUP	9/29/2023	\$3,273.00	
202300118	CUNA MUTUAL GROUP	9/29/2023	\$23,561.26	
202300119	TEACHERS RETIREMENT SYSTEM SSP	9/29/2023	\$830.00	
202300120	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	9/29/2023	\$400.00	
202300121	ILLINOIS DEPT OF REVENUE	9/29/2023	\$12.58	
		30 Wire Transfer Check(s) For a Total of		\$339,109.19
		6 ACH Checks For a Total of		\$6,767.57
		5 Computer Checks For a Total of		\$1,991.64
		Total for 41 Manual, Wire Tran, ACH & Computer Checks		\$347,868.40
			Net Amount	\$347,868.40
10	EDUCATION FUND			\$347,868.40

BILLS PAYABLE LIST – SASSED PROGRAMS

October 19, 2023 \$ 644,967.63

CHECK	CHECK	INVOICE		
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
10/19/2023	103208	ODP BUSINESS SOLUTIO	thermometer for kitchen	11.99
10/19/2023	103208	ODP BUSINESS SOLUTIO	Blue Xerox Paper	15.98
10/19/2023	103208	ODP BUSINESS SOLUTIO	SUPPLIES FOR MEGAN BAKER	29.98
10/19/2023	103208	ODP BUSINESS SOLUTIO	SUPPLIES FOR MEGAN BAKER	41.99
10/19/2023	103208	ODP BUSINESS SOLUTIO	thermometer for new fridge	6.99
10/19/2023	103208	ODP BUSINESS SOLUTIO	North Supply Order 9.26	135.48
10/19/2023	103208	ODP BUSINESS SOLUTIO	printer for Tammy	87.70
10/19/2023	103208	ODP BUSINESS SOLUTIO	printer for Tammy	192.75
10/19/2023	103208	ODP BUSINESS SOLUTIO	supplies for Ann Kremer	26.99
Totals for checks				549.85

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/19/2023	103215	MAINE TWP. H.S. DIST	In-Person Illinois Council of Instructional Coaching 2023 Annual Conference registrations	800.00
10/19/2023	103216	2XL POWERLIFTING LLC	14 Adapted PE Class October 2023	1,512.00
10/19/2023	103217	AA ELECTRIC COMPANY	SE/Water fountains	150.00
10/19/2023	103218	ADVOCATE OCCUPATIONA	Bus Driver Physicals for Rachel Bell, Robin Cox, Tracey Nardi and Cherise Jerrard (Novak)	560.00
10/19/2023	103219	AMBER MECHANICAL CON	Furnace repair work	1,060.00
10/19/2023	103219	AMBER MECHANICAL CON	Compresors/SE Alternative	1,560.00
10/19/2023	103220	APPLE INC.	replacement computer for Pamela Reising Rechner	1,849.00
10/19/2023	103221	ASL ASPIRE	ASL Contract	200.00
10/19/2023	103222	CDW GOVERNMENT	HP Color LaserJet Pro MFP 430lfdw Printer	3,531.37
10/19/2023	103222	CDW GOVERNMENT	Chromebooks and Monitor for MN Workstations	1,280.00
10/19/2023	103222	CDW GOVERNMENT	Chromebooks and Monitor for MN Workstations	6,073.11
10/19/2023	103222	CDW GOVERNMENT	Chromebooks and Monitor for MN Workstations	10,923.46
10/19/2023	103223	CHC WELLBEING	CHC WellBeing Invoice No: C6641.02	2,811.00
10/19/2023	103224	CHEM-CARE, INC.	Hand Wipes	462.00
10/19/2023	103225	CLASSIC LANDSCAPE, L	October 2023	1,207.50
10/19/2023	103226	CURALINC, LLC	4th Quarter 2023 Employee Assistance Program	1,423.80
10/19/2023	103227	CURRICULUM ASSOCIATE	materials -SE	288.90
10/19/2023	103228	DUPAGE LAUNDRY SERVI	August weighted blankets, vests, blankets	322.50
10/19/2023	103229	E3 DIAGNOSTICS	Calibration	1,494.35
10/19/2023	103230	EDU HEALTHCARE, LLC	9/5/23 to 9/8/23	2,885.85
10/19/2023	103230	EDU HEALTHCARE, LLC	8/28/23 to 9/1/23	3,857.49
10/19/2023	103230	EDU HEALTHCARE, LLC	9/11/23 to 9/15/23	3,746.52
10/19/2023	103230	EDU HEALTHCARE, LLC	9/18/23 to 9/22/23	3,843.00
10/19/2023	103231	EMBRACE EDUCATION	IL EmbraceDS-5%	12.41
10/19/2023	103231	EMBRACE EDUCATION	IL EmbraceDS-5%	29,890.81
10/19/2023	103232	ENGLER CALLAWAY BAAS	General School Law August 2023	1,690.00
10/19/2023	103233	FOXHIRE, LLC	Ekaterina Klimova Week Ending 9/8/23	2,332.50
10/19/2023	103233	FOXHIRE, LLC	Tracie Glumac Week Ending 9/8/23	2,430.00
10/19/2023	103233	FOXHIRE, LLC	Tracie Glumac Week Ending 9/1/23	2,430.00
10/19/2023	103233	FOXHIRE, LLC	Ekaterina Klimova Week Ending 9/15/23	2,915.63
10/19/2023	103233	FOXHIRE, LLC	Tracie Glumac Week Ending 9/15/23	2,430.00
10/19/2023	103233	FOXHIRE, LLC	Tracie Glumac Week Ending 9/22/23	2,430.00
10/19/2023	103233	FOXHIRE, LLC	Ekaterina Klimova Week Ending 9/22/23	2,915.63

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/19/2023	103233	FOXHIRE, LLC	Ekaterina Klimova Week Ending 9/1/23	2,915.63
10/19/2023	103234	GOURMET GORILLA	SE Bulk Items	54.91
10/19/2023	103234	GOURMET GORILLA	Credit/SE Alternative	-1,268.49
10/19/2023	103234	GOURMET GORILLA	Transition Bulk	198.74
10/19/2023	103234	GOURMET GORILLA	SE Alternative August	7,118.78
10/19/2023	103234	GOURMET GORILLA	Transition August	1,960.25
10/19/2023	103235	HEARTLAND ALLIANCE H	Telephonic Invoice Client #0078	203.00
10/19/2023	103236	IAHPERD	11/30/23 to 12/1/23 Convention-Diane Lazzar	150.00
10/19/2023	103237	IASB	PRESS PLUS Add on Subscription Affilliate PRESS PLUS Set Up Fee Shcool Baord Policies Online Subscription	4,875.00
10/19/2023	103238	IDVILLE	ID Maker YMCKO Printer Ribbon #43916	261.14
10/19/2023	103239	ILLINOIS DIGITAL EDU	IDEAcon 2024 registrations - Kristen Ward	199.00
10/19/2023	103240	JIM DHAMER PLUMBING	SE Plumbing	229.00
10/19/2023	103241	JASON JOBB	Mileage Reimbursement 8/9/23 to 8/31/23	83.71
10/19/2023	103242	KONICA MINOLTA BUSIN	166679 Newline Panel 65" with fixed mobile stand	350.00
10/19/2023	103243	KOSTOMIRIS, LAURA	Invoices for Interpreting services 8.13.23 (In-Service Day in Downer's Grove High School) and Steering Committee 9.14.23 at SAC	390.00
10/19/2023	103244	LAZZAR, DIANE	Mileage Reimbursement 8/31/23 to 9/14/23	62.90
10/19/2023	103244	LAZZAR, DIANE	Mileage Reimbursement 9/18/23 to 9/22/23	17.69
10/19/2023	103245	LRP PUBLICATIONS	The Special Educator Newsletter	375.00
10/19/2023	103246	MACGILL DISCOUNT MED	Medical Supplies for Start of New School Year	761.26
10/19/2023	103246	MACGILL DISCOUNT MED	Nurse Material	388.18
10/19/2023	103246	MACGILL DISCOUNT MED	Screens for classrooms	598.00
10/19/2023	103247	MAXIM HEALTHCARE SER	72679 8/28/23 to 9/22/23	24,256.01
10/19/2023	103248	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 9/9/23	57,923.45
10/19/2023	103248	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 9/2/23	60,792.70
10/19/2023	103248	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 9/16/23	69,742.98
10/19/2023	103248	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 9/23/23	70,623.02
10/19/2023	103249	MCKINNEY, LAURA	Mileage Reimbursement 810/23 to 9/22/23	18.97
10/19/2023	103250	NORTHERN ILLINOIS RO	Membership Dues 23-24	50.00
10/19/2023	103251	OAKTREE PRODUCTS	Oaktree Audiology Order 9.19.23	617.94
10/19/2023	103251	OAKTREE PRODUCTS	Oaktree Audiology Order 9.19.23	22.28
10/19/2023	103252	PACE TICKET-BY-MAIL	8 Paratransit coupon books	260.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/19/2023	103253	PAHNKE, BRITTANY	Mileage Reimbursement 9/5/23	1.83
10/19/2023	103254	PBIS APPS	SWIS PBIS License	570.00
10/19/2023	103255	PHILLIP'S FLOWERS	071199, 0784990, 0784992	302.85
10/19/2023	103256	PLANSOURCE	C7778 September 2023	2,798.32
10/19/2023	103257	PROCARE THERAPY	82888 Period End 9/5/23 Direct Hire Fee/Amy Lesnicki	17,000.00
10/19/2023	103257	PROCARE THERAPY	82888 Period End 9/8/23	2,184.00
10/19/2023	103257	PROCARE THERAPY	82888 Period End 9/1/23	5,531.76
10/19/2023	103257	PROCARE THERAPY	82888 Period End 9/15/23	2,196.48
10/19/2023	103257	PROCARE THERAPY	82888 Period End 9/22/23	2,730.00
10/19/2023	103258	REDDY, CARLY	Reimbursement SWOMA Online conference	100.00
10/19/2023	103259	REGIONAL OFFICE OF E	IGA Mutual Assistance FY23	250.00
10/19/2023	103260	SCHOOL SPECIALTY LLC	Consumable instructional Materials	114.92
10/19/2023	103260	SCHOOL SPECIALTY LLC	Instructional Material/Petrella	110.04
10/19/2023	103261	SOCIAL THINKING/ THI	STARS Social Worker	115.71
10/19/2023	103262	SOLIANT	33664 Period End 8/27/23	4,772.60
10/19/2023	103262	SOLIANT	33664 Period End 9/3/23	1,675.20
10/19/2023	103262	SOLIANT	33664 Period End 8/27/23	5,585.40
10/19/2023	103262	SOLIANT	33664 Period End: 9/10/23	9,074.60
10/19/2023	103262	SOLIANT	33664 Period End: 9/17/23	9,327.00
10/19/2023	103262	SOLIANT	33664 Period End 9/24/23	10,728.60
10/19/2023	103262	SOLIANT	33664 Period End 9/3/23	8,693.00
10/19/2023	103263	SONOVA USA INC.	Phonak Order for Audiology	13,695.49
10/19/2023	103263	SONOVA USA INC.	Credit/Phonak Sky M50-M (AI)	-160.00
10/19/2023	103264	SUBURBAN DOOR CHECK	Keys	188.85
10/19/2023	103265	SUPER DUPER	test kit - Johnson	799.00
10/19/2023	103266	TEACHTOWN, INC.	Digital Subscription	4,551.67
10/19/2023	103267	TEAM SELECT HOME CAR	AE 6/1, 6/2, 6/6	1,530.00
10/19/2023	103267	TEAM SELECT HOME CAR	AE 8/25/23	459.00
10/19/2023	103268	TEXTHELP SYSTEMS, IN	TextHelp Read&Write license.	150.00
10/19/2023	103268	TEXTHELP SYSTEMS, IN	TextHelp Read&Write license.	-150.00
10/19/2023	103269	THE ONLINE ITINERANT	The Online Itinerant Professional Academy	1,008.00
10/19/2023	103270	THE STEPPING STONES	SASE1501 Dates: 8/20/23 to 9/2/23	21,346.91
10/19/2023	103270	THE STEPPING STONES	SASE1501 Dates: 8/6/23 to 8/19/23	7,008.75
10/19/2023	103271	TIME TIMER	DHH Timer Order	245.65
10/19/2023	103272	TWO WAY RADIO CENTER	Kenwood Radios Staff	12,600.00
10/19/2023	103273	UNITED SEATING & MOB	PT Equipment Repair	1,051.58
10/19/2023	103273	UNITED SEATING & MOB	OT/PT Hoyer Lift Repair	191.30
10/19/2023	103273	UNITED SEATING & MOB	NUMOTION REPAIR/SERVICE FOR DME HANDSET HB40	262.40
Totals for checks				554,190.79

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/19/2023	232400258	SALT CREEK SCHOOL DI	SASED Classroom Lease Summer	17,000.00
10/19/2023	232400259	CENTER CASS DISTRICT	SASED Classroom Lease Summer	17,000.00
10/19/2023	232400260	2955, LLC	November 2023 Rent for 2900 Ogden Ave., Lisle, IL	49,200.23
10/19/2023	232400261	ABTS, CYNTHIA	SSA Union License Reimbursement Substitute	31.00
10/19/2023	232400261	ABTS, CYNTHIA	Mileage Reimbursement 8/28/23 to 9/15/23	100.67
10/19/2023	232400262	AHN, MAY	Mileage Reimbursement 8/16/23 to 8/31/23	81.15
10/19/2023	232400263	AL WARREN OIL CO., I	Delivery 9/14/23	270.90
10/19/2023	232400263	AL WARREN OIL CO., I	Delivery Date 9/7/23	128.85
10/19/2023	232400263	AL WARREN OIL CO., I	Delivery Date 9/21/23	182.16
10/19/2023	232400263	AL WARREN OIL CO., I	W15966349	298.33
10/19/2023	232400264	ANDERSEN, VERONICA	Mileage Reimbursement 8/14/23 to 8/31/23	116.35
10/19/2023	232400265	BELL, RACHEL	Reimbursement - Groceries for cooking	33.64
10/19/2023	232400265	BELL, RACHEL	Reimbursement - White Cane Day Shirts Students	79.90
10/19/2023	232400265	BELL, RACHEL	Reimbursement - Cooking	28.19
10/19/2023	232400266	BOHNERT, SHANNON	Mileage Reimbursement 8/10/23	3.47
10/19/2023	232400267	BOLIN, BRIANNE	Mileage Reimbursement 8/17/23 to 8/29/23	47.68
10/19/2023	232400268	BOOTSMA, KRISTY	Mileage Reimbursement 8/14/23 to 8/31/23	85.47
10/19/2023	232400268	BOOTSMA, KRISTY	Mileage Reimbursement 9/1/23 to 9/28/23	79.80
10/19/2023	232400269	BRUSICH, WENDY	Reimbursement - ADL Clasdsroom Groceries and Supplies	92.36
10/19/2023	232400269	BRUSICH, WENDY	Reimbursement - Groceries for ADL	25.71
10/19/2023	232400270	BUNGERT, TINA	Mileage Reimbursement 8/15/23 to 8/31/23	29.27
10/19/2023	232400270	BUNGERT, TINA	Mileage Reimbursement 9/5/23 to 9/29/23	29.27
10/19/2023	232400271	CARRASQUILLO, ELIZAB	Mileage Reimbursement 9/1/23 to 9/29/23	226.82
10/19/2023	232400272	CHAPLIN, KRISTINE	Mileage Reimbursement 8/10/23 to 8/31/23	106.96
10/19/2023	232400273	CIECKO, ASHLEY	Mileage Reimbursement 8/17/23 to 8/30/23	34.04
10/19/2023	232400274	COHLA, STEPHANIE	Mileage Reimbursement 8/14/23 to 8/31/23	104.62
10/19/2023	232400275	CREAGAN, HELEN	Mileage Reimbursement 9/5/23 to 9/29/23	84.17
10/19/2023	232400276	DAHL, LAURA	Reimbursement - classroom supplies	48.49
10/19/2023	232400276	DAHL, LAURA	Reimbursement - classroom supplies	40.00
10/19/2023	232400276	DAHL, LAURA	Reimbursement - classroom supplies	45.66
10/19/2023	232400276	DAHL, LAURA	Reimbursement - classroom supplies	48.98
10/19/2023	232400276	DAHL, LAURA	Reimbursement - classroom	42.13

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			supplies	
10/19/2023	232400277	DELEONARDIS, NICOLE	Mileage Reimbursement 8/15/23 to 9/22/23	36.03
10/19/2023	232400278	FLENTGE, LAUREN	Mileage Reimbursement 9/8/23 to 9/12/12	7.86
10/19/2023	232400279	FRANCE, HIEDI	Mileage Reimbursement 8/10/23 to 8/29/23	49.71
10/19/2023	232400280	GEBRE, AMY	Mileage Reimbursement 7/6/23 to 9/28/23	308.24
10/19/2023	232400281	GENIN, SHERILYN	Mileage Reimbursement 8/2/23 to 9/7/23	38.65
10/19/2023	232400282	GRILL, MEGHAN	Mileage REimbursement 9/7/23 to 9/28/23	56.32
10/19/2023	232400283	GROHN, JULIE	Travel Allowance October 2023	400.00
10/19/2023	232400284	HOMAN, JULIA	Mileage Reimbursement 8/9/23 to 8/31/23	136.28
10/19/2023	232400285	KENNELLY, CLEO	SSA Union License Reimbursement Substitute	26.00
10/19/2023	232400285	KENNELLY, CLEO	SSA Union License Reimbursement - Substitute Teacher	51.13
10/19/2023	232400286	KLEIN, NICOLE	Mileage Reimbursement 9/8/23 to 9/15/23	7.81
10/19/2023	232400287	LANDES, LINDA	Mileage Reimbursement - 8/17/23 to 9/15/23	37.34
10/19/2023	232400288	LAYTON, MATTHEW	Travel Allowance October 2023	400.00
10/19/2023	232400289	LESSENTIEN, BRIDGET	Mileage Reimbursement 9/5/23 to 9/27/23	86.91
10/19/2023	232400290	LOHRENZ, ASHLEY	8/10/23 Mileage Reimbursement	4.00
10/19/2023	232400291	LOONEY, KATHERINE	Reimbursement - Supplies	45.15
10/19/2023	232400291	LOONEY, KATHERINE	Reimbursement - Consumable Goods	46.92
10/19/2023	232400292	MARTINEZ, PAUL	Reimbursement - Community Supples	19.03
10/19/2023	232400293	MCKEE, AMY	Reimbursement - name stamp for student	9.99
10/19/2023	232400293	MCKEE, AMY	Reimbursement - puzzles	49.16
10/19/2023	232400293	MCKEE, AMY	Reimbursement = Spikey and Peanut Balls for MN	27.96
10/19/2023	232400294	MILLER, CHRISTINE	Reimbursement - DWC Board & District Admin Meetings	37.42
10/19/2023	232400295	MILOS, SHAWN	8/10/23 Mileage Reimbursement	4.45
10/19/2023	232400296	MISCH, MICHELLE	Reimbursement - containers	79.08
10/19/2023	232400296	MISCH, MICHELLE	Reimbursement - Foam kneeling pads	28.03
10/19/2023	232400296	MISCH, MICHELLE	Reimbursement - pencil boxes/dry erasers	40.00
10/19/2023	232400296	MISCH, MICHELLE	Reimbursement - Chewies, Centers, Puzzles, Flash Cards, Juice and Snacks	113.46
10/19/2023	232400297	MOHAMMAD, KAYLA	Reimbursement - cooking & craft	30.94
10/19/2023	232400297	MOHAMMAD, KAYLA	Reimbursement - Cooking & Craft	43.32
10/19/2023	232400298	MOROZ, KRISTYN	Mileage Reimbursement 8/21/23 to 8/30/23	63.27

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

Totals for checks 88,010.73

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
10/19/2023	232400300	ONYSCHAK, AUDREY	Mileage Reimbursesment 8/10/23 to 9/29/23	50.24
10/19/2023	232400301	OTTO, VICKI	Reimbursement - O'Neill Staff food for Employee loss	135.86
10/19/2023	232400302	PELLICANO, DARCEY	Mileage Reimbursement 8/17/23 to 9/20/23	83.84
10/19/2023	232400303	PETERSON, COLLEEN	Mileage Reimbursement 8/15/23 to 9/7/23	80.89
10/19/2023	232400303	PETERSON, COLLEEN	Mileage Reimbursement 9/1/23 to 9/29/23	116.52
10/19/2023	232400304	ROBERTS, RUTH	Mileage Reimbursement 8/11/23 to 8/31/23	132.44
10/19/2023	232400304	ROBERTS, RUTH	Mileage Reimbursement 9/1/23 to 9/25/23	84.53
10/19/2023	232400305	SANZENBACHER, ERIN	Reimbursement - feeding supplies/oral-motor	48.28
10/19/2023	232400305	SANZENBACHER, ERIN	Reimbursement cooking/oral-motor/feeding suppleis	36.65
10/19/2023	232400306	SEYLER, NICOLE	Reimbursement VI paper supplies	45.76
10/19/2023	232400307	SMITH, CLAIRE	Mileage Reimbursement 8/9/23 to 8/31/23	177.89
10/19/2023	232400308	STAMATELOPOULOS, KEL	Mileag Reimbursement 8/10/23 to 8/31/23	109.39
10/19/2023	232400308	STAMATELOPOULOS, KEL	Mileage Reimbursement 9/1/23 to 9/29/23	87.12
10/19/2023	232400309	THOMPSON, EVA	Mileage Reimburesment 8/18/23 to 9/13/23	97.61
10/19/2023	232400310	UHREN, ENA	Reimbursement - Lunchmeat for student lunches	4.99
10/19/2023	232400310	UHREN, ENA	Reimbursement Parking lot cones & rope	29.85
10/19/2023	232400311	URBAN, JESSICA	Mileage Reimbursement 8/10/23 to 8/31/23	103.03
10/19/2023	232400312	VANCLEVE, CASSIDY	Mileage Reimbursement 8/10/23 to 8/31/23	94.71
10/19/2023	232400313	WALSH, ANNA	Mileage Reimbursement 8/16/23 to 8/31/23	87.57
10/19/2023	232400313	WALSH, ANNA	Reimbursement - Matierials for social work group	8.99
10/19/2023	232400314	WISNIEWSKI, RACHEL	Travel Allowance October 2023	400.00
10/19/2023	232400315	ZACHARSKI, LAURA	Reimbursement - kitchen purchases	13.49
10/19/2023	232400315	ZACHARSKI, LAURA	Reimbursement - Cooking	186.61
Totals for checks				2,216.26

BILLS PAYABLE LIST – GRANTS

October 19, 2023 \$ 41,434.83

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>
10/19/2023	103209	COMMUNITY SCHOOL DIS	FY24 STEP Grant WNHS 2,019.22
10/19/2023	103209	COMMUNITY SCHOOL DIS	FY24 STEP Grant WWSHS 184.27
10/19/2023	103210	FAVERS DU SHINE, JES	Contract for Services 425.00
10/19/2023	103211	SASED	Sased Vision STEP Grant 91.54
10/19/2023	103212	SIMPLE MACHINES MARK	site maintenance 1,113.75
10/19/2023	103213	START EARLY	contract for serivces 16,515.00
10/19/2023	103213	START EARLY	contract for serivces 16,484.00
10/19/2023	103214	WROBBEL, TAMMY	Reimbursement 760.40
			Travel/Phone/Internet
			Totals for checks 37,593.18

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
10/19/2023	232400252 ACCOUNTABILITY SOLUT	Annual Contract for Services	1,200.00
10/19/2023	232400253 BAIN, AMY	Reimbursement	123.38
		Travel/Phone/Internet/Postage	
10/19/2023	232400254 KREMER, ANN	Reimbursement	1,082.70
		Travel/Phone/Internet	
10/19/2023	232400255 REISING RECHNER, PAM	Reimbursement	1,006.43
		Travel/Phone/Internet/Meetings	
10/19/2023	232400256 ROPARS, EMILY	Reimbursement	304.14
		Travel/Phone/Internet/Meetings	
		/Postage	
10/19/2023	232400257 TOKAT, TALIN	Reimbursement Phone/Internet	125.00
		Totals for checks	3,841.65

INTERIM CHECKS

September 2023 \$ 458,549.48

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>	
<u>DATE</u>	<u>NUMBER</u> <u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
09/08/2023	103146 ALLIED BENEFIT SYSTE	A06120 September 2023	276.00
09/08/2023	103147 AMERICAN HERITAGE LI	W6508	1,133.78
09/08/2023	103148 HEALTH CARE SERVICE	6573182296 August 2023	338,695.66
09/08/2023	103149 HINCKLEY SPRINGS	Prodeucts/Rentals August SE	195.34
09/08/2023	103150 KONICA MINOLTA PREMI	500-0601077-000 Dates: 8/22/23 to 9/22/23	2,275.00
09/08/2023	103151 NET56	Internet Access/Connectivity September 2023	3,865.40
09/08/2023	103151 NET56	September 2023	24,850.43
09/08/2023	103152 TONY'S DRAIN & SEWER	Camera Inspection of main sewer line SE	225.00
09/08/2023	103153 UNIVERSAL PREMIUM	SN814 Dates 8/16/23 to 8/31/23	394.00
		Totals for checks	371,910.61

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
09/22/2023	103164	CASH	Petty Cash	500.00
09/22/2023	103165	CITI CARDS	7484 Period: 8/9/23 to 9/8/23	5,712.34
09/22/2023	103166	DEARBORN NATIONAL LI	F021947-1 October 2023	5,892.26
09/22/2023	103167	IASA DUPAGE DIVISION	23-24 Membership Dues Jimmy Gunnell	150.00
09/22/2023	103168	IASA DUPAGE DIVISION	23-24 Membership Jim Nelson	150.00
09/22/2023	103169	ILLINOIS STATE POLIC	Fingerprinting July	762.75
09/22/2023	103169	ILLINOIS STATE POLIC	Fingerprinting August	1,186.50
09/22/2023	103170	KONICA MINOLTA BUSIN	166679 Managed Services - Westmont Jr Hi	3,581.00
09/22/2023	103171	TONY'S DRAIN & SEWER	Camera Inspection of Sewer Line/SE	225.00
09/22/2023	103172	UNIVERSAL PREMIUM	SN814 Dates: 09/01/23 to 09/15/23	329.75
09/22/2023	103173	VANGUARD ENERGY SERV	400641 Period: August 2023	589.17
Totals for checks				19,078.77

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
09/29/2023	103191	FIFTH THIRD BANK/MAS	RW	23,950.56
09/29/2023	103191	FIFTH THIRD BANK/MAS	bloom daily planners 2023-2024 Academic Year Desk Calendar - 21" x 16" Large Monthly Organizer Pad (July 2023 - July 2024) Desktop Blotter - Watercolor	219.58
09/29/2023	103191	FIFTH THIRD BANK/MAS	Sooez 6 Pack Pencil Box, Plastic Large Capacity Pencil Boxes Plastic Boxes with Snap-tight Lid, School Supply Box Stackable Design and Stylish Colors in Pink, Yellow and Blue	51.16
09/29/2023	103191	FIFTH THIRD BANK/MAS	Dry Erase Board for Wall 72"x40" Aluminum Presentation Magnetic Whiteboard with Long Pen Tray, Wall-Mounted White Board for School, Office and Home	209.89
09/29/2023	103191	FIFTH THIRD BANK/MAS	Dry Erase Board for Wall 72"x40" Aluminum Presentation Magnetic Whiteboard with Long Pen Tray, Wall-Mounted White Board for School, Office and Home	209.89
09/29/2023	103191	FIFTH THIRD BANK/MAS	Dry Erase Board for Wall 72"x40" Aluminum Presentation Magnetic Whiteboard with Long Pen Tray, Wall-Mounted White Board for School, Office and Home	209.89
09/29/2023	103191	FIFTH THIRD BANK/MAS	BONBELA Dry Erase Pockets - 30 Pack EASYWipeXL Heavy Duty Sheet Protectors Quickly Wipe to a Flawless Clean - Save a Bundle on 10 x 13 Reusable Dry Erase Sheets Sleeves for Work & School Worksheets by Bonbela (Office Product)	86.64
09/29/2023	103191	FIFTH THIRD BANK/MAS	20 Pcs Elastic Bookmarks Stainless Steel Book Darts Fabric Multicolor Book Marks Dart Shape Line Book Markers for Women Men Book Lovers (Bright Colors) (Bright Colors)	44.05
09/29/2023	103191	FIFTH THIRD BANK/MAS	Dixie Paper Bowl, 12oz, 175 Count (Design and Color will vary)	179.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	Bump Dots for Visually Impaired 106PC Combo Pack - Made in USA - Assortment of Colors, Shapes and Sizes - Low Vision Aids Braille Stickers Raised Tactile Dots	10.99

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/29/2023	103191	FIFTH THIRD BANK/MAS	for Elderly, Blind G4Free 47/54/62/68/72 Inch Automatic Open Golf Umbrella Extra Large Oversize Double Canopy Vented Windproof Waterproof Stick Umbrellas	77.97
09/29/2023	103191	FIFTH THIRD BANK/MAS	AGS Biology Books	47.88
09/29/2023	103191	FIFTH THIRD BANK/MAS	BOYEEZON P Touch TZe TZ Tape 12mm 0.47 Laminated White Compatible for Brother TZe-231 Label Maker Tape for Brother PTD220 PTD210 PTH110 PTD600, 1/2 in x 26.2 ft, 4-Pack	14.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	Furniture Order	470.89
09/29/2023	103191	FIFTH THIRD BANK/MAS	DHH Beginning of year order	320.80
09/29/2023	103191	FIFTH THIRD BANK/MAS	WJH Lock Order	105.72
09/29/2023	103191	FIFTH THIRD BANK/MAS	North Supply Order 8.25	49.85
09/29/2023	103191	FIFTH THIRD BANK/MAS	SLP Reorder 8.29	402.90
09/29/2023	103191	FIFTH THIRD BANK/MAS	Zebra Experts Discuss Topics in Deaf Education	218.00
09/29/2023	103191	FIFTH THIRD BANK/MAS	Instructional Material Erzig	85.70
09/29/2023	103191	FIFTH THIRD BANK/MAS	Prosource Fit Puzzle Exercising Mat 1/2 Eva Interlocking Foam Floor Tiles 144 Sq Ft	104.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	Lineon Erasable Gel Pens, 26 Colors Retractable Erasable Pens Clicker, Fine Point, Make Mistakes Disappear, Assorted Color Inks for Drawing Writing Planner and Crossword Puzzles	202.10
09/29/2023	103191	FIFTH THIRD BANK/MAS	Johnson	242.71
09/29/2023	103191	FIFTH THIRD BANK/MAS	France	115.48
09/29/2023	103191	FIFTH THIRD BANK/MAS	Huerta	204.29
09/29/2023	103191	FIFTH THIRD BANK/MAS	Bolin	123.46
09/29/2023	103191	FIFTH THIRD BANK/MAS	Austin	99.02
09/29/2023	103191	FIFTH THIRD BANK/MAS	Capparelli	785.50
09/29/2023	103191	FIFTH THIRD BANK/MAS	Kraft Paper	441.14
09/29/2023	103191	FIFTH THIRD BANK/MAS	Peters Consumables	41.67
09/29/2023	103191	FIFTH THIRD BANK/MAS	Teacher supplies Tassone	178.63
09/29/2023	103191	FIFTH THIRD BANK/MAS	Classroom- Holle	438.98
09/29/2023	103191	FIFTH THIRD BANK/MAS	Bolin	15.00
09/29/2023	103191	FIFTH THIRD BANK/MAS	KITCHEN SUPPLIES	171.08
09/29/2023	103191	FIFTH THIRD BANK/MAS	Supplies/Peters	389.34
09/29/2023	103191	FIFTH THIRD BANK/MAS	Office suppl	13.49
09/29/2023	103191	FIFTH THIRD BANK/MAS	Supplies	54.22
09/29/2023	103191	FIFTH THIRD BANK/MAS	STARS - Cherrie materials	19.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	sheila White	14.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	supplies new classroom/McGann	243.30
09/29/2023	103191	FIFTH THIRD BANK/MAS	supplies - McGann STARS	353.90
09/29/2023	103191	FIFTH THIRD BANK/MAS	supplies - Cherrie	65.82
09/29/2023	103191	FIFTH THIRD BANK/MAS	supplies STARS	168.46
09/29/2023	103191	FIFTH THIRD BANK/MAS	materials - STARS Ahern/nunziato (chair)	200.81

CHECK DATE	CHECK NUMBER	CHECK VENDOR	INVOICE DESCRIPTION	AMOUNT
09/29/2023	103191	FIFTH THIRD BANK/MAS	supplies - McGann, Ahern	221.03
09/29/2023	103191	FIFTH THIRD BANK/MAS	New classroom supplies Winfield Pri (JG) & PV (MM)	453.94
09/29/2023	103191	FIFTH THIRD BANK/MAS	For PV (MM)	199.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	Replacement Batteries for SLP	106.55
09/29/2023	103191	FIFTH THIRD BANK/MAS	Items for EC @ Concord	268.58
09/29/2023	103191	FIFTH THIRD BANK/MAS	More classroom set up PV	360.32
09/29/2023	103191	FIFTH THIRD BANK/MAS	Chair for JK @Hillcrest	129.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	Classroom items for AK @Holmes	193.86
09/29/2023	103191	FIFTH THIRD BANK/MAS	Social Workers' order- toys for new school year	117.89
09/29/2023	103191	FIFTH THIRD BANK/MAS	Supplies for O'Neill (BD)	115.70
09/29/2023	103191	FIFTH THIRD BANK/MAS	SLP MISC SUPPLIES	59.79
09/29/2023	103191	FIFTH THIRD BANK/MAS	Misc. Supplies for AB @ Holmes	139.98
09/29/2023	103191	FIFTH THIRD BANK/MAS	Energizer AA Batteries, Double A Long-Lasting Alkaline Power Batteries, 32 Count (Pack of 1)	39.02
09/29/2023	103191	FIFTH THIRD BANK/MAS	cazata End Table with Fast Charging Station,Flip Top Side Table with USB C Ports and Outlets,Nightstand for Small Spaces, Bedside Table with Drawers and Fabric Bag for Living Room, Bedroom (Greige)	79.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	GRTARD 12pack Magnetic Clips Strong Refrigerator Magnet Clips with Anti-Scratch Sticky Pads, Clips Magnets for Fridge, Whiteboard Magnets Clips Fridge Magnets Clips for Home, Kitchen & Office, 12 Pack Standing Desk Mat, YESMET Anti Fatigue Mat with Foot Massage Bar, Ergonomic Not-Flat Comfort Mat Standing Mat for Standing Desk Office and Kitchen Floor (Purple)	6.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	Brother P-Touch, PTD210, Easy-to-Use Label Maker Bundle (4 Label Tapes Included), White, Small ASURION 4 Year Office Equipment Protection Plan (\$50 - \$59.99)	59.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	KAISA Legal Pads Writing Pads Recycled Paper, 8.5"x11.75" Wide Ruled Perforated 50 sheets Notepads 8-1/2"x 11-3/4" Writed Pad, Canary (Pack of 12pc) KSU-5668, Quantity: 2 SHARPIE Fine	179.29

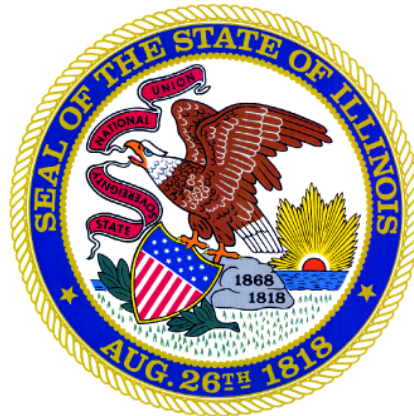
CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			Point Permanent Markers, 24 Markers (2 X Box's of 12), Black (30051), Quantity: 2 Smead Colored File Folder, 1/3-Cut Tab, Letter Size, Teal, 100 per Box (13143), Quantity: 1 Smead Colored File Folder, 1/3-Cut Tab, Letter Size, Green, 100 per Box (12143), Quantity: 1 Smead Colored File Folder, 1/3-Cut Tab, Letter Size, Yellow, 100 per Box (12943), Quantity: 1 Smead Colored File Folder, 1/3-Cut Tab, Letter Size, Red, 100 per Box (12743), Quantity: 1 Brother P-Touch, PTD210, Easy-to-Use Label Maker Bundle (4 Label Tapes Included), White, Small ASURION 4 Year Office Equipment Protection Plan (\$50 - \$59.99)	
09/29/2023	103191	FIFTH THIRD BANK/MAS	Smead Colored File Folder, 1/3-Cut Tab, Letter Size, Red, 100 per Box (12743) Post-it Super Sticky Easel Pad, 25 in x 30 in, White, 30 Sheets/Pad, 4 Pads/Pack, Great for Virtual Teachers and Students (559 VAD 4PK) SHARPIE Flip Chart Markers, Bullet Tip, Assorted Colors, 8 Pack	123.13
09/29/2023	103191	FIFTH THIRD BANK/MAS	After Universal Design: The Disability Design Revolution	29.95
09/29/2023	103191	FIFTH THIRD BANK/MAS	The New Art and Science of Teaching (More Than Fifty New Instructional Strategies for Academic Success) (The New Art and Science of Teaching Book Series)	57.66
09/29/2023	103191	FIFTH THIRD BANK/MAS	2-in-1 USB Type C Presentation Clicker Wireless Presenter Remote for PowerPoint, Powerpoint Clicker with Volume Control PowerPoint Slide Advancer for Mac, Computer, Laptop	31.32
09/29/2023	103191	FIFTH THIRD BANK/MAS	ESY - replacement thermometer for Lakeview	269.93
09/29/2023	103191	FIFTH THIRD BANK/MAS	curriculum materials	33.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	supplies	916.99
09/29/2023	103191	FIFTH THIRD BANK/MAS	SC	801.80
09/29/2023	103191	FIFTH THIRD BANK/MAS	AK	662.54
09/29/2023	103191	FIFTH THIRD BANK/MAS	travel for Ann Kremer	120.36

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/29/2023	103191	FIFTH THIRD BANK/MAS	supplies for Ann Kremer	35.07
09/29/2023	103191	FIFTH THIRD BANK/MAS	travel for Tammy Wrobbel	120.36
09/29/2023	103191	FIFTH THIRD BANK/MAS	Conference Registration	210.00
09/29/2023	103191	FIFTH THIRD BANK/MAS	room rental deposit for EC LRE Stakeholders	373.65
09/29/2023	103191	FIFTH THIRD BANK/MAS	Book Order	718.14
09/29/2023	103191	FIFTH THIRD BANK/MAS	MMAP	272.30
09/29/2023	103192	DUPAGE COUNTY PUBLIC	107211-13515817 SEWER/SE Alternative	98.24
09/29/2023	103193	ENGIE RESOURCES LLC	0000317217 Period: 8/23/23 to 9/22/23	8,106.42
09/29/2023	103194	HOME DEPOT CREDIT SE	6035322149985602	505.42
09/29/2023	103195	JOHANSEN FARMS INC	Field Trip 10/16/23	90.65
09/29/2023	103196	KONICA MINOLTA PREMI	450-0068168-000 Period 9/26/23 to 10/25/23	1,032.16
09/29/2023	103197	METLIFE	PO 3102400011 5398919/October Dental Vision	18,262.73
09/29/2023	103198	ORKIN EXTERMINATING	9/22/23 SE Alternative	89.99
Totals for checks				67,351.41

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
09/08/2023	232400220	MEDEARIS, CHRISTOPHE	Reimbursement - Adapted PE Equipment	43.50
09/08/2023	232400221	NOWAK, SUSAN	Reimbursement - Food Items	43.91
09/08/2023	232400222	PRIMOZIC, JULIE	Reimbursement - Classroom Supplies	17.50
Totals for checks				104.91

<u>CHECK</u>	<u>CHECK</u>	<u>INVOICE</u>		
<u>DATE</u>	<u>NUMBER</u>	<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
09/22/2023	232400245	MCCARTHY, LAWRENCE J	Screws for whiteboards	19.53
09/22/2023	232400245	MCCARTHY, LAWRENCE J	Costco Gas	84.25
			Totals for checks	103.78

ILLINOIS STATE BOARD OF EDUCATION



ILLINOIS SPECIAL EDUCATION ACCOUNTABILITY AND SUPPORT SYSTEM LEA Determinations and Tiered Supports

September 1, 2023

**Illinois Special Education Accountability and Support System
LEA Determinations and Tiered Supports**

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Introduction

Each State Education Agency is responsible for ensuring the general supervision of all educational programs for children with disabilities in the state. In Illinois, the Illinois State Board of Education (ISBE) Special Education Department is responsible for enforcing the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and ensuring continuous improvement via Local Education Agencies (LEAs). In carrying out its roles of leadership, resource allocation, technical assistance, monitoring, and evaluation, ISBE is required to oversee the performance of school districts to assess and ensure the effectiveness of efforts to educate children with disabilities, in accordance with IDEA and Every Student Succeeds Act (ESSA). As stated in Section 616 of the 2004 amendments to the IDEA:

“The primary focus of Federal and State monitoring activities described in paragraph (1) shall be on (A) improving educational results and functional outcomes for all children with disabilities; and (B) ensuring that States meet the program requirements under this part, with a particular emphasis on those requirements that are most closely related to improving educational results for children with disabilities.”

ISBE’s general supervision system is characterized by multiple operational components that are interrelated and function in such a manner to form a comprehensive system. The system is intended to improve educational results and functional outcomes for children with disabilities. It is also designed to identify noncompliance and ensure correction of identified noncompliance in a timely manner. To that end, ISBE began implementing its updated Illinois Special Education Accountability and Support System in September 2020. The system was designed to:

- Maintain a high level of compliance with IDEA federal regulations and Illinois Administrative Rules for special education.
- Support LEAs in the process of self-assessment, root cause analysis, evaluation, and improvement of compliance and results-focused efforts.
- Establish a continuous and meaningful process focused on improving academic results and functional outcomes for students with disabilities by connecting local data to improvement efforts.
- Connect system improvement activities with multi-year planning and supports.

The foundation of the updated system was built on the premise of results-driven accountability (RDA) currently being utilized at the federal level. The U.S. Department of Education (ED), Office of Special Education Programs (OSEP) revised its own accountability system to shift from a system focused primarily on compliance to one that is more balanced and emphasizes improving results and outcomes as well. Like OSEP, the updated Illinois Special Education Accountability and Support System provides differentiated monitoring and support using an RDA framework. It is designed to identify potential LEA risk through the LEA Determinations process and to assist ISBE in effectively utilizing its resources to provide tiered monitoring and support to its LEAs. It focuses on monitoring for compliance and results and uses that information to provide targeted, evidence-based technical assistance and professional development to LEAs. It addresses district-specific needs in the areas of results, compliance, and funding by differentiating levels and types of monitoring and support based on each LEA’s unique strengths, progress, and challenges identified through the LEA Determinations process. The updated system complies with special education general supervision requirements and aligns with other ISBE initiatives to support results-based student outcomes. The following pages of this document describe the three main components of the Illinois Special Education Accountability and Support System: LEA selection and determinations, LEA requirements and tiered supports, and system support plans.

Section I: LEA Risk Assessment and Determinations

ISBE selects LEAs for tiered monitoring and support by identifying potential risk through the LEA Determinations process. ISBE utilizes data from indicator measures of success to determine the degree to which a school district, or LEA, is correctly implementing the requirements of Part B of IDEA. States are required to make determinations on the performance of each LEA based on indicators identified by the federal government and delineated in the State Performance Plan. These indicators are separated into compliance indicators (which measure compliance with the IDEA regulations) and results indicators (which measure outcomes for students with disabilities). States may consider LEA performance on results indicators but are required to consider compliance indicators when making local determinations.

To develop and implement Illinois' determinations process, ISBE convenes a stakeholder group to help set criteria for designating the status of LEAs in relation to the requirements outlined under Section 616 of the IDEA. This leads to an overall determination for LEAs in one of the following categories:

- Meets Requirements
- Needs Assistance
- Needs Assistance for Two or More Consecutive Years
- Needs Intervention
- Needs Intervention for Three or More Consecutive Years
- Needs Substantial Intervention.

ISBE directs public inquiries regarding LEA Determinations to the local district. ISBE encourages LEAs to develop a plan regarding how to share determination information with stakeholders, including local union leadership.

The criteria for the 2022-23 LEA Determinations are defined below. Data from the 2022-23 school year is used unless otherwise specified in the indicator target and measurement description.

Indicator Targets and Measures of Success Used for LEA Determinations

The Illinois indicator measures of success for access, equity, and growth used for LEA Determinations are aligned to the ISBE goal related to student learning:

“Every child will make significant academic gains each year, increasing their knowledge, skills, and opportunities so they graduate equipped to pursue a successful future, with the state paying special attention to addressing historic inequities.”

These indicator measures are separated into four groups:

- Early childhood outcomes
- Secondary outcomes
- Additional outcomes
- Fiscal outcomes

Targets and measures of success are derived from the IDEA Part B State Performance Plan (SPP) for Illinois and single audit findings issued to Illinois LEAs.

The specific measures for each indicator target are described below.

Early Childhood Outcome Indicator Targets and Measures:

SPP Indicator 6a results target - The LEA is meeting or exceeding the SPP target for Indicator 6a, which measures the percentage of children with Individualized Education Programs (IEPs) aged 3, 4, and 5 who are enrolled in a preschool program and who are attending a regular early childhood program and receiving the majority of special education and related services in the regular early childhood program. The measure is: Percent = $[(\# \text{ of children ages 3, 4, and 5 with IEPs attending a regular early childhood program and receiving the majority of special education and related services in the regular early childhood program}) \div (\text{total } \# \text{ of children ages 3, 4, and 5 with IEPs})] \times 100$. The ISBE data source is the IEP Student Tracking and Reporting (I-Star) System. ISBE uses an N size of 5 for this indicator. Therefore, LEAs with fewer than five total preschool students ages 3, 4, and 5 with IEPs are not included in the calculation, deeming the indicator not applicable for the LEA as related to the scoring rubric.

SPP Indicator 12 compliance target – All children (100%) in the LEA who are referred by IDEA Part C prior to age 3 and who are found eligible for IDEA Part B have an IEP developed and implemented by their third birthdays. The measure is:

- a. Number of children who have been served in Part C and referred to Part B for Part B eligibility determination.
- b. Number of those referred determined to be NOT eligible and whose eligibility was determined prior to their third birthdays.
- c. Number of those found eligible who have an IEP developed and implemented by their third birthdays.
- d. Number of children for whom parent refusal to provide consent caused delays in evaluation or initial services or to whom exceptions under 34 CFR §300.301(d) applied.
- e. Number of children who were referred to Part C fewer than 90 days before their third birthdays.
- f. Number of children whose parents chose to continue early intervention services beyond the child's third birthday through a state's policy under 34 CFR 303.211 or a similar State option. (This category is to be used only by States that have an approved policy for providing parents the option of continuing early intervention services beyond the child's third birthday under 34 CFR 303.211 or a similar state option. This is applicable to Illinois beginning with the 2021-2022 school year.)

Percent = $[(c) \div (a - b - d - e - f)] \times 100$.

The ISBE data sources are the Student Information System (SIS) Early Childhood Transition database and the ISBE Data Warehouse. ISBE uses an N size of 5 for this indicator. Therefore, LEAs with fewer than five students transitioning from IDEA Part C to IDEA Part B are not included in the calculation, deeming the indicator not applicable for the LEA as related to the scoring rubric.

Secondary Outcome Indicator Targets and Measures:

SPP Indicator 1 results target - The LEA is meeting or exceeding the SPP target for the percentage of youth with IEPs exiting from high school with a regular high school diploma. The data for this indicator lags one year (e.g., data from the 2021-22 school year is used for the 2022-23 LEA Determinations). The measure is a percentage using the number of youth with IEPs (ages 14-21) who exited special education due to graduating with a regular diploma in the numerator and the number of all youth with IEPs who left high school (ages 14-21) in the denominator (in a single year). The ISBE data source is the same data as used for reporting to ED under Section 618 of IDEA, using the definitions in ED Facts file specification FS009. This data is derived from SIS. ISBE uses an N size of 5 for this indicator. Therefore, LEAs with fewer than five students with IEPs exiting are not included in the calculation, deeming the indicator not applicable for the LEA as related to the scoring rubric.

SPP Indicator 13 compliance target - All youth (100%) in the LEA with IEPs aged 16 and above have measurable, annual IEP goals and appropriate transition assessment, services, and courses. The measure is: Percent = $[(\# \text{ of youth with IEPs aged 16 and above with an IEP that includes appropriate measurable postsecondary goals that are annually updated and based upon an age-appropriate transition assessment; transition services, including courses of study, that will reasonably enable the student to meet those postsecondary goals; and annual IEP goals related to the student's transition services needs. There also must be evidence that the student was invited to the IEP team meeting where transition services are to be discussed and evidence that, if appropriate, a representative of any participating agency that is likely to be responsible for providing or paying for transition services, including, if appropriate, pre-employment transition services, was invited to the IEP team meeting with the prior consent of the parent or student who has reached the age of majority) divided by the (\# of youth with an IEP age 16 and above)] \times 100$. The ISBE data source is I-Star. ISBE uses an N size of 5 for this indicator. Therefore, LEAs with fewer than five students with secondary transition plans are not included in the calculation, deeming the indicator not applicable for the LEA as related to the scoring rubric.

Additional Outcome Indicator Targets and Measures:

SPP Indicator 5a results target – The LEA is meeting or exceeding the SPP target for Indicator 5a, which measures the percentage of children with IEPs aged 5 who are enrolled in kindergarten and aged 6 through 21 served inside the regular class 80% or more of the day. The measure is: Percent = $[(\# \text{ of children with IEPs aged 5 who are enrolled in kindergarten and aged 6 through 21 served inside the regular class 80\% or more of the day) divided by the (total \# of students aged 5 who are enrolled in kindergarten and aged 6 through 21 with IEPs)] \times 100$. The ISBE I data source is I-Star. ISBE uses an N size of 5 for this indicator. Therefore, LEAs with fewer than five students aged 5 who are enrolled in kindergarten and aged 6-21 with IEPs are not included in the calculation, deeming the indicator not applicable for the LEA as related to the scoring rubric.

SPP Indicator 4b compliance target – The LEA does not have policies, procedures, or practices that contribute to a significant discrepancy in the rates of suspensions and expulsions greater than 10 days by race/ethnicity for children with IEPs (and no open finding of noncompliance). The data for this indicator lags one year (e.g., data from the 2021-22 school year is used for the 2022-23 LEA Determinations). The measure is (a) a

significant discrepancy, by race or ethnicity, in the rates of suspensions and expulsions of more than 10 days during the school year of children with IEPs; and (b) policies, procedures, or practices that contribute to the significant discrepancy and do not comply with requirements relating to the development and implementation of IEPs, the use of positive behavioral interventions and supports, and procedural safeguards (as determined through the self-assessment or status report process). The ISBE data sources are the SIS Discipline De-identified Table and the district self-assessment or status report (if applicable).

SPP Indicator 9 compliance target – The LEA does not have any disproportionate representation due to inappropriate identification in any racial/ethnic group receiving special education and related services (and no open finding of noncompliance). The measure is: disproportionate representation of racial and ethnic groups in special education and related services that is the result of inappropriate identification as determined through the self-assessment or status report process. The ISBE data sources are the I-Star special education 12/1 counts, SIS 9/30 data, and the district self-assessment or status report, if applicable.

SPP Indicator 10 compliance target – The LEA does not have disproportionate representation due to inappropriate identification in any racial/ethnic group in specific disability categories (and no open finding of noncompliance). The measure is: disproportionate representation of racial and ethnic groups in specific disability categories that is the result of inappropriate identification as determined through the self-assessment or status report process. The ISBE data sources are the I-Star special education 12/1 counts, SIS 9/30 data, and the district self-assessment or status report, if applicable.

SPP Indicator 11 compliance target - All children (100%) in the LEA were evaluated within 60 school days of receiving parental consent for initial evaluation. The measure is:

- a. Number of children for whom parental consent to evaluate was received.
- b. Number of children whose evaluations were completed within 60 school days.

Percent = [(b) divided by (a)] times 100

The ISBE data source is I-Star. ISBE uses an N size of 5 for this indicator. Therefore, LEAs with fewer than five initial student evaluations are not included in the calculation, deeming the indicator not applicable for the LEA as related to the scoring rubric.

Timely correction of noncompliance target - All findings of noncompliance issued to the LEA are closed within one year of the date of the finding of noncompliance letter.

Fiscal Outcome Indicator Target and Measure:

Single audit finding target – The LEA was not issued any single audit findings in the most recent year available.

Indicator targets and measures of success are used as part of the Illinois Special Education Accountability and Support System Risk Assessment Scoring Rubric. The rubric lists the indicators being considered for LEA Determinations. Each indicator has a range of scores based on a district's progress toward meeting the indicator target. The rubric uses the indicator targets, and approximations toward the indicator targets, to assign an LEA score for each applicable

indicator. Score possibilities vary by indicator but range from zero to three with three being the highest score attainable. All indicators have equal weight in terms of the overall calculation. An effort was made to distribute the number of applicable compliance and results indicators as evenly as possible to maintain a balanced system. Indicators that are “Not Applicable” for a district (e.g., early childhood outcomes are not applicable for high school LEAs) are not included in the district’s calculation. The rubric scores for each district are then used to populate the Illinois Special Education Accountability and Support System LEA Determination Matrix with the district’s indicator points. The scores, or number of points, assigned for each indicator are added together to obtain a total score. The cumulative score is then divided by the total points possible to calculate a district’s overall percentage. The district’s overall percentage is then aligned to one of the LEA Determination categories. Each LEA Determination designation is also aligned to a corresponding level of tiered support. Additional information about the three levels of tiered support is in Section II of this document. The Matrix template is found on page 11.

LEA Determination Designation and Corresponding Tiered Level of Support

LEA Overall Percentage	LEA Determination	Level of Support
LEA Determination Matrix overall percentage of 80% or more	Meets Requirements	Universal (Tier 1) Support Available
LEA Determination Matrix overall percentage above 75% but less than 80%	Needs Assistance	Universal (Tier 1) Support Available
LEA Determination Matrix overall percentage above 75% but less than 80% for two or more consecutive years	Needs Assistance for Two or More Consecutive Years	Targeted (Tier 2) Guidance Needed
LEA Determination Matrix overall percentage of 45% - 75%	Needs Intervention	Intensive (Tier 3) Coaching Required
LEA Determination Matrix overall percentage of 45% - 75% for three or more consecutive years	Needs Intervention for Three or More Consecutive Years	Intensive (Tier 3) Coaching Required
LEA Determination Matrix overall percentage of less than 45%	Needs Substantial Intervention	Intensive (Tier 3) Coaching Required

Appeals

Districts wishing to appeal their LEA Determination must submit the appeal in writing on district letterhead, with supporting documentation, no later than **October 2, 2023**, to Kristina Holloway at khollowa@isbe.net. Before submitting appeals, please note the following:

- Appeals should be based on issues that could not have been resolved during data correction and verification periods. Districts have multiple opportunities throughout the year to ensure data is accurate in SIS and I-Star. Therefore, the appeal process cannot be used to dispute incorrect data that should have been adjusted during the year.

- ISBE uses federal reporting guidelines to calculate each LEA's performance. Therefore, appeals based on disputes with the prescribed targets or measurements will not be granted.

Each appeal will be reviewed on a case-by-case basis. Districts are encouraged to discuss their intent to appeal with Ms. Holloway before formal submission.

ILLINOIS SPECIAL EDUCATION ACCOUNTABILITY AND SUPPORT SYSTEM RISK ASSESSMENT SCORING RUBRIC

Indicator Measure	Score = 3	Score = 2	Score = 1	Score = 0
Indicator 6a: Early Childhood Service Delivery Settings	The LEA is meeting or exceeding the SPP target	The LEA is below the SPP target and has improved from the previous year (growth = > 1%)	The LEA is below the SPP target and has remained constant from the previous year	The LEA is below the SPP target and has declined from the previous year (slippage= > 1%)
Indicator 12: IDEA Part C to IDEA Part B Transition	100% of children referred by IDEA Part C prior to age 3, who were found eligible for IDEA Part B, had an IEP developed and implemented by their third birthdays	95.00%-99.99% of children referred by IDEA Part C prior to age 3, who were found eligible for IDEA Part B, had an IEP developed and implemented by their third birthdays	90.00%-94.99% of children referred by IDEA Part C prior to age 3, who were found eligible for IDEA Part B, had an IEP developed and implemented by their third birthdays	Fewer than 90.00% of children referred by IDEA Part C prior to age 3, who were found eligible for IDEA Part B, had an IEP developed and implemented by their third birthdays
Indicator 1: Graduation	The LEA is meeting or exceeding the SPP target	The LEA is below the SPP target and has improved from the previous year (growth = > 1%)	The LEA is below the SPP target and has remained constant from the previous year	The LEA is below the SPP target and has declined from the previous year (slippage= > 1%)
Indicator 13: Secondary Transition	100% of youth with IEPs aged 16 and above had measurable, annual IEP goals and appropriate transition assessment, services, and courses	95.00%-99.99% of youth with IEPs aged 16 and above had measurable, annual IEP goals and appropriate transition assessment, services, and courses	90.00%-94.99% of youth with IEPs aged 16 and above had measurable, annual IEP goals and appropriate transition assessment, services, and courses	Fewer than 90.00% of youth with IEPs aged 16 and above had measurable, annual IEP goals and appropriate transition assessment, services, and courses
Indicator 5a: Least Restrictive Environment	The LEA is meeting or exceeding the SPP target	The LEA is below the SPP target and has improved from the previous year (growth = > 1%)	The LEA is below the SPP target and has remained constant from the previous year	The LEA is below the SPP target and has declined from the previous year (slippage= > 1%)
Indicator 4b: Suspension/Expulsion	The LEA does not have policies, procedures or practices that contribute to a significant discrepancy in the rates of suspensions and expulsions greater than 10 days by race/ethnicity for children with IEPs	-----	-----	The LEA has an open finding of noncompliance for this indicator

Indicator Measure	Score = 3	Score = 2	Score = 1	Score = 0
Indicator 9: Disproportionality (IEPs)	The LEA does not have disproportionate representation due to inappropriate identification in any racial/ethnic group receiving special education or related services	-----	-----	The LEA has an open finding of noncompliance for this indicator
Indicator 10: Disproportionality (specific disability categories)	The LEA does not have disproportionate representation due to inappropriate identification in any racial/ethnic group in specific disability categories	-----	-----	The LEA has an open finding of noncompliance for this indicator
Indicator 11: Child Find	100% of children were evaluated within 60 school days of receiving parental consent for an initial evaluation	95.00%-99.99% of children were evaluated within 60 school days of receiving parental consent for an initial evaluation	90.00%-94.99% of children were evaluated within 60 school days of receiving parental consent for an initial evaluation	Fewer than 90.00% of children were evaluated within 60 school days of receiving parental consent for an initial evaluation
Timely Correction of Noncompliance	100% of noncompliance was corrected by the LEA within the one-year timeframe	-----	-----	The LEA has uncorrected noncompliance beyond the one-year timeframe
Fiscal Risk (Single Audit Findings)	The LEA has no single audit findings in the most recent year available	The LEA has single audit findings that are low risk (minor monitoring and/or reporting issues which are easily remedied by implementing procedures according to single audit recommendations)	The LEA has single audit findings that are moderate risk (moderate documentation and/or reporting issues which require revision of internal financial processes) OR a new moderate/minor issue is found if the LEA had audit findings last year	The LEA has single audit findings that are high risk (major financial tracking issues that require the initiation of appropriate financial and accounting procedures) OR the LEA has the same audit finding for 2 consecutive years

*An N size of 5 is utilized for indicators 1, 5a, 6a, 11, 12, and 13

District:

**ILLINOIS SPECIAL EDUCATION ACCOUNTABILITY AND SUPPORT SYSTEM
Federal Fiscal Year 2022 LEA DETERMINATION MATRIX**

Early Childhood Outcomes	FFY 2022 State Target	FFY 2022 LEA Data	FFY 2021 LEA Data	Score (0-3)
Indicator 6a: Early Childhood Service Delivery Settings	47.00%			
Indicator 12: IDEA Part C to Part B Transition	100.00%			
Secondary Outcomes				
Indicator 1: Graduation	82.60%			
Indicator 13: Secondary Transition	100.00%			
Additional Outcomes				
Indicator 5a: Least Restrictive Environment	53.10%			
Indicator 4b: Suspension/Expulsion	No policies contributing to a significant discrepancy			
Indicator 9: Disproportionality (IEPs)	No inappropriate identification			
Indicator 10: Disproportionality (specific disability categories)	No inappropriate identification			
Indicator 11: Child Find	100.00%			
Timely Correction of Noncompliance	One year			
Fiscal Outcomes				
Fiscal Risk (Single Audits)	No audit findings			
TOTAL SCORE				
TOTAL POINTS POSSIBLE				
OVERALL PERCENTAGE				
LEA DETERMINATION				
TIERED LEVEL OF SUPPORT				

The number of points assigned for each indicator is averaged to calculate the total score, overall percentage, LEA Determination, and corresponding tiered level of support. Indicators that are “Not Applicable” for a district (e.g., early childhood outcomes are not applicable for high school districts) are not included in the district’s calculation.

Please refer to the Illinois Special Education Accountability and Support System LEA Tiered Support Model on page 20 of this document for details regarding each tiered level of support.

Section II: LEA Requirements and Tiered Supports

The ISBE Special Education Department uses a tiered supports model to provide an appropriate level of assistance for LEAs. When an LEA is assigned a level of support, specific activities are required of the LEA that are intended to both ensure compliance and assist districts with improved results. The procedures under the Illinois Special Education Accountability and Support System facilitate ISBE’s efforts in the following activities:

- Fulfilling its responsibility to provide appropriate general supervision to Illinois LEAs.
- Differentiating levels of support for Illinois LEAs based on degree/intensity of needs.
- Allocating resources to address specific need(s) of Illinois LEAs.

The LEA Tiered Support Model consists of three levels, with required activities and supports in place at each level to ensure accountability for both compliance and results measures as well as resources to strengthen and improve student outcomes.

LEA Determination Designation	Tiered Level of Support
Meets Requirements Needs Assistance	Universal (Support Available) Tier 1
Needs Assistance for Two or More Consecutive Years	Targeted (Guidance Needed) Tier 2
Needs Intervention Needs Intervention for Three or More Consecutive Years Needs Substantial Intervention	Intensive (Coaching Required) Tier 3

Meets Requirements or Needs Assistance: Required Universal Tier 1 Activities

LEAs designated as “Meets Requirements”, or “Needs Assistance” fall under the universal tiered level of support (Tier 1). A determination of Meets Requirements or Needs Assistance requires no further action by the district *if no findings of noncompliance have been identified.*

Universal (Tier 1) supports are available for optional use. Please see the ISBE [Tier 1: Universal Supports](#) webpage for universal information, such as the online catalog of supports and resources and a link to the *Critical Components Tool for Special Education Programs* (self-assessment).

A determination of Meets Requirements or Needs Assistance requires further action by the district if a finding of noncompliance for SPP Indicators 9, 10, 11, 12, or 13 has been issued in conjunction with the LEA Determination or the district currently has an open finding of noncompliance for SPP Indicator 4b. Districts with open findings of noncompliance:

- Are assigned an ISBE SPP contact to support the district with its Corrective Action Plan (CAP) process.
- Must work with their ISBE SPP contact to develop and implement a CAP specific to the SPP indicator that was found to be out of compliance. The ISBE Special Education Accountability and Support System District Corrective Action Template is available on the ISBE [System Support Plans](#) webpage. It is optional for the district to convene a District Accountability Team (DAT) and complete the *Critical Components Tool for Special*

Education Programs to assist in the corrective action process. It is recommended that DAT members be representative of different departments (e.g., special education, general education, administration, community), and the assigned ISBE SPP contact may be included on the team. The district may use the *Critical Components Tool* to collaboratively identify, plan, implement, and monitor changes necessary to correct the findings of noncompliance. The *Critical Components Tool's* ratings can assist the DAT with the development of the CAP, for example. The ISBE SPP contact reviews the CAP and verifies that it adequately addresses the relevant SPP indicator(s). Once the ISBE SPP contact verifies this, the CAP is accepted. After ISBE accepts the CAP, the district begins plan implementation. The ISBE SPP contact is available for technical assistance and support as needed related to the finding of noncompliance. ISBE must verify that the district has corrected each individual case of noncompliance to demonstrate that previous noncompliance has been corrected, unless the student is no longer within the jurisdiction of the LEA. This is referred to as data correction, or Prong 1. ISBE must also verify that the district is correctly implementing the specific regulatory requirements based on a review of updated data. This is referred to as data verification, or Prong 2. Therefore, at scheduled intervals, the ISBE SPP contact verifies individual student correction and implementation of specific regulatory requirements related to the original finding of noncompliance. Noncompliance must be corrected as soon as possible, but in no case more than one year from identification (i.e., the date on which ISBE provided written notification to the LEA of the noncompliance). The ISBE SPP contact will verify district plan implementation through mid-year and end-of-year progress reports if the finding of noncompliance has yet to be closed. The ISBE SPP contact issues a letter closing the finding of noncompliance once correction at both levels, or prongs, is verified. This completes the corrective action process for the current LEA Determination cycle.

Needs Assistance for Two or More Consecutive Years: Required Targeted Tier 2 Activities

LEAs designated as “Needs Assistance for Two or More Consecutive Years” (NA2) fall under the targeted tiered level of support (Tier 2). Districts that need assistance for two or more consecutive years have follow-up actions related to their LEA Determination of NA2. ISBE, in accordance with Section 616(e) of IDEA and 34 CFR 300.604, must take one or more of the following enforcement actions for LEAs designated as NA2:

- Advise districts of available sources of technical assistance that may help them address the area(s) in which they need assistance,
- Direct the use of funds on the area or areas in which the district needs assistance, or
- Identify the district as a high-risk grantee and impose special conditions on the district's IDEA Part B grant award.

ISBE is, therefore, advising districts of available sources of technical assistance that may help them address the indicator area(s) for which they need assistance. Available state and national technical assistance resources, along with an online catalog of supports/resources, may be accessed on the ISBE [Tier 2: Targeted Supports](#) webpage.

NA2 districts must assemble and convene a DAT to review data related to those compliance indicators and results elements for which the LEA received scores below a three. It is recommended that DAT members be representative of different departments (e.g., special

education, general education, administration, community). After a data review, the district must access state and/or national technical assistance resources to support the development of a Corrective Action Plan and/or Improvement Plan. Such targeted (Tier 2) supports are located on the ISBE [Tier 2: Targeted Supports](#) webpage. Targeted supports include a series of options to assist with the implementation of objectives that enhance policies, programs, services, and/or systems.

It is optional for the DAT to use the *Critical Components Tool for Special Education Programs* (self-assessment) to support the development of the plan. The plan must:

- Document the state and/or national technical assistance resources accessed by the district and the action steps developed for implementation by the district (as a result of accessing the resources) to address the scores of zero.
- Be submitted to the ISBE SPP contact for acceptance.
- Be accepted by ISBE and implemented by the district, the NA2 requirement is completed for the current LEA Determination cycle. If results indicators are the only reason for the NA2 designation, the district will complete the ISBE Special Education Accountability and Support System District Improvement Plan Template.

Districts with open findings of noncompliance for SPP Indicators 4b, 9, 10, 11, 12, or 13 have CAP requirements *in addition to* the above-mentioned NA2 requirements. NA2 districts that also have open findings of noncompliance are assigned an ISBE SPP contact to support the district with its CAP process. Districts must work with their ISBE SPP contact to develop and implement a CAP specific to the SPP indicator that was found to be out of compliance. The district utilizes its DAT to assist in the Corrective Action Plan process. It is optional for the DAT to use the *Critical Components Tool for Special Education Programs* to collaboratively identify, plan, implement, and monitor changes necessary to correct the findings of noncompliance; however, the *Critical Components Tool's* ratings can assist the DAT with the development of the CAP. If compliance indicators are the only reason for the NA2 designation, the district will complete the ISBE Special Education Accountability and Support System District Corrective Action Plan Template. If the district NA2 designation is due to both compliance and results indicators, the district will complete the ISBE Special Education Accountability and Support System District Combined Plan Template. Templates are available on the ISBE [System Support Plans](#) webpage.

After the plan is developed, the ISBE SPP contact will review it and verify that it adequately addresses the relevant SPP indicator(s) so that it can be accepted. After ISBE accepts the plan, the district begins implementation. The ISBE SPP contact is available for technical assistance and support as needed as related to the finding of noncompliance.

ISBE must verify that the district has corrected each individual case of noncompliance to demonstrate that previous noncompliance has been corrected, unless the student is no longer within the jurisdiction of the LEA. This is referred to as data correction, or Prong 1. ISBE must also verify that the district is correctly implementing the specific regulatory requirements based on a review of updated data. This is referred to as data verification, or Prong 2. Therefore, at scheduled intervals, the ISBE SPP contact verifies individual student correction and implementation of specific regulatory requirements related to the original finding of noncompliance. Noncompliance must be corrected as soon as possible, but in no case more than one year from identification (i.e., the date on which ISBE provided written notification to the LEA of the noncompliance). The ISBE SPP contact will verify district plan implementation through

mid-year and end-of-year progress reports if the finding of noncompliance has yet to be closed. The ISBE SPP contact issues a letter closing the finding of noncompliance once correction at both levels, or prongs, is verified. This completes the corrective action process for the current LEA Determination cycle.

Needs Intervention, Needs Intervention for Three or More Consecutive Years, or Needs Substantial Intervention: Required Intensive Tier 3 Activities

Districts designated as “Needs Intervention,” “Needs Intervention for Three or More Consecutive Years (NI3),” or “Needs Substantial Intervention” fall under the intensive tiered level of support (Tier 3). A determination of Needs Intervention, Needs Intervention for Three or More Consecutive Years, or Needs Substantial Intervention requires further action by the district.

Districts that Need Intervention, Need Intervention for Three or More Consecutive Years, or Need Substantial Intervention require on-site and/or virtual ISBE direction and coaching. Districts are also required to engage and work with the Illinois Elevating Special Educators (IESE) Network as part of their technical assistance component for the NI/NI3 process.

An ISBE special education consultant is assigned to each district at the intensive tier to facilitate improvement planning and provide individualized oversight, technical assistance, and coaching support. Districts that Need Intervention, Need Intervention for Three or More Consecutive Years, or Need Substantial Intervention that also have open findings of noncompliance for SPP Indicators 4b, 9, 10, 11, 12, or 13 are assigned an ISBE SPP contact, in addition to the ISBE special education consultant, to support the district with its Corrective Action Plan process for the identified indicators.

A data profile identifying patterns and trends in low-performing areas is shared with the district as part of the original LEA Determination information packet. Prior to the initial on-site or virtual visit from the ISBE special education consultant, the district is required to assemble and convene a DAT to review the LEA Determination Matrix data related to those compliance indicators and results elements for which the LEA received a score below three and the data profile provided to the district. It is optional for districts to address results elements for which the LEA received a score of two. The district is required to include the ISBE special education consultant in this process. DAT members should be representative of different departments (e.g., special education, general education, administration, community).

After the DAT’s data analysis, the ISBE special education consultant will initiate an on-site or virtual visit to provide support to the district pertaining to root cause analysis and development of an Improvement Plan or combined Corrective Action Plan and Improvement Plan. The ISBE Special Education Accountability and Support System District Combined Plan Template is available on the ISBE [System Support Plans](#) webpage. The ISBE special education consultant will meet with the DAT after arriving on-site to review data and determine whether additional data needs to be collected to assist with data triangulation and root cause identification. The ISBE consultant then completes interviews, student record reviews, and additional district-specific data collections to dig deeper into results and compliance indicator areas needing support. The DAT will work with ISBE consultant to complete the required *Critical Components Tool for Special Education Programs* during the 1st semester of the LEA Determination year. The ISBE special education consultant will work with the DAT to facilitate the review and triangulation of new data, determination of root causes of low performance, and the creation of an Improvement Plan or combined Corrective Action Plan and Improvement Plan. Related indicators may be clustered to

see whether additional factors exist to identify a root cause explanation. The plan should address any identified compliance- and results-based issues and detail what actions the district will implement as a result of low performance scores or noncompliance. The plan may include one or more of the following activities:

- Reviewing and/or revising district policies, procedures, and/or practices.
- Providing professional development and support to relevant staff.
- Utilizing national, state, or local technical assistance resources.

In addition to accessing the online catalog of supports/resources and state and national sources of technical assistance, the district must access intensive (Tier 3) supports that are available on the ISBE [Tier 3: Intensive Supports](#) webpage. Intensive supports are provided with the intent to offer appropriate resources for LEAs to comply with and implement IDEA Part B requirements for students with disabilities. The district can begin implementation after the ISBE special education consultant approves the plan. The ISBE special education consultant will provide support to the district on implementation of the plan throughout the year. If the district has identified noncompliance, the ISBE SPP contact will work with the ISBE special education consultant. ISBE must verify that the district has corrected each individual case of noncompliance to demonstrate that previous noncompliance has been corrected, unless the student is no longer within the jurisdiction of the LEA. This is referred to as data correction, or Prong 1. ISBE must also verify that the district is correctly implementing the specific regulatory requirements related to the finding of noncompliance (based on a review of updated data). This is referred to as data verification, or Prong 2. At scheduled intervals, therefore, the ISBE consultant and SPP contact will verify individual student correction and implementation of specific regulatory requirements related to the original finding of noncompliance. The ISBE consultant and SPP contact will issue a letter closing the finding of noncompliance once correction at both levels, or prongs, is verified. Noncompliance must be corrected as soon as possible, but in no case more than one year from identification (i.e., the date on which ISBE provided written notification to the LEA of the noncompliance). This completes the corrective action portion of the combined plan for the current LEA Determination cycle.

During the one-year LEA Determination cycle, the ISBE special education consultant will verify district plan implementation via mid-year and end-of-year progress reports. If the district remains in the Intensive Tier 3 category for subsequent LEA Determinations, district staff will continue to work with the ISBE special education consultant until the district's annual LEA Determination changes to Meets Requirements, Needs Assistance, or Needs Assistance for Two or More Consecutive Years.

Additional Required Intensive Tier 3 Activities for LEAs Designated as Needs Intervention for Three or More Consecutive Years

ISBE, in accordance with Section 616(e) of IDEA and 34 CFR 300.604, must take one or more of the following enforcement actions for districts designated as "Needs Intervention for Three or More Consecutive Years":

- Require districts to prepare a Corrective Action Plan or Improvement Plan if ISBE determined that the LEA should be able to correct the problem within one year.
- Require districts to enter into a compliance agreement if ISBE has reason to believe that the district cannot correct the problem within one year.
- Withhold not less than 20% and not more than 50% of the district's direct funds for each year of the determination.

- Recover funds.
- Withhold (in whole or in part) any further payments to the district.
- Refer the matter for appropriate enforcement action.

ISBE is, therefore, requiring districts to prepare an Improvement Plan or combined Corrective Action Plan and Improvement Plan.

Additional Required Intensive Tier 3 Activities for LEAs Designated as Needs Substantial Intervention

ISBE, in accordance with Section 616(e) of IDEA and 34 CFR 300.604, must take one or more of the following enforcement actions for districts designated as “Needs Substantial Intervention”:

- Recover funds.
- Withhold (in whole or in part) any further payments.
- Refer the matter for appropriate enforcement action.

ISBE will either refer the matter for appropriate enforcement action to another ISBE department, place special conditions on the LEA's funding, require the district to redirect funds, or withhold LEA funding, depending upon the LEA's specific areas of concern.

Levels of Tiered Support

Level of Support	Corresponding...		Optional (O) and Required (R) Activities												
	Risk	Determination	Improvement								Response to Noncompliance				
			A	B	C	D	E	F	G	H	W	X	Y	Z	
Tier 1	Low	MR	O	O	O							O	R	R	R
Tier 1	Low	NA	O	O	O							O	R	R	R
Tier 2	Med	NA2	O	R	R	R						R	R	R	R
Tier 3	High	NI	R	R	R			R	R	R		R	R	R	R
Tier 3	High	NI3	R	R	R			R	R	R	O	R	R	R	R
Tier 3	High	NSI	R	R	R			R	R	R	R	R	R	R	R

List of improvement activities:

- A. Self-assessment (Critical Components Tool for Special Education Programs)
- B. Online catalog of supports/resources
- C. District Accountability Team
- D. NA2 required components of the Corrective Action Plan and/or Improvement Plan
- E. ISBE consultant assistance with data review and analysis
- F. On-site and/or virtual individualized monitoring and support
- G. Improvement Plan
- H. Refer the matter for appropriate enforcement action to another ISBE department, special conditions on funding, redirect funding, and/or withhold funding (in whole or in part)

List of compliance activities:

- W. Technical assistance from ISBE SPP contact
- X. Data correction (Prong 1)
- Y. Corrective Action Plan
- Z. Data verification (Prong 2)

Intensive Tier 3 Combined Plan Completion and Submission Procedures

Districts will use the ISBE Special Education Accountability and Support System District Combined Plan Template to report a summary of performance and improvement activities for each indicator. The template is available on the ISBE [System Support Plans](#) webpage. The template addresses:

- a) State Performance Plan indicators with scores of zero or one
- b) Data analyses and root cause determinations
- c) *Critical Components Tool* ratings (district self-assessment)
- d) Corrective Action Plan and Improvement Plan

The DAT will complete its plan and submit it to the ISBE consultant via email. The ISBE special education consultant will review the plan and determine whether it is *Approved*, *Partially Approved*, or *Not Approved*. If the plan is deemed *Partially Approved* or *Not Approved*, the

district must make revisions and resubmit to the ISBE consultant for approval. Districts may view and check their status using the data element codes:

- a) Approved: ISBE has accepted the proposed plan.
- b) Partially Approved: ISBE has partially accepted the proposed plan. The district must correct and resubmit based on the ISBE special education consultant's feedback.
- c) Not Approved: ISBE has rejected the proposed plan. The district should correct and resubmit based on the ISBE special education consultant's feedback.

Upon approval of the plan, the assigned ISBE consultant will notify the district of the approval and of the dates the progress reports are due. The district must submit evidence that the activities have resulted in a changed practice and that the district has achieved compliance with the IDEA. The assigned ISBE consultant will review the submitted documentation and determine whether it is sufficient. If not, the district must submit additional documentation based on the ISBE special education consultant's feedback. In addition, the DAT should evaluate the progress of the plan. If plan implementation is not resulting in the desired changes, the team should consult with the ISBE consultant to make any necessary revisions and resubmit for approval. At the end of the year, the DAT and ISBE special education consultant will review the district's final report to discuss progress on the plan (including correction of findings). An ISBE closing letter will be issued to the district for findings of noncompliance that have been appropriately corrected. Results-based indicators will remain open until the next LEA Determination is issued. If the LEA moves to Needs Assistance or Meets Requirements, the case is formally closed. If the LEA continues to need intensive Tier 3 supports, the process remains open.

To support improvement, the ISBE consultant will establish a schedule for interviews and on-site/virtual visits. Depending on the district's need, there are numerous ISBE tiered supports and resources available to assist LEAs with improvement efforts (e.g., IEP reviews, on-site/virtual visits, guidance and support documents/webinars, district-specific assistance). Progress reports and ISBE support logs for district activities will be maintained by the ISBE consultant within the ISBE Special Education Department.

LEA TIERED SUPPORT MODEL

The Illinois Special Education Accountability and Support System LEA Tiered Support Model consists of three levels, or tiers, of support to bring about improved student outcomes and assist LEAs with any identified noncompliance. Technical assistance and supports are offered within each tier, and all LEAs will have an opportunity to access some level of resources.

- **Tier 1 – Universal:** Addresses common areas and needs
- **Tier 2 – Targeted:** Addresses concentrated areas and needs
- **Tier 3 – Intensive:** Addresses complex areas and needs

TIER 1 – UNIVERSAL (<i>Support Available</i>)	
Description	Illinois districts that Meet Requirements or Need Assistance on their annual LEA Determination.
Activities	Districts with open findings of noncompliance (and corresponding scores of zero on the Illinois Special Education Accountability and Support System Risk Assessment Scoring Rubric) must complete the Corrective Action Plan process for the identified indicator(s).
Supports	Universal supports include information and technical assistance resources that are made available to all districts for their optional use. <ul style="list-style-type: none"> • Self-assessment (Critical Components Tool for Special Education Programs) • Online catalog of supports/resources (e.g., support projects, webinars, FAQ, Q&A, and other guidance documents)
TIER 2 – TARGETED (<i>Guidance Needed</i>)	
Description	Illinois districts that Need Assistance for Two or More Consecutive Years (NA2) on their annual LEA Determination. These districts may benefit from formal action planning to improve outcomes for students with disabilities.
Activities	Districts with open findings of noncompliance (and corresponding scores of zero on the Illinois Special Education Accountability and Support System Risk Assessment Scoring Rubric) must complete the corrective action plan process for the identified indicator(s). Targeted level districts must: <ul style="list-style-type: none"> • Assemble and convene a District Accountability Team. • Review data related to those compliance indicators and results elements for which the LEA received a score of zero. • Access state and/or national technical assistance resources and develop appropriate action steps to address the scores of zero. • Submit the appropriate plan template to the ISBE SPP coordinator regarding the technical assistance sources from which the district received support and the actions the district took as a result.
Supports	Targeted supports include a series of options that are available to LEAs that may assist with implementation of any objective(s) to enhance policies, programs, services, and/or systems. <ul style="list-style-type: none"> • Individual or small group support • Corrective Action Plan technical assistance • Virtual conferencing support • Online state and national technical assistance resources • Self-assessment (Critical Components Tool for Special Education Programs) • Online catalog of supports/resources (e.g., support projects, webinars, FAQ, Q&A, and other guidance documents)

TIER 3 – INTENSIVE (Coaching and Direction Required)

Description	Illinois districts that Need Intervention, Need Intervention for Three or More Consecutive Years (NI3), or Need Substantial Intervention on their annual LEA Determination. These districts require ISBE direction and coaching to improve outcomes for students with disabilities.
Activities	<p>Districts with open findings of noncompliance (and corresponding scores of zero on the Illinois Special Education Accountability and Support System Risk Assessment Scoring Rubric) must complete the corrective action plan process for the identified indicator(s).</p> <p>Intensive level districts must:</p> <ul style="list-style-type: none"> • Assemble and convene a District Accountability Team. • Review data related to those compliance indicators and results elements for which the LEA received a score of zero or one and conduct a root cause analysis to address identified need(s). • Access intensive support resources and develop appropriate action steps. • Submit a combined Corrective Action Plan and Improvement Plan to the assigned ISBE special education consultant (due October 16, 2023) that addresses both compliance-based issues and results-based issues and identifies what actions the district will implement as a result of the finding(s) of noncompliance and low performance scores. • LEAs will be required to work with the Illinois Elevating Special Educators (IESE) Network as part of the technical assistant component requirement under the Needs Intervention process. • Complete two formal progress report reviews and submit them to the assigned ISBE special education consultant to verify district plan implementation. (Due February 28, 2024 and May 31, 2024) • Build sustainability and continued improvement capacity.
Supports	<p>Intensive supports are administered with the intent to provide appropriate resources for LEAs to comply and implement IDEA requirements for students with disabilities.</p> <ul style="list-style-type: none"> • Required for a small number of districts • Sustained district engagement • Individual district coaching required • Small group support, as applicable (e.g., Community of Practice) • Comprehensive on-site/virtual review and support • Assistance with data review and analysis • Corrective Action Plan technical assistance – compliance indicators • Improvement planning support – results indicators • Virtual conferencing support • Online state and national technical assistance resources • Self-assessment (Critical Components Tool for Special Education Programs) • Online catalog of supports/resources (e.g., support projects, webinars, FAQ, Q&A, and other guidance documents)

Section III: LEA Tier 3 Intensive Process

Districts	ISBE Consultants
Districts assemble and convene their District Accountability Team to review their LEA Determination Matrix data and data profile. <i>Must include the assigned ISBE consultant.</i>	ISBE consultants schedule and conduct district on-site or virtual visits (<i>to be completed first quarter</i>) that may include the following activities: interviews, IEP reviews, and other district-specific data collection based on compliance and results indicator areas of concern.
DAT uses its data to complete the Critical Components Tool (<i>with assistance from the ISBE consultant</i>).	ISBE consultants triangulate/analyze data collection results from on-site or virtual visit and consult with the appropriate SPP indicator team contacts, as needed throughout the process.
DAT creates district plan(s) based on its LEA Determination Matrix score. Districts must have an Improvement Plan. A combined plan (<i>Improvement Plan + Corrective Action Plan</i>) is required if there is a finding of noncompliance.	ISBE consultants coach and direct DAT with the development and implementation of district plan(s). Districts must have an Improvement Plan. A combined plan (<i>Improvement Plan + Corrective Action Plan</i>) is required if there is a finding of noncompliance.
Districts correspond with ISBE consultants for follow-up activities, as required.	ISBE consultants verify that the plan addresses relevant indicators and approves the plan.
Districts submit mid-year and end-of-year progress reports that include: <ul style="list-style-type: none"> • Evidence and assurance related to CAP/Improvement Plan execution of activities, and other verification deliverables as directed by ISBE consultants. 	ISBE consultants establish a schedule of required district activities that include: <ul style="list-style-type: none"> • Verification of correction for compliance indicators 4, 9, 10, and 13 (<i>where applicable</i>) • Updated data for verification of correction for compliance indicators 11 and 12 (<i>where applicable</i>) • Mid-year and end-of-year progress reports, and other district-specific activities directed by ISBE consultants (<i>e.g., additional on-site visit(s), IEP file reviews, surveys</i>).
Districts continue to correspond with ISBE consultants for follow-up activities, as directed.	ISBE consultants conduct ongoing coaching and direction to include monitoring of timeline developments, implementation of required activities, and mid-year and end-of-year progress report reviews.
Districts complete two formal progress report reviews with ISBE consultants to close ISBE annual process.	ISBE consultants coordinate with SPP contacts for Verification of Correction to close finding(s) of noncompliance. ISBE consultants continue to work with the district on results indicators until the district's annual LEA Determination changes to Meets Requirements, Needs Assistance, or Needs Assistance for Two or More Consecutive Years.



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

To: Board of Education

From: Rachel Wisniewski, Director of Business Services *RW*

Date: October 18, 2023

Re: Frontline Education Software

Purpose: To recommend the purchase of Frontline Service Tracking

Background: SASED OT/PT Department currently utilizes an Access Database to manage student billing and itinerant caseload. SASED provides occupational and physical therapy to approximately 2,200 students and employs 49 occupational therapists and 11 physical therapists. The OT/PT staff provide services to all SASED programs and serve 85 buildings across member districts. Over the past few years, maintaining the proprietary access database has been costly and the fidelity of the data questioned. The current database requires staff that have technical knowledge to update the coding annually. SASED has researched numerous options for data management. Frontline Service Tracking is the optimal solution. Frontline Service Tracking imports student IEP data from Embrace, attaches calendars, tracks IEP changes, calculates total service minutes based on district calendar and IEP start and end dates. Frontline Service Tracking also has the capability of providing caseload management reports for monitoring caseloads throughout the school year (minutes, # students, # of evaluations, referrals), goal-tracking and staffing needs required at buildings. The implementation period is approximately 12 weeks.

Financial Impact: Initial set-up costs are \$19,138.70. Annual recurring costs total \$11,672. These costs are budgeted for FY 24.

Recommendation: It is the recommendation of the Finance Committee to contract with Frontline Service Tracking effective this 23-24 school year.



1400 Atwater Drive Malvern, PA 19355

10/13/2023

Customer:

School Association For Special Education In Dupage - Sased
2900 Ogden Avenue
Lisle, Illinois, 60532
United States

Contact: Rachel Wisniewski

Title: Director of Business Services

Phone: 630-955-8105

Email: rwisniewski@sased.org

Order Form Details:

Pricing Expiration: 7/05/2023

Quote Currency: USD

Account Manager: Derek Abraham

Startup Cost Billing Terms: One-Time, Invoiced after signing

Subscription Billing Frequency: Annual

Sale Type: New

Initial Term: 11/01/2023 – 6/30/2025

Pricing Overview

Amount

One-Time Fees

\$11,400.00

Annual Recurring Fees

\$11,672.00

(Initial Term Prorated Fees)

\$7,738.70

One-Time Fees Itemized Description	Quantity	Amount (each)	Amount
Frontline Implementation	1	\$11,400.00	\$11,400.00

Annual Recurring Fees Itemized Description	Start Date	End Date	Amount
(Service Tracking, unlimited usage for internal employees Prorated Term)	11/01/2023	6/30/2024	\$6,744.18
(Third-Party Extract (Per File) Prorated Term)	11/01/2023	6/30/2024	\$994.52
Service Tracking, unlimited usage for internal employees	7/01/2024	6/30/2025	\$10,172.00
Third-Party Extract (Per File)	7/01/2024	6/30/2025	\$1,500.00



1400 Atwater Drive Malvern, PA 19355

10/13/2023

Additional Order Form Information

Tax Information

Tax Exemption: We currently have a tax exemption certificate on file for you.

PO Information

PO Status: Purchase order not required by customer

PO #:

Note: If a Purchase Order is required, Customer shall submit the PO to Frontline within ten (10) business days of signing this Order Form by emailing it to billing@frontlineed.com, otherwise a PO shall not be required for payment



1400 Atwater Drive Malvern, PA 19355

10/13/2023

Invoicing Schedule	Due Date	Amount
Invoice: One Time Frontline Implementation	Upon Signing	\$11,400.00 + applicable sales tax \$11,400.00
Invoice: Prorated Service Tracking, unlimited usage for internal employees Third-Party Extract (Per File)	12/01/2023	\$7,738.70 + applicable sales tax \$6,744.18 \$994.52
Invoice: Annual Service Tracking, unlimited usage for internal employees Third-Party Extract (Per File)	7/31/2024	\$11,672.00 + applicable sales tax \$10,172.00 \$1,500.00



1400 Atwater Drive Malvern, PA 19355

10/13/2023

MASTER SERVICES AGREEMENT

This Master Services Agreement is made effective as of the date of the signature below (the "Effective Date") by and between Frontline Technologies Group LLC dba Frontline Education, its subsidiaries and affiliates with an address at 1400 Atwater Drive, Malvern, PA 19355 (collectively "Frontline"), and the client identified below ("Client"). Frontline and Client are sometimes referred to herein, individually, as a "Party" and, collectively, the "Parties."

By signing below, the Parties agree to be legally bound by the terms and conditions contained in the Frontline Master Services Agreement ("Master Services Agreement", which is available at <https://www.frontlineeducation.com/master-services-agreement/> and is incorporated herein by reference. The attached Order Form, exhibits (if any), Statements of Work and the referenced Master Services Agreement are collectively the "Agreement". To place orders subject to this Agreement, at least one Order Form (as defined in the Master Services Agreement) must be incorporated into this Agreement. Client may make future purchases of products and services from Frontline (and its subsidiaries and affiliates) under this Master Services Agreement by executing an Order Form and any future Order Forms without an attached or referenced Master Services Agreement will be deemed subject to this Master Services Agreement. This Agreement constitutes the complete and exclusive statement of the agreement between the Parties with respect to the Software and the Services set forth herein and any other software, products or other services provided by Frontline or any of its affiliates or predecessors prior to the Effective Date. For the avoidance of doubt, this Agreement supersedes any and all prior oral or written communications, proposals, RFPs, contracts, and agreements (including all prior license and similar agreements) and the Parties hereby terminate any such agreements. In the event of a conflict between the provisions of the Terms and Conditions and the provisions of any Statement of Work or any Order Form or any Order Form Terms and Conditions, the provisions of the Statement of Work or Order Form or Order Form Terms and Conditions, as applicable, shall govern, but only with respect to the services forth in the Statement of Work or that particular Order Form.

<p>Frontline Technologies Group LLC dba Frontline Education</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: 1400 Atwater Drive Malvern, PA 19355</p> <p>Email: billing@frontlineed.com</p> <p>Effective Date: _____</p>	<p>School Association For Special Education In Dupage - Sased</p> <p>Signature: _____</p> <p>Name: <u>Rachel Wisniewski</u></p> <p>Title: <u>Director of Business Services</u></p> <p>Address: <u>2900 Ogden Avenue</u> <u>Lisle, Illinois 60532</u></p> <p>Email: <u>rwisniewski@sased.org</u></p>
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STATEMENT OF WORK



Special Program Management

Standard Project Services

Service Tracking



Executive Summary

This Statement of Work (SOW) outlines the high-level process and deliverable components required to implement the Service Tracking solution for School Association For Special Education In Dupage - Sased. This Statement of Work (SOW) is subject to the terms and conditions of the Frontline Solutions Agreement referenced in the associated Order Form.

The Frontline and Client project managers will determine the specific timeline through the creation of a Project Plan.

Throughout this document, School Association For Special Education In Dupage - Sased will be referred to as “Client” and Frontline as “Frontline.”

Scope of Work

Project Planning

Frontline understands that effective project planning lays the foundation for a successful implementation and is vital to reducing risk. We develop detailed project plans for every implementation that establish objectives and outcomes with a clear schedule of deliverables for both Frontline and client stakeholders for each stage of the project.

Upon initiation of the project, Frontline will work with the Client project leaders and other key stakeholders to identify and document all key project components and project team members. As detailed below, various stakeholder and work groups will be established and will work collaboratively to refine and finalize project plans including all timelines and milestones. These plans will be prioritized into an overall program plan representing the multiple workstreams that are part of the School Association For Special Education In Dupage - Sased Service Tracking deployment.

Communication Plan

Timely and accurate communication is critical to the success of any project. All Frontline projects are supported by a Project Dashboard that will be available to Frontline and Client project teams – providing a single repository for the project.

The dashboard will be used to guide recurring project status meetings – eliminating the need for point in time project status reports.

Communication Strategy

During the Kick-off Meeting, the implementation consultant will establish a plan for effective communication during the project. This includes identifying key communications partners in each functional area to help deliver project communications and assist in setting up appropriate and timely delivery channels. Frontline will work with the Client to support the communication process by providing information on the project, its progress, and related data.

Project Scope Change Management

This product implementation has a standard scope, timeline and set of deliverables based on the original purchase agreement. During the project, information or situations may come to light that were not identifiable when the project initiated. As a result, it may be necessary to make alterations to the course of the project. Additional needs may arise that require purchase such as additional modules or training. In such instances, your consultant will notify the sales team of your interest in an additional purchase.





Project Team Organization

A strong Project Team will be integral to the successful management of this project.

Together, Frontline and the Client will form a closely integrated team - aligned cross-functionally and cross-organizationally to support the success of the project.

Frontline's recommended team structure - outlined below - identifies the type of personnel that are commonly involved with the project. It should be anticipated that other personnel will be involved based on the client organizational structure and on an ad-hoc basis to provide specific insights, knowledge or support as the project moves through its different phases.

Frontline recommends the Client team included representatives from the user, technical and leadership communities, and outside stakeholders as necessary.

In selecting your project team members, the following qualifications should be considered:

- Ability to make decisions.
- Ability to work well under pressure and in a professional manner.
- Clear understanding of the desired constituent experience and desired business outcomes.
- Detailed knowledge of their functional area and critical business processes.
- Ability to listen and value input from all participants.
- Committed to clear and shared project goals.
- Ability to work as a team and to interact on a regular basis to accomplish specific tasks.

The Frontline Implementation Consultant and Client teams will be jointly responsible achieving the defined project scope. They will work from a constituent-centered view to ensure that the system is implemented within the project timeline.

Frontline Project Team

Implementation Consultant(s)

Implementation Consultants will provide subject matter expertise and will serve as the primary point of contact for all functional and system configuration work, lead consulting and training activities, as well as become the primary means of support during the initial go-live period.

Implementation Consultants responsibilities include:

- Partnering with Client in conducting Discovery and Requirements Gathering sessions
- Conducting configuration, consulting, training, and work sessions as defined by the project plan
- Contributing to project management tools to track risks, issues, action items, and key project decisions
- Providing support following go-live and transition to Frontline Support through the Support Handoff process.

Technical Services Specialist(s)

Technical services specialists will partner with the Implementation Consultant to ensure all data exchanges are developed and thoroughly tested. In addition, they will be assisting with data imports.

Technical Services Specialists responsibilities are to import data provided in Frontline specified formats. The Implementation Consultant will work with the Client project team to identify and provide advice on how to resolve data anomalies.

Client Project Team





As with the Frontline Project Team, the Client will also have specific roles that will be required to execute a successful project. In some districts, one person may fill more than one role. Below are the roles that Frontline recommends filling within the Project framework:

Project Manager

The Client Project Manager will oversee the implementation and execution of all project-related activities, while ensuring the successful completion of each phase and related activities to reach the project milestones successfully.

Additional responsibilities include:

- Act as the primary project contact responsible for client-side communications, scheduling, deliverable tracking and advancing the project according to plan
- Work collaboratively with Frontline Implementation Consultant to ensure that the project remains on track and risks are identified and mitigated early
- Ensure timely completion of Client project tasks and action items as identified by Project Plan
- Partner with Frontline Implementation Consultant on training schedule, identifying attendees, availability, and attendance for training sessions

Functional and Subject Matter Experts

Working closely with the Frontline Implementation Consultants the subject matter experts will be responsible for the following:

- Provide specialist district process knowledge
- Responsible for configuration decisions and ensure configurations are complete
- Responsible for data validation

System Administrator(s)

The system administrators will be responsible for the following:

- Responsible for day-to-day operations, upkeep of system, and user management.
- Define current policies, processes, and workflow
- Timely completion of project tasks and action items in support of the project plan and schedule
- Partners with IT Department and Frontline Consultant to verify data imports

IT Department

The Client technical team will system administrators will be responsible for the following:

- Ensure Frontline Education domains/IP addresses have been incorporated into any firewalls and/or spam filters
- Responsible for updating whitelisting from Frontline
- Provide technical support in instances where local network/technology configurations impact usage of our solutions

Client Responsibilities

- Complete system configuration homework or provide requested documents in the agreed upon time frame.
- Document district-specific processes and procedures for the business rules around the use of the product (Frontline requests but does not require that this documentation be made available to our support team)
- Establish User Roles and Permissions
- Ensure availability of resources to meet the agreed upon timelines
- Identify gaps from current processes





- Decision making regarding configuration and set up
- Attendance for status updates
- Work with Frontline to establish and implement Training Plan during implementation
- Provide a list of participants prior to the training

Frontline Responsibilities

The list below are responsibilities of Frontline regarding delivery of the Service Tracking solution.

- Provide data templates for all data to be imported and walk the client through the data template
- Provide Error files for data that does not import.
- Provide Agendas for meetings containing topics to be covered, objective of the meeting, and clear instructions on next steps.
- Respond to client inquiries and issues with either a response or a date by which the response will be provided.
- Provide Go Live checklists to verify readiness.

Assumptions

The sections below include items that will be considered for each implementation as we decide how to properly complete system setup. You do not need to bring all this information to the planning meeting, but we will start discussing it at that time.

Data Imports

During the project, Frontline will import the following data formatted in Frontline's standard templates. Data must adhere to Frontline's file formatting and column requirements according to the templates and technical specifications provided during implementation.

- **Users Import: Administrators and Providers**
 - Prepopulates the application with all user data and permissions.
 - Frontline will provide explanations of permission and role definitions.
 - The district will work with their internal staff and IT team to populate the templates and return them to Frontline.
 - This import consists of two separate files that must be completed and provided.
 - If there are any issues or errors, Frontline will return the files to the district for correction.
 - Credentials will be provided for distribution to users.
 - If an active directory integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data sets to the Frontline secure FTP site nightly.
- **Schools Import: School Locations and School Calendars**
 - Prepopulates the application with all schools, school calendars and their associated data.
 - The district will work with their internal staff and IT team to populate the templates and return them to Frontline.
 - This import consists of two separate files that must be completed and provided.





- If there are any issues or errors, Frontline will return the files to the district for correction.
- Student Import
 - Pre-populates the system with student demographic information. Frontline will provide templates for this data.
 - If a SIS Integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data to the Frontline secure FTP site nightly.
 - The district will be responsible for extracting the data from their SIS.
- IEP Import: IEP Dates, Services Lines, Goals and Objectives
 - Pre-populates the system with IEP/claiming validation information. Frontline will provide templates for this data.
 - If an IEP Integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data to the Frontline secure FTP site nightly.
 - This import consists of three separate files that must be completed and provided.
 - The district will be responsible for extracting the data from their IEP.

The district is responsible for working with their internal staff and IT team to populate the templates according to the technical specification document provided by Frontline and return them to the Implementation Consultant via secure FTP. If there are any issues or errors, Frontline will return the files to the district for correction. If an integration is available for the data set, the district is responsible for working with their IT Team to securely send and deliver the data sets to the Frontline secure FTP site nightly.

Consultation will be provided to show how to access and validate this data on an ongoing basis after the initial import.

Configuration & Training

The configuration and training sessions over the course of the implementation include the following:

- System Configuration: System configuration is accomplished within the bounds of existing functionality through a blended approach of pre-configuration, and Frontline Education configuration services. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start configuring the system.
- eLearning Training: A scripted web-based course that is designed to take the user through a set of features and functions that will enable understanding of navigation, workflow and in some cases system management tools.
- Super User Consultative Session: instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users.

The Frontline Implementation Consultant will provide a Training Plan Template and work with the District Project team to build a training schedule.





Support After Go Live

From the beginning of the project, it is important that you determine how you will support district users and serve as the conduit to Frontline Education project staff. During the implementation you will provide support to your users and interact with the Frontline Implementation Consultant. After go live, your district will transition to Frontline Customer Support.

Schedule

On average, a typical Service Tracking implementation project runs 8 weeks. Every client is unique, and timelines can vary depending on client size, resource availability, and complexity of project. Frontline Education will work with your team to plan an implementation based on your specific requirements.

Outside of Scope

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite Training
- Virtual End User Training
- Configuration, Custom Reporting, or Integration services beyond those identified within this Statement of Work
- Services beyond the implementation timeframe and project close out



STATEMENT OF WORK



Special Education & Interventions

Standard Project Services

Medicaid Billing Management (Third Party Integration)



Introduction

Frontline Education provides a comprehensive methodology and expert resources to partner with your project team throughout the implementation.

Scope/Deliverables

Project Management & Training

- Project Kickoff Call
- Project Status Monitoring: periodic review of project progress to planned milestones throughout implementation
- Project Close Out

Configuration

System configuration is accomplished within the bounds of existing functionality through a blended approach of pre-configuration, and Frontline Education configuration services. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start configuring the system.

Data Imports

During the project, Frontline will import the following data formatted in Frontline's standard templates, where applicable. Consultation will be provided to show how to access and validate this data on an ongoing basis after the initial import.

- **Users Import: Administrators and Providers**
 - Prepopulates the application with all user data and permissions.
 - Frontline will provide explanations of permission and role definitions.
 - The district will work with their internal staff and IT team to populate the templates and return them to Frontline.
 - This import consists of two separate files that must be completed and provided.
 - If there are any issues or errors, Frontline will return the files to the district for correction.
 - Credentials will be provided for distribution to users.
 - If an active directory integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data sets to the Frontline secure FTP site nightly.
- **Student Import**
 - Pre-populates the system with student demographic information and are not setting up a nightly SIS integration, Frontline will provide templates for this data.
 - If a SIS Integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data to the Frontline secure FTP site nightly.
 - The district will be responsible for extracting the data from their SIS.
 - This import consists of one file that must be completed and provided.
- **Medicaid Validation Import: IEP Dates, Parental Consent, Provider Licenses, Medical Prescriptions**
 - Pre-populates the system with claiming validation information and are not setting up a nightly IEP integration, Frontline will provide templates for this data.
 - If an IEP Integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data to the Frontline secure FTP site nightly.
 - This import consists of four separate files that must be completed and provided.
 - The district will be responsible for extracting the data from their IEP.
- **Service Import: Services, Diagnostic Codes, Methods, and Progress**
 - This import will integration the service data from the district's encounter logging system.
 - This import consists of three files that must be completed and provided.





- The district will need to work with their IT Team to securely send and deliver the service data to the Frontline secure FTP site on a monthly schedule.
- The district will be responsible for extracting the data from their encounter logging system.

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite Training
- Configuration, Custom Reporting, or Integration services beyond those identified within this Statement of Work
- Services beyond the implementation timeframe and project close out

Schedule

On average, a typical Third-Party Improvement implementation project runs about 3 – 4 weeks.

*Every client is unique, timelines can vary depending on client size, resource availability, and complexity of project. Frontline Education will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent, Director, etc.
- The "lead" contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System Administrator: e.g. Special Education Director, Supervisor, Secretary etc.
- The "main" contact(s): responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
 - Provide system configuration preferences
 - Perform user acceptance testing of configurations.
 - Manually enter data not formatted for import or integration.

IT Department

- Will work with Frontline Education Integration and Implementation teams to:
 - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters. This person is responsible for updating white-list from Frontline
 - Provide technical support in instances where local network/technology configurations impact usage of our solutions
 - Furnish all integrated data in a timely and consistent manner and review data imports for errors on a regular basis.

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.





- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to and after data import.
- Client project team will attend training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 30 days after signing.





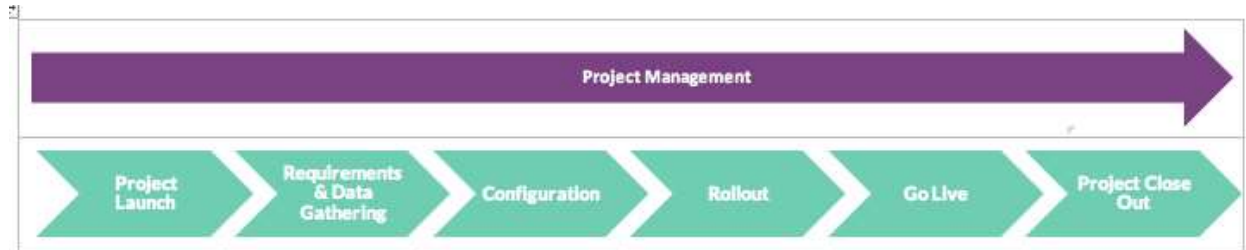
Special Education & Interventions

Standard Project Services

Medicaid Billing Management

Introduction

Frontline Education provides a comprehensive methodology and expert resources to partner with your project team throughout the implementation.



Scope/Deliverables

Project Management & Training

- Project Kickoff Call
- Instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation and ongoing administration
- Project Status Monitoring: periodic review of project progress to planned milestones throughout implementation
- Project Close Out

Configuration

System configuration is accomplished within the bounds of existing functionality through a blended approach of pre-configuration, and Frontline Education configuration services. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start configuring the system.

Data Imports

During the project, Frontline will import the following data formatted in Frontline's standard templates, where applicable. Consultation will be provided to show how to access and validate this data on an ongoing basis after the initial import.

- **Users Import: Administrators and Providers**
 - Prepopulates the application with all user data and permissions.
 - Frontline will provide explanations of permission and role definitions.
 - The district will work with their internal staff and IT team to populate the templates and return them to Frontline.
 - This import consists of two separate files that must be completed and provided.
 - If there are any issues or errors, Frontline will return the files to the district for correction.
 - Credentials will be provided for distribution to users.
 - If an active directory integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data sets to the Frontline secure FTP site nightly.
- **Schools Import: School Locations and School Calendars**
 - Prepopulates the application with all schools, school calendars and their associated data.
 - The district will work with their internal staff and IT team to populate the templates and return them to Frontline.
 - This import consists of two separate files that must be completed and provided.
 - If there are any issues or errors, Frontline will return the files to the district for correction.



- **Student Import**
 - Pre-populates the system with student demographic information and are not setting up a nightly SIS integration, Frontline will provide templates for this data.
 - If a SIS Integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data to the Frontline secure FTP site nightly.
 - The district will be responsible for extracting the data from their SIS.
 - This data must be completed and provided.

- **Medicaid Validation Import: IEP Dates, Parental Consent, Provider Licenses, Medical Prescriptions**
 - Pre-populates the system with claiming validation information and are not setting up a nightly IEP integration, Frontline will provide templates for this data.
 - If an IEP Integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data to the Frontline secure FTP site nightly.
 - This import consists of four separate files that must be completed and provided.
 - The district will be responsible for extracting the data from their IEP.

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite Training
- Configuration, Custom Reporting, or Integration services beyond those identified within this Statement of Work
- Services beyond the implementation timeframe and project close out

Schedule

On average, a typical Medicaid implementation project runs about 6 – 8 weeks.

*Every client is unique, timelines can vary depending on client size, resource availability, and complexity of project. Frontline Education will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent, Director, etc.
- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System Administrator: e.g. Special Education Director, Supervisor, Secretary etc.
- The “main” contact(s): responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
 - Provide system configuration preferences
 - Perform user acceptance testing of configurations.
 - Manually enter data not formatted for import or integration.

IT Department

- Will work with Frontline Education Integration and Implementation teams to:



- Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters. This person is responsible for updating white-list from Frontline
- Provide technical support in instances where local network/technology configurations impact usage of our solutions
- Furnish all integrated data in a timely and consistent manner and review data imports for errors on a regular basis.

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to and after data import.
- Client project team will attend training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 60 days after signing.





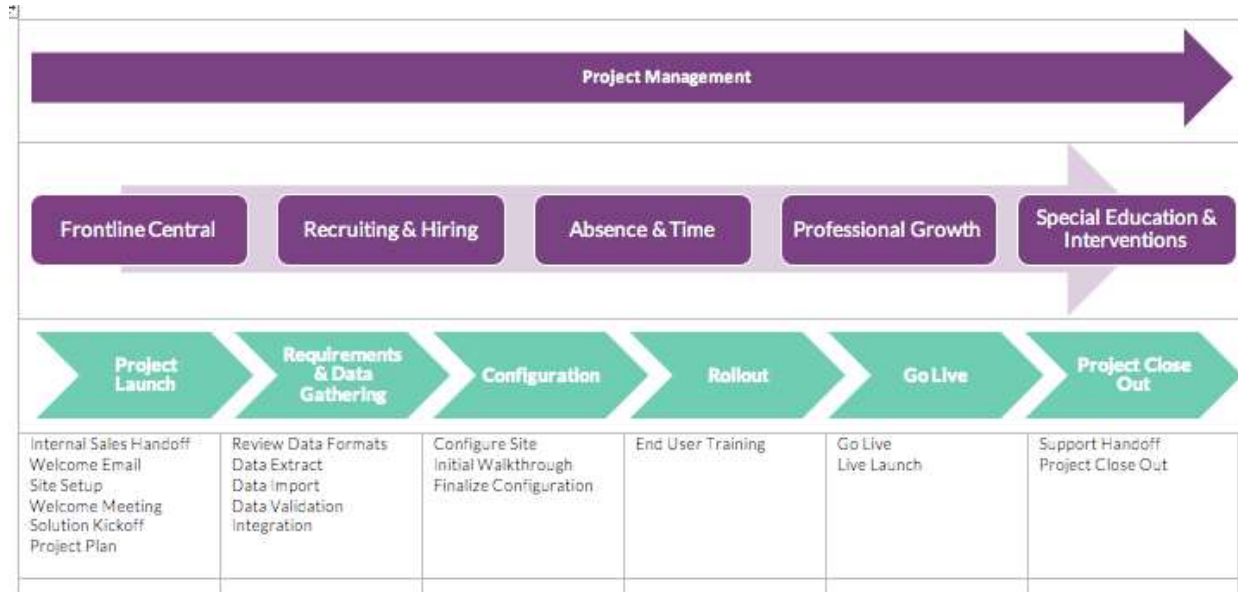
Special Education & Interventions

Standard Project Services

Service Tracking

Introduction

Frontline Education provides a comprehensive methodology and expert resources to partner with your project team throughout the implementation.



Scope/Deliverables

Project Management & Training

- Project Kickoff Call
- Train-the-Trainer Model: instructor-led remote training for the Client project team to gain familiarity with our solutions for implementation, administration and to train end users
- Project Status Monitoring: periodic review of project progress to planned milestones throughout implementation
- Project Close Out

Configuration

System configuration is accomplished within the bounds of existing functionality through a blended approach of pre-configuration, and Frontline Education configuration services. Frontline Education will provide configuration services to tailor default setups to your specific needs and provide your project team a head start configuring the system.

Data Imports

During the project, Frontline will import the following data formatted in Frontline's standard templates, where applicable. Consultation will be provided to show how to access and validate this data on an ongoing basis after the initial import.

- **Users Import: Administrators and Providers**
 - Prepopulates the application with all user data and permissions.
 - Frontline will provide explanations of permission and role definitions.
 - The district will work with their internal staff and IT team to populate the templates and return them to Frontline.



- This import consists of two separate files that must be completed and provided.
 - If there are any issues or errors, Frontline will return the files to the district for correction.
 - Credentials will be provided for distribution to users.
 - If an active directory integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data sets to the Frontline secure FTP site nightly.
- **Schools Import: School Locations and School Calendars**
 - Prepopulates the application with all schools, school calendars and their associated data.
 - The district will work with their internal staff and IT team to populate the templates and return them to Frontline.
 - This import consists of two separate files that must be completed and provided.
 - If there are any issues or errors, Frontline will return the files to the district for correction.
- **Student Import**
 - Pre-populates the system with student demographic information and are not setting up a nightly SIS integration, Frontline will provide templates for this data.
 - If a SIS Integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data to the Frontline secure FTP site nightly.
 - The district will be responsible for extracting the data from their SIS.
- **IEP Import: IEP Dates, Services Lines, Goals and Objectives**
 - Pre-populates the system with claiming validation information and are not setting up a nightly IEP integration, Frontline will provide templates for this data.
 - If an IEP Integration is being set-up, the district will need to work with their IT Team to securely send and deliver the data to the Frontline secure FTP site nightly.
 - This import consists of three separate files that must be completed and provided.
 - The district will be responsible for extracting the data from their IEP.

Additional Optional Services

The following items are outside the standard scope of services and can be accommodated through a change request and additional services and fees.

- Onsite Training
- Virtual End User Training
- Configuration, Custom Reporting, or Integration services beyond those identified within this Statement of Work
- Services beyond the implementation timeframe and project close out

Schedule

On average, a typical Service Tracking implementation project runs about 12 weeks.

*Every client is unique, timelines can vary depending on client size, resource availability, and complexity of project. Frontline Education will work with your team to plan an implementation based on your specifics.

Client Project Team: Roles & Responsibilities

Executive Sponsor

- Executive Sponsor: e.g. Superintendent, Assistant Superintendent, Director, etc.



- The “lead” contact: responsible for all major project decisions. Initially, involvement level is medium-to-high until all district players and responsibilities established. Executive Sponsor involvement decreases once responsibilities have been delegated.

System Administrators

- System Administrator: e.g. Special Education Director, Supervisor, Secretary etc.
- The “main” contact(s): responsible for day-to-day operations, upkeep of system, and user management. This includes (but is not limited to):
 - Provide system configuration preferences
 - Perform user acceptance testing of configurations.
 - Manually enter data not formatted for import or integration.

IT Department

- Will work with Frontline Education Integration and Implementation teams to:
 - Ensure Frontline Education domains/IP addresses have been incorporated into any district firewalls and/or spam filters. This person is responsible for updating white-list from Frontline
 - Provide technical support in instances where local network/technology configurations impact usage of our solutions
 - Furnish all integrated data in a timely and consistent manner and review data imports for errors on a regular basis.

Assumptions

- Frontline Education and Client will provide consistent, named resources to fill project roles throughout project timeline.
- Frontline Education and Client will use a collaborative approach to ensure implementation success.
- Client will provide subject matter experts familiar with organizational policies and procedures throughout the project.
- Frontline Education assumes that all data to be imported will be validated as necessary by Client prior to and after data import.
- Client project team will attend training, participate in project status calls, and complete project tasks as planned.

Implementation Policies

- Change Management Process: Should the Client identify additional services as part of this project, Frontline Education will issue a change order identifying impact to project scope, cost, and timeline for Client review and approval.
- A request to delay the Planned Go Live 30 days or more from the original date can result in rework and require additional charges and a change order.
- Services requested after the Project Close Out will require additional charges and a new services proposal.
- Startup Costs are priced with the assumption that implementation will be completed within 120 days after signing.





School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

To: Board of Directors

From: Rachel Wisniewski, Director of Business Services *RW*

Date: October 18, 2023

Re: Fleet and Fuel Card

Purpose: To Recommend Changing Fleet and Fuel Card Vendors

Background: SASED currently has a credit account with Universal Premium to purchase fuel for its eleven vans. Universal Premium offers no rewards. Discount Tire has a partnership with Coast Fleet and Fuel card which offers 2 cents rebate on every gallon of gas, 1% cashback at Discount Tire for tires, wheels, and all other fleet services.

Recommendation It is the recommendation of the Finance Committee to change from Universal Premium to Coast Fleet and Fuel card.

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 Accountability Solutions ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

- 1. SERVICES.** Early CHOICES shall engage Contractor to provide the following service: To update the Andriod and IOS apps to current operating systems
- 2. TERM.** Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from September 15, 2023 to October 30, 2023 ("Agreement Term").
- 3. COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor \$3,000.00, plus related travel expenses not to exceed n/a. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.
- 4. EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.
- 5. INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED or Early CHOICES. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED or Early CHOICES.
- 6. CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to Early CHOICES.
- 7. OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by Early CHOICES.

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

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

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

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

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

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

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

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

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

whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both 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: Accountability Solutions, LLC
 1704 Llano St B-142
 Santa FE, NM 87505

For SASED: 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.

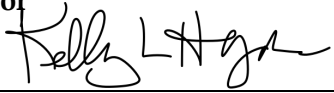
SASED

By: _____
 Executive Director

Date: _____

By: _____
 Director of Business Operations

Date: _____

Contractor
By: 

Date: 09/15/23

Customer Agreement For Interpreter Services

This Customer Agreement for Interpreter Services (this “Agreement”) is made this ____ day of _____, 2023 (the “Effective Date”) by and between Sign Language Interpreters Inc (SLII), and School Association for Special Education in DuPage (SASED) (“Customer”).

WHEREAS, SLII is an agency serving deaf, hard of hearing, and hearing people; providing interpreting services to support communication between spoken languages and American Sign Language,

WHEREAS, SLII provides, among other programs and services, referral for interpreting services; and

WHEREAS, Customer desires to contract with SLII for certain interpreter services on an as-needed basis upon the terms and conditions detailed herein,

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

- I. **Covered Services.** Pursuant to this Agreement, Customer shall be able to request and SLII shall provide, in accordance with the terms herein, In-Person Interpreter Services. This service is provided by an Interpreter who arrives at the location specified by the Customer to perform in-person interpreting services (“In-person Interpreter Services”).
- II. **Source of Services/Subcontracting.** Services shall be performed by SLII staff interpreters or private practice (“freelance”) sign language interpreters who work as independent contractors for SLII (“Interpreters”). Any Interpreters who provide services to SASED students under this Agreement shall be subject to a criminal background check as required by the Illinois School Code. In addition, for such Interpreters, SLII will comply with Section 22-94 of the Illinois School Code by conducting an employment history review, using forms consistent with the template forms issued by the Illinois State Board of Education, and otherwise complying with the requirements applicable to contractors. By assigning Interpreters to SASED, SLII represents that Interpreters are not disqualified from such work based on sexual misconduct allegations or because Interpreter: i) has previously been discharged from, been asked to resign from, resigned from, or otherwise been separated from any employment, has ever been disciplined by an employer, or has ever had an employment contract not renewed; or ii) has ever had a license or certificate suspended, surrendered, or revoked or had an application for licensure, approval, or endorsement denied, any of which has occurred due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation.
- III. **Confidentiality and Compliance with the Law.** SLII and any Interpreters providing services on its behalf shall comply with all applicable provisions of federal and state laws and regulations, including without limitation the Illinois School Student Records Act, the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) in their current and amended forms and all corresponding regulations.

- IV. Duration of Agreement.** SLII shall provide services to SASED pursuant to this Agreement from the Effective Date through June 20, 2024, unless otherwise agreed to by the parties in writing. The foregoing notwithstanding, this Agreement shall be terminable at any time by either party upon thirty (30) days prior written notice.
- V. Pricing.**
- a. **Rates.** In-person Interpreter Services are billed at a two(2) hour minimum. Time exceeding two(2) hours is billed in thirty(30) minute increments. The rates for Interpreter Services are attached hereto as Exhibit A. SLII shall provide Customer with 30 days prior notice of any changes in rates.
 - b. **Overtime.** Interpreter availability to stay beyond the contracted Assignment length (“Overtime”) is subject to the Interpreter’s schedule and is not guaranteed. Overtime for Assignments that exceed the contracted time are billed in half hour increments in the following manner: 0-4 minutes over, no additional charge; 5 minutes or more over will be billed in 30-minute increments from the original, scheduled end time.
- VI. Assignment Requests.**
- a. **Assignment Request Procedure.** To request Services, Customer shall contact SLII by phone, or email as stated in the table below and provide the following information:
 - i. The date, time and location of the requested Services;
 - ii. The name of the individual who is Deaf or hard of hearing who will use the requested Services (“Consumer”); and the mode of communication used if known;
 - iii. For In-person Interpreting Services, an on-site contact person who will be available at the time the requested service is to be performed;
 - iv. Phone numbers and email address for the person placing the request;
 - v. If not already on file with SLII, Customer shall complete the Credit Account Registration Form attached hereto as Exhibit B; and
 - vi. Any other information Customer or SLII believes is necessary to complete the Assignment (“Assignment Request”).
 - vii. Requests submitted outside standard business hours need to be made via telephone to alert on-call staff to any request that is urgent or short notice.

Assignment Request Contact Information	
Phone	630-239-2388
Email	requests@slii.us
Mailing Address	960 McDole Drive, Sugar Grove IL 60554
Business Hours	8:00am–4:30pm Monday - Friday

The Services specified in the Assignment Request shall be the “Assignment.” The date and time of the Assignment Request shall be when all required information specified above has been

received by SLII.

- b. **Cancellation Policy.** To be effective and to avoid incurring charges, Customer shall notify SLII of a cancellation of a Requested Assignment no less than two(2) full business days in advance of the Assignment date and time, and cancellations must be received by SLII during business hours only. Cancellations made with less than two(2) full business days' notice will be ineffective and Customer shall pay SLII the Assignment in full. Cancellation requests made by Customer during non-business hours shall not be considered received until the next Business Day.

For the avoidance of doubt, if an Assignment is scheduled for 8:30 am on a Monday, in order to avoid being charged in full for the scheduled Assignment, SLII must receive the cancellation request no later than 4:30pm (close of business) on the preceding Wednesday. In the event of any on site modifications such as Customer no-shows or the Assignment finishing earlier than specified in the Assignment Request, Customer shall remain liable for charges for the scheduled Assignment as specified in the Assignment Request.

Assignment Requests made with less than two(2) full business days' notice are billable at the time of request. Any requests and cancellations received during non-business hours are subject to applicable charges.

- c. **Short Notice/Emergency Assignment Requests.**
- i. In the event Customer makes an Assignment Request with less than two(2) full business days' notice, in addition to being charged the regular rate for Services, Customer shall be charged and shall pay a short notice/emergency fee of \$60.00 per Interpreter ("**Short Notice Fee**").
 - ii. In the event Customer makes an Assignment Request with less than two(2) full business days' notice, in addition to the Short Notice Fee, Customer shall also be charged and shall pay for the Interpreter(s) travel time to and from the Assignment. Such travel time is billed at the hourly rate and is billed in thirty(30) minute increments up to three(3) hours of travel. SLII shall use reasonable efforts to schedule Interpreters to mitigate such travel fees.
 - iii. If SLII anticipates a Short Notice Fee, a Travel Fee, or any additional charges for the Assignment, SLII shall use reasonable efforts to notify Customer of any such reasonably anticipated fees prior to the assignment.
- d. **No Guarantee of Services.** Upon receipt of the Assignment Request, SLII shall use reasonable efforts to secure an Interpreter to fulfill the Assignment. The foregoing notwithstanding, Customer is hereby advised and acknowledges that there is a substantial shortage of interpreters (nationwide), which may result in SLII's inability to provide an Interpreter for Assignment Requests.

Once SLII secures an Interpreter for the Assignment, the Assignment Request shall be **"Confirmed"** and SLII shall use reasonable efforts to contact the Customer by using the contact information provided in the Assignment Request to provide notification that an Interpreter has been secured. If notification is via phone call and is answered by any kind of voicemail or answering machine, the request will be considered confirmed upon leaving a message. Customer may specify in the Assignment Request that confirmation of the Assignment is requested by a specified date, and SLII will use reasonable efforts to notify Customer by that date whether the Assignment is Confirmed. The Customer will not be charged for any unfilled Assignment Request.

VII. Quality Control

SLII represents that it will provide interpreters who are sufficiently experienced and competent to perform the services covered by this Agreement in a manner consistent with the standards of professional practice by interpreters providing services of a similar nature and shall provide Interpreters who possess the necessary qualifications, certifications or other credentials required to perform the assignment.

Upon the request of the Customer, SLII shall replace any Interpreter providing services to the Customer with another qualified provider acceptable to Customer.

The number of Interpreters needed for an Assignment shall be determined by SLII in its discretion considering such factors as length, nature of subject matter, number of Consumers and their communication needs, and any other factor that would affect the interpretive outcome of the Assignment. Customer hereby acknowledges and agrees that Assignments lasting longer than one and a half(1.5) hours or Assignments that involve complex subject matter (e.g. board meeting, college courses, theater performances, multi-day courses, or seminars) generally require two(2) Interpreters.

In the event that there is not a second Interpreter available for a two-person Assignment, SLII will ask if the Interpreter would be willing to work the Assignment alone, provided that the Customer shall make all reasonable on site accommodations specified by SLII including, but not limited to, increased break frequency and length. When one interpreter works a two-Interpreter Assignment, billing will be at time and a half to induce the Interpreter to accept the assignment and to compensate the Interpreter for the additional work performed for that Assignment.

Customer hereby acknowledges and agrees that some Assignments require additional Interpreter coordinating and/or consultation and that SLII may charge Customer an additional or miscellaneous fee for such Assignments ("**Additional Fee**"). For example, an Additional Fee may be charged to Customer for Assignments related to conferences, multiple day events (e.g. college courses), out-of-area, theater performances, preparation, rehearsal, mileage, parking, or transportation. SLII shall use reasonable efforts to notify Customer of any reasonably anticipated Additional Fees prior to the Assignment.

VIII. Accounting and Recordkeeping

Customer shall make payments in accordance with the Illinois Local Government Prompt Payment Act, 50 ILCS 505/1 et seq. and shall make interest payments for any late payments in accordance with the Act.

IX. Indemnification.

SLII shall protect, indemnify, and save harmless Customer from and against all liabilities, obligations, claims, damages (other than special exemplary, punitive, or consequential damages), judgments, costs, expenses (including without limitation reasonable attorneys' fees and expenses), and actions or proceedings asserted against SLII arising from or in connection with the occurrence or existence of any of the following during the Term hereof (1) any failure on the part of SLII to perform or comply with any of the terms of this Agreement; (2) any breach of the representations or warranties of SLII contained in this Agreement; and (3) any gross negligence, willful misconduct.

X. Insurance.

During the term of this Agreement, SLII shall maintain , and upon Customer's request, deliver proof of comprehensive general liability insurance with limits of not less than One Million and no/100 Dollars (\$1,000,000) per each occurrence; and three million dollars (\$3,000,000) in the aggregate. The insurance shall include sexual abuse and molestation coverage.

XI. Termination.

This agreement is terminable by SLII or Customer upon thirty(30) days prior written notice ("Early Termination") to the other party.

Upon the Early Termination or expiration of the Term (1) Customer shall remain liable for all Services performed and all Confirmed Assignment Requests received by SLII prior to such Early Termination; and (2) the indemnification provisions in Article IX of this Agreement shall survive the Early Termination or expiration of the Term, as applicable, for the longer of one(1) year after termination or the maximum allowed by law.

XII. Miscellaneous.

1. **Successors and Assigns; Third Party Beneficiaries.** The stipulations, terms, covenants and agreements contained in this Agreement shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective permitted successors and assigns (including any successor entity after a public offering of stock, merger, consolidation, purchase or other similar transaction involving a party hereto) and nothing herein expressed or implied shall give or be construed to give to any person or entity, other than the parties hereto and such assigns any legal or equitable rights hereunder.

2. **Assignment.**

This Agreement may not be assigned by any party hereto without the consent of the other parties hereto, except to an entity under the control of, controlling or under common control

with the assigning party, provided that in each case, the assigning party will continue to remain primary liable under this Agreement.

3. **Entire Agreement.** This Agreement, along with the exhibits hereto (but specifically excluding any other correspondence between any of the parties hereto or any of their affiliates), contains all of the terms agreed upon between the parties hereto with respect to the subject matter hereof, and all understandings and agreements heretofore had or made among the parties hereto are merged in this Agreement which alone fully and completely expresses the agreement of the parties hereto.
4. **Terms and Conditions.** These terms and conditions are subject to change by written mutual consent, signed by both parties.
5. **No Waiver.** No waiver by either party of any failure or refusal by the other party to comply with its obligations hereunder shall be deemed a waiver of any other or subsequent failure or refusal to so comply.
6. **Governing Law.** This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Cook County, Illinois, or the federal district court for the Northern District of Illinois.
7. **Severability.** If any term or provision of this Agreement or the application thereof to any person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this Agreement or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable shall not be affected thereby; each term and provision of this Agreement shall be valid and enforceable to the fullest extent permitted by law.
8. **Section Headings.** The headings of the various sections of this Agreement have been inserted only for purposes of convenience, are not part of this Agreement and shall not be deemed in any manner to modify, explain, expand or restrict any of the provisions of this Agreement.
9. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, and it shall not be necessary in making proof of this Agreement to produce or account for more than one such counterpart.
10. **Signature:** My signature below indicates I have read and agree to the above terms and conditions and indicates authorization to secure interpreting services and responsibility for payment on behalf of the company named below (no third-party billing).

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the Effective Date.

Sign Language Interpreters Inc.

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

Signed: Angela Trull

Signed: James W. Gunnell

Name: Angela Trull

Name: James W. Gunnell

Title: President

Title: Executive Director

Date: 9/20/2023

Date: 9/20/2023

SASED

Address: 2900 Ogden Ave

City: Lisle

State: IL

Zip: 60532

Office Phone: 630-778-4500

Email: ap@sased.org

Exhibit A
Sign Language Interpreters Inc
Interpreting Fee Schedule
Non-profit & Public School Rate Sheet

Base Rate & Differentials		
<i>*Special offer for public schools & non-profit organizations*</i>		
Standard Hours	Monday – Friday 8:00 am – 5:00 pm	\$69
Evening	Monday – Friday 5:01 pm – 7:59 am	\$75
Weekends	Anytime	\$75
*Holidays	Anytime	\$86
Specialized Services		
Medical (with clearance)		Base Rate + \$2.00/hr
Standard Legal	Encounters with attorney or law enforcement and court mandated programs.	\$97
Deaf-Blind, Tactile or Trilingual		Base Rate + \$10.00/hr
Broadcast Work	Applies to events that are livestream or recorded, with the ASL interpreters featured, and is posted to a website accessible to the general public or a social media page. An hourly recording fee for each ASL interpreter will be assessed. This fee will be based on the total run time of the recorded media and not the time that interpreters actually appear in the recording. Time will be rounded to the next half-hour with a one-hour minimum charge per interpreter. Content posted to password-protected websites and content behind private URLs that are only distributed to a fixed number of attendees is exempt from this fee.	Base Rate + \$10.00/hr

Other Industry Standards & Fees		
Short Notice Fee (per interpreter/per request with less than 2 business days' notice) Ex: Requests for Monday would need to be received by 4:30pm on Wed preceding.		\$60
Travel Time Per hour billed in 30-min increments/ per request with less than 1 business days' notice. Travel time may also be requested for assignments that are of significant distance or on a case-by-case basis in some instances. You will be notified in advance if this is the case.		Refer to Base Rate & Differentials x up to 2 hrs Travel Time
Cancellation Policy 2 full business days. Ex: A cancellation for Monday would need to be received by 5pm Wednesday prior. Begins once the interpreter is assigned. Requests made less than 2 business days are considered confirmed and billable at the time of the request.		Refer to Base Rate & Differentials
2-hour Minimum for all requests. Time beyond 2 hours is scheduled in 15 minute increments.		Refer to Base Rate & Differentials
Video Remote Interpreting (VRI) is billed with a one hour minimum.		Refer to Base Rate & Differentials

<p>Requested Background Checks</p> <p>Interpreters reporting for background checks, fingerprinting, or other clearance-related activities will result in a fee of 1 billable hour at the standard rate or actual duration of appointment; whichever is greater.</p> <p>These appointments will also include paid mileage round trip at the current IRS mileage rate.</p>	<p>Refer to Base Rate</p>
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*Holidays include: New Year's Eve, New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, & Christmas Day.


Invoicing Standards: Invoices are to be paid within 30 days of submission to avoid a penalty fee of 1% of any amount approved and unpaid shall be added for each month or fraction thereof after the expiration of such 30 day period until final payment is made.

To make requests for future appointments, email
requests@slii.us
 For urgent needs with less than 2 business days' notification, call
630-239-2388

Receipt Acknowledgement. Please sign and return to angela@slii.us Thank you.

James W Gunnell, Executive Director

Printed Name & Title



Signature

Date

10/6/2023

Date



MEMORANDUM OF AGREEMENT

The parties to this Agreement, the SASED Board of Directors ("Board") and the SASED Education Association, IEA-NEA, ("Association"), are parties to a Collective Bargaining Agreement ("CBA") covering the 2022 through 2024 school years.

- 1. The parties agree to the following additional provision, which shall be incorporated into the parties' Agreement in the next negotiation.

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 via e-mail to the Executive Director.

- 2. The Board and the Association agree that this Memorandum of Agreement shall not obligate the Board or the Association to agree to a similar arrangement in the future, shall not negate or modify any provision of the CBA except as addressed herein, and shall not require either party to bargain over any provision of the CBA during the term of the CBA, unless such bargaining is otherwise required by law.
3. This Memorandum of Agreement is not subject to the grievance/arbitration provisions of the CBA.
4. This Memorandum of Agreement is not precedential in effect and shall not constitute a practice or precedent under the CBA or any other collective bargaining agreement.

Representing:

Handwritten signature of Kristal Chaplin

SASED, Board of Directors

SASED Education Association, IEA-NEA

Title

Title Certified Union President

Date

Date 10/13/2023



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.
 Executive Director
 Jim Nelson
 Executive Director

To: Jimmy Gunnell and Jim Nelson , Executive Director
From: Julie Grohn, Director of HR
Date: Oct 6, 2023
Re: Teacher Assistant Buyout

Below is information for a contract buyout with Maxim for Trevor Edwards. Trevor is currently a teacher assistant with us at Prairieview.

Classroom Para		
Trevor Edwards	*based on 177 days @ 7 hours a day	
Maxim	Contract*	SASED (year 1)*
Hourly rate	\$50.00	\$20.46
Benefits	\$0.00	\$22,000.00
Annual amount paid	\$61,950.00	\$25,349.94
Buy-out amount		\$5070.00
TOTAL	\$61,950.00	\$52,419.94

Recommendation: Buyout the contract for Trevor Edwards at Maxim for \$5070.00



AMENDMENT (“Amendment”) OF THE FACILITY STAFFING AGREEMENT (“Agreement”) BETWEEN MAXIM HEALTHCARE STAFFING SERVICES, INC. AND SASSED.

This Amendment is incorporated in the Agreement as of (“Effective Date”), August 14th, 2023 between, Community Unit School District 200. (hereinafter referred to as “FACILITY”) and **Maxim Healthcare Staffing Services, Inc.**, (hereinafter referred to as “MAXIM”).

RECITALS

WHEREAS, FACILITY and MAXIM entered into the Agreement with an effective date of October 18th, 2023.

WHEREAS, FACILITY and MAXIM wish to amend the Agreement and incorporate the following terms and conditions.

NOW THEREFORE, the parties do mutually agree as follows:

Temp to Perm. As of the Effective Date and Section 5.2 of the Agreement notwithstanding, FACILITY shall have the right to directly hire Trevor Edwards, (hereinafter the “EMPLOYEE”) as an employee in exchange for a placement fee of \$5,070. Section 5.2 as written in the Agreement shall continue to apply to any other MAXIM personnel retained by FACILITY. Once FACILITY hires EMPLOYEE, MAXIM is released from all staffing responsibility, employer obligations, and personnel matters related to EMPLOYEE, including, but not limited to insurance coverage, payment of wages or other forms of compensation, and mandatory state and federal withholdings. FACILITY agrees to indemnify, defend, and hold harmless MAXIM from any liability or claim, arising out of employment with FACILITY.

All other terms and conditions of the Agreement not amended hereby shall remain unchanged as stated in the original Agreement.

IN WITNESS WHEREOF, the parties have caused this Amendment to be executed below.

Accepted By:

SASED:

MAXIM HEALTHCARE STAFFING SERVICES, INC.:

Signature

Printed Name & Title

Date

Signature

Printed Name & Title

Date



SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Directors
From: Mr. Jim Nelson and Dr. Jimmy Gunnell, Co-Executive Directors
Date: September 28, 2023
Re: Vision Program Request for Overnight Trip

Purpose:

For approval for 5 students to travel overnight for the Goalball tournament trip on October 25 and October 26, 2023, to the Illinois School for the Visually Impaired in Jacksonville, Illinois.

Background:

The students in the SASED Vision program have once again been invited to participate in the statewide Goalball tournament held at the Illinois School for the Visually Impaired (ISVI) in Jacksonville, Illinois. Goalball is a sport specifically for blind athletes.

Students will take their regular transportation to school on the morning of October 25th, and then be transported to Jacksonville (225 miles) in a SASED school bus. Adult staff members will accompany the eligible high school students. Tournament play begins in the afternoon on October 25th and ends at 8:00 that evening. The tournament resumes the next morning and ends by mid-day on the 26th. The students are then transported back to school in time to take their regularly scheduled buses back to their homes. Parents are required to sign a permission slip (attached) and provide the students with sleeping bags or bed linens, towels, and money for lunch on October 26th. Accommodations and meals for the students and staff will be provided at no cost by the host of the tournament.

Next steps:

Arrange student transportation and send permission slips home for students.



SASED Overnight Goal Ball Tournament

Information Sheet

Each year, The Illinois School for the Visually Impaired, located in Jacksonville, Illinois, sponsors an inter-state Goal Ball Tournament. This year the tournament will be held on October 25th running through October 26th. Students will arrive at SASED via their typical way of Transportation on the morning of October 25th. Students will leave the school immediately upon their arrival.

SASED will provide transportation to and from the tournament. The tournament play begins on Wednesday, October 25th and continues through Thursday, October 26th. Students will be transported back to SASED on Thursday in time for them to take their typical transportation home. All students will be supervised by certified staff during the entire trip.

DATE: October 25th and 26th 2023

LOCATION: Illinois School for The Visually Impaired

658 E. State Street

Jacksonville, IL 62650

Phone: 217-479-4400

ACCOMMODATIONS: Illinois School for the Visually Impaired has dorm rooms. There will be two students per room. There are bathrooms/showers on site.

TRANSPORTATION: SASED will be providing a school bus and driver to and from the Illinois School for the Visually Impaired.

FOOD: Dinner and breakfast will be provided

SUPERVISION: Jillian Stringfellow (Vision's PE Teacher)

TBD (Vision's Teacher)

TBD (Paraprofessional)

CONTACT INFORMATION: In case of an emergency, please call **630-303-0230.**

REQUIRED ITEMS: Permission Form

\$20 for snacks/drinks and lunch

Sleeping bag or sheets/blanket

Pillow and towel

Change of Clothes

Items used for personal hygiene



GOALBALL TOURNAMENT

Hosted by:

*Illinois School for the Visually Impaired (ISVI)
658 East State Street, Jacksonville, IL 62650
800-919-5617*

October 25 and October 26, 2023

Dear Parents:

Your student-athlete has been invited to compete at our 15th annual Goalball Tournament! We will bring our SASED competitive team to compete in a round-robin style tournament.

In order to meet our travel needs, we will be staying overnight in the dorms at ISVI. Your student-athlete will be excused from all their necessary classes. This will be an exciting event, and we hope you will give permission for your student-athlete to participate. Attached is an information sheet that should answer your questions.

Please **sign and return** the following permission form **by October 6th** so plans and arrangements can be completed. If you have any questions, please **contact Amy Gebre**, agebre@sased.org.

_____ **YES**, I give permission for _____ to travel with the
(student name)
SASED Goalball Team to the ISVI Tournament on October 25 & 26, 2023.

_____ **YES**, I understand my student-athlete will be transported from/to SASED to/from ISVI via SASED-provided transportation.

_____ **NO**, _____ will not be able to travel with the SASED
(student name)
Goalball Team to the ISVI Tournament on October 25 & 26, 2023.

Signature of Parent/Guardian: _____

Home Phone Number: _____

Emergency Phone Number: _____

Any Additional Comments:



Senga Lowe <slowe@sased.org>

Fwd: FOIA request

1 message

Jim Nelson <jnelson@sased.org>
To: Senga Lowe <slowe@sased.org>

Fri, Oct 6, 2023 at 2:15 PM

----- Forwarded message -----

From: **Mike Garbo** <mgarbo11000@gmail.com>
Date: Tue, Oct 3, 2023 at 2:49 PM
Subject: FOIA request
To: <daikens@sased.org>, <jburger@sased.org>

October 3rd, 2023

Dear FOIA Officer,

In accordance with the Illinois Freedom of Information Act (5 ILCS 140), I am requesting access to the following records in your organization's possession related to the **Net56 contract and Technology budget including staff salaries.**

In the unlikely event that you claim any portion of the above public records to be exempt from disclosure under 5 ILCS 140, in writing please (i) identify which portion or portions you claim are exempt and the statutory provision or provisions you contend apply; (ii) set forth the reasons for your conclusion that such portion or portions are exempt; and (iii) release the remainder of such records for inspection and copying, redacting only the portion or portions you claim are exempt.

Please note that the statute does not allow your agency to withhold documents in their entirety if only parts of the records may be exempt.

Please provide the information via email mgarbo11000@gmail.com within five business days, as required by law.

Thank you,

Michael Garbo

[7231 N Mason 60646](https://www.google.com/maps/place/7231+N+Mason+60646,+Chicago,+IL,+630-926-6110)[Chicago, IL,](https://www.google.com/maps/place/Chicago,+IL,+630-926-6110)[630-926-6110](https://www.google.com/maps/place/630-926-6110)



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

October 6, 2023

SENT BY EMAIL TO
Mgarbo11000@gmail.com

Dear Requester:

On October 3, 2023, the School Association for Special Education in DuPage County (SASED) received your request for records, as follows:

1. Net56 contract
2. Technology budget including salaries.

This response is provided in accordance with the Illinois Freedom of Information Act, 5 ILCS 140/1, et seq. (FOIA). See the enclosed records.

If you have questions regarding this correspondence, please contact the undersigned.

Sincerely,

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

By: Rachel Wisniewski

Rachel Wisniewski, Director of Business Services
Freedom of Information Act Officer

Account	Account Level	2023-24
Quick Key	Description	Original Budget
554620	IT CLASS SAL LOCAL	204,132.00
554621	IDEA IT CLASS SAL	
554629	IATTAP IT CLASS SAL	
554630	PBIS ICMHP IT CLASS SAL	
492660	HS CE IT CLASS SAL	
554627	EC IT CLASS SAL	
554626	PARTECH IT CLASS SAL	
554628	CHC IT CLASS SAL	
554624	AUTISM IT CLASS SAL	
554625	PBIS IT CLASS SAL	
	Sal Class Adm SISEP	
121266	IT CLASS SAL SISEP	
102660211	EMPLOYER TRS LOCAL	
112660211	EMPLOYER TRS FEDERAL	
472520211	EMPLOYER TRS	
102660212	IMRF LOCAL	7,492.00
112660212	IT IMRF IDEA	
	IATTAP IT IMRF	
	ICMHP IT IMRF & FICA	
	HS CE IT IMRF	
	EC IT IMRF & FICA	
126602122	PARTECH IT IMRF	
	CHC IT IMRF & FICA	
126602120	AUTISM IT IMRF	
126602121	PBIS IT IMRF	
	IMRF	
121266212	IT IMRF SISEP	
	IT FICA LOCAL	12,657.00
	IT FICA IDEA	
	IATTAP IT FICA	
	HE CE IT FICA	
	EC IT FICA	
	PEP IT FICA	
	CHC IT FICA	
	AUTISM IT FICA	
	PBIS IT FICA	
	FICA	
121266213	FICA IT SISEP	
	MEDICARE LOCAL	2,960.00
	IT MEDICARE IDEA	
	IATTAP IT MEDICARE	
	HS CE IT MEDICARE	
	EC IT MEDICARE	
	PEP IT MEDICARE	
	CHC IT MEDICARE	
	AUTISM IT MEDICARE	
	PBIS IT MEDICARE	
	Medicare	
121266214	MEDICARE IT SISEP	
102660220	HEALTH & LIFE LOCAL	26,501.00
112660220	IT HEALTH & LIFE IDEA	
	IATTAP IT HEALTH & LIFE	
	ICMHP IT HEALTH & LIFE	
	HS CE IT HEALTH & LIFE	
472520220	HEALTH & LIFE	

Account	Account Level	2023-24
Quick Key	Description	Original Budget
126602202	PARTECH IT HEALTH & LIFE	
	CHC IT HEALTH & LIFE	
126602200	AUTISM IT HEALTH & LIFE	
126602201	PBIS IT HEALTH & LIFE	
	Health & Life	
121266220	HEALTH & LIFE IT SISEP	
102660310	LICENSES	100,619.00
462660310	IDEA IT PURCHASED SVS	
102660339	MEETINGS & REGISTRATIONS	500.00
102660323	MACHINE MAINTENANCE	33,000.00
102660325	Rent HH	
102660332	STAFF TRAVEL	1,500.00
102660341	COMMUNICATIONS	64,112.00
102660381	WC & UC LOCAL	
112660381	WC & UC FEDERAL	
	IATTAP IT WC & UC	
	ICMHP IT WC & UC	
	HS CE IT WC & UC	
4726603814	EC IT WC & UC	
126603812	PARTECH IT WC & UC	
	CHC IT WC & UC	
126603810	AUTISM IT WC & UC	
126603811	PBIS IT WC & UC	
	WC & UC	
121266381	WC & UC IT SISEP	
102660411	LOCAL SOFTWARE	700.00
492660500	IDEA TECH EQUIPMENT	
102660540	CHEC Center - Tech Equipment	
	EQUIPMENT	7,049.00
102660700	NON-CAP IT EQUIPMENT	68,800.00
404420	CLASS SAL HR ECHOICES	
462520212	IMRF & FICA	
872660212	IMRF & FICA	
	EC IT HEALTH & LIFE	
872660220	HEALTH & LIFE	
112660310	PROFESSIONAL & TECHNICAL SVCS	362,900.00
	CERT SAL FISC ECHOICES	
872660381	WC & UC	
102660701	Non Cap IT Equip Data Ctr & Ne	
102660311	PROG STIPEND/CONSULTANT	
	PGM STIPENDS/CONSULTANTS	
102660412	Central Printing Store	20,999.00
102660313	SaaS INSTRUCTIONAL	34,369.38
102660314	SaaS NON-INSTRUCTIONAL	187,610.00
102660410	SUPPLIES	53,500.00
102660315	MACHINE MAINT PITNEY BOWES	4,177.00
102660316	CONSULTANT FEES	6,000.00
162660500	SE Alternative School Cap Exp	
172660310	Ogden Avenue Lease - Purch Svc	
172660410	Ogden Ave Lease - Supplies	
172660500	Ogden Avenue - Tech Equipment	
172660700	Ogden Ave Lease - Non Cap	
554622	ISTAC IT CLASSIFIED SALARY	
126602123	ISTAC IT IMRF	
	ISTAC IT FICA	
	ISTAC IT MEDICARE	
126602203	ISTAC IT HEALTH & LFIE	



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



MASTER SERVICE AGREEMENT

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]

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.



MASTER SERVICE AGREEMENT

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: [Handwritten Signature]

Signature: M. McGuffin

Name: Blues & Keels

Name: Dr. Mindy McGuffin

Title: Pres/CEO

Title: Executive Director

Date: 06/27/2023

Date: 06/21/2023



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	51	\$ 337.71
Orion Hosting Managing Service	1	\$ 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		
3-2-1 Disaster & Recovery Ransomware Service	Device Count	Monthly Cost
Total Servers Used Storage in Terabytes	3.6	
Total Servers History Required Storage multiplier	3	
DR Licensing Yearly		\$ 179.76
Managing DR Servers		<i>Included in MSA</i>
Storage Usage	21.6 Terabytes	\$ 180.00
Hosted Servers Service		
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

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.

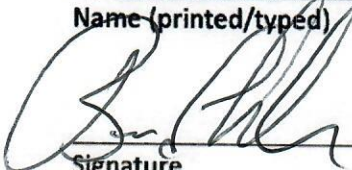
21805 W Field Pkwy, Suite 125
Deer Park, IL 60010

Customer

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

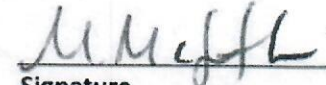
By: Bruce Koch

Name (printed/typed)


Signature

By: Dr. Mindy McGuffin

Name (printed/typed)


Signature

President & CEO

Title

06/27/2023
Date

Executive Director

Title

06/21/2023
Date

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
 BUDGET REPORT (accrual basis)
 SEPTEMBER 2023

<u>Revenues</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>% of Budget</u>	<u>% of Budget (prior year)</u>
Tuition and Fees	\$ (244,898.38)	\$ 16,299,611.45	\$ 31,829,573.00	51.2%	44.9%
State Revenues	\$ 254,510.00	\$ 597,609.79	\$ 3,724,607.00	16.0%	17.8%
Medicaid	\$ 597,816.03	\$ 914,874.45	\$ 1,169,228.00	78.2%	36.8%
Grant Revenues	\$ 7,730.42	\$ 112,471.20	\$ 1,524,658.00	7.4%	6.0%
Total Revenues	\$ 615,158.07	\$ 17,924,566.89	\$ 38,248,066.00	47%	
<u>Expenditures</u>					
Payroll	\$ 1,821,901.78	\$ 2,552,414.93	\$ 21,488,303.69	11.9%	12.2%
Benefits	\$ 416,487.07	\$ 547,800.02	\$ 5,951,032.02	9.2%	9.7%
Purchased Services	\$ 328,653.36	\$ 914,494.82	\$ 8,755,669.00	10.4%	16.4%
Supplies	\$ 87,614.14	\$ 152,542.18	\$ 892,071.00	17.1%	12.9%
Capital Outlay	\$ 320,000.00	\$ 320,000.00	\$ 1,951,321.00	16.4%	29.3%
Other- Medicaid Flow-Through	\$ 231,975.18	\$ 232,223.43			
Equipment	\$ 429.00	\$ 35,030.35	\$ 140,870.00	24.9%	36.3%
Total Expenses	\$ 3,207,060.53	\$ 4,754,505.73	\$ 39,179,266.71	12%	

Summary of Monthly Report

Revenue for Tuition and Fees is negative due to refunds issued to districts

Main revenue sources for the month of September were EBF and Medicaid FFS

Total FYTD revenue when compared to current budget is at 47%

Major expenditures for the month were purchased services and the purchase of vans from Midwest Bus Sales

Total FYTD expenditure when compared to current budget is at 12%

Compared to prior year, budget is on track for current fiscal year

School Association for Special Education in DuPage County
 Treasurer's Report
 September 30, 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	16,637,671.28	(47,562.07)	359,461.84	(29,660.46)	16,919,910.59
Investments					
September Activity	12,384.13				12,384.13
Interest Earned	-				-
Gains/(Losses) on Sales of Securities	(13,627.22)	8,458.45	659.18	4,509.59	-
Record Health Fund Transfers	4,589,331.47	4,484.71	1,179.97		4,594,996.15
Cash Receipts	(1,625,807.82)			(4,653.45)	(1,630,461.27)
Cash Disbursements - General	(1,825,293.00)				(1,825,293.00)
- Payroll					
Subtotal	<u>1,136,987.56</u>	<u>12,943.16</u>	<u>1,839.15</u>	<u>(143.86)</u>	<u>1,151,626.01</u>
Ending Balance	<u>17,774,658.84</u>	<u>(34,618.91)</u>	<u>361,300.99</u>	<u>(29,804.32)</u>	<u>18,071,536.60</u>
Investment - Demand Deposit - Fifth Third Bank	12,396,885.39	(39,103.62)	360,121.02	(25,150.87)	12,692,751.92
IL School District Liquid Asset Fund	21,481.80				21,481.80
Fifth Third Securities	5,357,302.88	-	-	-	5,357,302.88
	<u>17,775,670.07</u>	<u>(39,103.62)</u>	<u>360,121.02</u>	<u>(25,150.87)</u>	<u>18,071,536.60</u>

Rachel Wisniewski

Rachel Wisniewski, Treasurer

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
SCHEDULE OF INVESTMENTS
September 30, 2023

	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
EDUCATION FUND					
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid/Max	21,481.80	0.529%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	-		Money Market	ISDLAF	Money Market Mutual Fund
	21,481.80				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	12,233,174.91	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	377,721.77	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	81,855.24	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	12,692,751.92				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	51,674.88	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	-				
	5,357,302.88				
	18,071,536.60				
	TOTAL				

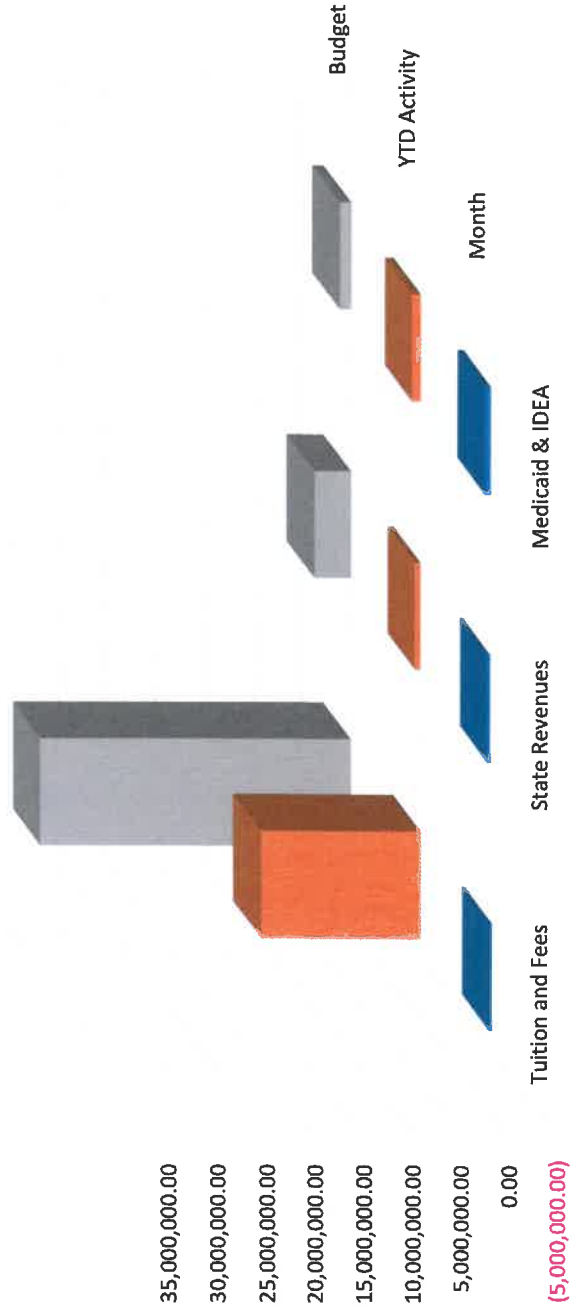
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY REVENUE REPORTING

30-Sep-23

SASED PROGRAMS

Program	Sep-23 Monthly Activity	2023-24 FYTD Activity	2023-24 Original Budget	% YTD
Tuition and Fees	(244,898.38)	16,299,611.45	31,829,573.00	51.2%
State Revenues	254,510.00	597,609.79	3,724,607.00	16.0%
Medicaid & IDEA	597,816.03	914,874.45	1,169,228.00	78.2%
Total	607,427.65	17,812,095.69	36,723,408.00	48.5%

SASED PROGRAM REVENUE

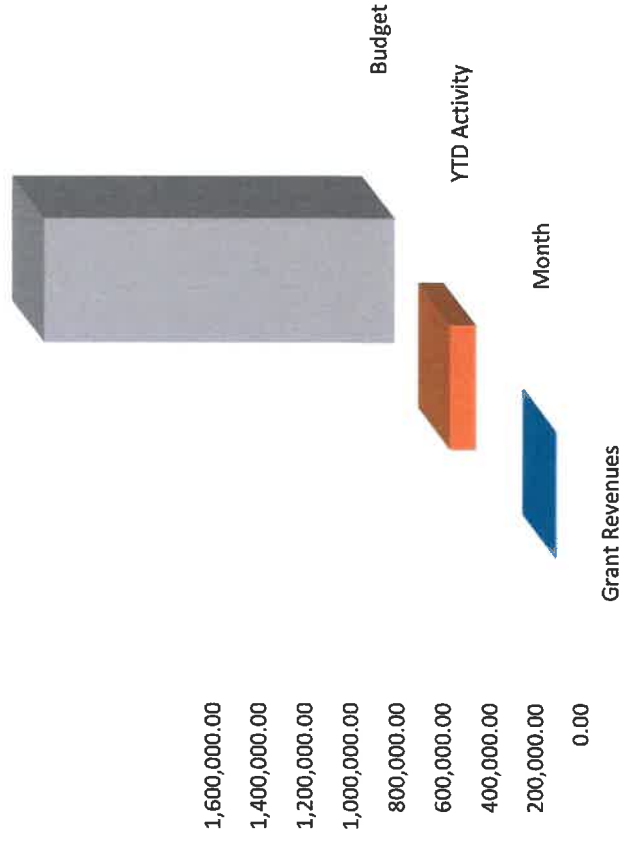


**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY REVENUE REPORTING
30-Sep-23**

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Sep-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>%</u>
<u>Grant Revenues</u>	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
	<u>7,730.42</u>	<u>112,471.20</u>	<u>1,524,658.00</u>	<u>7.4%</u>

EXTERNAL GRANT REVENUE



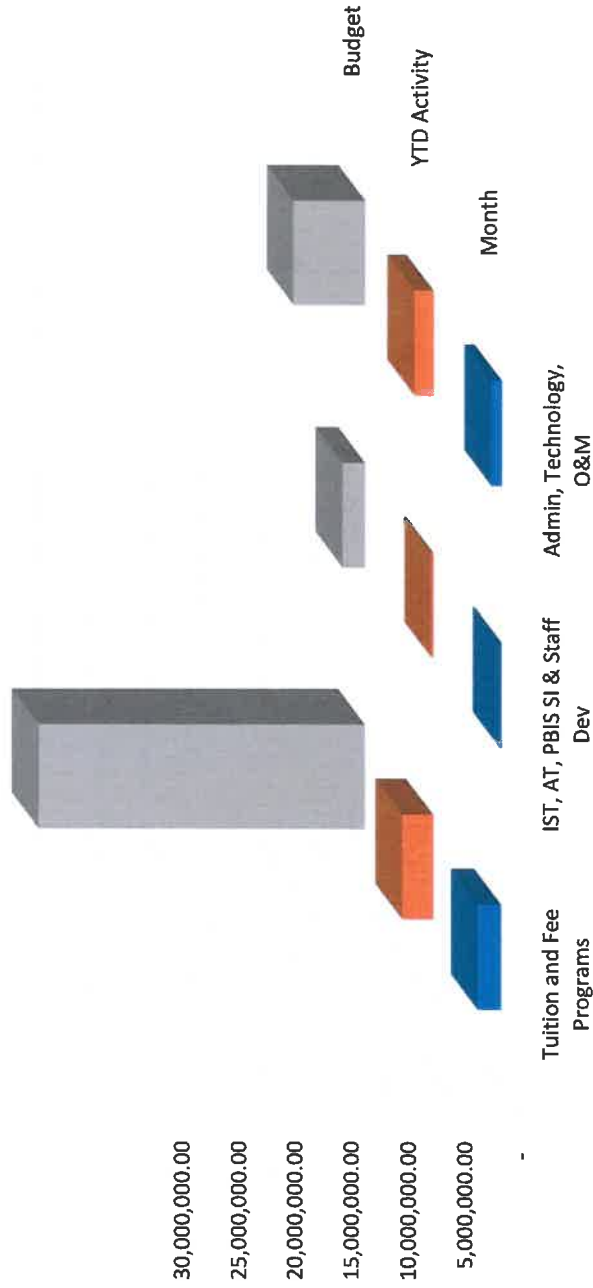
SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY MONTHLY EXPENDITURE REPORTING

30-Sep-23

SASED PROGRAMS

<u>Program</u>	<u>Sep-23</u>	<u>2023-24</u>	<u>2023-24</u>	<u>%</u>
	<u>Monthly Activity</u>	<u>FYTD Activity</u>	<u>Original Budget</u>	<u>YTD</u>
Tuition and Fee Programs	2,082,864.73	2,727,940.72	28,892,245.91	<u>9.4%</u>
IST, AT, PBIS SI & Staff Dev	142,327.97	199,638.29	2,035,279.00	<u>9.8%</u>
Admin, Technology, O&M	919,408.20	1,689,722.72	6,385,842.38	<u>26.5%</u>
	<u>3,144,600.90</u>	<u>4,617,301.73</u>	<u>37,313,367.29</u>	<u>12.4%</u>

SASED PROGRAM EXPENDITURES



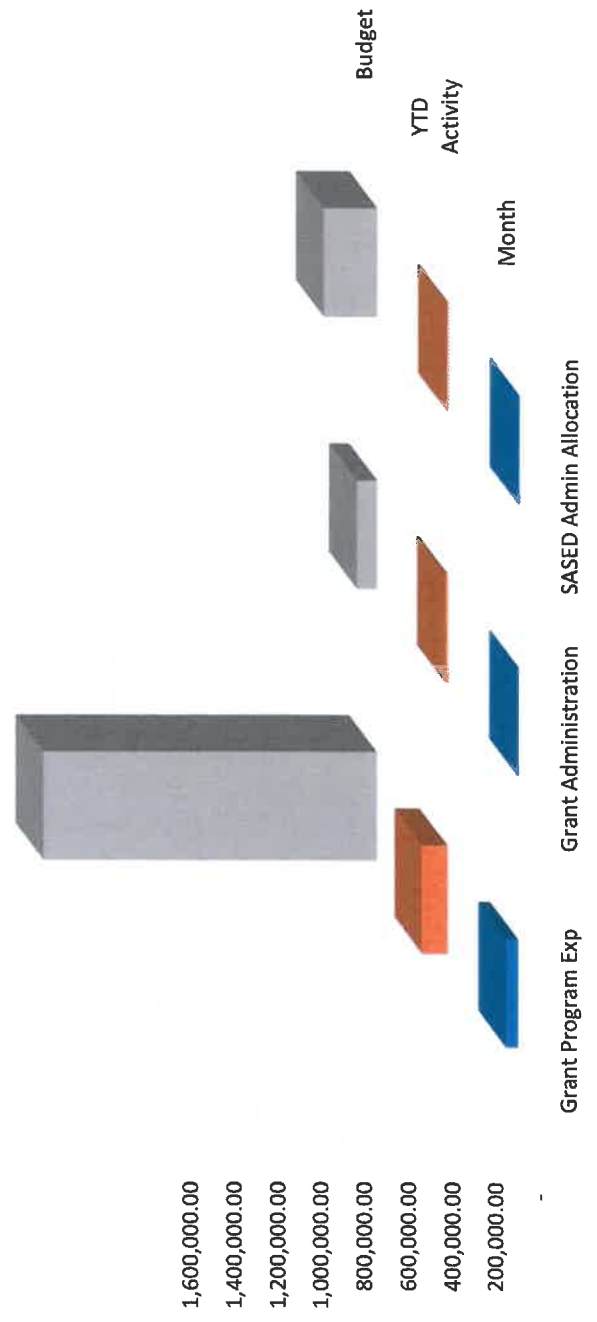
**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
MONTHLY EXPENDITURE REPORTING**

30-Sep-23

EXTERNAL GRANT PROGRAMS

<u>Program</u>	<u>Sep-23 Monthly Activity</u>	<u>2023-24 FYTD Activity</u>	<u>2023-24 Original Budget</u>	<u>% YTD</u>
Grant Program Exp	54,154.89	116,164.83	1,525,780.00	<u>7.6%</u>
Grant Administration	4,184.02	12,747.24	93,601.02	<u>13.6%</u>
SASED Admin Allocation	<u>4,120.72</u>	<u>8,291.93</u>	<u>246,519.00</u>	<u>3.4%</u>
Total	<u>62,459.63</u>	<u>137,204.00</u>	<u>1,865,900.02</u>	<u>7.4%</u>

EXTERNAL GRANT EXPENDITURES





To: Board of Directors

From: Rachel Wisniewski, Director of Business Services

Date: October 18, 2023

Re: Health and Life Safety

Purpose: To provide an update on the Health and Life Safety HVAC project at Southeast

Background: SASED Administration met with Arcon and several mechanical engineers from AMSCO on October 3, 2023 to discuss the HVAC project at Southeast School. Two mechanical replacement options were presented to SASED. Option 1 replaces the units with custom gas fired multi zone-rooftop units. The lead time is 56 weeks. Option 2 replaces the HVAC units with cooling only VAV and installs a hot water boiler system. The lead time is 44 weeks. Option 2 is more energy efficient. SASED is waiting for pricing for option 2 to determine if option 2 is within our budgeted means. Regardless of the option, the project will need to be planned for Summer 2025 construction due to substantial lead times. We would go out to bid in the Spring of 2024. It is likely SASED will need to request an extension for the Life Safety work.

District	2022-2023 Child Count (SWD)	Educational Environment Code (Placement)																	Early Childhood Placements
		EE 01	EE 02	EE 03	EE 04	EE 05	EE 06	EE 07	EE 08	EE 09	EE 10	EE 11	EE 12	EE 13	EE 14	EE 15	EE 16	EE 28	
20	216	87	57	28	6	0	0	0	4	0	0	0	0	0	0	0	0	0	34
25	88	51	11	9	1	0	0	0	1	0	0	0	0	0	0	0	0	0	15
33	506	331	61	47	3	0	0	0	10	0	0	0	0	0	0	0	0	0	54
34	53	33	2	2	4	0	0	0	0	0	0	0	0	0	0	0	0	7	5
45	703	388	41	132	5	0	0	0	14	0	0	1	0	0	0	0	0	24	98
48	104	44	6	9	5	0	1	0	0	0	0	0	0	0	0	0	0	22	17
58	807	462	121	79	3	0	0	0	21	0	0	1	0	0	0	0	0	22	98
60	141	56	27	18	4	0	0	0	8	0	0	0	0	0	0	0	0	0	28
63	85	51	14	7	2	0	0	0	1	0	0	0	0	0	0	0	0	0	10
66	134	76	22	4	3	0	0	0	3	0	0	1	0	0	0	0	0	0	25
68	484	279	60	30	16	0	0	0	19	0	0	0	0	0	0	0	0	2	78
88	522	177	193	53	14	0	0	0	38	1	1	2	0	0	0	0	0	43	0
94	300	86	107	59	11	0	0	0	35	1	1	0	0	0	0	0	0	0	0
99	706	213	245	136	78	0	0	0	31	1	0	1	0	0	0	1	0	0	0
180	78	34	13	9	9	0	0	0	4	0	0	0	0	0	0	0	0	0	9
201	282	169	41	12	2	0	0	0	24	0	0	0	0	0	0	0	0	2	32
202	287	161	31	13	7	0	0	0	19	0	0	0	0	0	0	0	0	28	28
205	1396	851	256	43	28	0	0	0	22	0	2	0	0	0	0	0	0	51	143

EE Code	Description
1	Gen Ed 80% or More
2	Gen Ed 40% - 79%
3	Gen Ed Less than 40%
4	Separate Public Day
5	Separate Public Day & Residential
6	Philip J. Rock Center & School
7	Correctional Facility
8	Private Day School
9	Private Residential (In State)

EE Code	Description
10	Private Residential (Out-of-State)
11	Homebound Instruction
12	Hospital Instruction Program
13	Illinois School for the Deaf
14	Illinois School for Visually Impaired
15	Illinois Ctr for Rehab & Education
16	Dept of human Services
28	Parentally Placed Nonpublic and Home Schooled

PROGRAM	ADMINISTRATOR	LOCATION	TEACHER	GRADES	CAPACITY	ENROLLED	PENDING	OPENINGS	NON-MEMBER COUNT
DHH	Tara Corral	D45 - Early Childhood Center	Alexander	EC	8	6	0	2	0
		D45 - North School	Kirkman	EC	8	5	0	3	1
		D45 - North School	Spillan	EC	8	4	1	3	0
		D45 - North School	Hamblin	K	8	4	0	4	0
		D45 - North School	McGuire	1-2	8	6	0	2	0
		D45 - North School	Nowicki	3-4	10	7	0	3	0
		D45 - North School	Misener	5	10	9	0	1	0
		D201 - Westmont Junior High	Quetsch-Rohrer	6-8	10	8	0	2	1
		DHH TOTAL					70	49	1
DIRECTIONS	Lauara Capparelli	SASED - Southeast School	Moses	3-5	10	3	0	7	0
		SASED - Southeast School	O'Sullivan	6-8	10	5	0	5	0
		SASED - Southeast School	Hilb	9-12	10	10	0	0	1
		DIRECTIONS TOAL					30	18	0
MULTI NEEDS	Sheila White	D60 - Holmes Primary	Brady	EC	8	7	0	1	0
	Amy McKee	D63 - Concord Elementary	Goins	EC	8	5	2	1	0
		D63 - Concord Elementary	Primozic	EC Medical	8	4	2	2	0
		D58 - Hillcrest Elementary	Kirkpatrick	K-1	10	6	1	3	0
		D20 - Waterbury Elementary	Ryndak	K-1	8	6	0	2	1
		D34 - Winfield Primary School	Goes	K-2	10	7	0	3	1
	Sheila White	D60 - Holmes Primary	Kilmczak	1-2	10	8	0	2	0
	Amy McKee	D58 - Kingsley Elementary	Raponi	K-2 Medical	6	5	0	1	0
		D20 - Waterbury Elementary	Wood	2-5	10	5	0	5	0
		D58 - Kingsley Elementary	Lapato	3-5 Medical	8	6	0	2	1
		D66 - Prairieview Elementary	Misch	3-5	10	10	0	0	0
		D34 - Winfield Central School	Broderick	5-8	10	6	0	4	0
		D58 - O'Neill Middle School	Dahl	6-8	10	7	0	3	0
		D58 - O'Neill Middle School	DeBruin	6-8 Medical	8	6	1	1	1
	Kati Curby	D88 - Willowbrook High School	Martinez	9-12	10	6	0	4	0
		D88 - Willowbrook High School	Matthews	9-12 Medical	10	5	0	5	0
D88 - Willowbrook High School		Granrath	9-12	8	7	0	1	0	
MULTI NEEDS TOTAL					152	106	6		4
PROJECT SEARCH	Kati Curby	NORTHWESTERN-CENTRAL	Munchoff	12+	12	11	0	0	0
		Only accepts students through application once per year					12	11	
TOTAL									0

SOUTHEAST	Lauara Capparelli	SASED - Southeast School	Holle	K-1	8	7	0	1	0
		SASED - Southeast School	Aurricchio	1-2	10	9	0	1	1
		SASED - Southeast School	Petrella	3-4	10	7	0	3	0
		SASED - Southeast School	Gaona	5	10	8	0	2	0
		SASED - Southeast School	Balogh	6	10	9	0	1	1
		SASED - Southeast School	Tassone	7	10	7	0	3	0
		SASED - Southeast School	Huerta	8	10	6	0	4	1
		SASED - Southeast School	McFadden	9-10	10	10	0	0	0
		SASED - Southeast School	Dombrow	11-12	10	8	0	2	0
		SASED - Southeast School	Morton	12	10	6	0	4	0
SOUTHEAST TOTAL				98	77	0		3	
STARS	Amy Gebre	D48 - Swartz	McGann	K-2	8	6	0	2	0
	Sheila White	D60 - Holmes Primary	Ahern	K-1	8	6	0	2	0
		D60 - Holmes Primary	Walton	1-2	10	8	0	2	0
		D60 - Maercker Intermediate	Cherrie	3-4	10	7	0	3	0
		D63 - Cass Junior High	Kaufmann	5-8	10	7	0	3	0
		D63 - Cass Junior High	Nunziato	5-8	10	6	0	4	1
STARS TOTAL				56	40	0		1	
TRANSITION	Kati Curby	SASED - Transition Center	Zacharski	12+	10	9	0	1	0
		SASED - Transition Center	Baker	12+	10	8	0	2	0
		SASED - Transition Center (VI)	Duncan	12+	10	4	0	6	2
		SASED - Transition Center (VI)	Bell	12+	10	7	0	3	3
TRANSITION TOTAL				40	28	0		5	
VISION	Amy Gebre	D48 - Salt Creek Primary	Magnuson	K-1	8	3	0	5	1
		D48 - Swartz Intermediate	Ardaiolo	2-4	8	5	0	3	2
		D48 - Swartz Intermediate	Fernandez	2-4	8	5	0	3	1
		D48 - Albright Middle	Dwyer	5-8	10	8	0	2	3
		D88 - Addison Trail High School	Ariano	9-12	10	5	0	5	2
		D88 - Addison Trail High School	Brusich	9-12	10	6	0	4	2
		D88 - Addison Trail High School	Jackson	9-12	10	6	0	4	1
VISION TOTAL				64	38	0		12	
				CAPACITY	ENROLLED	PENDING	OPENINGS	Non-Member	
ENROLLMENT DATA POINTS				522	367	7	147	28	



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

To: Board of Directors

From: Rachel Wisniewski, Director of Business Services *RW*

Date: October 18, 2023

Re: Procurement Card Program

Purpose: To recommend the utilization of a procurement card program

Background: SASED currently has credit through Fifth Third Bank with a SASED wide credit limit of \$100,000. There are three credit cards distributed as follows: Business Office \$30,000, Transportation \$5,000, and Project CHOICES \$10,000. SASED also has one credit card at Home Depot with a credit limit of \$7,500. The utilization of P-Cards will decrease the number of employee reimbursement and petty cash requests. P-Cards will be beneficial for pre-approved small purchases such as daily living skills and community access.

Recommendation: The Finance Committee recommends utilizing the Procurement Program offered by BMO in partnership with IASBO. There are no costs or fees associated with the P-cards, and the BMO P-Card offers a 1.320% - 1.448% rebate on the value of the purchases. P-Cards will be issued to SASED Administration, Buildings & Grounds, Transportation, and Early CHOICES. All authorized users will be required to sign an agreement acknowledging their responsibility in accordance with SASED policies and procedures. A Board Resolution is required with the P-Card application.

**Resolution Authorizing Issuance
of
Individual Procurement Cards**

WHEREAS, the Board of Directors of the School Association for Special Education in DuPage County (SASED), DuPage County, Illinois, has the authority to enter into an agreement with the Bank of Montreal for purchasing cards;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the School Association for Special Education in DuPage County, DuPage County, Illinois, that the Chairperson/ Treasurer are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the School Association for Special Education in DuPage County under such terms and conditions as approved by the Board.

The Board of Directors authorizes the School Association for Special Education in DuPage County's Business Manager/CSBO to execute a p-Card program agreement on its behalf.

Approved this 18th day of October, 2023, by the following vote:

Ayes: _____

Nays: _____

Absent: _____

Board of Directors
The School Association for Special
Education in DuPage County (SASED),
DuPage County, Illinois

ATTEST

BY: _____
Secretary

BY: _____
Chairperson

Date

Date



Corporate MasterCard Program Member Account Agreement

**BMO HARRIS BANK N.A.
CORPORATE MASTERCARD PROGRAM
MEMBER ACCOUNT AGREEMENT**

THIS AGREEMENT made as of the __ day of __, 20, between

CUSTOMER NAME _____ with its principal office at

Street Address (No P.O. Box): _____

City, State, Zip: _____

Federal Tax ID Number: _____

(the above to be referred to as the "Member") and BMO HARRIS BANK N.A., located at 111 West Monroe Street, Chicago, IL 60603 (the "Bank").

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by each party, the parties agree as follows:

SECTION 1. MEMBER ACCOUNT AND CARDS.

The Bank has established a Corporate MasterCard program with the Illinois Association of School Business Officials (the "Association") for its qualified members. The Association has requested that the Bank establish a MasterCard account for you and the Bank has agreed to do so.

This Agreement between the Member and the Bank and the Agreement between the Bank and the Association set forth the terms and conditions under which the Bank will make its Corporate MasterCard program available to the Member.

The Bank will establish a Card Account for the Member (the "Member Account") under the Bank's Corporate MasterCard program with the Association as indicated in Schedule 1 with the initial **Monthly** credit limit of U.S. \$ _____ (the credit limit of the Member Account in effect at any time is herein called the "**Member Credit Limit**"). The Bank shall lend money to the Member and its Cardholders (as defined below) up to the Member Credit Limit by way of charges to the Member Account in accordance with this Agreement. The Bank reserves the right, in its sole discretion, to modify the Member Credit Limit and the Cardholder Credit Limits at any time.

1. Definitions and Interpretation

(a) Capitalized terms used in this Agreement are defined as follows:

“Agreement” means this corporate card agreement (including all attached Schedules), as such agreement may be amended and restated from time to time;

“Bank” means BMO Harris Bank N.A.

“Billing Period” means the period beginning the day after the immediately preceding Monthly Billing Date and ending on the current Monthly Billing Date;

“BMO” means Bank of Montreal;

“Business Day” means a day on which Harris is generally open for business in Illinois, USA, and in each case does not include Saturdays, Sundays or statutory holidays;

“Card” means a corporate Mastercard credit card issued by the Bank in connection with the Member Account, which may be issued as a physical card or a card number including a Virtual Card;

“Card Account” means a sub-account of the Member Account which is established for each Card;

“Card Account Statement” means the monthly statement setting out the outstanding balance of a Card as of the stated Monthly Billing Date;

“Card Limit” means the credit limit established for a Card;

“Card Notice” has the meaning given to it in section 7(c);

“Cardholder” means an employee of, or a contractor providing services to, the Member to whom a Card is issued and in the case of a Non-Personalized Card, means any person using the Non-Personalized Card;

“Cash Advance” means an advance of cash obtained through the use of a Card from the Bank or another financial institution accepting the Card;

“Change” has the meaning given to it in section 15(g)(ii);

“Change Notice” has the meaning given to it in section 15(g)(ii)(A);

“Charges” means all charges posted to the Member Account including all Transactions, fees and service charges;

“Electronic Distribution” means distribution through e-mail or posting on the Program Website;

“F.I.” means financial institution;

“Flexport” means the Bank’s electronic purchasing gateway system known as BMO Flexport;

“Harris” means BMO Harris Bank N.A.;

“Insurance Certificates” means documents evidencing Program-related insurance coverage including insurance certificates, policies of insurance, and summaries of assistance services (any two or more of which may be combined into a single document) including any notices of amendment to any of the foregoing documents;

“Insurance Documents” means collectively Insurance Certificates and Insurance Notices;

“Insurance Notices” means any document relating to the Insurance Certificates that the Bank may send to either or both of the Member and the Cardholders including changes to insurance coverage, legal and regulatory information, or any insurance related offer;

“Material Adverse Change” means any change or event which constitutes a change in the business, operations, condition (financial or otherwise) or properties of a party which when taken as a whole would materially impair a party’s ability to timely and fully perform its obligations under this Agreement or the ability of a party to enforce its rights and remedies under this Agreement;

“MCI” means Mastercard International Inc., which is the entity that administers the Mastercard program internationally;

“Member Account” means the corporate Mastercard account established by the Bank for the Member;

“Member Account Statement” means a monthly statement showing the outstanding balance of the Member Account as of a Monthly Billing Date;

“Member Credit Limit” means the Member Account credit limit established by the Bank from time to time, and which as of the date of this Agreement is shown in Schedule 1;

“Monthly Billing Date” means the approximate day in each month on which the Bank prepares the Statements;

“N.A.” not applicable;

“Non-Personalized Card” means any Virtual Card and any Card that is not issued to a particular individual and does not bear an individual’s name, such as a Card assigned to a department or vehicle of the Member;

“Objection Notice” has the meaning given to it in section 15(g)(ii)(B);

“Objection Period” has the meaning given to it in section 15(g)(ii)(B);

“Onboarding Documentation” means the documentation package delivered by the Bank to the Member which includes the following: the documents to be completed by the Member to set up the Member Account, the terms and conditions of the applicable liability waiver program referred to in section 7(e), and the terms and conditions of any features of the Card;

“Past Due Amount” has the meaning given to it in section 6(a);

“Payment Due Date” means the day by which full payment of the amount set out in a Statement is due, which will be approximately the number of days after the Monthly Billing Date shown in Schedule 1;

“PIN” means a personal identification number;

“Program” has the meaning given to it in the recitals;

“Program Administrator” means an individual appointed by the Member to act on behalf of the Member in connection with the operation and administration of the Member Account;

“Program Submission” means a submission by a Program Administrator to the Bank in connection with Routine Matters;

“Program Website” means the website established by the Bank through which the Member may access Statements, reports and other Program-related services;

“Purchase” means the use of a Card to charge to the Member Account the price of goods or services obtained from a Vendor;

“Routine Matters” refers to all matters relating to the day-to-day operation and administration of the Program, including: (a) issuing and cancelling Cards; (b) adding and removing Cardholders; (c) changing Cardholders’ names, addresses, phone numbers, cost centres, departments and Card Limits; (d) changing the organizational or hierarchy set-up; (e) changing the Member Credit Limit;

“Schedule” means a schedule to this Agreement;

“Statements” means collectively the Card Account Statements and Member

Account Statements and a “**Statement**” refers to a Card Account Statement or Member Account Statement;

“**Statement Review Period**” means sixty (60) days from the Monthly Billing Date;

“**T&E Card**” means the travel and entertainment Card and includes Travel Accounts;

“**TBD**” means to be determined;

“**Transaction**” means any use of a Card which results in a charge to the Member Account including Purchases and Cash Advances, whether or not the Card was presented to a Vendor (such as in the case of an internet, mail or telephone order purchase) or the Cardholder's signature was obtained or by use of a PIN;

“**Travel Account**” means the T&E Card with corporate liability that can only be used to book air travel, train travel, common carrier travel and hotel or motel accommodations;

“**U.S. Program**” means the Program provided to a Member;

“**Virtual Card**” means a Card number that is generated from a Member's department Card number which in turn has certain Member designated functionality including limited use to a particular number of times (for example, one time use), a particular period of time (for example, a week), and for a particular amount of money (for example, \$1,000.00); and

“**Vendor**” means a merchant or supplier.

- (b) References to “includes” mean “includes, without limitation” and references to “including” mean “including, without limitation”.
- (c) Words in the singular include the plural and words in the plural include the singular.
- (d) The Schedules constitute an integral part of this Agreement.
- (e) The division of this Agreement into sections and subsections and the insertion of headings are for convenience of reference only and do not affect the construction or interpretation of this Agreement.

2. Program Features

- (a) The Bank has sole discretion over the management, operation, content and features of the Program and the Cards. Subject to the terms of this Agreement, the Bank may modify any aspect of the Program. In the event that the Program is modified, the Bank will:

- (i) notify the Member of any material pricing or Program feature changes or otherwise as required by law; and
- (ii) will not notify the Member of any immaterial operational changes that would not adversely affect the Member (including for example a change to an interactive voice response menu).
- (b) The features of the Program selected by the Member, together with the Member Credit Limit and notice provisions are shown in Schedule 1.
- (c) Billing information and options, together with Member service and dispute settlement provisions are shown in Schedule 2.
- (d) Pricing and fees are shown in Schedule 3, and are subject to change by the Bank on thirty (30) days advance written notice to the Member.
- (e) Terms and conditions pertaining to the Electronic Distribution of Insurance Documents are set out in Schedule 4.
- (f) Program Administrator information is shown in Schedule 5.

3. Accounts and Cards

- (a) The Bank will establish a Member Account and extend credit to the Member by approving Transactions up to the Member Credit Limit. The Member Account must only be used for business purposes and not for personal, family or household purposes; provided however that any violation of this limited use commitment does not relieve the Member of its obligations to pay the Bank for all Charges.
- (b) The Bank will issue a Card to a Cardholder with a Card Limit pursuant to the terms of a Program Submission. If a physical Card is requested it will bear the name of the Cardholder and the Member's name or identifier, unless the Card is a Non-Personalized Card, in which case it will bear the name of the applicable department or the vehicle number.
- (c) The Member will use a Program Submission to direct the Bank to cancel a Card. The Member will continue to be liable for all Charges to the Member Account that occur through the use of any such Card before the Bank processes the Program Submission. The Bank will process the Program Submission in accordance with the service levels set out in section 2(a) of Schedule 2.
- (d) Cards are the property of the Bank and cannot be transferred.
- (e) The Member may request a Non-Personalized Card. The Member will be liable for all Purchases made with a Non-Personalized Card whether or not an authorized Cardholder made the Purchases.

- (f) If the credit extended by the Bank for the Program is unsecured, then the Bank may in its sole discretion change the Member Credit Limit without prior notice from time to time.
- (g) The Bank may in its sole discretion do each of the following without prior notice from time to time in order to manage credit risk or to facilitate the smooth operation of the Program for the Member:
 - (i) change the portion of the Member Credit Limit allocated to an Account;
 - (ii) change a Card Limit; and
 - (iii) issue renewal, replacement or temporary Cards.
- (h) The Bank may cancel or suspend the right to use a Card in each of the following instances:
 - (i) if the Bank detects unusual or suspicious activity on the Card Account;
 - (ii) if the outstanding balance of the Card Account is not paid in full within two billing cycles; or
 - (iii) if required by law.

4. Charges, Cash Advances and Foreign Exchange

- (a) Subject to the terms of this Agreement, a Cardholder may use a Card for the purpose of completing Transactions. All Charges incurred on a Card will be recorded on the corresponding Card Account.
- (b) The Bank may allow Cardholders to obtain Cash Advances only if the Member has selected a Cash Advance option in the Program features chart in Schedule 1 and the Program Administrator has authorized Cash Advances for that Cardholder. For the avoidance of doubt, Cash Advance features are not available for Non-Personalized Cards.
- (c) When a Card is used to make a Transaction in a foreign currency, MCI will convert the amount into the currency of the Card using a conversion rate in effect on the day MCI processes the Transaction. The MCI conversion rate is either a government-mandated rate or a wholesale market rate. The Bank will increase the converted amount by the foreign transaction fee set out in Schedule 3. The foreign currency conversion rate in effect on the processing date for a Transaction may differ from the rate in effect on the Transaction date.
- (d) When a foreign currency Transaction is refunded to a Card, MCI will convert the amount into the currency of the Card using the MCI conversion rate described

above. The Bank will reduce the converted amount by the foreign transaction fee set out in Schedule 3. The foreign currency conversion rate in effect on the processing date for a refund of a Transaction may differ from the rate in effect on the date on which the Transaction was refunded.

5. Statements

- (a) The Bank will prepare Statements on each Monthly Billing Date and make them available to the Member. Regardless of the billing option selected by the Member in Schedule 1 or whether the Member receives a Statement, the Member will be liable for payment of the aggregate outstanding balance of the Member Account every month.
- (b) The Member will ensure that each Statement is examined upon receipt.
 - (i) If the Member does not notify the Bank of an error or omission with regard to a Statement within the Statement Review Period, the Statement will be deemed conclusively to be correct.
 - (ii) If the Member does notify the Bank of an error or omission with regard to a Statement within the Statement Review Period, the dispute settlement procedures in section 2(c) of Schedule 2 will be followed.

6. Payments and Late Fees

- (a) Each month, the Member must pay in full the aggregate outstanding balance shown on each Member Account Statement on or before the Payment Due Date and the failure to do so will be a default by the Member. Full payment is required even if the Member or Cardholder expects to receive a credit from a Vendor. In the event of a disputed Charge, the Member is entitled to reduce the full payment by the amount credited pursuant to section 2(c)(ii) of Schedule 2. Any amount not paid by the Payment Due Date will be considered past due (the “**Past Due Amount**”).
- (b) Each time that the Member does not pay in full on the Payment Due Date the amount due on a Statement, then the following will occur until the Card Account in question is brought current so that there are no Past Due Amounts:
 - A. The Member will be assessed a late fee on the Past Due Amount that is outstanding as of the Monthly Billing Date of each subsequent Statement until the Past Due Amount is paid in full.
 - B. Any late fees shown in a Statement that are not paid in full on the corresponding Payment Due Date are added to Past Due Amount and will be subject to the late fee.
 - C. The late fees are set out in Schedule 3.

- (c) The Bank may accept payments that are marked with restrictive endorsements such as “payment in full” without losing any of its rights under this Agreement.

7. Member Liability

- (a) The Member will be liable to pay the Bank for all Charges to the Member Account even if the aggregate of all outstanding Charges exceeds any Card Limit or the overall Member Credit Limit and even if as between the Member and a Cardholder any Charge resulted from improper use of a Card by the Cardholder.
- (b) The Member will be liable for any pre-authorized payments charged to a Card Account, even after the Card Account is cancelled, unless the Member provided a written cancellation request to the Vendor prior to being charged. If requested, the Member will provide the Bank with a copy of the written cancellation request to the Vendor.
- (c) The Member will: (i) promptly notify the Bank of any possible loss, theft, or unauthorized use of a Card (a “**Card Notice**”); (ii) where reasonably possible, destroy or return the Card in question; and (iii) cooperate with the Bank in its efforts to investigate the alleged unauthorized use.
- (d) The Member will not be liable for any unauthorized use of a Card, except that the Member will be liable for each of the following:
 - (i) the use of a Card by an individual who has been authorized by the Member or Cardholder to use the Member Account, even if that person is not a Cardholder or that person does not act in accordance with the Member’s or Cardholder’s instructions or expectations;
 - (ii) any use authorized by the Member or a Cardholder before the Bank receives a Card Notice; and
 - (iii) any Transaction completed with a PIN.
- (e) The Member may take advantage of the MasterCoverage Liability Protection Program for certain wrongful Transactions. The Bank will include copies of the terms and conditions of the applicable liability waiver program with the Onboarding Documentation.
- (f) The Member will pay all reasonable legal fees and disbursements that the Bank incurs in any legal action to recover money payable by the Member to the Bank pursuant to this Agreement.

8. Program Administrator

- (a) The Member will from time to time provide the Bank with written notice

specifying which individuals are to act as its Program Administrators. Those notices will be effective when the Bank receives them.

- (b) The Member consents to the Electronic Distribution of Insurance Documents on the terms and conditions set out in Schedule 4.
- (c) The Bank may deal with any Program Administrator with regard to Routine Matters. The Bank may rely on any Program Submission received from a Program Administrator through the Program Website, the Virtual Card Program related website, telephone, or e-mail.
- (d) An existing Program Administrator may establish a user identification and password for new Program Administrators. Program Administrators may change their passwords at any time and will do so when required by the Bank.
- (e) The Member will protect each user identification and password from fraudulent use and will immediately notify the Bank of any unauthorized disclosure of any user identification and password.
- (f) Program Administrators will provide the Bank with information that the Bank requires for the operation and administration of the Program.
- (g) The Bank will send each of the following to the Program Administrator, who will distribute the following to the appropriate individuals and provide responses to the Bank where required:
 - (i) all Cards, unless a Program Administrator directs the Bank to send a Card directly to a Cardholder;
 - (ii) correspondence pertaining to Routine Matters and Program-related information requests; and
 - (iii) notices regarding changes to the Program and changes to Program-related features and correspondence to Cardholders, including Insurance Documents.

9. Program Website

The Bank may post the information referred to in section 8(g)(iii) to the Program Website. The Member will provide each Cardholder with a copy of any posted information relating to Cardholders or provide each Cardholder with direct access to the Program Website so that the Cardholder can review the information directly.

10. Member Responsibilities

- (a) The Member will be solely responsible for establishing and monitoring its own internal Program-related procedures or guidelines for Cardholders to ensure compliance with this Agreement. The Bank will not inquire or verify whether any use of a Card, or any Charge to the Member Account, is in accordance with the Member's procedures or guidelines.
- (b) The Member will, and will require Cardholders to, abide by all written security instructions and directions provided by the Bank from time to time.
- (c) The Member shall provide the Bank with such financial information with respect to the Member as the Bank may from time to time reasonably request. The Member is required to provide the Bank with Audited statements within 30 days of completion or 180 days of the Member's fiscal year end. Failure to provide statements may result in program suspension up to and including termination of the Agreement.

Member's audited financials are available online? Yes No

If so, website address: _____

11. Representations and Warranties

The Member represents and warrants to the Bank that as of the date of this Agreement:

- (a) it is duly organized, validly existing and in good standing under the laws of all necessary jurisdictions;
- (b) it has full power and authority to execute, deliver and perform its obligations under this Agreement;
- (c) that the execution of this Agreement has been duly authorized by all necessary action, and will create a valid and binding obligation of Member; and
- (d) all documents provided by the Member or its authorized officers or employees in connection with the signing of this Agreement including documents used to ascertain the existence of the Member and the authority of the signers of this Agreement to bind the Member are true and accurate as of the date that the Member signs this Agreement.

12. Term and Termination

- (a) Unless terminated earlier in accordance with the terms of this Agreement, the term of this Agreement shall commence as of the date of this Agreement and shall

continue until terminated by either party in accordance with the provisions hereof; *provided, however*, this Agreement shall terminate immediately upon termination of the Corporate MasterCard program between the Bank and the Association.

- (b) Either party may terminate this Agreement as follows:
- (i) without cause, on ninety (90) days prior written notice to the other party;
 - (ii) immediately and without prior notice in the event of a Material Adverse Change, bankruptcy or insolvency of the other party;
 - (iii) on five (5) days prior written notice if the other party fails to make any payment when due under this Agreement; and
 - (iv) immediately and without further notice if a party is in default in the performance of any of its other obligations and such default continues for thirty (30) days following receipt of a written notice regarding such default from the other party.

The right to terminate is in addition to any other right the non-defaulting party may have in respect of the default.

- (c) Upon termination of this Agreement:
- (i) the Bank will cancel all outstanding Cards and revoke all rights and benefits of the Member and its Cardholders;
 - (ii) the Member will have electronic access to the Card data through the Program Website for a period of 6 months following the termination date;
 - (iii) the Bank will cooperate with the Member's commercially reasonable requests to assist with the orderly transfer of corporate card services to another financial institution. If the Member requests the Bank's assistance and in order to provide the assistance requested, the Bank would incur costs over and above its day-to-day operating costs (such costs, "**Transfer Costs**"), the Bank will advise the Member before the Transfer Costs are incurred. If the Member still requires the assistance requested, the Member will pay the Bank the Transfer Costs within 30 days of the date the Bank provides the Member with an invoice for the Transfer Costs; and
 - (iv) the Member will continue to be liable for, and pay, the aggregate of all Charges on the Member Account whether or not then posted to the Member Account (including Charges not yet incurred and accrued fees) and all such Charges will immediately be due and payable.

13. Disclaimers

- (a) The Bank always attempts to ensure that the Program will be operational, and to respect any available Card Limit or any available transaction limit per Card or per day or any other available limit requested by the Member. However, due to the interconnectivity of the Mastercard, the Bank and Vendor systems and the inherent limitations and options of each system, the Bank cannot warrant that the Program will be uninterrupted or error-free or that any limits established by the Member (such as Card Limits) will always be respected. In addition, reports prepared at the Member's request are provided to the Member without representation or warranty as to accuracy of the information provided. Therefore, the Member waives any and all claims that it may have against the Bank arising out of the use and performance of the Program, except for claims for damages referred to in section 13(d).
- (b) The Bank is not responsible for any defects in, or the poor quality of, any merchandise or services obtained by means of any Card. The Member is responsible for settling any dispute between the Member and a Vendor, including with respect to a Vendor's right to compensation, and any such dispute will not affect the Member's obligation to pay all Charges to the Member Account in full to the Bank in accordance with the terms of this Agreement.
- (c) Third parties may provide some of the Program benefits and enhancements including reward programs as well as services and insurance coverage provided under separate certificates and policies. The Bank is not responsible or liable for anything in connection with those third party benefits and enhancements.
- (d) The Bank is not liable for any claim made, or loss or damages suffered by, the Member arising directly or indirectly from the Member's use of the Program, except for damages which the Member suffers as a result of the Bank's gross negligence or wilful misconduct related to the terms of the Agreement. In no event is the Bank liable for any special, indirect or consequential damages, including but not limited to, lost profits and lost revenues.

14. Confidential Information

- (a) The Member acknowledges that the terms of this Agreement, including information relating to pricing, are confidential, will not be disclosed and will be distributed only to its employees and agents who have a need to know the information.
- (b) The Bank acknowledges that any financial and other non-public information that the Member provides to the Bank about its business and its Cardholders is confidential to the Member. The Bank will use prudent measures to maintain that information securely, will distribute the information only to its employees and

agents who have a need to know it for the performance of their duties, and will use it only in connection with the services contemplated by this Agreement.

15. Miscellaneous

(a) Governing Law:

this Agreement will be interpreted in accordance with U.S. federal law and, to the extent state law must be applied, then the law of the State of Illinois. The Member submits to the jurisdiction of the courts of the State of Illinois and the United States District Court for the Northern District of Illinois and agrees that any legal action or proceeding with respect to this Agreement may be commenced in such courts. The parties each irrevocably waive any right to trial by jury in any proceeding related to this agreement.

(b) Assignment: The Member may not transfer or assign this Agreement without the prior written consent of the Bank, which will not be unreasonably withheld. The amalgamation, merger or consolidation of the Member will be deemed to be an assignment of this Agreement. If transferred or assigned without the Bank's prior written consent, this Agreement will be deemed to be terminated, unless the Bank agrees in writing otherwise.

(c) Severability: If any provision of this Agreement is illegal, prohibited or unenforceable in any jurisdiction, in whole or in part, the remaining provisions of this Agreement remain valid and enforceable in that jurisdiction, and such determination does not render the Agreement invalid or unenforceable in any other jurisdiction.

(d) Waiver: The failure or delay by either party in exercising any right or privilege with respect to the non-compliance with any provisions of this Agreement by the other party and any course of action on the part of either party, will not operate as a waiver of any rights of such party unless made in writing by such party. Any such waiver will be effective only in the specific instance and for the purpose for which it is given and will not constitute a waiver of any other rights and remedies of such party with respect to any other or future non-compliance of the other party.

(e) Time of the Essence: Time will be of the essence of this Agreement.

(f) Entire Agreement: This Agreement together with any Onboarding Documentation constitutes the entire agreement between the parties with respect to the subject matter and supersedes all previous corporate card agreements (without novation), negotiations, proposals, commitments, writings and understandings of any nature whatsoever, whether oral or written, pertaining to the subject matter herein, unless they have been expressly incorporated by additional reference in this Agreement.

- (g) Amendment:
- (i) Subject to section 15(g)(ii), this Agreement may be amended only by a written agreement signed by both parties.
 - (ii) If the Bank makes a change to the standard terms of the Program on a Program-wide basis (each such event, a “**Change**”), the following terms apply:
 - A. The Bank may change this Agreement at any time upon written notice to the Member (a “**Change Notice**”).
 - B. The Member may, within thirty (30) days of the effective date of the Change (the “**Objection Period**”) notify the Bank that it does not agree to the Changes set out in the Change Notice (the “**Objection Notice**”).
 - C. An Objection Notice constitutes notice of termination of the Agreement on a without cause basis in accordance with section 12(b)(i).
 - D. In the event that the Agreement is terminated as a result of the Bank’s receipt of an Objection Notice, the Member must still pay all amounts owing to the Bank pursuant to the terms of the Agreement but without reference to the Changes to which the Member objected.
 - E. If the Bank does not receive an Objection Notice from the Member within the Objection Period, the Member will be deemed to have agreed to the Change indicated in the Change Notice.
- (h) Survival: This section and the following sections will survive termination or expiration of this Agreement along with such definitions, interpretive provisions and such other terms and conditions in this Agreement as are necessary to give effect to the following sections: 3(e) (Card ownership), 4(c) and (d) (foreign exchange conversion), 6 (payments and late fees), 7 (Member liability), 12(c) (effect of termination), 13 (disclaimers) and 14 (confidential information).
- (i) Counterparts: This Agreement may be executed in any number of counterparts, each of which will be an original, but all of which taken together will constitute one and the same Agreement. Delivery of an executed counterpart of this Agreement by facsimile or other electronic transmission will have the same force and effect as the delivery of an original executed counterpart of this Agreement. Any party delivering an executed counterpart of this Agreement by facsimile or other electronic transmission will also deliver an original executed counterpart,

but the failure to do so will not affect the validity, enforceability or binding effect of this Agreement.

- (j) Binding Effect: This Agreement will be binding upon and will enure to the benefit of the parties and their respective successors and permitted assigns; “successors” includes any corporation resulting from the amalgamation of any party with any other corporation.

- (k) **IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT**: Federal law requires the Bank to obtain, verify and record information that identifies each person or business that opens an account, in order to help the government fight the funding of terrorism and money laundering activities. To process the application the Bank must have the Member’s and each Cardholder’s name, street address, and other identifying information, and the Bank may ask for identifying documents from the Member and each Cardholder as well.

(The balance of this page is intentionally left blank; the signature page follows)

The parties have executed and delivered this Agreement as of the date first set out above and the parties further agree that this Agreement is in effect as of this date.

CUSTOMER NAME

Per: _____
Name
Title

Per: _____
Name
Title

BMO HARRIS BANK N.A.

Per: _____
Name
Title

**SCHEDULE 1
PROGRAM FEATURES AND TERMS REGARDING NOTICE**

CARD PRODUCTS	CARD CURRENCY		CASH ADVANCES	BILLING OPTIONS				
	CDN\$	US\$		Central Billed		Individual Billed		Payment Due Date (Days) ²
				Selected	Paper Statements	Selected	Paper Statements	
U.S. PROGRAM								
One Card (Corp. ¹)		✓		✓			27	

¹ “Corp” refers to Corporate Liability.

² Payment must be received no later than 27 days after the Billing Date.

Billing Date (5th or 20th):

Monthly Payment Method:

Customized Payment Date
ACH PULL ONLY (1st thru 28th) _____

Member Credit Limit: US\$

(2) Notice

- (a) The Bank will send all notices and correspondence pertaining to Routine Matters to a Program Administrator via one of the following: e-mail, letter, fax or courier.
- (b) For all notices pertaining to matters other than Routine Matters, the following terms apply:
 - (i) The Bank will send Change Notices to a Program Administrator via one of the following: e-mail, letter, fax or courier.
 - (ii) Any other notice or other communication by one party to another under this Agreement will be in writing and delivered by hand or sent by courier or fax (but not e-mail) at the addresses set forth below and will be deemed to have been received by the addressee: (i) if delivered by hand or by courier, on the day delivered or, if not a Business Day, on the next Business Day; and (ii) if transmitted by fax and receipt is confirmed prior to 3:00 p.m. ET on a Business Day, on such Business Day or, in any other case, at 10:00 a.m. ET on the Business Day next following the date of transmission.
 - (iii) A party may give notice of a change of address for the purposes of this section in the manner provided above, and thereafter any notices or communication will be given to that party at such changed address.

If to Harris:

BMO Harris Bank N.A.
Client Services
P.O. Box 6138
Carol Stream, Illinois
60197-6138
Fax Number: 1-855-803-7341

If to the Member:

Name: _____
Address (line 1): _____
Address (line 2): _____
Address (line 3): _____
Fax Number: _____

(3) Member's Head Office

Is the address set out in section 2 above the Member's head office? Yes No

If the response is no, then insert the Member's head office address below:

Address (line 1): _____
Address (line 2): _____
Address (line 3): _____

SCHEDULE 2**BILLING INFORMATION AND OPTIONS,
MEMBER SERVICE AND DISPUTE SETTLEMENT PROVISIONS****(1) Billing Information and Options**

- (a) Each of the following applies to a Member Account Statement:
 - (i) The Member Account Statement shows the aggregate outstanding balance of the Member Account, which is equal to the sum of all amounts owing in respect of each Card Account Statement.
 - (ii) The Member may choose to have one or more Member Account Statements. If the Bank issues more than one Member Account Statement, the aggregate amount owing by the Member to the Bank is the sum of all Member Account Statements issued.
 - (iii) Details of Charges are only set out on the Card Account Statement.
- (b) The Bank offers the following billing options described below:
 - (i) Central billing option: the Member pays the Bank the balance of the Member Account Statement (the central billing option always applies to Non-Personalized Cards);
 - (ii) Customized Centralized Billing: the Member may on at least 30 days advance written notice request that the Bank charge the Member Account (for payment by the Member) certain fees or other Charges that would otherwise be payable by a Cardholder with an individual billing option. Any request will be effective at the beginning of the applicable Cardholder's billing cycle following the notice period in this subsection.
- (c) With respect to the delivery of Statements:
 - (i) The Bank will deliver all Statements by posting them on the Program Website. The Member may also choose to have paper copies of Card Account Statements mailed to Cardholders.
 - (ii) Each Program Administrator will have access to the Program Website, where Card Account Statements and Member Account Statements can be accessed.
 - (iii) Each Program Administrator may allow a Cardholder access to the Program Website for the purpose of viewing the Card Account Statement for that Cardholder's Card Account.

(2) Member Service and Dispute Settlement Procedures**(a) Service Level Timelines**

Absent technical or other issues beyond the Bank's control, the Bank will endeavor on a commercially reasonable basis to process the following types of requests within the time period specified:

Description	Processing Time (Calculated from the time the Bank Receives the Request)
Card Cancellation – assisted by a Member service representative	Immediate
Card Cancellation – self-serve through the Program Website	1 Business Day
Card Replacement – standard	5 – 10 Business Days
Card Replacement – emergency	2 Business Days

(b) Lost or Stolen Cards

The Member and each Cardholder will notify the Bank as soon as it is aware that a Card is lost, stolen or missing and, if required, request a new Card. Upon receipt of the notice, the Bank will cancel the missing Card.

(c) Dispute Settlement Procedures

- (i) Transactions involving disputes between the Member and a Vendor are to be handled pursuant to section 13(b).
- (ii) Within the Statement Review Period, the Member or Cardholder will report to the Bank all disputed Charges. The Bank will then credit the appropriate Card Accounts the amount of the disputed Charges and commence an investigation with respect to those Charges.
- (iii) After the Bank investigates the disputed Charges, the Bank will re-post any valid Charges to the appropriate Card Accounts.

(d) Contact Particulars

The Bank's contact information for all Routine Matters is as follows:

Address:

In each case address to:
BMO Treasury & Payment
Solutions; Attn: Manager Client
Services Department

P.O. Box 6101
Carol Stream, IL
60197-6101

E-Mail:

corporate.clientservice@bmo.com

Telephone (General):

(a) Within Zones (855) 825-9235 (855) 825-9236

(b) Outside Zones (or if local) (514) 881-3808 (262) 780-8662

Telephone (Lost or Stolen):

(a) Within Zones (844) 316-3760 (844) 227-0528

(b) Outside Zones (or if local) (514) 881-3808 (262) 780-8662

Telephone (Disputes):

English - (866) 418-8154

**SCHEDULE 3
PRICING AND FEES**

#	CHARGE	DESCRIPTION	PROGRAM
			U.S.
			(\$=US\$)
1.	Annual Fee (per Card):	Standard Card:	Waived
2.	Statements (per Card per month):	Paper Statement:	\$3.00
		Electronic Statement:	\$0.00
3.	Cash Advance Fees:		
	(a) For all Cards	At a BMO branch or ATM:	4%*
	(*Refers to a percentage of the amount of the Cash Advance.)	Not at a BMO branch or ATM:	4%*
4.	Late Fees:	[†] Refers to a percentage of the amount of the unpaid balance in accordance with the terms of the Agreement.	1.75% [†]
5.	Foreign Transaction Fee:		2.0%
6.	Dishonoured Payment:		\$29.00
7.	Replacement ¹ :	Couriered Card ¹ :	TBD
8.	Liability Waiver Programs:	BMO Corporate Card Liability Waiver Program:	N.A.
		MasterCoverage Liability Protection Program:	\$0.00

#	CHARGE	DESCRIPTION	PROGRAM
			U.S.
			(\$=US\$)
9.	Technology Fees:	Third Party Integration (Standard File) Set-Up Fee:	\$500
		Minimum Flat or Standard File Set-Up Fee:	\$500
		Custom Training Services are billed at cost plus travel expenses:	TBD
		Flat File Automation:	\$3,000

¹ Requests to courier rush Cards or issue replacement Statements or reports will be subject to The Bank's standard service charge for such items at the time of the request.

SCHEDULE 4**DELIVERY OF INSURANCE DOCUMENTS****Distribution Protocol**

1. Insurance Documents applicable to the Member or otherwise for the Member's information will be posted to the Program Website and an e-mail will be sent to the Program Administrator advising of the posting of the Insurance Documents. The Program Administrator will provide the notice from the Bank to all Cardholders so that each Cardholder may directly access the Insurance Documents from the Program Website.
2. Where the Bank has sufficient Cardholder information, the Bank will endeavor to obtain the Cardholder's consent to the Electronic Distribution of Insurance Documents.
3. If the Bank has not obtained the Cardholder's consent to the Electronic Distribution of Insurance Documents or the Cardholder has withdrawn their consent to the Electronic Distribution of Insurance Documents, then the following terms apply:
 - (a) If the Bank has the Cardholder's mailing information, the Bank will mail Insurance Documents directly to that Cardholder.
 - (b) If the Bank does not have the Cardholder's mailing information, the Member will act as that Cardholder's agent (through the Program Administrator) for the purposes of receipt and distribution of Insurance Documents to that Cardholder. In such capacity as agent:
 - (i) Where the Cardholder has not expressed a preference to the Bank that they want to receive a hard copy of the Insurance Documents, the Member agrees to the Electronic Distribution of Insurance Documents; and
 - (ii) Where the Cardholder has expressed a preference to the Bank that they want to receive a paper copy of the Insurance Documents, the Bank will provide the Program Administrator with paper copies of the Insurance Documents for distribution to that Cardholder.
4. In addition to the Electronic Distribution of Insurance Documents, the Bank may provide Insurance Notices on Statements.
5. The Bank will at any time upon request provide the Program Administrator with paper copies of any Insurance Documents.

Miscellaneous Terms

6. Any Insurance Documents received through Electronic Distribution will be considered “in writing” and to have been signed and delivered by the Bank as though it were an original document.
7. The Member and each Cardholder may change their Insurance Document preference from electronic to paper copy at any time by contacting the Bank at the contact particulars set out in Schedule 2.
8. Insurance Documents will remain posted to the Program Website and will be available until the date that the Agreement is terminated. It is the responsibility of the Member and each Cardholder to retain a copy of each Insurance Document by saving or printing a copy while it is available to view.
9. The Bank may provide paper copies of Insurance Documents if the Bank is unable to provide the Insurance Documents through Electronic Distribution or for any other reason.

SCHEDULE 5**Program Administrator**

The Member hereby designates each of the persons whose name, title, address, numbers and signature appears below as its Program Administrator:

PRIMARY/LEAD

Name:

Title:

Address, City, St., Zip:

Telephone number:

Fax number:

Email:

Signature of Program Administrator: _____

Name:

Title:

Address, City, St., Zip:

Telephone number:

Fax number:

Email:

Signature of Program Administrator: _____

Use of Email

The Member requests the Bank to accept Requests sent via email by a Program Administrator.

Yes () No ()

Member Service Procedures

Notices to the Bank and Authorization Procedures. The Bank must be notified in writing when the Member wishes to amend the participation conditions of the Bank's Corporate MasterCard program under the Agreement. Documentation authorized by a Program Administrator must accompany requested changes to:

- add employees to the program;
- delete employees from the program;
- modify employees' names, addresses, phone numbers, cost centers, departments, etc.;
- adjust individual employee Card Limits.



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

To: Board of Directors

From: Rachel Wisniewski, Director of Business Services *RW*

Date: October 18, 2023

Re: OT/PT Revised Billing Model

Purpose: To recommend a revised billing model for OT/PT

Background: In past practice, SASED invoiced districts for OT/PT in three categories, direct & consult minutes, non-IEP time, and equipment lease based on a menu level amount. SASED did not bill for OT/PT services for those students enrolled in SASED programs. A budget concern for OT/PT is that revenues do not cover all expenses incurred in the program. Any costs remaining after the first invoice (shortfall) were allocated to program costs. This practice has created an unanticipated invoice at the end of the school year. At the September Board of Directors meeting, the SASED Administration was directed to examine the current billing procedure and develop new procedures for the 2023-24 school year. The new procedures were presented to the Finance Committee on October 4, 2023.

Recommendation: It is the recommendation of the Finance Committee that SASED will utilize a rate per minute for occupational and physical therapy services received by all students.

OT/PT services are billed twice a year. For this school year the invoice schedule is as follows:
Pre-Bill in November and a final invoice at the end of FY 24.

Current Services (direct & consult OT/PT combined) at 100% assuming 36 weeks of service

- Non-IEP Costs
- Equipment Lease

SASED

School Association for Special Education in DuPage County
OT-PT Pre-Bill including SASED/DWC program students and Non-IEP bill

Based on a per minute rate

District	OT MINS	PT MINS	*week factor	Total Annual Minutes	rate per min	Direct/Consult IEP	Non-IEP Bill	Total Billing
20	2,614.18	285.42	36	104,385.60	\$ 2.96	\$ 308,981.38	\$ 14,585.00	\$ 323,566.38
25	777.50	247.50	36	36,900.00	\$ 2.96	\$ 109,224.00	\$ 9,617.00	\$ 118,841.00
33	6,725.00	360.83	36	255,089.88	\$ 2.96	\$ 755,066.04	\$ 67,986.00	\$ 823,052.04
34	528.75	60.00	36	21,195.00	\$ 2.96	\$ 62,737.20	\$ 4,861.00	\$ 67,598.20
45	5,377.66	995.00	36	229,415.76	\$ 2.96	\$ 679,070.65	\$ 55,852.00	\$ 734,922.65
48	307.92	147.50	36	16,395.12	\$ 2.96	\$ 48,529.56	\$ 2,433.00	\$ 50,962.56
58	4,479.82	1,292.91	36	207,818.28	\$ 2.96	\$ 615,142.11	\$ 43,718.00	\$ 658,860.11
60	2,156.67	478.33	36	94,860.00	\$ 2.96	\$ 280,785.60	\$ 24,304.00	\$ 305,089.60
63	413.75	192.50	36	21,825.00	\$ 2.96	\$ 64,602.00	\$ 2,433.00	\$ 67,035.00
66	1,466.25	480.00	36	70,065.00	\$ 2.96	\$ 207,392.40	\$ 19,443.00	\$ 226,835.40
68	843.33	665.00	36	54,299.88	\$ 2.96	\$ 160,727.64	\$ 7,291.00	\$ 168,018.64
88	803.33	127.50	36	33,509.88	\$ 2.96	\$ 99,189.24	\$ 9,617.00	\$ 108,806.24
94	590.70	72.50	36	23,875.20	\$ 2.96	\$ 70,670.59	\$ 4,861.00	\$ 75,531.59
180	1,137.50	50.00	36	42,750.00	\$ 2.96	\$ 126,540.00	\$ 7,291.00	\$ 133,831.00
201	1,790.69	222.50	36	72,474.84	\$ 2.96	\$ 214,525.53	\$ 21,870.00	\$ 236,395.53
202	2,487.50	365.00	36	102,690.00	\$ 2.96	\$ 303,962.40	\$ 24,304.00	\$ 328,266.40
205	15,173.03	2,366.67	36	631,429.20	\$ 2.96	\$ 1,869,030.43	\$ 116,521.00	\$ 1,985,551.43
Total				2,018,978.64		\$ 5,976,176.77	\$ 436,987.00	\$ 6,413,163.77

OTPT Rate per Minute Calculation Formula:	
OTPT TOTAL BUDGET	\$ 6,116,237.00
ADMIN ALLOCATION	\$ 667,117.00
TECH ALLOCATION	\$ 245,744.00
AT-IST ALLOCATION	\$ 52,073.00
<i>Total Program Budget</i>	<u>\$ 7,081,171.00</u>
LESS: EBF Allocation	(\$668,982)
LESS: Non IEP menu rev.	(\$436,987)
LESS: Equipment lease rev.	(\$2,665)
<i>Total Program Cost</i>	<u>\$ 5,972,537.00</u>
Total OT-PT minutes	2,018,978.64
OTPT rate per minute	\$ 2.96



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

To: Board of Directors
From: Rachel Wisniewski, Director of Business Services
Date: October 18, 2023
Re: Insurance Renewal (Medical, Dental, Vision, LTD, Life)

Purpose: To recommend approval of insurance renewal for 2024.

Background: SASED is self-insured for medical insurance. SASED purchases the services of a third-party administrator and discount network to process its claims and keep the plan(s) compliant. All claims net of discounts are SASED's responsibility. To limit potential cost of claims, SASED purchases "stop loss" coverage on an individual and an aggregate basis for medical insurance. The stop loss limit for individual claims is \$125,000 per occurrence per year. All insurance is renewed on a calendar year basis. Open enrollment will occur in November for an effective date of January 1, 2024. A summary of each recommended offering follows:

Medical Insurance

The 2024 renewal recommendations are Blue Cross and Blue Shield of Illinois (BCBS) for medical. The BC/BS renewal is coming in with a recommended premium equivalent of 8.84% for 2024. This is a very slight increase from the proposal presented at the September Board of Directors meetings, which was 8.78%. The estimated annual cost is \$4,655,332.

Dental Insurance

The current dental insurance provider is MetLife. Rates are being renewed with no increase for the 2024 calendar year. The estimated annual cost is \$184,756.

Voluntary Vision Insurance

Employees can purchase vision insurance coverage on a voluntary basis through MetLife. Rates are being renewed with no increase for the 2024 calendar year. The estimated annual cost is \$22,061.

Life and AD&D Insurance

SASED provides \$50,000 life insurance coverage to all employees through Blue Cross Blue Shield of IL. Rates are being renewed with no increase for the 2024 calendar year at an estimated annual cost of \$15,648.

Long Term Disability Insurance

SASED provides long term disability insurance to its certified bargaining unit certified administrators. Rates will renew with Blue Cross Blue Shield of IL with no increase for the 2024 calendar year at an estimated annual cost of \$19,645.

Voluntary Supplemental Life Insurance

Employees can purchase additional life insurance coverage on a voluntary basis through Blue Cross Blue Shield of IL. Rates are being renewed with no increase for the 2024 calendar year.

Recommendation: The SASED Administration recommends to approve the insurance renewals for 2024 calendar year.



HORTON

Growing what's good.

The Horton Group's
Medical Marketing Proposal

SASED
1/1/2024

Presented by:
Jennifer Tverdek
Jim Relyea

Horton Benefit Solutions

Disclaimer Notice

Date: October 12, 2023

Exposure Evaluation

All terms of this proposal are based on the evaluation of material provided by you or your employees. Horton expressly disclaims all liability for the content of such evaluation material, including but not limited to, any errors or omissions contained therein or arising therefrom. The terms of this proposal are subject to change if you provide new or revised evaluation material to Horton.

Coverage Terms & Conditions

All coverage terms and conditions in the preceding pages are intended as a reference only. Actual policies will contain full coverage exclusions or limitations, terms and conditions, and other wordings that are not summarized herein.

Horton Benefit Solutions

Consolidated Appropriations Act

Date: October 12, 2023

RE: THE HORTON GROUP, INC. ("HORTON") COMPENSATION SUMMARY

This letter serves as Horton's broker compensation disclosure requirement under the Consolidated Appropriations Act (the "CAA"). The CAA requires disclosure of direct and indirect compensation Horton receives from your purchase of employer paid medical, rx, dental, vision, wellness services and employee assistance programs (EAP). Horton receives direct compensation in the forms of: (i) standard commissions that are calculated as a percentage of earned policy premium or on a per employee per month basis and/or (ii) fees charged to you by Horton in lieu of or in addition to commission. Horton may also receive indirect compensation through (i) supplemental, contingent or profit-sharing bonuses or (ii) other non-cash compensation.

Supplemental, contingent, spot or profit-sharing bonuses are based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurance company. Horton generally does not know if such supplemental, contingent or profit-sharing bonuses will be paid, or the amount of any such contingent payments, until after the end of each calendar year. These agreements can vary by carrier, state, market size, and line of coverage. On average, Horton earns indirect compensation of approximately 5.84% of our total revenue associated with employer paid group medical, rx, dental, vision, EAP and wellness services.

Horton and its personnel may also receive non-cash compensation from plan vendors and service providers that is not in connection with any individual customer. This compensation includes such items as nominal gifts, a lunch, dinner or ticket to a sporting event or other entertainment, or reimbursement often in connection with educational meetings, or marketing or advertising initiatives, including services for identifying prospective clients. Vendors and service providers may also pay for or reimburse Horton for the costs associated with benefit administration technology, data analytics platforms or education or training events that may be attended by Horton's staff or for Horton-sponsored conferences and events.

The compensation Horton receives is in return for various services Horton performs related to your plans, which may include strategic planning, plan development, implementation and servicing of plan designs, claims handling, insurance product placement, data analytic services, insurance renewal negotiation, the marketing and bid process, wellness consulting, compliance services, enrollment support, and other services. Horton does not provide the above reference services to you in the capacity of a plan fiduciary.

The estimated annual revenue and estimated payments related to your group health plans are based on the current carriers, plan designs, and enrollment data. Compensation is subject to change based on plan design changes and shifts in enrollment. Additional compensation may be earned but may not be calculated at the time of this notice.

In the event of any material changes to this compensation statement, Horton will provide an updated compensation summary within 60 days of such event. All efforts have been made to ensure the information in this compensation summary is accurate but in the event that errors or omissions have been discovered within this compensation summary, Horton will send an updated compensation summary within 30 days of such discovery. This compensation summary is also available within 90 days upon written request from the plan sponsors.

Service Categories

SECTION A

Lines of Coverage

- Medical / Rx
- Core Dental
- Core Vision
- EAP
- Wellness

SECTION B

Discovery

Our initial discovery is an assessment of the Employer's existing plan performance and working with the leadership team to establish a Benefit Philosophy, including a 3-5 year outlook/strategy.

SECTION C

Ongoing Services

STRATEGY AND PLANNING

- Strategic Planning, Market Trends & Forecasting
- Mid-Year Review| Year-End Review
- Review Strategies for Control High-Cost Claimants
- Pharmacy Strategies
- Cost Containment Strategies | Seeking Care through Lower Cost Settings
- Alternative Networks (Narrow Networks, High Performance Networks)
- HDHP | GAP Planning
- ICHRA Strategies
- Eligibility Management
- Contribution Strategies
- Determining Full-Time Status
- Developing Participation Guidelines: Working Spouse, Retiree

REPORTING & ANALYTICS

- Data Analytics
- Reporting
- Industry and/or carrier benchmarks
- Plan Costs vs. Expected Costs

MEMBER EDUCATION

- Voluntary Worksite Benefit Strategies
- Medicare 101 Education for staff and members near retirement

SECTION D

HR Assistance

- ThinkHR/Mineral and/or GuardianHR
- Dedicated Employee | HR Assistance
- Benefit Communications for Employee Education & Open Enrollment
- Benefit Technology Assistance

SECTION E

Compliance Oversight

- ACA Compliance & Tax Impacts
- Model Notices (such as Medicare Part D Credible Coverage, CHIPRA, etc.)
- FSA / H.S.A. Programs
- Section 125 (Pre-Tax)
- Employer Mandate - 1095 and 1094 Oversight
- Plan Document and Group Policy/SPD/Certificate Review
- Wrap and POP Plan and SPD Document
- FMLA Oversight
- PCORI Tax Calculation and filing instructions (self – funded plans)
- COBRA Administration (outside service - MedCom)
- 5500 Schedule Collection and Filing (outside service - MedCom)
- Agency Engagement in Health Care Legislation on State and Federal Level

SECTION F

Workplace Wellness | Population Health Management

- Define Key Objectives & By-laws
- Three Year Strategic Plan Timeline
- Incentive Contribution Modeling
- Organize and Initiate Wellness Committee
- Health Improvement Incentive Options
- Employee Wellness Communication: Materials and Meetings

The following Medical markets were approached:

CARRIER	STATUS
BCBS	Incumbent
UHC	Pending
Aetna	Declined
Cigna	Declined

Please see HBS Disclaimer Page

SELF-FUNDED MEDICAL SASED

CARRIER / TPA	Current BCBS	Renewal BCBS	Negotiated Renewal BCBS
Reinsurance Carrier	BCBS	BCBS	BCBS
Specific Deductible	\$125,000	\$125,000	\$125,000
Specific Contract	Paid	Paid	Paid
Lifetime Maximum Coverage Limit	Unlimited	Unlimited	Unlimited
Aggregate Contract	Paid	Paid	Paid
Aggregate Factor Percentage	125%	125%	125%
Aggregate Coverage	Med, Rx	Med, Rx	Med, Rx
Aggregating Specific			
Run-In Limit			
Annual Maximum			

STOP LOSS PREMIUM (FIXED):	HMO	PPO	HMO	PPO	HMO	PPO	
Specific Rate	\$127.71	\$212.79	\$150.90	\$251.53	\$146.87	\$244.71	\$190.56
Aggregate Rate	\$23.32	\$11.96	\$26.00	\$16.75	\$26.00	\$16.75	\$19.95
	\$130,488.27	\$447,709.11	\$152,839.60	\$534,420.76	\$149,357.68	\$520,835.32	\$210.51
Total Annual Premium:	\$578,197.38		\$687,260.36		\$670,193.00		\$50,101.38
PEPM Premium:	\$202.45		\$240.64		\$234.66		\$601,216.56
% Change			18.86%		15.91%		

ADMINISTRATIVE COSTS (FIXED):	HMO	PPO	HMO	PPO	HMO	PPO	
Admin./Medical Claims Fee	\$58.77	\$58.77	\$60.53	\$60.53	\$60.53	\$60.53	
Physician Service Fees	\$270,170.04		\$254,066.04		\$254,066.04		
Managed Care Fee	\$13.97		\$13.45		\$13.45		
ACA Taxes							
Virtual Visits		\$0.52		\$0.52		\$0.52	
Medical Rebate Credit		-\$2.50		-\$2.50		-\$2.50	
Wellness Credit	-\$50,000.00				-\$50,000.00		
	\$333,017.40	\$113,125.68	\$317,984.76	\$116,631.60	\$317,984.76	\$116,631.60	
Total Annual Administration Costs:	\$396,143.08		\$434,616.36		\$384,616.36		
PEPM Administration Costs:	\$138.71		\$152.18		\$134.67		
% Change			9.71%		-2.91%		

Rx Rebate	HMO	PPO	HMO	PPO	HMO	PPO	
Rx Rebate	-\$77.35	-\$77.35	-\$83.50	-\$83.50	-\$83.50	-\$83.50	
	-\$66,830.40	-\$154,081.20	-\$72,144.00	-\$166,332.00	-\$72,144.00	-\$166,332.00	
Total Annual Rx Rebates:	-\$220,911.60		-\$238,476.00		-\$238,476.00		
PEPM Rx Rebates:	-\$77.35		-\$83.50		-\$83.50		
% Change			7.95%		7.95%		

Total Annual Fixed Costs	HMO	PPO	HMO	PPO	HMO	PPO	
Total Annual Fixed Costs	\$753,428.86		\$883,400.72		\$816,333.36		
PEPM Fixed Costs	\$263.81		\$309.31		\$285.83		
% Change			17.25%		8.35%		

AGGREGATE CLAIMS LIABILITY:	HMO	PPO	HMO	PPO	HMO	PPO	
Aggregate Factor	\$1,189.70	\$1,606.41	\$1,124.49	\$1,921.28	\$1,124.49	\$1,921.28	\$1,758.58
	\$1,027,900.80	\$3,199,968.72	\$971,559.36	\$3,827,189.76	\$971,559.36	\$3,827,189.76	\$418,542.04
Total Maximum Claim Liability:	\$4,227,869.52		\$4,798,749.12		\$4,798,749.12		\$418,542.04
Total Expected Claim Liability	\$3,382,295.62		\$3,838,999.30		\$3,838,999.30		\$5,022,504.48
PEPM Maximum Claim Liability:	\$1,480.35		\$1,680.23		\$1,680.23		
PEPM Expected Claim Liability	\$1,184.28		\$1,344.19		\$1,344.19		
% Change			13.50%		13.50%		

Maximum Plan Exposure	HMO	PPO	HMO	PPO	HMO	PPO	
Maximum Plan Exposure	\$4,981,298.38		\$5,682,149.84		\$5,615,082.48		
Expected Plan Exposure	\$4,135,724.48		\$4,722,400.02		\$4,655,332.66		
Maximum Cost PEPM	\$1,744.15		\$1,989.55		\$1,966.07		
Expected Cost PEPM	\$1,448.08		\$1,653.50		\$1,630.02		
% Change			14.07%		12.72%		
Commission included in the above	\$11.50 PEPM		\$11.50 PEPM		\$11.50 PEPM		

CENSUS	HMO	PPO	TOTAL
Employee	41	103	144
Family	31	63	94
TOTAL	72	166	238

SELF-FUNDED MEDICAL - PREMIUM EQUIVALENT RATES

SASED

January 1, 2024

CARRIER	RATES		PROJECTED MONTHLY	PROJECTED ANNUAL TOTAL	% Change	Expected Total Annual Cost	\$ Difference Between	% Difference Between
	EE	FAM						
Renewal BCBS HMO B00033	\$708.03	\$1,731.67						
Renewal BCBS HMO H25799	\$763.47	\$1,909.39						
Option BCBS BCO P25799	\$999.75	\$2,600.08	\$343,056.70	\$4,116,680.45		\$4,135,724.48	-\$19,044.03	-0.46%
Option BCBS BCO P40419	\$763.88	\$1,909.76						
Option BCBS BCO P69560	\$999.75	\$2,600.08						
Renewal BCBS B00033	\$770.19	\$1,885.44						
Renewal BCBS H25799	\$830.50	\$2,078.94						
Option BCBS BCO 300471	\$1,087.53	\$2,830.97	\$373,390.60	\$4,480,687.20	8.84%	\$4,655,332.66	-\$174,645.45	-3.75%
Option BCBS P40419	\$830.95	\$2,079.35						
Option BCBS BCO 00300472	\$1,087.53	\$2,830.97						

CENSUS	BAHMO	HMOI	BCO 300471	P40419	BCO 00300472	TOTAL
EE	20	21	53	15	35	144
FAM	15	16	30	10	23	94
TOTAL	35	37	83	25	58	238

SASED
 FY 24 MEDICAL INSURANCE PREMIUMS
 EMPLOYEE AND SASED CONTRIBUTIONS (Monthly and Annual Cost)

Board Contribution		Certified Bargaining Unit & Non Union Employees (Monthly Cost)			
	Medical	TOT CONTRIBUTION	EE	BOARD	
80%	EE PPO BCO	\$ 1,088.13	\$ 217.63	\$ 870.51	
80%	EE PPO HSA	\$ 831.42	\$ 166.28	\$ 665.13	
80%	EE HMO-I	\$ 830.95	\$ 166.19	\$ 664.76	
80%	EE HMO BA	\$ 770.61	\$ 154.12	\$ 616.49	
60%	DEP PPO BCO	\$ 1,741.80	\$ 696.72	\$ 1,045.08	
60%	DEP PPO HSA	\$ 1,247.17	\$ 498.87	\$ 748.30	
60%	DEP HMO-I	\$ 1,247.23	\$ 498.89	\$ 748.35	
60%	DEP HMO BA	\$ 1,114.13	\$ 445.65	\$ 668.48	

Board Contribution		Certified Bargaining Unit Employees & Non Union (Annual Cost)			
	Medical	TOT CONTRIBUTION	EE	BOARD	
80%	EE PPO BCO	\$ 13,057.56	\$ 2,611.56	\$ 10,446.12	
80%	EE PPO HSA	\$ 9,977.04	\$ 1,995.36	\$ 7,981.56	
80%	EE HMO-I	\$ 9,971.40	\$ 1,994.28	\$ 7,977.12	
80%	EE HMO BA	\$ 9,247.32	\$ 1,849.44	\$ 7,397.88	
60%	DEP PPO BCO	\$ 20,901.60	\$ 8,360.64	\$ 12,540.96	
60%	DEP PPO HSA	\$ 14,966.04	\$ 5,986.44	\$ 8,979.60	
60%	DEP HMO-I	\$ 14,966.76	\$ 5,986.68	\$ 8,980.20	
60%	DEP HMO BA	\$ 13,369.56	\$ 5,347.80	\$ 8,021.76	

Board Contribution		Non-Certified Bargaining Unit Employees (Monthly Cost)			
	Medical	TOT CONTRIBUTION	EE	BOARD	
85%	EE PPO BCO	\$ 1,088.13	\$ 163.22	\$ 924.91	
85%	EE PPO HSA	\$ 831.42	\$ 124.71	\$ 706.70	
85%	EE HMO-I	\$ 830.95	\$ 124.64	\$ 706.31	
85%	EE HMO BA	\$ 770.61	\$ 115.59	\$ 655.02	
65%	DEP PPO BCO	\$ 1,741.80	\$ 609.63	\$ 1,132.17	
65%	DEP PPO HSA	\$ 1,247.17	\$ 436.51	\$ 810.66	
75%	DEP HMO-I	\$ 1,247.23	\$ 311.81	\$ 935.42	
85%	DEP HMO BA	\$ 1,114.13	\$ 167.12	\$ 947.01	

Board Contribution		Non-Certified Bargaining Unit Employees (Annual Cost)			
	Medical	TOT CONTRIBUTION	EE	BOARD	
85%	EE PPO BCO	\$ 13,057.56	\$ 1,958.64	\$ 11,098.92	
85%	EE PPO HSA	\$ 9,977.04	\$ 1,496.52	\$ 8,480.40	
85%	EE HMO-I	\$ 9,971.40	\$ 1,495.68	\$ 8,475.72	
85%	EE HMO BA	\$ 9,247.32	\$ 1,387.08	\$ 7,860.24	
65%	DEP PPO BCO	\$ 20,901.60	\$ 7,315.56	\$ 13,586.04	
65%	DEP PPO HSA	\$ 14,966.04	\$ 5,238.12	\$ 9,727.92	
75%	DEP HMO-I	\$ 14,966.76	\$ 3,741.72	\$ 11,225.04	
85%	DEP HMO BA	\$ 13,369.56	\$ 2,005.44	\$ 11,364.12	

Board Contribution		Dental All Employees (Monthly Cost)			
	Dental	TOT CONTRIBUTION	EE	BOARD	
80%	EE	\$ 34.86	\$ 6.97	\$ 27.89	
80%	DEP	\$ 96.55	\$ 31.65	\$ 64.90	

Board Contribution		Dental All Employees (Annual Cost)			
	Dental	TOT CONTRIBUTION	EE	BOARD	
80%	EE	\$ 418.32	\$ 83.66	\$ 334.66	
80%	DEP	\$ 1,158.60	\$ 379.78	\$ 778.82	

Annual Increase in Employee Contributions

Cost to Certified Bargaining Unit/Non-Union Employees					
Medical	Monthly	Annual	Medical	Monthly	Annual
EE PPO BCO	\$ 17.68	\$ 212.16	Dependent PPO BCO	\$ 56.59	\$ 679.08
EE PPO HSA	\$ 13.50	\$ 162.00	Dependent PPO HSA	\$ 40.52	\$ 486.24
EE HMO-I	\$ 13.50	\$ 162.00	Dependent HMO-I	\$ 40.52	\$ 486.24
EE HMO BA	\$ 12.51	\$ 150.12	Dependent HMO BA	\$ 36.19	\$ 434.28
Dental	Monthly	Annual		Monthly	Annual
EE Dental	\$ -	\$ -	Dependent Dental	\$ -	\$ -

Cost to Non-Certified Bargaining Unit Employees					
Medical	Monthly	Annual	Medical	Monthly	Annual
EE PPO BCO	\$ 13.26	\$ 159.12	Dependent PPO BCO	\$ 49.52	\$ 594.24
EE PPO HSA	\$ 10.13	\$ 121.56	Dependent PPO HSA	\$ 35.46	\$ 425.52
EE HMO-I	\$ 10.12	\$ 121.44	Dependent HMO-I	\$ 25.33	\$ 303.96
EE HMO BA	\$ 9.39	\$ 112.68	Dependent HMO BA	\$ 13.57	\$ 162.84
Dental	Monthly	Annual		Monthly	Annual
EE Dental	\$ -	\$ -	Dependent Dental	\$ -	\$ -

Annual Increase in Board Contributions

Cost to Certified Bargaining Unit/Non-Union Employees					
Medical	Monthly	Annual	Medical	Monthly	Annual
EE PPO BCO	\$ 70.70	\$ 848.40	Dependent PPO BCO	\$ 84.88	\$ 1,018.56
EE PPO HSA	\$ 54.03	\$ 648.36	Dependent PPO HSA	\$ 60.78	\$ 729.36
EE HMO-I	\$ 53.99	\$ 647.88	Dependent HMO-I	\$ 60.78	\$ 729.36
EE HMO BA	\$ 50.07	\$ 600.84	Dependent HMO BA	\$ 115.72	\$ 1,388.64
Dental	Monthly	Annual		Monthly	Annual
EE Dental	\$ -	\$ -	Dependent Dental	\$ -	\$ -

Cost to Non-Certified Bargaining Unit Employees					
Medical	Monthly	Annual	Medical	Monthly	Annual
EE PPO BCO	\$ 75.12	\$ 901.44	Dependent PPO BCO	\$ 91.95	\$ 1,103.40
EE PPO HSA	\$ 57.40	\$ 688.80	Dependent PPO HSA	\$ 65.84	\$ 790.08
EE HMO-I	\$ 57.37	\$ 688.44	Dependent HMO-I	\$ 75.97	\$ 911.64
EE HMO BA	\$ 53.19	\$ 638.28	Dependent HMO BA	\$ 76.92	\$ 923.04
Dental	Monthly	Annual		Monthly	Annual
EE Dental	\$ -	\$ -	Dependent Dental	\$ -	\$ -



School Association for Special Education in DuPage

Jimmy Gunnell, Ed.D.

Executive Director

Jim Nelson

Executive Director

October 18, 2023

SENT BY EMAIL, BY FAX,
AND BY CERTIFIED MAIL
(With Return Receipt Requested)

Gourmet Gorilla
1074 W. Taylor, Box 126
Chicago, Illinois 60607

Gourmet Gorilla
1200 W. Cermak Road
Chicago, Illinois 60608

NOTICE OF TERMINATION

Dear Gourmet Gorilla:

This notice is issued pursuant to Section 4 of the Noncompetitive Procurement Contract ("Contract") between the School Association for Special Education in DuPage County ("SASED") and Gourmet Gorilla.

SASED hereby terminates the Contract, effective November __, 2023.

Questions regarding this Notice of Termination may be directed to the undersigned.

Sincerely,

A handwritten signature in blue ink that reads "James W. Gunnell".

James W. Gunnell, Ed.D.
Co-Executive Director