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*SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE*

**Board of Directors Meeting**
**November 19, 2025**
**SASED Administrative Center**
**2900 Ogden**
**Lisle, IL 60532**
**2:00 PM**
**AGENDA**

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Consent Agenda**
   a. Approval of Open and Closed Session Meeting Minutes from October 15, 2025 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, and Registered Staff as presented.
   c. Financial
      1) Budget Reports
      2) Treasurers/Investments Reports
      3) Payroll Reports for October 2025
      4) Bill List for November 2025
      5) Interim Checks and Voids for October 2025
   d. Governance
      1) First Reading of the Updated Policies Released with IASB PRESS Issue 120
      2) Approve the Global Compliance Network (GCN) Annual Subscription as SASED's Policy Review/Training Platform
      3) Approve the Intergovernmental Agreements to enroll a non-member district student in a SASED program.
5. **Action Items**
   a. Approve the Contract with Wight & Company as the SASED Architect on Record
   b. Approve the Board Agreements and Protocols
6. **Discussion/Information**
   a. SASED SY25-26 Enrollment
   b. Buildings and Grounds Update
   c. Human Resources Staffing Update
   d. Committee Reports
   e. Executive Director Report
7. **Adjournment**

School Association for Special Education in DuPage
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**Dr. Kim Dryier**
*Executive Director*

**ACTION ITEM**

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To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: November 19, 2025
Re: Approval of Board of Directors Open and Closed Session Meeting Minutes

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Summary: Open and Closed Session meeting minutes from the October 15, 2025 Board of Directors Meeting.

Recommended Action: SASED Administration requests that the Board of Directors approve the open and closed session meeting minutes from the October 15, 2025 Meeting.

**SASED Board of Directors Meeting**
**October 15, 2025 - 2:00 PM**
**SASED Administrative Center**
**2900 Ogden Avenue, Lisle, IL 60532**

## OPEN SESSION MINUTES

Dr. Jean Barbanente, Chairperson, called the SASED Board of Directors meeting to order at 2:02 pm and welcomed those in attendance. In the absence of Ms. Davis, SD33, Dr. Barbanente appointed Dr. Omar Castillo, SD 20, as the Secretary Pro-Tempore for this meeting.

1. **Roll call was taken with the following responding:**

| | **District** | **Representative** |
|---|---|---|
| **Present:** | Keeneyville School District 20 | Dr. Omar Castillo |
| | Benjamin School District 25 | Dr. Patrick McGill |
| | Winfield School District 34 | Dr. Matt Rich |
| | DuPage County School District 45 | Dr. Brian Graber |
| | Salt Creek School District 48 | Dr. Amy Zaher |
| | Downers Grove School District 58 | Dr. Kevin Russel |
| | Maercker School District 60 | Dr. Sean Nugent |
| | Cass School District 63 | Mr. Mark Cross |
| | Center Cass School District 66 | Dr. Andrew Wise |
| | Woodridge School District 68 | Dr. Patrick Broncato |
| | DuPage High School District 88 | Dr. Jean Barbanente |
| | Community High School District 94 | Dr. Kurt Johansen |
| | Community High School District 99 | Dr. Hank Thiele |
| | Community Consolidated School District 180 | Dr. Tom Schneider |
| | Lisle Community Unit School District 202 | Dr. Keith Filipiak |
| | Elmhurst Community Unit School District 205 | Dr. Keisha Campbell |
| **Absent:** | West Chicago Elem School District 33 | |
| | Westmont Community Unit School District 201 | |

**Present:** 16 Districts **Absent:** 2 Districts

Also in attendance:
Dr. Kim Dryier, Executive Director, SASED
Dr. Elizabeth Vander Woude, Asst. Dir. Programs and Services, SASED
Ms. Rachel Wisniewski, CSBO, SASED
Dr. Julia Wheaton, Interim Chief Human Resource Officer, SASED
Mr. Dan Lawler, Technology Coordinator, SASED
Ms. Senga Lowe, Board Recording Secretary, SASED
Ms. Robin Cox, SASED
Mr. Gary Fasules, IASB

2. **Pledge of Allegiance**
3. **Public Comment -** None
4. **Consent Agenda**

a. Approval of Open and Closed Session Minutes from September 17, 2025 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, and Registered Staff, with the exception of John Langton, Facilities Specialist.
    ***Member Broncato asked for the removal of John Langton's employment from the consent agenda and motioned for it to be added as a separate action item (Item 5.a). Member Rich seconded the motion. Upon voice vote of all ayes from 16 districts present, motion passed.***
c. Financial
    1. Budget Reports
    2. Treasurers/Investments Reports
    3. Payroll Reports for September 2025
    4. Bill List for October 2025
    5. Interim Checks and Voids for September 2025
d. Governance
    1. Second Reading and Adoption of the Updated Policies Released with IASB PRESS Issue 119
    2. Approve the Facilities Use Agreement with NIU Naperville for Spring Institute 2026
    3. Approve the Vision Program Request for the Goalball Tournament on October 29, 2025.

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

**Upon Roll Call Vote:**

**Ayes:** Castillo SD20, McGill SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Schneider SD180, Filipak SD202, Campbell SD205.
**Nays:** None
**Ayes:** 16 Districts **Nays:** None **Absent:** 2 Districts
***Upon roll call vote, motion passed.***

**5. Action Items**

a. Approved the employment of Mr. John Langton, Facilities Specialist, at $200/hr for approximately 250-350 hours.

***A motion was made to approve the employment of Mr. John Langton, Facilities Specialist, as presented. This motion was made by Member Thiele and seconded by Member Rich.***

**Upon Roll Call Vote:**

**Ayes:** Castillo SD20, McGill SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Schneider SD180, Filipak SD202, Campbell SD205.
**Nays:** None
**Ayes:** 16 Districts **Nays:** None **Absent:** 2 Districts
***Upon roll call vote, motion passed.***

**6. Discussion/Information**

a. FOIA Requests - SASED received 3 separate FOIA requests and responded in a timely manner.

b. SASED Enrollment - Dr. Vander Woude provided an update on SASED's current enrollment. Overall enrollment numbers are currently lower than anticipated, at 264 students, but referrals continue to come through.

c. Buildings and Grounds Update - Ms. Wisniewski provided a summary of buildings and grounds. These include updates on both Southeast School and the Transition Center.

d. Human Resource/Staffing Update - - Dr. Wheaton provided an HR update as presented in the Board packet. There are currently 25.5 open positions (mainly in the SLE program in both support staff and related service staff).

e. Committee Reports - Dr. Dryier provided committee updates.
    1. Finance Committee -
        a. Met on October 1, 2025.Information from PMA identifying offset costs was reviewed. Discussion occurred regarding SASED's billing cycle. SASED Administration reviewed input from District reps (special education directors and CSBO's). Partner districts want to continue the use of the service menu. The billing cycle was reviewed and determined to meet needs, with the request to get tuition costs for the following year in February and to complete SASED true up sooner (in July). Additional information will be shared with the district special education and business departments

        b. Information regarding S funds was shared, as well as breakdown of anticipated reimbursement for students placed at Southeast based on S funding. Districts who have students placed in Transition, Medical Needs and Pathways Programs will qualify for the reimbursement. S funds are anticipated to be reimbursed at 50%. Depending on each district's per capita, reimbursement rates vary. There continue to be many questions surrounding S funds, including the daily rate identified by ISBE and the potential impact and limitations it might cause. More information will be continued to be shared with the Finance Committee and the Board as SASED and its partners work through S funding.

    2. Facility Planning Committee - The next meeting is scheduled for October 22, 2025.

f. Executive Director Report - Dr. Dryier provided updates in each of the Strategic Plan Priorities.
High Quality Staffing
    1. Members of SASED's administrative team met with representatives from Lewis University to discuss partnership and pipeline opportunities.
    2. Night at the Museum was hosted at DuPage Children's Museum on October 4, 2025. Attendance nearly tripled when compared to last year.

Exemplary Programs
    1. Dr. Vanderwoude continues to partner with Dr. Mark Dixon regarding the AIM program. Dr. Dixon has been on site at Southeast 3 times this school year and will begin consultation at Winfield this month.
    2. SASED is looking to schedule a day of Ukero training for the SASED staff at Winfield. In order to do this, SASED will need to close the Winfield program for one full day. The administration is looking at options that would be the most optimal for staff attendance and the least impactful on students.
    3. SASED Coordinators and Administrators have scheduled PLT's and GLT's and have been meeting weekly and/or monthly with their staff.

Communication
    1. SASED Administration has scheduled weekly and/or monthly PLT's with all certified staff.
    2. SASED Administration has developed staff and program updates via Smores that are shared and updated weekly.

Operations
    1. SASED Administration toured 5 potential sites for facilities.

2. PMA provided information regarding potential offset costs that could be used to fund facilities. The employment of Mr. John Langton, Facilities Specialist, was approved.
3. Service menu options were reviewed and revised based on input.

**7. Convene into Closed Session**

*To convene into closed session to discuss the self-evaluation practices and procedure or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).*

***A motion was made to enter into closed session at 2:24 pm. This motion was made by Member Rich and seconded by Member Wise.***

**Upon Roll Call Vote:**

**Ayes:** Castillo SD20, McGill SD25, Rich SD34, Graber SD45, Zaher SD48, Russell SD58, Nugent SD60, Cross SD63, Wise SD66, Broncato SD68, Barbanente SD88, Johansen SD94, Thiele SD99, Schneider SD180, Filipak SD202, Campbell SD205.

**Nays:** None

**Ayes:** 16 Districts **Nays:** None **Absent:** 2 Districts

***Upon roll call vote, motion passed.***

**8. Reconvene into Open Session**

***A motion was made to reconvene into open session at 3:10 pm, as stated in the closed session minutes. This motion was made by Member Rich and seconded by Member Cross. Upon voice vote of all ayes from 16 districts present, motion passed.***

**9. Adjournment**

***A motion was made to adjourn at 3:12 pm. This motion was made by Member Graber and seconded by Member Rich. Upon voice vote of all ayes from 16 districts present, motion passed.***

Minutes Approved by:

_____ _____

Chairperson Date Secretary Date

School Association for Special Education in DuPage

**Dr. Kim Dryier**
*Executive Director*

**ACTION ITEM**

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To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Dr. Julia Wheaton, Interim Chief Human Resource Officer
Date: November 19, 2025
Re: Personnel Recommendations

Purpose: This month's personnel report on staffing changes, including new hires, departures, and any leaves is being presented for your review.

Please see the attached Personnel Notes.

*Financial Impact:* Filled positions have been accounted for in the FY26 budget.

*Recommended Action:* SASED Administration requests that the Board of Directors approve the personnel recommendations as presented.

2900 Ogden Ave. Lisle, IL 60532
Telephone: (630) 778-4500 Fax: (630) 778-0196
www.sased.org

School Association for Special Education in DuPage

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# PROPOSED PERSONNEL ACTION

## 1. Resignations/Retirements/Terminations – Educational Support Staff

| Name | Position | Funding Source | Initial Employment Date | Last Day Worked | Reason |
|---|---|---|---|---|---|
| Kaufmann, Colette | Teacher/SLE Maercker | Tuition | 8/16/2011 | 12/19/2025 | *Accelerating Retirement |

## 2. Resignations/Retirements/Terminations – Educational Support Staff

| | | | | | |
|---|---|---|---|---|---|
| Katzel, Kristie | Business Office Assistant/Payroll – SAC | Local Funds | 7/28/1986 | 6/30/2026 | Retiring |
| Nguyen, Nicole | 1:1 Teacher Assistant | User Fee Dist. #45 | 8/11/2025 | 10/31/2025 | Accepted another position |
| Swick, Janet | 12-month Administrative Assistant SASED Programs | Tuition | 10/19/2023 | 11/19/2025 | Terminated by Administration |
| Tatham, Sara | Youth Services Coordinator | PECT Grant | 9/6/2000 | 6/10/2026 | Retiring |
| Walls, Kristy Lyn | 12-month Administrative Assistant SASED Programs | Tuition | 10/6/2025 | 11/19/2025 | Personal reasons |

## 3. Appointments – Educational Support Staff

| Name | Position | Funding Source | Initial Employment Date | Hourly Rate | Salary |
|---|---|---|---|---|---|
| Vela, Sabrina | Teacher Assistant Transition Program | Tuition | 10/27/2025 | $17.96 | |

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

School Association for Special Education in DuPage

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## FOR INFORMATION ONLY

### 1. Leave of Absence/FMLA – Licensed Staff

| Name | Position | Length of Leave |
|---|---|---|
| Mohammad, Kayla | Speech Language Pathologist/SLE | 9/29/25 – Intermittent*<br>*Updated to Intermittent Leave |
| Przanowski, Ashley | Speech Language Pathologist/SLE | 1/26/2026 – 4/28/2026 |
| Terzick, Gregory | Teacher<br>Pathways/Southeast | 2/26/2026 – 5/22/2026 |

### 2. Leave of Absence/FMLA – Educational Support Staff

| | | |
|---|---|---|
| Ball, Shawna | Teacher Assistant/SMNP<br>Lisle South | 9/2/2025 – 12/1/2025 |
| Whitfield, Michelle | 10-month Administrative Asst.<br>Pathways/Southeast | 11/4/2025 – Intermittent |

### 3. Leave of Absence/Unpaid – Educational Support Staff

| | | |
|---|---|---|
| Upadhyayula, Madhurima | Teacher Assistant/SLE<br>Winfield Primary | 9/8/25-12/19/2025*<br>*Update ending date |

**11/19/2025**

November 10, 2025

Dear Rachel,

After much thought and consideration, I have decided to retire effective June 30, 2026. It has been a privilege to work with SASED over the years.

I have enjoyed working with all the staff and will miss the camaraderie. I treasure the many lifelong friends I have made while working here.

As part of my retirement transition, I would appreciate confirmation regarding the payment for my 40 years of service and the compensation for any unused excess sick leave.

Between now and my retirement date, I am committed to ensuring a smooth transition.

Thank you for all your support and encouragement. It has been a pleasure to work with you. I wish SASED the best going forward.

Sincerely,

Kristie Katzel

Kristie Katzel
Business Office Assistant/Payroll

From: **Nicole Nguyen** <nnguyen@sased.org>
Date: Mon, Oct 20, 2025 at 9:32 AM
Subject: Resignation
To: Elizabeth Vander Woude <evanderwoude@sased.org>

Hi Lizzy,

I sent this email to Laura and Shelby this morning, but I forgot to include you in the email. I just wanted you to be informed and kept in the loop. If you have any questions or concerns please let me know.

Dear Laura,

It is with my deepest regret that I submit my resignation from my position as a TA at SouthEast Alternative school, effective two weeks. My final day of employment will be October 31, 2025.

This decision was not made lightly, as I have truly valued my time here and the opportunities I've had to grow both personally and professionally.

Over the next two weeks, if you have any questions please feel free to reach out.

Best,

Nicole Nguyen

# Notice of Intent to Retire

1 message

**Sara Tatham** <statham@sased.org> Tue, Nov 11, 2025 at 11:12 AM
To: Julia Wheaton <jwheaton@sased.org>, Elizabeth Vander Woude <evanderwoude@sased.org>, Human Resources <hr@sased.org>

Dear Lizzy and Julia,

I am writing to formally notify you of my intent to retire from my position as Youth Services Coordinator at the end of the 25/26 School Year. My last scheduled day to work is 6/10/26 on the calendar I follow.

It's been a pleasure working for SASED for 25 years. I'm grateful for the support, and professional growth I've experienced as well as the relationships I've developed over the years.

I'll do everything I can to help ensure a smooth transition before I leave. Thank you for the opportunity to be part of such a dedicated and inspiring educational community.

Sincerely,

Sara

--

*Sara Tatham*
DRS Youth Services Coordinator
SASED
2900 Ogden Ave.
Lisle, IL 60532
(630)548-7174Caoffice

On Thu, Nov 13, 2025 at 11:47 AM Colette Kaufmann <ckaufmann@sased.org> wrote:

Dear Julia,

My decision to accelerate my retirement has not been an easy one to make. I truly have a passion for teaching and I become very attached to my students each year.

However, due to the ongoing stress that this school year has brought and the impact on my mental well-being, I have made the decision to retire before I had planned.

My last day at SASED will be Friday, December 19, 2025.

Sincerely,

Colette Kaufmann

--

Colette Kaufmann

SLE Classroom Teacher

Maercker Intermediate/SASED

ckaufmann@sased.org

Date: November 19, 2025

To Whom It May Concern:

Please accept this letter as my formal resignation from my position with SASED, effective Wednesday, November 19, 2025. I truly appreciated the opportunity to be part of the organization. I had hoped to grow with SASED in the future, and I will sincerely miss the people I've had the privilege to work with.

Thank you for your understanding.

Sincerely,

KristyLyn Walls

School Association for Special Education in DuPage
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**Dr. Kim Dryier**
*Executive Director*

**ACTION ITEM**

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To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Rachel Wisniewski, Assistant Director of Business/CSBO
Date: November 19, 2025
Re: Approval of Financial Reports

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Summary: The Budget Progress report and the Treasurer's report for the period ending October 31, 2025 are attached for your review.

Financial Impact: Revenue for the month of October 2025 totaled $761,958 and consisted primarily of Tuition Revenue and Evidence Based Funding. Year to date revenues including Medicaid flow thru through October totaled $24,169,469 representing 59% of budgeted revenue. Expenditures for the month of October 2025 totaled $3,162,182 and consisted of regular and customary expenditures, including salaries and benefits, contractual payments, and Medicaid Flow Through. Year to date expenditures through October 2025 totaled $9,691,259 representing 17.7% of budgeted expenditures.

The Treasurer's Report reflects accrual based general ledger balances. The Treasurer's report shows that as of October 31, 2025, SASED's general ledger balance totaled approximately $18.7 M. From this balance, $16,122,655 is held in our demand deposit account at Fifth Third. The remaining $2,572,356 is held in investments through PMA and Fifth Third Securities. SASED's general ledger balance at the end of October is 43% of budgeted expenditures.

Recommended Action: SASED Administration requests that the Board of Directors approve the financial reports as presented.

## School Association for Special Education in DuPage County

Budget Report (accrual basis)

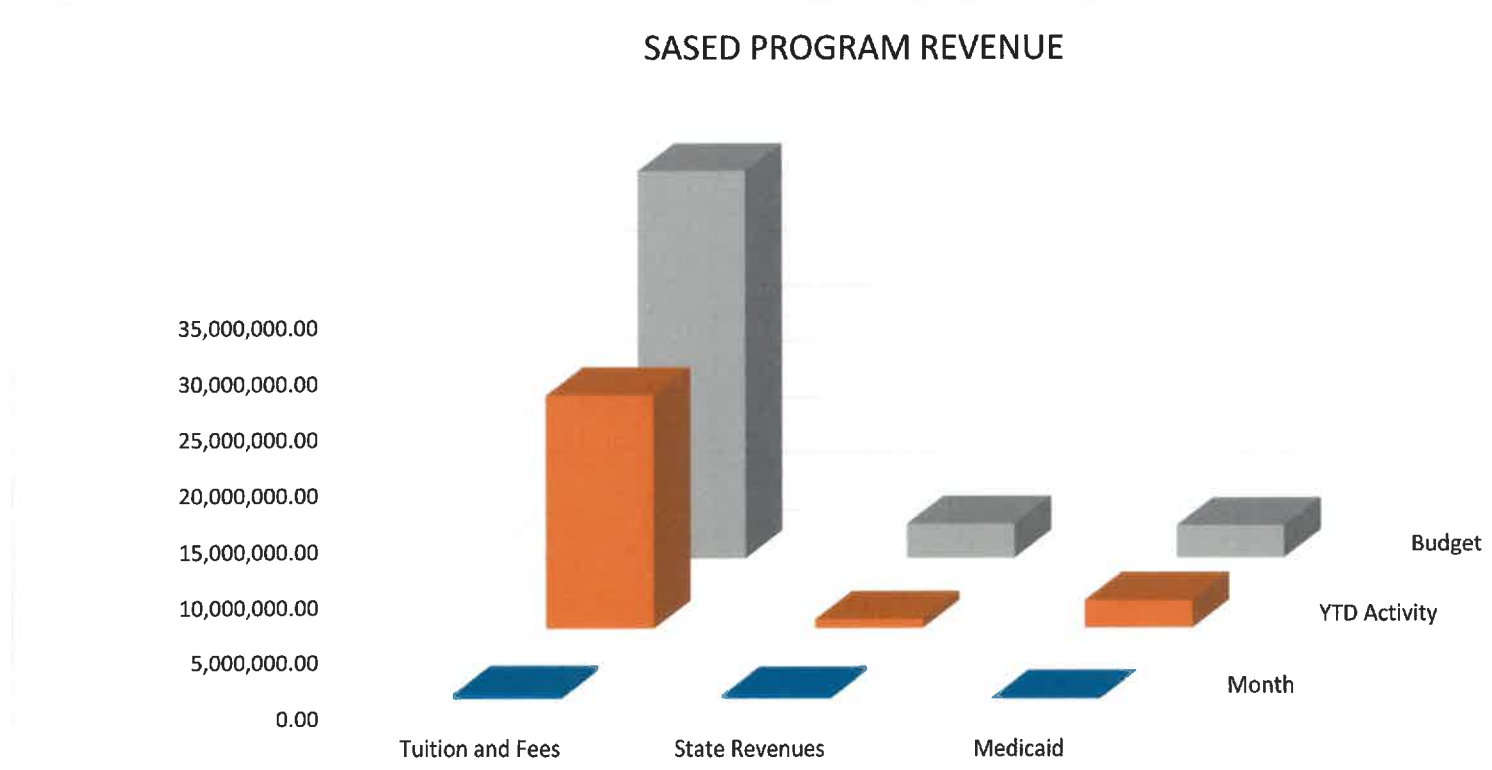
For the Month Ending October 2025

| Revenues | Original Budget | Monthly Activity | FYTD Activity | Encumbered | Unexpended Budget Balance | % of Budget | % of Budget (prior year) |
|---|---|---|---|---|---|---|---|
| Tuition and Fees | $ 34,359,373 | $ 355,978 | $20,701,557 | | $13,657,816 | 60.3% | 52.2% |
| State Revenue | $ 3,044,932 | $ 303,936 | $ 813,515 | | $ 2,231,417 | 26.7% | 27.1% |
| Federal Revenue | $ 304,468 | $ 33,964 | $ 112,290 | | $ 192,178 | 36.9% | 40.1% |
| Medicaid Revenue | $ 2,869,500 | $ 30,705 | $ 2,461,722 | | | | |
| Grant Revenue | $ 417,000 | $ 37,375 | $ 80,386 | | $ 336,614 | 19.3% | 5.1% |
| ***Total Revenues*** | $ 40,995,273 | $ 761,958 | $24,169,469 | | $16,418,026 | 59.0% | 49.6% |
| | | | | | | | |
| **Expenditures** | | | | | | | |
| Payroll | $ 23,734,033 | $ 1,841,693 | $ 4,361,771 | $16,944,993 | $19,372,262 | 18.4% | 20.1% |
| Benefits | $ 6,283,681 | $ 412,359 | $ 963,205 | $ 3,866,504 | $ 5,320,476 | 15.3% | 17.8% |
| Purchased Services | $ 8,632,076 | $ 418,638 | $ 1,297,946 | $ 935,079 | $ 7,334,130 | 15.0% | 18.9% |
| Supplies | $ 719,130 | $ 39,525 | $ 219,810 | $ 80,489 | $ 499,320 | 30.6% | 35.9% |
| Capital Outlay | $ 1,874,604 | $ 2,063 | $ 678,349 | $ 134,287 | $ 1,196,255 | 36.2% | 3.9% |
| Other Objects/ Medicaid Flow Through | $ 2,111,029 | $ 433,447 | $ 1,975,648 | $ 354,419 | | | |
| Equipment | $ 160,000 | $ 14,457 | $ 194,529 | $ 11,600 | $ (34,529) | 121.6% | 5.3% |
| ***Total Expenses*** | $ 43,514,553 | $ 3,162,182 | $ 9,691,259 | $22,327,371 | $33,687,913 | 17.7% | 18.9% |

## SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
## MONTHLY REVENUE REPORTING
### 31-Oct-25

# SASED PROGRAMS

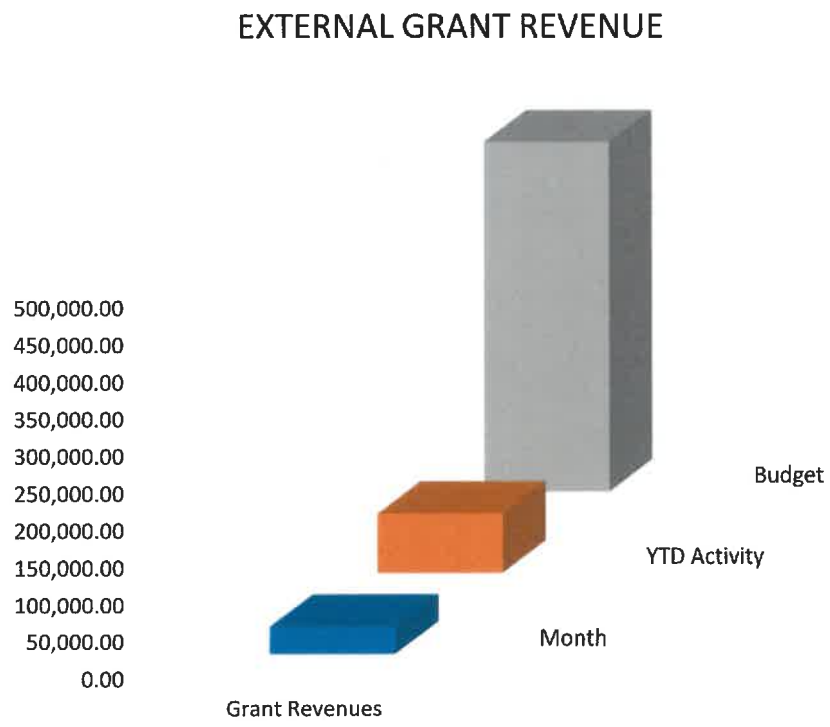
| Program | Oct-25 Monthly Activity | 2025-26 FYTD Activity | 2025-26 Original Budget | % YTD |
|---|---|---|---|---|
| Tuition and Fees | 390,044.85 | 20,814,508.91 | 34,610,274.00 | 60.1% |
| State Revenues | 303,832.53 | 812,852.53 | 3,042,544.00 | 26.7% |
| Medicaid | 30,705.16 | 2,461,722.25 | 2,869,500.00 | 85.8% |
| Total | 724,582.54 | 24,089,083.69 | 40,522,318.00 | 59.4% |



## SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
## MONTHLY REVENUE REPORTING
### 31-Oct-25

# EXTERNAL GRANT PROGRAMS

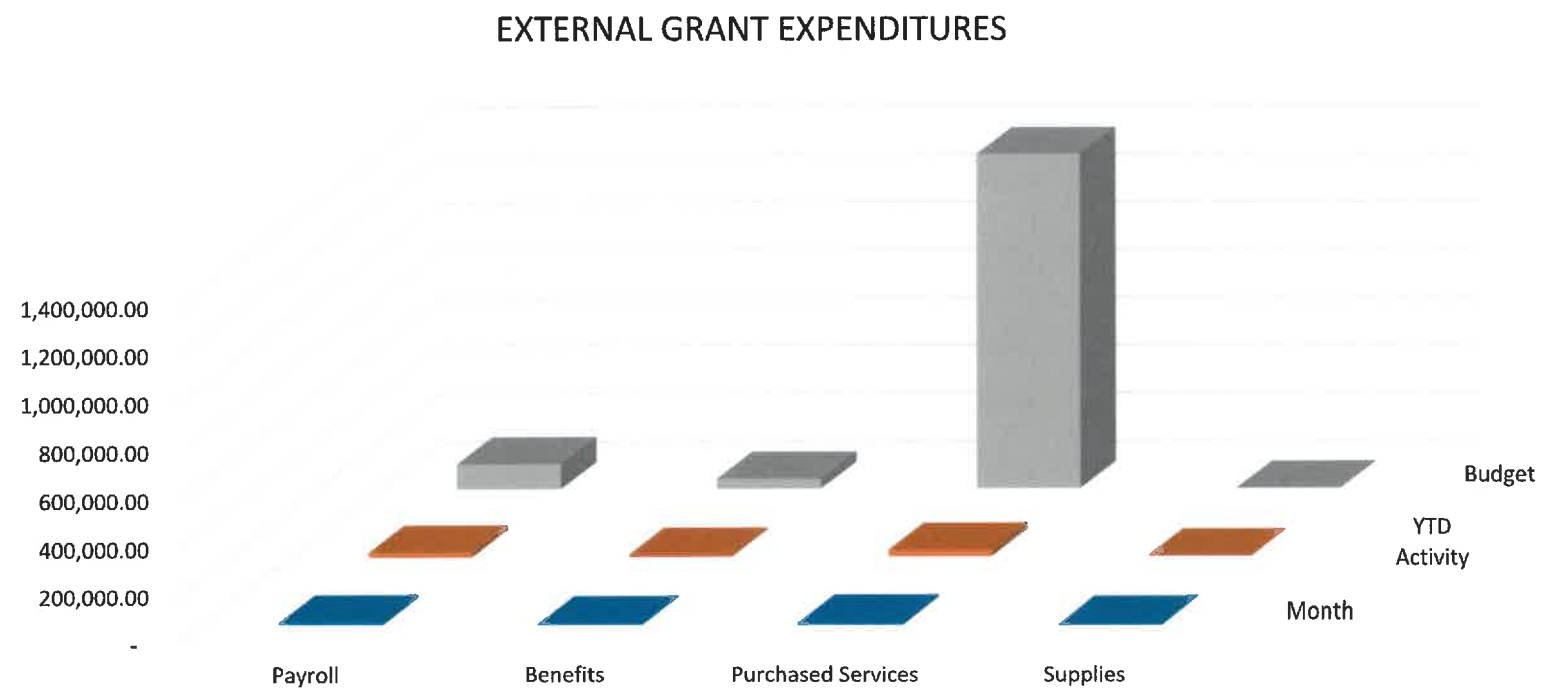
| Program | Oct-25 Monthly Activity | 2025-26 FYTD Activity | 2025-26 Original Budget | % YTD |
|---|---|---|---|---|
| Grant Revenues | 37,375.00 | 80,385.80 | 472,955.00 | 17.0% |



## SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
## MONTHLY EXPENDITURE REPORTING
### 31-Oct-25

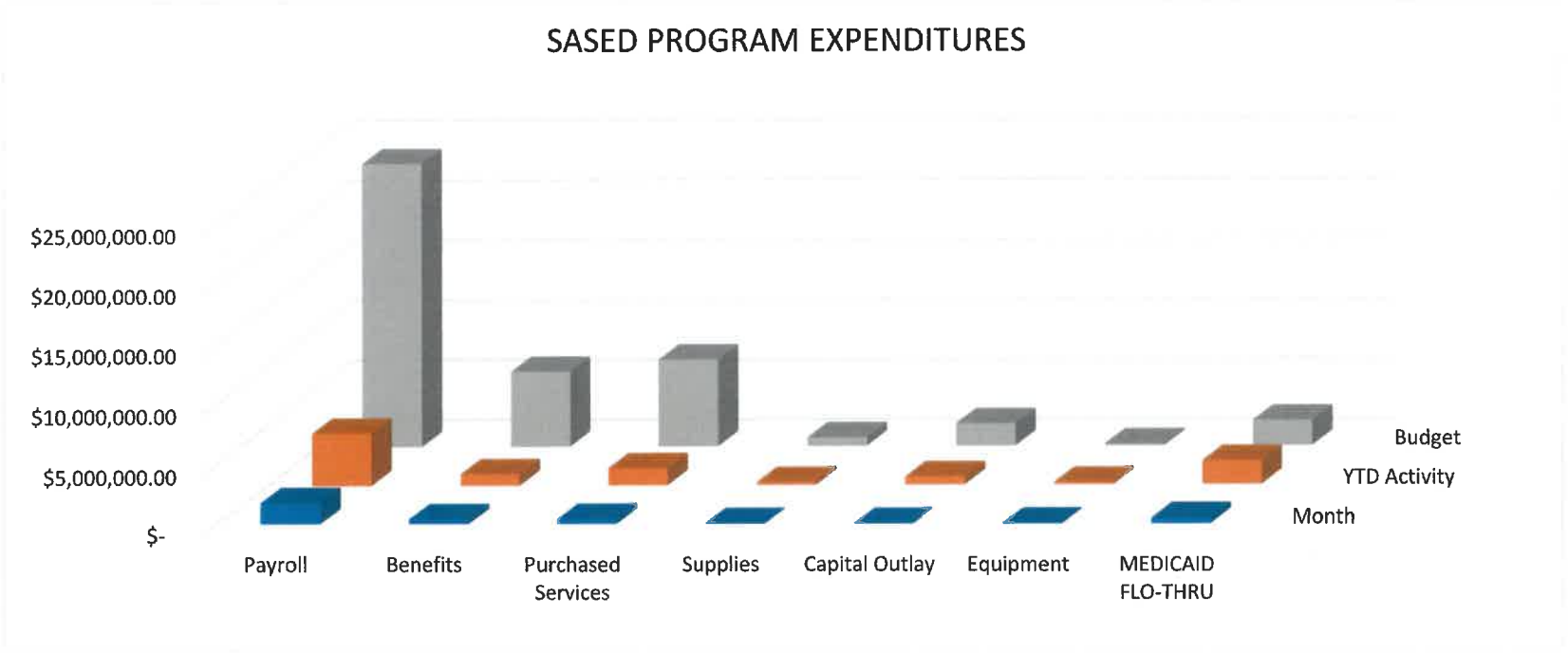
# EXTERNAL GRANT PROGRAMS

| Program | Oct-25 Monthly Activity | 2025-26 FYTD Activity | 2025-26 Original Budget | % YTD |
|---|---|---|---|---|
| Payroll | 9,565.00 | 19,130.00 | 105,521.00 | 18.1% |
| Benefits | 3,196.00 | 6,398.00 | 42,136.00 | 15.2% |
| Purchased Services | 8,447.00 | 25,627.00 | 1,396,084.00 | 1.8% |
| Supplies | - | - | - | 0.0% |
| Total | 21,208.00 | 51,155.00 | 1,543,741.00 | 3.3% |



# SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
## MONTHLY EXPENDITURE REPORTING
### 31-Oct-25
## SASED PROGRAMS

| | Program | Oct-25 Monthly Activity | 2025-26 FYTD Activity | 2025-26 Original Budget | % YTD |
|---|---|---|---|---|---|
| (1) | Payroll | $ 1,832,128.00 | $ 4,342,641.00 | $ 23,628,513.00 | 18.4% |
| (2) | Benefits | $ 409,163.00 | $ 956,814.00 | $ 6,241,544.00 | 15.3% |
| (3) | Purchased Services | $ 410,191.00 | $ 1,408,819.00 | $ 7,235,993.00 | 19.5% |
| (4) | Supplies | $ 39,525.00 | $ 229,181.00 | $ 719,130.00 | 31.9% |
| (5) | Capital Outlay | $ 2,063.00 | $ 678,350.00 | $ 1,874,602.00 | 36.2% |
| (7) | Equipment | $ 14,457.00 | $ 194,530.00 | $ 160,000.00 | 121.6% |
| (6) | MEDICAID FLO-THRU | $ 433,447.00 | $ 1,975,648.00 | $ 2,111,029.00 | 93.6% |
| | | $ 3,140,974.00 | $ 9,785,983.00 | $ 41,970,811.00 | 23.3% |



**School Association for Special Education in DuPage County**
**Treasurer's Report**
**October 31,2025**

| | A<br>EDUCATION FUND | B<br>SELF FUNDED MEDICAL INSUR | C<br>SELF FUNDED DENTAL INSUR | D<br>FSA | A + B + C + D<br>TOTAL EDUCATION FUND |
|---|---|---|---|---|---|
| **CASH ACTIVITY REPORT** | | | | | |
| Beginning Balance | | | | | |
| Investments | 13,549,481.71 | (1,676,347.44) | 372,737.47 | (9,046.57) | 12,236,825.17 |
| October activity | | | | | |
| Interest Earned | 9,197.83 | | | | 9,197.83 |
| Gains/(Losses) on Sales of Securities | | | | | - |
| Record Health Fund Transfers | 6,707.03 | (9,556.80) | 42.32 | 2,807.45 | - |
| Cash Receipts | 9,639,443.04 | 835.24 | 701.13 | (5,743.32) | 9,635,236.09 |
| Cash Disbursements - General | (1,344,555.82) | | | | (1,344,555.82) |
| - Payroll | (1,841,691.67) | | | | (1,841,691.67) |
| Subtotal | 6,469,100.41 | (8,721.56) | 743.45 | (2,935.87) | 6,458,186.43 |
| Ending Balance | **20,018,582.12** | **(1,685,069.00)** | **373,480.92** | **(11,982.44)** | **18,695,011.60** |
| Investment - Demand Deposit - Fifth Third Bank | 17,441,918.82 | (1,685,904.24) | 372,779.79 | (6,139.12) | 16,122,655.25 |
| IL School District Liquid Asset Fund | 23,718.79 | | | | 23,718.79 |
| Fifth Third Securities | 2,548,637.56 | | | | 2,548,637.56 |
| | **20,014,275.17** | **(1,685,904.24)** | **372,779.79** | **(6,139.12)** | **18,695,011.60** |

Rachel Wisniewski

Rachel Wisniewski, Treasurer

**SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY**
**SCHEDULE OF INVESTMENTS**
**10/31/2025**

| | AMOUNT | INTEREST RATE | TERM | LOCATION | Security/Collateralization |
|---|---|---|---|---|---|
| **EDUCATION FUND** | | | | | |
| **PMA IL School District Liquid Asset Fund** | | | | | |
| Depository Accounts - Liquid | **23,718.79** | 0.482% | Money Market | ISDLAF | Money Market Mutual Fund |
| Depository Accounts - Liquid - DuPage West Cook | | 0.482% | Money Market | ISDLAF | Money Market Mutual Fund |
| | **23,718.79** | | | | |
| **FIFTH THIRD BANK** | | | | | |
| Depository and Demand Deposit Accounts | **17,441,918.82** | 0.65% | N/A | Fifth Third Bank | Collateralized Deposit |
| Demand Deposit - Health Insurance Reserves | **(1,421,816.73)** | 0.65% | N/A | Fifth Third Bank | Collateralized Deposit |
| Demand Deposit - Health Insurance Reserves | **102,553.16** | 0.65% | N/A | Fifth Third Bank | Collateralized Deposit |
| | **16,122,655.25** | | | | |
| **FIFTH THIRD SECURITIES** | | | | | |
| Cash & Cash Equivalents | **1,318,637.56** | Varies | Money Market | Fifth Third Securities, Custodian | Money Market Mutual Fund |
| Certificates of Deposit - short-term | | Varies | Various, < 1 yr | Fifth Third Securities, Custodian | FDIC Insured |
| Certificates of Deposit - long-term | **980,000.00** | Varies | Various, > 1 yr | Fifth Third Securities, Custodian | FDIC Insured |
| U S Treasuries - short-term | | Varies | Various | Fifth Third Securities, Custodian | US Gov't. Obligation |
| U S Treasuries - long term | | Varies | Various | Fifth Third Securities, Custodian | US Gov't. Obligation |
| U S Agencies - Short term | | Varies | Various | Fifth Third Securities, Custodian | "Full faith and credit of US..." |
| U S Agencies - long term | **250,000.00** | Varies | Various | Fifth Third Securities, Custodian | "Full faith and credit of US..." |
| Corporate Bonds | - | | | | |
| Municipal Bonds | - | | | | |
| Other assets, including prepaid interest | - | | | | |
| | **2,548,637.56** | | | | |
| | **18,695,011.60** | **TOTAL** | | | |

# GROSS PAYROLL

**October 2025 $ 1,841,691.67**

| | | |
|---|---|---|
| TOTAL SALARY | : | 1,841,691.67 |
| TOTAL DEDUCTIONS | : | 636,830.73 |
| TOTAL EMPLOYEES | : | 312 |

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

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

| | FEDERAL | STATE | MEDICARE |
|---|---|---|---|
| TOTAL GROSS PAY : | 927,464.76 | 927,464.76 | 927,464.76 |
| TOTAL TSA'S - BEFORE TAX : | 21,899.57 | 21,899.57 | 0.00 |
| TOTAL TAX SHELTERED RETIREMENT: | 64,926.84 | 64,926.84 | 0.00 |
| TOTAL OTHER BEF TAX DEDUCTIONS: | 60,009.16 | 60,009.16 | 60,009.16 |
| TOTAL TAXABLE BENEFITS : | 43.00 | 43.00 | 43.00 |
| TOTAL TAXABLE GROSS : | 780,672.19 | 780,672.19 | 867,498.60 |

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

| | |
|---|---|
| TOTAL EMPLOYEES : | 310 |
| TOTAL FEMALE EMPLOYEES: | 264 |
| TOTAL MALE EMPLOYEES : | 46 |
| TOTAL FACULTY MEMBERS : | 146 |

**********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 **********

SASED, 2900 OGDEN AVENUE, LISLE, IL 60532-1676



Check Verification Register for Payroll Run: REG /REGULAR PAYROLL

CHECK DATE 10/31/2025 - Detail Report

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

| | FEDERAL | STATE | MEDICARE |
|---|---|---|---|
| TOTAL GROSS PAY : | 914,226.91 | 914,226.91 | 914,226.91 |
| TOTAL TSA'S - BEFORE TAX : | 22,293.91 | 22,293.91 | 0.00 |
| TOTAL TAX SHELTERED RETIREMENT: | 63,784.19 | 63,784.19 | 0.00 |
| TOTAL OTHER BEF TAX DEDUCTIONS: | 59,727.91 | 59,727.91 | 59,727.91 |
| TOTAL TAXABLE BENEFITS : | 43.00 | 43.00 | 43.00 |
| TOTAL TAXABLE GROSS : | 768,463.90 | 768,463.90 | 854,542.00 |

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

| | |
|---|---|
| TOTAL EMPLOYEES : | 309 |
| TOTAL FEMALE EMPLOYEES: | 263 |
| TOTAL MALE EMPLOYEES : | 46 |
| TOTAL FACULTY MEMBERS : | 145 |

**********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

**October 2025 $ 620,116.05**

# 10/31/2025 Payroll Accounts Payable Check Register

| Check # | Vendor Name | Check Date | Check Amount | |
|---|---|---|---|---|
| 252600303 | SASED EDUCATION ASSOCIATION | 10/31/2025 | $4,364.60 | |
| 252600304 | SASED SUPPORT STAFF ASSOCIATION | 10/31/2025 | $607.38 | |
| | | 2 ACH Check(s) For a Total of | | $4,971.98 |
| 105859 | STATE DISBURSEMENT UNIT | 10/31/2025 | $750.00 | |
| 105860 | STATE DISBURSEMENT UNIT | 10/31/2025 | $172.26 | |
| | | 2 Computer Check(s) For a Total of | | $922.26 |
| 202500105 | IMRF (EMPLOYEES CONT) | 10/15/2025 | $19,680.69 | |
| 202500106 | IMRF (EMPLOYERS CONT) | 10/15/2025 | $16,739.66 | |
| 202500116 | ILLINOIS DEPT OF REVENUE | 10/31/2025 | $37,298.33 | |
| 202500117 | IMRF (EMPLOYEES CONT) | 10/31/2025 | $19,352.79 | |
| 202500118 | IMRF (EMPLOYERS CONT) | 10/31/2025 | $16,424.86 | |
| 202500119 | TEACHERS RETIREMENT (2.2%) | 10/31/2025 | $3,096.29 | |
| 202500120 | TEACHERS RETIREMENT SYSTEM | 10/31/2025 | $48,046.47 | |
| 202500121 | THIS (TRS HEALTH) FUND | 10/31/2025 | $8,381.50 | |
| 202500122 | MB FINANCIAL (FEDERAL) | 10/31/2025 | $71,153.13 | |
| 202500123 | MB FINANCIAL BANK (FICA-E) | 10/31/2025 | $34,085.59 | |
| 202500124 | MB FINANCIAL BANK (FICA-W) | 10/31/2025 | $34,085.59 | |
| 202500125 | THE OMNI GROUP | 10/31/2025 | $2,690.00 | |
| 202500126 | TRUSTAGE | 10/31/2025 | $23,337.91 | |
| 202500127 | TEACHERS RETIREMENT SYSTEM SSP | 10/31/2025 | $3,315.57 | |
| 202500128 | TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND | 10/31/2025 | $400.00 | |
| | | 15 Wire Transfer Check(s) For a Total of | | $338,088.38 |
| | | 2 ACH Checks For a Total of | | $4,971.98 |
| | | 2 Computer Checks For a Total of | | $922.26 |
| | | Total for 19 Manual, Wire Tran, ACH & Computer Checks | | $343,982.62 |
| | | | Net Amount | $343,982.62 |
| 10 | EDUCATION FUND | | | $343,982.62 |

# 10/15/2025 Payroll Accounts Payable Check Register

| Check # | Vendor Name | Check Date | Check Amount | |
|---|---|---|---|---|
| 252600301 | SASED EDUCATION ASSOCIATION | 10/15/2025 | $4,266.24 | |
| 252600302 | SASED SUPPORT STAFF ASSOCIATION | 10/15/2025 | $607.38 | |
| | | 2 ACH Check(s) For a Total of | | $4,873.62 |
| 105856 | STATE DISBURSEMENT UNIT | 10/15/2025 | $750.00 | |
| 105857 | STATE DISBURSEMENT UNIT | 10/15/2025 | $172.26 | |
| | | 2 Computer Check(s) For a Total of | | $922.26 |
| 202500104 | ILLINOIS DEPT OF REVENUE | 10/15/2025 | $37,888.19 | |
| 202500107 | TEACHERS RETIREMENT (2.2%) | 10/15/2025 | $3,144.04 | |
| 202500108 | TEACHERS RETIREMENT SYSTEM | 10/15/2025 | $48,787.12 | |
| 202500109 | THIS (TRS HEALTH) FUND | 10/15/2025 | $8,510.75 | |
| 202500110 | MB FINANCIAL (FEDERAL) | 10/15/2025 | $72,513.80 | |
| 202500111 | MB FINANCIAL BANK (FICA-E) | 10/15/2025 | $34,844.12 | |
| 202500112 | MB FINANCIAL BANK (FICA-W) | 10/15/2025 | $34,844.12 | |
| 202500113 | THE OMNI GROUP | 10/15/2025 | $2,690.00 | |
| 202500114 | TRUSTAGE | 10/15/2025 | $24,152.81 | |
| 202500115 | TEACHERS RETIREMENT SYSTEM SSP | 10/15/2025 | $2,962.60 | |
| | | 10 Wire Transfer Check(s) For a Total of | | $270,337.55 |
| | | 2 ACH Checks For a Total of | | $4,873.62 |
| | | 2 Computer Checks For a Total of | | $922.26 |
| | | Total for 14 Manual, Wire Tran, ACH & Computer Checks | | $276,133.43 |
| | | | Net Amount | $276,133.43 |
| 10 | EDUCATION FUND | | | $276,133.43 |

# BILLS PAYABLE LIST – FLOW THROUGH

**November 2025** **$ 5,212.15**

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 11/20/2025 | 252600307 | SALT CREEK SCHOOL DI | 5,212.15 | ADMINISTRATIVE OUTREACH PAYMENT TO D48 | AO 4-6.24 | 11/20/2025 |
| | | Totals for checks | 5,212.15 | | | |

F U N D S U M M A R Y

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 17 | MEDICAID SUB FUND | 0.00 | 0.00 | 5,212.15 | 5,212.15 |
| *** Fund Summary Totals *** | | 0.00 | 0.00 | 5,212.15 | 5,212.15 |

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

# BILLS PAYABLE LIST – GRANTS

**November 2025 $ 16,267.95**

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 11/20/2025 | 105890 | COMMUNITY SCHOOL DIS | 2,121.04 | Wheaton Transition STEP outcome reimbursement for vocational purchases (per 11/06/2025 request) | Step Noort | 11/20/2025 |
| 11/20/2025 | 105890 | COMMUNITY SCHOOL DIS | 3,324.87 | Wheaton Warrenville South STEP outcome reimbursement for vocational purchases (per 11/06/2025 request) | STEP South | 11/20/2025 |
| 11/20/2025 | 105890 | COMMUNITY SCHOOL DIS | 1,085.57 | Wheaton Transition STEP outcome reimbursement for vocational purchases (per 10/8/2025 request) | STEPnorth1 | 11/20/2025 |
| 11/20/2025 | 105890 | COMMUNITY SCHOOL DIS | 1,981.88 | Wheaton Warrenville South STEP outcome reimbursement for vocational purchases (per 10/8/2025 request) | STEPsouth1 | 11/20/2025 |
| 11/20/2025 | 105890 | COMMUNITY SCHOOL DIS | 2,728.86 | Wheaton North STEP outcome reimbursement for vocational purchases (per 10/8/2025 request) | STEPNorth1 | 11/20/2025 |
| | | Totals for checks | 11,242.22 | | | |

F U N D S U M M A R Y

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATION FUND | 0.00 | 0.00 | 11,242.22 | 11,242.22 |
| *** Fund Summary Totals *** | | 0.00 | 0.00 | 11,242.22 | 11,242.22 |

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

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 11/20/2025 | 252600308 | COMMUNITY HS DISTRIC | 2,808.29 | West Chicago STEP outcome reimbursement for vocational purchases (per 10/27/2025 request) | STEP10.202 | 11/20/2025 |
| 11/20/2025 | 252600308 | COMMUNITY HS DISTRIC | 2,217.44 | West Chicago STEP outcome reimbursement for vocational purchases (per 10/7/2025 request) | STEP 10.25 | 11/20/2025 |
| | | Totals for checks | 5,025.73 | | | |

F U N D S U M M A R Y

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATION FUND | 0.00 | 0.00 | 5,025.73 | 5,025.73 |
| *** Fund Summary Totals *** | | 0.00 | 0.00 | 5,025.73 | 5,025.73 |

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

# BILLS PAYABLE LIST – SASED PROGRAMS

**November 2025** **$ 1,480,261.49**

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 11/20/2025 | 105893 | ADVOCATE OCCUPATIONA | 644.00 | Bus Driver Physical for Rachel Bell, William Walper, Tracey Nardi and Robin Cox. Invoice 20766712 | 09.21.25 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 1,275.00 | OT/PT Services for 10/22/25 and 10/22/25 | 10120367 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 3,187.50 | OT/PT Services for 10/20/25 through 10/24/25 | 10120368 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 2,550.00 | OT/PT Services for 9/22/25 through 9/25/25 | 10117076 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 1,912.50 | OT/PT Services for 9/24/25 through 9/26/25 | 10117077 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 2,550.00 | OT/PT Services for 9/29/25 through 10/2/25 | 10117945 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 2,380.00 | OT/PT Services for 9/29/25 through 10/3/25 | 10117946 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 1,912.50 | OT/PT Services for 10/6/25 through 10/8/25 | 10118759 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 3,187.50 | OT/PT Services for 10/6/25 through 10/10/25 | 10118760 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 2,550.00 | OT/PT services for 10/14/25 through 10/17/25 | 10119532 | 11/20/2025 |
| 11/20/2025 | 105894 | AHS STAFFING | 1,912.50 | OT/PT services for 10/14/25 through 10/16/25 | 10119531 | 11/20/2025 |
| 11/20/2025 | 105895 | ALPHA PLUMBING &HVAC | 294.56 | SE Water shut off and valve replacement | 6117 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 23,019.18 | School Aide and Behavior Tech Services for 10/27/25 through 10/31/25 | e177219103 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 4,258.80 | School Aide Services for 10/27/25 through 10/31/25 | E177214303 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 2,853.00 | Behavior Tech for 10/20/25 through 10/31/25 | E177218103 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 67,984.56 | Behavior Tech, School Aide, Nursing, Sign Language Interpreter and Social Worker services for 10/20/25 through10/31/25 | E177218903 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 7,470.96 | School Aide Services fro 10/14/25 through 10/24/25 | E176568703 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 3,796.80 | Sign Language Interpreter for 10/15/25 through 10/24/25 | E176562503 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 1,260.00 | Behavior Tech services for 10/14/25 through 10/17/25 | E176565803 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 12,619.77 | School Aide and Behavior Tech services from 10/14/25 through 10/22/25 | E176567703 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 36,593.34 | Behavior Tech,School Aide and Nursing services for 9/29/25 through 10/3/25 | E175011203 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 2,842.20 | Behavior Tech Services for 9/15/25 through 9/19/25 | E173354003 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 3,022.65 | Behavior Tech services for 9/8/25 through 9/12/25 | E172594303 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 2,800.00 | Sign language interpreter services 9/22/25 through | E173850303 | 11/20/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| | | | | 9/26/25 | | |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 47,403.53 | Behavior Tech, School Aide and Nursing services for 9/8/25 through 9/12/25 | E172595303 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 2,542.50 | Behavior Tech services for 9/2/25 through 9/5/25 | E172014603 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 16,562.09 | Behavior Tech and School Aide Services for 9/8/25 through 9/12/25 | E172591303 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 2,727.20 | Sign Language Interpreter services for 9/29/25 through 10/03/25 | E175010803 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 4,061.82 | School Aide services for 9/30/25 through 10/3/25 | E175010903 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 2,667.00 | School Aide services for 9/22/25 through 9/26/25 | E173848803 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 12,703.08 | School Aide and Behavior Tech Services for 9/22/25 through 9/26/25 | E173850703 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 14,213.71 | School Aide and Behavior Tech Services for 8/25/25 through 8/5/25 | E172014903 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 7,260.70 | School Aide, Behavior Tech and Social Work services for 8/18/25 through 8/22/25 | E170735603 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 11,341.50 | School Aide and Behavior Tech services for 9/29/25 through 10/3/29 | E175011103 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 46,543.52 | Behavior Tech, School Aide and Nursing services for 9/15/25 through 9/19/25 | E173353603 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 14,417.16 | School Aide and Behavior Tech services for 9/15/25 through 9/19/25 | E173353203 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 1,886.85 | Behavior Tech services 8-11-25 through 8-15-25 | E170163703 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 2,676.80 | Sign Language Interpreter services for 10/6/25 through 10/10/25 | E176029603 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 3,231.60 | Behavior Tech services for 9/22/25 through 9/26/25 | E173848703 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 3,372.30 | Behavior Tech services for 9/29/25 through 10/3/25 | E175011003 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 3,635.52 | School Aide Services for 10/6/25 through 10/10/25 | E176032103 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 9,457.23 | School Aide and Behavior Tech Services for 10/6/25 through 10/10/25 | E176031603 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 315.00 | Behavior Tech for 9/30/25 | E176038603 | 11/20/2025 |
| 11/20/2025 | 105900 | AMERGIS HEALTHCARE S | 1,282.50 | Behavior Tech services for 10/6/25 through 10/10/25 | E176033303 | 11/20/2025 |
| 11/20/2025 | 105901 | AMERICAN HERITAGE LI | 2,728.71 | Allstate Critical Illness and Accident Coverage Bill - November 2025 | M01W650829 | 11/20/2025 |
| 11/20/2025 | 105902 | BERWYN GARAGE | 330.08 | MN01 Veh services 09.23.25 | 074653 | 11/20/2025 |
| 11/20/2025 | 105902 | BERWYN GARAGE | 6,833.44 | MN05 Veh SErvices | 074648 | 11/20/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 11/20/2025 | 105903 | BEST PRICED PRODUCTS | 265.77 | OT SUPPLIES | 19835 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 4,764.38 | Paraprofessional Services for 9/15/25 through 9/19/25 | 849 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 20,281.59 | Paraprofessional & Nursing Services for 9/26/25 through 9/26/25 | 862 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 5,222.25 | Paraprofessional Services for 9/8/25 through 9/12/25 | 847 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 4,182.75 | Paraprofessional Services for 9/1/25 through 9/5/25 | 839 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 4,188.68 | Paraprofessional and Nursing Services for 9/8/25 through 9/12/25 | 843 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 1,744.38 | Paraprofessional Services for 9/8/25 through 9/12/25 | 846 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 5,491.86 | Paraprofessional & Sigh Language Interpreter Services for 9/15/25 through 9/19/25 | 850 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 1,773.59 | Paraprofessional Services for 9/15/25 through 9/19/25 | 852 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 4,888.13 | Paraprofessional Services for 9/22/25 through 9/26/25 | 863 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 1,748.84 | Paraprofessional Services for 8/22/25 through 8/26/25 | 866 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 2,884.25 | Sign Language Interpreter services for 8/25/25 through 8/29/25 | 834 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 4,623.70 | Paraprofessional & Nursing Services for 9/22/25 through 9/26/25 | 864 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 1,138.50 | Paraprofessional services for 8/3/25 and 8/17/25 | 827 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 655.88 | Paraprofessional Services for 8/17/25 | 829 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 975.00 | Nursing Services for 8/17/25 | 830 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 1,089.00 | Paraprofessional Services for 8/17/25 | 828 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 610.34 | Paraprofessional Services for 8/24/25 | 831 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 812.50 | Nursing Services for 8/24/25 | 832 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 1,755.00 | Nursing Services for 8/31/25 | 836 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 4,158.00 | Paraprofessional Services for 8/31/25 | 833 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 6,967.13 | Paraprofessional Services for 8/3/25, 8/10/25, 8/17/25 and 8/24/25 | 856 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 1,756.76 | Paraprofessional Services for 9/28/25 | 865 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 4,123.45 | Nursing and Paraprofessional Services for 9/7/25 | 841 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 1,064.25 | Paraprofessional Services for 8/3/25 & 8/10/25 | 854 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 3,039.80 | Paraprofessional Services for 8/17/25 | 826 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 11,915.18 | Nursing & Paraprofessional Services for 8/17/25 and | 855 | 11/20/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| | | | | 8/24/25 | | |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 5,236.15 | Paraprofessional and Sign Language Interpreter services for 8/18/25 through 8/22/25 | 857 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 915.75 | Paraprofessional Services for 8/27/25 through 8/29/25 | 837 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 1,386.00 | Paraprofessional Services for 9/2/25 through 9/5/25 | 840 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 5,099.01 | Sign Language Interpreter & Paraprofessional services for 8/8/25 through 8/12/25 | 845 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 14,248.51 | Paraprofessional and Nursing Services for 9-2-25 through 9-5-25 | 838 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 23,100.37 | Paraprofessional and Nursing Services for 9-15-25 through 9-19-25 | 848 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 15,941.36 | Paraprofessional and Nursing Services for 9-8-25 through 9-12-25 | 844 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 4,493.79 | Paraprofessional and Nursing Services for 9-15-25 through 9-19-25 | 851 | 11/20/2025 |
| 11/20/2025 | 105908 | BLAZERWORKS, LLC | 22,670.37 | Paraprofessional and Nursing Services for 8/17/25, 8/24/25, 8/31/25 | 858 | 11/20/2025 |
| 11/20/2025 | 105909 | BUILDING WINGS LLC | 30,324.24 | curriculum 2025-26 | 604554 | 11/20/2025 |
| 11/20/2025 | 105909 | BUILDING WINGS LLC | 1,505.90 | 2 Digital Licenses Purchased Through Building Wings - Quote Number 00015227 | 605140 | 11/20/2025 |
| 11/20/2025 | 105910 | CARLSON GLASS AND MI | 303.44 | Service to install safety glass in doors & window | G173941 | 11/20/2025 |
| 11/20/2025 | 105911 | CLASSIC LANDSCAPE, L | 1,185.00 | Monthly Landscape maintenance November 2025 | 184134 | 11/20/2025 |
| 11/20/2025 | 105912 | CORPAY MASTERCARD | 410.36 | Fuel Cards/Service 10.16.25-1.31.25 | 3-JSO 11.0 | 11/20/2025 |
| 11/20/2025 | 105913 | CREATIVE EXCHANGE | 6,000.00 | music therapy invoices - Oct 2025 | multi 10.2 | 11/20/2025 |
| 11/20/2025 | 105915 | CRISIS PREVENTION IN | 7,047.00 | Nonviolent Crisis Intervention(R) \| Renewal (Classroom + Online Course) 3rd Edition -- December 11, 2025 in Oak Brook, IL -- Attendees: Kerry Shanahan, Julia Homan and Lynn Moynihan -- $2,349.00 each | NAIN-18767 | 11/20/2025 |
| 11/20/2025 | 105915 | CRISIS PREVENTION IN | 18,774.00 | Coaches Materials for Training - Nonviolent Crisis Intervention 3rd Edition Participant Workbooks | NAIN-18494 | 11/20/2025 |
| 11/20/2025 | 105915 | CRISIS PREVENTION IN | 2,749.00 | Nonviolent Crisis Intervention(R) With Intermediate Physical Skills Certification Renewal Program - September 25 & 26, 2025 in Schaumburg, IL - Attendee: | NAIN-18990 | 11/20/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
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| | | | | Jason Jobb -- $2,749.00 total. | | |
| 11/20/2025 | 105915 | CRISIS PREVENTION IN | -3,933.76 | Credit Nonviolent Crisis Intervention Workbood 198 | NACN-02476 | 11/20/2025 |
| 11/20/2025 | 105915 | CRISIS PREVENTION IN | 2,000.00 | CPI Annual Membership Fee for all SASED Coaches - Date Range September 1, 2025 through August 31, 2026 -- CPI Invoice NAIN-192437 dated 9.26.25 - Total of $2,000.00 received on 9.26.25. | NAIN-19243 | 11/20/2025 |
| 11/20/2025 | 105916 | EDU HEALTHCARE, LLC | 1,610.00 | Paraprofessional Services for 10/27/25 through 10/31/25 | 67800 | 11/20/2025 |
| 11/20/2025 | 105916 | EDU HEALTHCARE, LLC | 1,610.00 | Paraprofessional Services for 10/20/25 through 10/24/25 | 67720 | 11/20/2025 |
| 11/20/2025 | 105916 | EDU HEALTHCARE, LLC | 1,610.00 | Paraprofessional Services for 9/29/25 through 10/3/25 | 67392 | 11/20/2025 |
| 11/20/2025 | 105916 | EDU HEALTHCARE, LLC | 1,610.00 | Paraprofessional Services for 10/6/25 through 10/10/25 | 67575 | 11/20/2025 |
| 11/20/2025 | 105916 | EDU HEALTHCARE, LLC | 1,184.50 | Paraprofessional Services for 10/14/25 through 10/17/25 | 67648 | 11/20/2025 |
| 11/20/2025 | 105917 | EDUCATIONAL BENEFIT | 358,601.75 | November 2025 Final Invoice for EBC - Medical Premium and Basic Life Premium | Nov 2025 F | 11/20/2025 |
| 11/20/2025 | 105918 | EMBRACE EDUCATION | 1,535.26 | Direct Service Percentage Billing | 20503 | 11/20/2025 |
| 11/20/2025 | 105919 | EMERGENT PRESS | 1,406.00 | workshop materials - live training 2024-25 | 18727 | 11/20/2025 |
| 11/20/2025 | 105920 | ENGIE RESOURCES LLC | 5,247.90 | Energy services SE ALT 09/29-10/29/2025 | 1392335 | 11/20/2025 |
| 11/20/2025 | 105921 | ENGLER CALLAWAY BAAS | 1,710.00 | ECB&S - Invoice 35917 for legal services | 35917 | 11/20/2025 |
| 11/20/2025 | 105922 | GOPHER SPORT | 55.17 | Diane Lazzar Materials Request | IN477811 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | 4,205.21 | Food Service Transition October 2025 | 174467 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | 9,001.20 | Food Service SE Alt October 2025 | 174466 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | -3,524.92 | Credit Memo Food Services October 2025 | 174498 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | 45.68 | Food Services Bulk itmes Transition October 2025 | 174443 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | 61.96 | Food Services Bulk items SE ALT October 2025 | 174444 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | 8,741.39 | Food Service SE Alt September 2025 | 174204 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | 59.00 | Food Service Bulk Items SE ALT September 2025 | 174331 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | 12.62 | Food Service Bulk Items Trans September 2025 | 174332 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | 4,020.88 | Food Service Transition September 2025 | 174205 | 11/20/2025 |
| 11/20/2025 | 105923 | GOURMET GORILLA | -1,514.38 | Credit Memo September 2025 | 174322 | 11/20/2025 |
| 11/20/2025 | 105924 | HINCKLEY SPRINGS | 263.92 | Water service/Delivery SE Alt and LS September 2025 | 13251043 1 | 11/20/2025 |
| 11/20/2025 | 105925 | ILLINOIS STATE POLIC | 388.00 | Fingerprinting September, | 2025090707 | 11/20/2025 |

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| | | | | 2025 (Invoice Number - 20250907078) | | |
| 11/20/2025 | 105926 | INDUSTRIAL APPRAISAL | 220.00 | FY25 Fixed Asset inventory update 07/01/2025 | 7162650-20 | 11/20/2025 |
| 11/20/2025 | 105927 | INTERIM SCHOOL BUSIN | 9,566.60 | Contract Services business office M Dyrek October 2025 | 18-1025-SA | 11/20/2025 |
| 11/20/2025 | 105928 | JASON JOBB | 213.78 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 105929 | KONICA MINOLTA BUSIN | 1,258.00 | Konica Minolta Maintenance Agreement Invoice 9010641561 | 9010641561 | 11/20/2025 |
| 11/20/2025 | 105930 | KONICA MINOLTA PREMI | 1,032.16 | Konica Minolta Contract 450-0068168-000 Coverage 10/26/2025-11/25/2025 Invoice 5036198291 | 5036198291 | 11/20/2025 |
| 11/20/2025 | 105931 | LAKESHORE LEARNING | 206.95 | Jennifer Cerceo Materials Request | 92208556 | 11/20/2025 |
| 11/20/2025 | 105932 | LAUREN SHEEHAN CONSU | 750.00 | PD | 1015 | 11/20/2025 |
| 11/20/2025 | 105933 | LAUTERBACH & AMEN, L | 10,200.00 | FY25 Audit | 110629 | 11/20/2025 |
| 11/20/2025 | 105934 | MAXIM HEALTHCARE SER | 16,454.29 | Nursing Services for 9/2/25 through through 9/5/25 | V28200455 | 11/20/2025 |
| 11/20/2025 | 105934 | MAXIM HEALTHCARE SER | 28,877.48 | Nursing Services for 10/9/25 through 10/24/25 | V28609395 | 11/20/2025 |
| 11/20/2025 | 105934 | MAXIM HEALTHCARE SER | 79,208.65 | Nursing Services for 9/8/25 through 9/30/25 | V28517241 | 11/20/2025 |
| 11/20/2025 | 105934 | MAXIM HEALTHCARE SER | 39,797.78 | Nursing Services for 10/1/25 through 10/10/25 | V28517255 | 11/20/2025 |
| 11/20/2025 | 105934 | MAXIM HEALTHCARE SER | 18,161.89 | Nursing Services for 10/14 through 10/17/25 | V28529489 | 11/20/2025 |
| 11/20/2025 | 105935 | MED-EL CORP. | 3,019.00 | DHH Program Audiology Equipment Order: Sonnet MTD Kit w/o fine tuner (x2) and Fine Tuner Echo (x3) | PS1572345 | 11/20/2025 |
| 11/20/2025 | 105936 | MICROSONIC INC. | 581.04 | EARMOLDS - Invoice #: VW0841RL (Ryan Van Koughnet), Invoice #: VW0842L (Michael Nero), Invoice #: VW0840RL (Abigail Lopez), Invoice #: VW0838RL (Josiah Rodriguez), Invoice #: VW0830RL (Kevin Feller) | multi 11.2 | 11/20/2025 |
| 11/20/2025 | 105936 | MICROSONIC INC. | 133.00 | Invoice #: VW0843RL, Date: 10/24/2025, Client Name: Ben Giuliano (Earmolds) | VW0843RL | 11/20/2025 |
| 11/20/2025 | 105937 | NATIONAL ASSOCIATION | 450.00 | NAIE Memberships: Kaden, Ferry, Lovins, Falana, Bailey Lopez, Wetherhill | 1064 | 11/20/2025 |
| 11/20/2025 | 105938 | NCS PEARSON | 1,725.82 | OT SUPPLIES | 30158254 | 11/20/2025 |
| 11/20/2025 | 105938 | NCS PEARSON | 90.30 | OT SUPPLIES | 30188795 | 11/20/2025 |
| 11/20/2025 | 105939 | NET56 | 10,161.06 | Net56 USAC Agreement Internet Access (Communication Taxes, Internet Access with FaaS Main Building, WAN SE) | 17077 | 11/20/2025 |
| 11/20/2025 | 105939 | NET56 | 223.04 | Net56 September Jamf Licenses Inv. 17091 | 17091 | 11/20/2025 |
| 11/20/2025 | 105939 | NET56 | 29,012.33 | NET56 Managed Services November 2025 Inv. 17078 | 17078 | 11/20/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
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| 11/20/2025 | 105940 | NICOR GAS | 481.30 | Accnt # 28-69-21-10001 Energy Services SE ALT 10/01-11/01/2025 | 11.03.25 | 11/20/2025 |
| 11/20/2025 | 105941 | ODP BUSINESS SOLUTIO | 20.53 | Deborah Wetherhill Material Request | 4420777780 | 11/20/2025 |
| 11/20/2025 | 105942 | ORKIN EXTERMINATING | 113.00 | SE ALT pest Services October 2025 | 285760411 | 11/20/2025 |
| 11/20/2025 | 105943 | QUALITY INTEGRATED S | 425.00 | 1 year Monitoring for Security System 25-26 | 32614 | 11/20/2025 |
| 11/20/2025 | 105943 | QUALITY INTEGRATED S | 152.50 | 09.03.25 System trouble Beeping-tampering check | 32179 | 11/20/2025 |
| 11/20/2025 | 105943 | QUALITY INTEGRATED S | 255.00 | Service Request -Card Access Issue 10/17/2025 | 32504 | 11/20/2025 |
| 11/20/2025 | 105944 | RICOH USA, INC. | 8,037.20 | Ricoh Invoice for Docuware | 5072081281 | 11/20/2025 |
| 11/20/2025 | 105945 | SCHOLASTIC INC. | 263.74 | Huerta HS | M7672845 | 11/20/2025 |
| 11/20/2025 | 105946 | SIGN LANGUAGE INTERP | 562.10 | Sign Language Interpreters Invoice 5259 | 5259 | 11/20/2025 |
| 11/20/2025 | 105946 | SIGN LANGUAGE INTERP | 829.50 | Invoice 5304 from Sign Language Interpreters Inc. | 5304 | 11/20/2025 |
| 11/20/2025 | 105947 | SONITROL CHICAGOLAND | 664.65 | Security Services C0001 Invoice 261262 Invoice date 11/1 | 261262 | 11/20/2025 |
| 11/20/2025 | 105949 | SONOVA USA INC. | 1,571.99 | Phonak/Sonova Repair Order | 5404740112 | 11/20/2025 |
| 11/20/2025 | 105949 | SONOVA USA INC. | 1,284.08 | Sonova - DHH Classroom Order (Replacing PO 2042600022): Roger Touchscreen 3, Roger 21 Receiver white, Fed ex shipping labels, junior kids clip, phonak branded batteries implant 675, phonak branded batteries 13, phonak branded batteries 312 | 5404749969 | 11/20/2025 |
| 11/20/2025 | 105949 | SONOVA USA INC. | 62.79 | Blister Pack SlimTube HE 0-R (Qty:2), Open smokey dome s (Qty:2) | 5404998742 | 11/20/2025 |
| 11/20/2025 | 105949 | SONOVA USA INC. | 4,932.76 | Sonova - DHH Classroom Order (Replacing PO 2042600022): Roger Touchscreen 3, Roger 21 Receiver white, Fed ex shipping labels, junior kids clip, phonak branded batteries implant 675, phonak branded batteries 13, phonak branded batteries 312 | 5404748661 | 11/20/2025 |
| 11/20/2025 | 105950 | STORY, KELLY | 140.00 | Tuition Reimbursement for 24-25 classes | Tuit24-25 | 11/20/2025 |
| 11/20/2025 | 105951 | SUBURBAN DOOR CHECK | 1,306.00 | SE New Class Rm 19 door | IN585762 | 11/20/2025 |
| 11/20/2025 | 105951 | SUBURBAN DOOR CHECK | 1,110.00 | Adjusted, rekeyed, and replaced numerous door locks at SE | IN585367 | 11/20/2025 |
| 11/20/2025 | 105952 | T-MOBILE | 620.00 | T-Mobile Hotspots Account #976288363 | 976288363 | 11/20/2025 |
| 11/20/2025 | 105953 | TEAM SELECT HOME CAR | 6,570.00 | Nursing Services for 9/2/25 through 9/30/25 | 576188FI14 | 11/20/2025 |
| 11/20/2025 | 105953 | TEAM SELECT HOME CAR | 7,218.00 | Nursing Services for 9/2/25 through 9/30/25 | 576188FI14 | 11/20/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
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| 11/20/2025 | 105954 | THERAPRO, INC. | 962.60 | OT SUPPLIES | IN516691 | 11/20/2025 |
| 11/20/2025 | 105955 | THERAPY SHOPPE | 1,366.89 | OT SUPPLIES | 422190 | 11/20/2025 |
| 11/20/2025 | 105956 | TOBII DYNAVOX LLC | 12,537.00 | 2025-26 licenses | INV0055311 | 11/20/2025 |
| 11/20/2025 | 105957 | TOTAL FIRE AND SAFET | 104.00 | Total Fire SE FDC Cap replace and clean out | D469782 | 11/20/2025 |
| 11/20/2025 | 105958 | TWO WAY RADIO CENTER | 1,007.00 | Kenwood NX-P1302AUK 019048231666 3 Extra Radios | 78626 | 11/20/2025 |
| 11/20/2025 | 105959 | VERIZON WIRELESS | 505.22 | Verizon Smartphones and Flip Phones September-October Invoices 6126389233 and 6126399957 | 6126389233 | 11/20/2025 |
| 11/20/2025 | 105892 | WESTMONT CUSD #201 | 708.33 | School Lunch Program - September 2025 | Meals09.25 | 11/20/2025 |
| 11/20/2025 | 105892 | WESTMONT CUSD #201 | 284.41 | School Lunch Program - August 2025 | Meals08.25 | 11/20/2025 |
| 11/20/2025 | 105960 | WILSON LANGUAGE TRAI | 180.36 | Erin Kaniewski Materials Request | INV122265 | 11/20/2025 |
| 11/20/2025 | 105891 | WINFIELD SCHOOL DIST | 3,057.88 | School Lunch Program - September 2025 | Meals09.25 | 11/20/2025 |
| 11/20/2025 | 105891 | WINFIELD SCHOOL DIST | 1,857.24 | School Lunch Program - August 2025 | Meals08.25 | 11/20/2025 |
| 11/20/2025 | 105961 | WPS | 871.20 | OT SUPPLIES | WPS-546213 | 11/20/2025 |
| | | Totals for checks | 1,381,995.19 | | | |

**F U N D S U M M A R Y**

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATION FUND | 361,330.46 | 0.00 | 1,019,129.47 | 1,380,459.93 |
| 17 | MEDICAID SUB FUND | 0.00 | 0.00 | 1,535.26 | 1,535.26 |
| *** Fund Summary Totals *** | | 361,330.46 | 0.00 | 1,020,664.73 | 1,381,995.19 |

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

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 11/20/2025 | 252600315 | 2955, LLC | 55,000.00 | ODGEN AVENUE RENT | 2900Dec202 | 11/20/2025 |
| 11/20/2025 | 252600316 | AL WARREN OIL CO., I | 283.12 | Fuel Delivery 11/06/2025 | W1795731 | 11/20/2025 |
| 11/20/2025 | 252600316 | AL WARREN OIL CO., I | 239.26 | Fuel delivery 10.16.25 | W1790211 | 11/20/2025 |
| 11/20/2025 | 252600316 | AL WARREN OIL CO., I | 321.30 | Fuel Deilivery 10/23/2025 | W1791805 | 11/20/2025 |
| 11/20/2025 | 252600316 | AL WARREN OIL CO., I | 279.79 | Fuel Delivery 10.30.2025 | W1794117 | 11/20/2025 |
| 11/20/2025 | 252600317 | ALDRICH, DANA | 35.84 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600317 | ALDRICH, DANA | 46.55 | Mileage Reimbursement for September 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600318 | ANDERSEN, VERONICA | 1,410.00 | Tuition reimbursement for 24-25 classes | tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600318 | ANDERSEN, VERONICA | 184.74 | Mileage Reimbursement for September 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600318 | ANDERSEN, VERONICA | 126.30 | Mileage Reimbursement for Aug 2025 | MilRei08.2 | 11/20/2025 |
| 11/20/2025 | 252600319 | ARIANO, EMILIA | 4.97 | Mileage Reimbursement for September 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600320 | AVGERINOS, SAMANTHA | 1,594.20 | Tuition reimbursement for 24-25 classes | tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600321 | BARAJAZ, DINA | 147.70 | Mileage Reimbursement for08/14-09/24/2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600322 | BECVAR, FRANK | 147.96 | Mileage Reimbursement for August September and October 2025 | MilRei08-1 | 11/20/2025 |
| 11/20/2025 | 252600323 | BELL, RACHEL | 156.45 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600324 | BERGFELD, BETH | 83.09 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600325 | BLOME, NICOLE | 37.10 | Mileage Reimbursement for09/16-10/17/2025 | MilRei09-1 | 11/20/2025 |
| 11/20/2025 | 252600326 | BOHNERT, SHANNON | 39.11 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600327 | BUNGERT, TINA | 19.65 | Mileage Reimbursement for August 2025 | MilRei08.2 | 11/20/2025 |
| 11/20/2025 | 252600328 | CHAPLIN, KRISTINE | 1,410.00 | Tuition reimbursement for 24-25 classes | tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600328 | CHAPLIN, KRISTINE | 262.29 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600314 | COMMUNITY CONSOLIDAT | 2,453.00 | Replacement of tv damaged by student | 001/26 | 11/20/2025 |
| 11/20/2025 | 252600314 | COMMUNITY CONSOLIDAT | 911.40 | School Lunch Program - September 2025 | Meals09.25 | 11/20/2025 |
| 11/20/2025 | 252600329 | CREAGAN, HELEN | 87.29 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600330 | DORCHACK, MARIA | 284.48 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600312 | DOWNERS GROVE DISTRI | 1,472.66 | School Lunch Program - September 2025 | Meals09.25 | 11/20/2025 |
| 11/20/2025 | 252600331 | DRUCKER, HALEY | 131.04 | Mileage Reimbursement for September 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600332 | DRYIER, KIMBERLY | 400.00 | FY26 MILEAGE ALLOTMENT November 2025 | TravNov202 | 11/20/2025 |
| 11/20/2025 | 252600310 | DUPAGE COUNTY SCHOOL | 4,788.28 | September meals For SASED students | 25-26/D45- | 11/20/2025 |
| 11/20/2025 | 252600333 | FANUKA, CASEY | 220.64 | Mileage Reimbursement for September and October 2025 | MilRei09-1 | 11/20/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 11/20/2025 | 252600334 | FARRELL, LYSA | 117.67 | Mileage Reimbursement for August and September 2025 | MilRei08-0 | 11/20/2025 |
| 11/20/2025 | 252600335 | FERRY, SUZANNE | 61.95 | Mileage Reimbursement for September 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600336 | FLYNN, MATTHEW | 238.70 | Mileage Reimbursement for August September and October 2025 | MilRei08-- | 11/20/2025 |
| 11/20/2025 | 252600337 | GENIN, SHERILYN | 164.57 | Mileag Reimbursement 09/25/2025-10/30/2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600338 | HEARTLAND ALLIANCE H | 708.97 | CCIS Interpreting Services Invoice 27521 2/2 | 27521 | 11/20/2025 |
| 11/20/2025 | 252600338 | HEARTLAND ALLIANCE H | 140.00 | CCIS Interpreting Services Invoice 27521 | 27521 (2) | 11/20/2025 |
| 11/20/2025 | 252600338 | HEARTLAND ALLIANCE H | 630.00 | Audiology Interpreting, Invoice # 27507, Invoice Date: 09/30/2025 | 27507 | 11/20/2025 |
| 11/20/2025 | 252600338 | HEARTLAND ALLIANCE H | 157.49 | CCIS Interpreting Services -Invoice 27507 | 27507-2 | 11/20/2025 |
| 11/20/2025 | 252600338 | HEARTLAND ALLIANCE H | 5.25 | Language Line Heartland Alliance Health Invoice # 27598 Acct 2561 | 27598 | 11/20/2025 |
| 11/20/2025 | 252600338 | HEARTLAND ALLIANCE H | 245.85 | CCIS Telephonic Interpreting Invoice 27609 | 27609 | 11/20/2025 |
| 11/20/2025 | 252600338 | HEARTLAND ALLIANCE H | 421.75 | CCIS Telephonic Interpreting Invoice 27538 | 27538 | 11/20/2025 |
| 11/20/2025 | 252600339 | HENKEL, CHRISTIN | 1,884.06 | Tuition reimbursement for 24-25 classes | tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600340 | HOMAN, JULIA | 392.43 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600341 | KADEN, PATRICIA | 212.10 | Mileage Reimbursement for September 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600342 | KATZEL, KRISTIE | 46.20 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600309 | KEENEYVILLE DISTRICT | 813.89 | School Lunch Program - September 2025 | Meals09.25 | 11/20/2025 |
| 11/20/2025 | 252600309 | KEENEYVILLE DISTRICT | 247.66 | School Lunch Program - August 2025 | Meals08.25 | 11/20/2025 |
| 11/20/2025 | 252600343 | KRUEGER, KELLY | 1,594.20 | Tuition reimbursement for 24-25 classes | tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600344 | LARSON, CANDICE | 1,884.06 | Tuition reimbursement for 24-25 classes | tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600345 | LOHRENZ, ASHLEY | 434.28 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600346 | LOONEY, KATHERINE | 91.60 | Mileage Reimbursement for Sept. 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600313 | MAERCKER DISTRICT #6 | 1,119.16 | School Lunch Program - September 2025 | Meals09.25 | 11/20/2025 |
| 11/20/2025 | 252600313 | MAERCKER DISTRICT #6 | 245.84 | School Lunch Program - August 2025 | Meals08.25 | 11/20/2025 |
| 11/20/2025 | 252600347 | MARTINEZ, PAUL | 47.60 | Reimburse Comm Trip expenxe, bowling fees | REIEXP10.2 | 11/20/2025 |
| 11/20/2025 | 252600348 | MILOS, SHAWN | 9.10 | Mileage Reimbursement for 10/08/2025 | 211220332 | 11/20/2025 |
| 11/20/2025 | 252600349 | MOROZ, KRISTYN | 264.11 | Mileage Reimbursement for September 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600349 | MOROZ, KRISTYN | 186.62 | Mileage Reimbursement for | MilRei10.2 | 11/20/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| | | | | October 2025 | | |
| 11/20/2025 | 252600350 | MOY, CYNTHIA | 15.38 | Mileage Reimbursement for August 2025 | MilRei008. | 11/20/2025 |
| 11/20/2025 | 252600351 | MOYNIHAN, LYNN | 217.70 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600352 | NARDI, TRACEY | 1,170.00 | Tuition reimbursement for 24-25 classes | tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600353 | NATZKE, JENNIFER | 92.40 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600354 | NOWAK, SUSAN | 22.95 | Reimbursement Request: Susan Nowak | REI10.24.2 | 11/20/2025 |
| 11/20/2025 | 252600354 | NOWAK, SUSAN | 182.70 | Mileage Reimbursement forAugust, September and October 2025 | MilRei08-1 | 11/20/2025 |
| 11/20/2025 | 252600355 | PALKA, NICOLE | 1,594.20 | Tuition reimbursement for 24-25 classes | tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600356 | PELLICANO, DARCEY | 69.44 | Mileage Reimbursement for 08/26-10/10/ 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600357 | PETERSON, COLLEEN | 83.58 | Mileage Reimbursements for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600358 | POPIWCHAK, DANIELLE | 285.90 | Mileage Reimbursements for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600359 | RANCATORE, JILLIAN | 1,449.28 | Tuition reimbursement for 24-25 classes | tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600360 | REDDY, CARLY | 1,170.00 | Tuition reimbursement for 24-25 classes | Tuit24-25 | 11/20/2025 |
| 11/20/2025 | 252600361 | RELIANCE STANDARD LI | 3,976.43 | Reliance November Invoice | Nov 2025 F | 11/20/2025 |
| 11/20/2025 | 252600311 | SALT CREEK SCHOOL DI | 146.72 | August Meals for SASED students | Meals 08.2 | 11/20/2025 |
| 11/20/2025 | 252600362 | SEGOVICH, ALEXIS | 113.54 | Mileage Reimbursement for Sept 2025 | MilRei09.2 | 11/20/2025 |
| 11/20/2025 | 252600363 | SHANAHAN, KERRY | 448.98 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600364 | SMITH, CLAIRE | 422.65 | Mileage Reimbursements for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600365 | SOBERON, SAMANTHA | 122.61 | Mileage Reimbursement forAugust September and October 2025 | MilRei08-- | 11/20/2025 |
| 11/20/2025 | 252600366 | STOJKOVIC, ASHLEY | 31.14 | Mileage Reimbursement for September and October 2025 | MilRei09-1 | 11/20/2025 |
| 11/20/2025 | 252600367 | TATHAM, SARA | 99.25 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600367 | TATHAM, SARA | 159.49 | Mileage Reimbursement for August and September 2025 | MilRei08-0 | 11/20/2025 |
| 11/20/2025 | 252600368 | THOMPSON, EVA | 201.46 | Mileage Reimbursement for 08/26-09/30.2025 | MilRei08-0 | 11/20/2025 |
| 11/20/2025 | 252600369 | URBAN, JESSICA | 101.92 | Mileage Reimbursement for September and October 2025 | MilRei09-1 | 11/20/2025 |
| 11/20/2025 | 252600370 | VANDERWOUDE, ELIZABE | 400.00 | FY26 MILEAGE ALLOTMENT November 2025 | TravNov202 | 11/20/2025 |
| 11/20/2025 | 252600371 | WALSH, ANNA | 109.91 | Mileage Reimbursement for September and October 2025 | MilRei09-1 | 11/20/2025 |
| 11/20/2025 | 252600372 | WARD, KRISTEN | 82.04 | Mileage Reimbursement for October 2025 | MilRei10.2 | 11/20/2025 |
| 11/20/2025 | 252600373 | WAWCZAK, ELIZABETH | 153.31 | Mileage Reimbursement for 08/12- 09/2/2025 | MilRei08.2 | 11/20/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 11/20/2025 | 252600374 | WISNIEWSKI, RACHEL | 400.00 | FY26 MILEAGE ALLOTMENT Novmember 2025 | Trav11.202 | 11/20/2025 |

Totals for checks 98,266.30

F U N D S U M M A R Y

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATION FUND | 3,976.43 | 0.00 | 94,289.87 | 98,266.30 |
| *** Fund Summary Totals *** | | 3,976.43 | 0.00 | 94,289.87 | 98,266.30 |

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

# INTERIM CHECKS

**October 2025 $ 157,342.79**

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 10/03/2025 | 105777 | ALPHA PLUMBING &HVAC | 424.00 | SE Sewer gas smell Trouble shoot | 6056 | 10/03/2025 |
| 10/03/2025 | 105777 | ALPHA PLUMBING &HVAC | 945.30 | SE Drinking Fountain Filter Changes and Maintenance | 6030 | 10/03/2025 |
| 10/03/2025 | 105778 | AMBER MECHANICAL CON | 1,120.00 | IT Server room AC repair | W39425 | 10/03/2025 |
| 10/03/2025 | 105779 | AMERICAN HERITAGE LI | 2,612.83 | Allstate Critical Illness and Accident Coverage Bill - October 2025 | M01W650826 | 10/03/2025 |
| 10/03/2025 | 105780 | ANTOINE BLAKE | 625.00 | WORK AT WINFIELD | 08122025 | 10/03/2025 |
| 10/03/2025 | 105781 | COSTCO | 324.60 | Pizza for the DCM Family Night Out Event | DUP | 10/03/2025 |
| 10/03/2025 | 105783 | DUPAGE CHILDREN'S MU | 1,500.00 | SASED Family Night Out | 5 | 10/03/2025 |
| 10/03/2025 | 105782 | DUPAGE COUNTY PUBLIC | 33.15 | Water usage 05/28-07/26/2025 | 996389 | 10/03/2025 |
| 10/03/2025 | 105784 | EMBRACE EDUCATION | 46,074.07 | Direct Servise Percentage Billing August 2025 | 20065 | 10/03/2025 |
| 10/03/2025 | 105785 | HOME DEPOT CREDIT SE | 2,971.27 | Home DePot Monthly Statement Account # 6035322149985602 | HD09/19/25 | 10/03/2025 |
| 10/03/2025 | 105786 | LOPEZ, LAURA | 1,250.64 | Reimburse expense for Acryllic Sheets to protect bulletin boards | ReiExp09.0 | 10/03/2025 |
| 10/03/2025 | 105787 | METLIFE | 17,794.96 | October Metlife Dental and Vision Invoice for 10/1/25-10/31/25. Due 10/1/2025 | 87241160 | 10/03/2025 |
| 10/03/2025 | 105788 | MURPHY CONSTRUCTION | 6,400.00 | SE Alternative paving/sealcoating work | 25-12754 | 10/03/2025 |
| 10/03/2025 | 105789 | NICOR GAS | 296.91 | SE Alt Energy Services 08/01-09/01/2025 | 28-69-21-1 | 10/03/2025 |
| 10/03/2025 | 105790 | NIELSEN, ZEHE & ANTA | 20,000.00 | Insurance settlement-Release of settlement agreement dated 08/13/2025 | Inssetlmne | 10/03/2025 |
| 10/03/2025 | 105791 | RINGCENTRAL INC | 4,197.84 | RingCentral Monthly Customer ID 63307156031 | CD_0012191 | 10/03/2025 |
| 10/03/2025 | 105791 | RINGCENTRAL INC | 4,196.96 | RingCentral Monthly Customer ID 63307156031 | CD_0011662 | 10/03/2025 |
| 10/03/2025 | 105791 | RINGCENTRAL INC | 4,196.96 | RingCentral Monthly Customer ID 63307156031 | CD_0011927 | 10/03/2025 |
| 10/03/2025 | 105792 | SOMMERFELD, GAIL | 400.00 | Diabetes Training Sept 30 2025 | DiabTrning | 10/03/2025 |
| 10/03/2025 | 105793 | UNITED DOOR & DOCK | 2,063.25 | WORK AT SOUTHEAST | 13330 | 10/03/2025 |
| 10/07/2025 | 105776 | BMO | -563.08 | PAES lab | amaz106260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 2,205.06 | Transition - PAEC lab | amaz106260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 1,233.06 | Transition - PAEC lab | Amaz106260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 539.98 | Jackie Jackson Translator Earbuds | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 59.99 | Jessica Urban Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 257.25 | Tamara Hodalic Materials Request ALL Combined | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 108.60 | Cherise Jerrard Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 91.97 | Tamara Hodalic Equipment Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 36.37 | Adina Buetow Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 35.99 | Jessica Urban Materials | Amaz232600 | 10/07/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| | | | | Request | | |
| 10/07/2025 | 105776 | BMO | 68.53 | Jacquelyn Jackson Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 96.34 | Emma Borshell Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 71.36 | Regina Fernandez Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 115.88 | Diane Lazzar Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 35.48 | Adina Buetow Equipment Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 83.90 | Emma Borshell Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 231.66 | Jacquelyn Jackson Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 283.04 | Tamara Hodalic Materials Request Combined | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 37.96 | Patricia Vandercar Materials Request | Amaz203260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 13.98 | Deborah Wetherhill Materials Request | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 12.58 | Abigail Hansen Material Request | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 369.26 | Amy Deegan Amazon Orders ALL Combined | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 419.01 | Carly Kirkman Instructional Materials- ALL Combined | Amaz204726 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 33.96 | Alyssa Hamblin Materials Request ALL Combined | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 57.94 | Cassidy Van Cleve Material Requests ALL Combined | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 95.18 | Deborah Wetherill Materials request | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 136.10 | Julia Nowickki Materials Request ALL Combined | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 33.28 | Kelly Story Material Request | amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 50.39 | Laura Birch Materials Requested | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 156.46 | Robin Cullen Materials Request ALL Combined | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 76.88 | Kimberly Zaragoza | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 47.98 | Alyssa Hamblin Materials Request | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 59.27 | DJ Spillan Material Request | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 39.99 | Tara Corral Equipment Request | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 18.95 | Alicia Kamaris Equipment Request | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 23.98 | Amy Deegan Materials Request | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 97.47 | Carly Kirkman Materials Request | Amaz204260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 25.27 | Consumable Philips | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 36.99 | Consumables Balogh | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 275.61 | Office/Building supplies | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 970.00 | School Sign | Fastsign20 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 744.22 | Aim Store | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 69.68 | AIM/Quilico | Amaz205260 | 10/07/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 10/07/2025 | 105776 | BMO | 57.92 | kitchen supplies | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 36.98 | MER/Millane | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 36.75 | Family Consumer Science | Walm205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 53.29 | Nurse | Walm205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 168.59 | Classroom Millane | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 17.99 | School/Williams | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 87.98 | Classroom/Pullins | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 578.84 | Terzick /FCS | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 152.33 | Lupie Classrroom | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 391.57 | Terzick/FCS | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 334.18 | Consumable/Gaona | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 290.00 | Outside Sign and installed | Fastsigne2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 51.65 | FACS/Terzick | Walm205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 1,104.50 | MAterial/Lexi | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 78.97 | Classroom/Pullins | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 94.96 | Classroom/Tschetter | Amaz205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 368.85 | Imprint#53326-1 | Imagprint2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 56.93 | Supplies building | Walm205260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 83.52 | INSULATED BAGS FOR FOOD DELIVERY | Amaz206260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 50.98 | Benjamin DeBruin Materials Request 1 of 2 | Amaz206260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 96.93 | Erin Sanzenbacher Materials Request ALL Combined | Amaz206260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 152.85 | Gabrielle Barnes Materials Request ALL Combined | Amaz206260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 193.99 | SLP Supplies | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 63.82 | Preschool Classroom Supplies | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 257.81 | Sarah Goins- Instructional Materials | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 99.14 | Trash Cans for Ann M Jeans | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 128.66 | SLP Communication Supplies | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 193.05 | M. Holzwart Instructional Materials | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 59.62 | Kate Looney- Winfield Supplies | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 36.59 | Hannah DuCharme Supplies | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 104.95 | Jennifer Cercero Instructional Supplies | AMaz207200 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 38.99 | Out of Stock replacement Item for M. Holzwarts order PO 2072600011 | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 56.31 | Ashley Przanowski Materials Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 20.39 | Hannah DuCharme Materials Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 168.49 | Kaitlin Hall Materials Request ALL Combined | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 159.68 | Samantha Soberon Materials Request ALL Combined | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 220.74 | Claire Smith Equipment Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 48.58 | Tara Corral Materials Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 57.24 | Samantha Soberon Materials Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 9.45 | Leanne Lapato Materials | Amaz207260 | 10/07/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| | | | | Request | | |
| 10/07/2025 | 105776 | BMO | 197.30 | Amy Warkentien Materials Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 42.66 | Kirsten Ryndak Materials Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 379.15 | Diane Lazzar Equipment Request Combined ALL | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 38.95 | Diane Lazzar Equipment Request | Walm207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 41.97 | Hannah DuCharme Materials Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 40.23 | Stephanie Cohla Materials Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 62.40 | Amy Warkentien Materials Request | Amaz207260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 25.98 | TRANSITION - Laura Zacharski Instructional Supplies - Classroom organization; student engagement & participation AMAZON 8.18.2025 | Amaz208260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 81.09 | Transition Program - MEGAN BAKER Instructional Materials - SAC 9/10/2025 | Amaz208260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 24.98 | Transition Program - JENNIFER DUNCAN Instructional Materials - SAC AMAZON 9/11/2025 | Amaz208260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 114.68 | Transition Program - PATRICK DUGAN Instructional Materials - SAC AMAZON 9/12/2025 | Amaz208260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 95.49 | OT SUPPLIES PER SG | Amaz300260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 11.18 | OT SUPPLY | Ama3002600 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 35.26 | Puck lights for outside of audiology booth to communicate when testing is happening & phone headset for easier appointment scheduling | Amaz301260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 52.98 | becvar | Amaz303260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 400.00 | assessments | MHS3032600 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 125.90 | Supplies for Classroom Team Projects and Training | Amaz306260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 116.88 | Supplies for Classroom Team Projects and Training | Amaz306260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 207.12 | Supplies for Classroom Team Projects and Training | Amaz306260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 1,605.36 | Firstcomm Phone Bill August Inv. 128269450 and 128258503 | FirstComm3 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 75.37 | Accomodation for Vicki Otto - HUANUO Keyboard Tray Under Desk, Pull Out Keyboard Tray with C Clamp Mount, 26.5 W x 11.8 D Slide Out Computer Keyboard Drawer Mouse Tray for Typing, Black, HNKB12B (need a total of 2: 1 for | Amaz310260 | 10/07/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| | | | | each location:Lisle Medical and Transition Medical Office) | | |
| 10/07/2025 | 105776 | BMO | 56.19 | Amazon - supplies for Winfield | Amaz312260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 171.73 | OFFICE SUPPLIES | Amaz312260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 384.81 | ppe | Amaz318260 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 30.00 | paypal microbusiness | Paypal09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 20.00 | Regional Office of Ed | ROE09.25 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 130.00 | Costco | Costco09.1 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 380.07 | Water filter/coolers | Quench09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 1,617.91 | Waster Services SE Alt | WCI09.25 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 822.18 | Shredding services | ironmnt09. | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 797.19 | Pods Storage Units | PODS09.25 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | -165.28 | Enterprise Truck Rental summer moves | Enterprise | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 700.00 | Council of Admin memberships | Council09. | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 1,554.00 | ISU Confernece Center | ISU08.25 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 220.00 | Maine Town Illinois Conference | Maine08.20 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 350.00 | Wilson Language Training Registration | Wilson09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 430.00 | ROE Registration | ROE09.05.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 42.73 | P-Card Amy Gebre 09/20/2025 | AGebre09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 825.00 | S Genin P Card 09/20/2025 | SGenein09. | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 6.68 | BMO P-CARD Cherise Jerrard 09/20/2025 | cJerrod09. | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 1,350.15 | D Lawler Pcard 09/20/2025 Bluedog Ink Purchases | DLawler09. | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 23.19 | Godaddy website subsc cafe microbusiness | GoDaddy09. | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 806.03 | L Lopez BMO September 25 | Llopez09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 2,604.31 | P-Card Reconciliation for Senga Lowe - September 2025 | Slowe09.25 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 50.97 | BMO P-CARD Tracey Nardi 09/20/2025 | Tnardi09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 161.00 | Transition KIRSTIN PEAHL P-CARD 09/20/2025 9.24.25 | Kpeahl09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 210.00 | BMO P-CARD Mark Renc 09/20/2025 | MRenc09.25 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 720.67 | BMO Monthly Credit Card for Purchases made by Claire K. Smith on her P-Card for September 2025 | csmith09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 210.13 | BMO P-CARD Tara Corral 09/20/2025 | TCorral 09 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 7.00 | BMO P-CARD Tara Corral 09/20/2025 2/2 | Tcorral 09 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 19.32 | BMO P-CARD Kati Curby 09/20/2025 | KCurby09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 133.97 | BMO P-CARD Carly Reddy 09/20/2025 | CReddy09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 15.94 | BMO Carly Reddy P-CARD 09/20/2025 2/2 | CReddy09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 141.22 | C Miller Pcard statement date 09.20.25 | CMiller09. | 10/07/2025 |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 10/07/2025 | 105776 | BMO | 4,774.73 | S Couomo pcard statment date 09.20.25 | Scuomo09.2 | 10/07/2025 |
| 10/07/2025 | 105776 | BMO | 105.45 | L McCarthy pcard statement date 09.20.25 | LMcCarty09 | 10/07/2025 |
| 10/24/2025 | 105792 | SOMMERFELD, GAIL | -400.00 | Diabetes Training Sept 30 2025 | DiabTrning | 10/24/2025 |
| | | Totals for checks | 155,667.79 | | | |

F U N D S U M M A R Y

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATION FUND | 20,407.79 | 0.00 | 87,122.68 | 107,530.47 |
| 17 | MEDICAID SUB FUND | 0.00 | 0.00 | 46,074.07 | 46,074.07 |
| 20 | OPER, BUILD, & MAINT FUND | 0.00 | 0.00 | 2,063.25 | 2,063.25 |
| *** Fund Summary Totals *** | | 20,407.79 | 0.00 | 135,260.00 | 155,667.79 |

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

F U N D S U M M A R Y

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATION FUND | 500.00 | 0.00 | 0.00 | 500.00 |
| *** Fund Summary Totals *** | | 500.00 | 0.00 | 0.00 | 500.00 |

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

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 10/21/2025 | 105858 | CASH | 500.00 | Replenish Petty Cash 10.21.2025 | Petty10.21 | 10/21/2025 |
| | | Totals for checks | 500.00 | | | |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 10/06/2025 | 252600241 | CENTER CASS DISTRICT | 27,750.00 | SUMMER 2025 LEASE PAYMENT | ESY Lease | 10/06/2025 |
| 10/06/2025 | 252600242 | LISLE CUSD #202 | 6,750.00 | SUMMER 2025 LEASE PAYMENT | ESY lease | 10/06/2025 |
| 10/06/2025 | 252600240 | SALT CREEK SCHOOL DI | 17,250.00 | SUMMER 2025 LEASE PAYMENT | ESYLease | 10/06/2025 |
| | | Totals for checks | 51,750.00 | | | |

**F U N D S U M M A R Y**

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATION FUND | 0.00 | 0.00 | 51,750.00 | 51,750.00 |
| *** Fund Summary Totals *** | | 0.00 | 0.00 | 51,750.00 | 51,750.00 |

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

**VOIDED CHECKS**

| | |
|---|---|
| **October 2025** | **$ 671.00** |

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 10/16/2025 | 105825 | JIM DHAMER PLUMBING | 271.00 | 2900 LL Toilet tank flush valve | 147074 | 10/16/2025 |
| 10/24/2025 | 105825 | JIM DHAMER PLUMBING | -271.00 | 2900 LL Toilet tank flush valve | 147074 | 10/24/2025 |
| | | Totals for checks | 0.00 | | | |

F U N D S U M M A R Y

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATION FUND | 0.00 | 0.00 | 0.00 | 0.00 |
| *** Fund Summary Totals *** | | 0.00 | 0.00 | 0.00 | 0.00 |

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

| CHECK DATE | CHECK NUMBER | VENDOR | AMOUNT | INVOICE DESCRIPTION | INVOICE NUMBER | POST DATE |
|---|---|---|---|---|---|---|
| 10/03/2025 | 105792 | SOMMERFELD, GAIL | 400.00 | Diabetes Training Sept 30 2025 | DiabTrning | 10/03/2025 |
| 10/24/2025 | 105792 | SOMMERFELD, GAIL | -400.00 | Diabetes Training Sept 30 2025 | DiabTrning | 10/24/2025 |
| | | Totals for checks | 0.00 | | | |

F U N D S U M M A R Y

| FUND | DESCRIPTION | BALANCE SHEET | REVENUE | EXPENSE | TOTAL |
|---|---|---|---|---|---|
| 10 | EDUCATION FUND | 0.00 | 0.00 | 0.00 | 0.00 |
| *** Fund Summary Totals *** | | 0.00 | 0.00 | 0.00 | 0.00 |

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

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

**Dr. Kim Dryier**
*Executive Director*

**ACTION ITEM**

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To: SASED Board of Directors
From: Kim Dryier, Executive Director
Date: November 19, 2025
Re: First Reading of Policies included in the IASB PRESS Issue 120 Update

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Summary: IASB PRESS Release 120 was released in October 2025 and Board review and adoption is required. These updates have been reviewed by the SASED Policy Committee, with suggested changes as noted.

**Draft Update**

2:120 - Board Member Development - Updated for continuous improvement
2:150 - Committees - Updated in response to 105 ILCS 5/10-20.14
2:270 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited - Updated for continuous improvement
4:10 - Fiscal and Business Management - Updated in response to 105 ILCS 5/10-17
4:30 - Revenue and Investments - Updated in response to Public Funds Investments Act, 30 ILCS 235/8
4:40 - Incurring Debt - Legal references updated
4:50 - Accounting and Audits - Two sentences for optional inclusion based on auditor's compliance with its filing requirement under 105 ILCS 5/3-7
4:190 - Targeted School Violence Prevention Program - Legal references updated
5:10 - Equal Employment Opportunity and Minority Recruitment - Updated in response to the Victim's Economic Security and Safety Act (VESSA), 820 ILCS 180/33
5:90 - Abused and Neglected Child Reporting - Updated in response to 325 ILCS 5/4.5
5:100 - Staff Development Program - Updated in response to 105 ILCS 5/27-115 and 105 ILCS 5/27-240 replacing the citation to 105 ILCS 110/3.10
5:190 - Teacher Qualifications - Legal references updated
5:200 - Terms and Conditions of Employment and Dismissal - Updated in response to the Nursing Mothers in Workplace Act, 820 ILCS 260/10
5:220 - Substitute Teachers - Legal references updated
5:280 - Duties and Qualifications - Updated for continuous improvement
5:300 - Schedules and Employment Year - Updated in response to the Nursing Mothers in Workplace Act, 820 ILCS 260/10
6:20 - SASED Calendar and Day - Updated in response to 105 ILCS 5/24-2(c)
6:60 - Curriculum Content - *Includes a required answer* and updates in response to many citations
6:160 - English Learners - Updated for continuous improvement
6:260 - Complaints About Curriculum, Instructional Materials, and Programs - Updated in response to Mahmoud v. Taylor.
7:10 - Equal Educational Opportunities - Updated in response to 105 ILCS 5/22-105(c)(1-3)

7:70 - Attendance and Truancy - Updated in response to 105 ILCS 5/10-19.05(k)
7:180 - Prevention of and Response to Bullying, Intimidation, and Harassment - Updates in response to 105 ILCS 5/22-110
7:190 - Student Behavior - Updated in response to 105 ILCS 5/10-27.1A(b)
7:290 - Suicide and Depression Awareness and Prevention - Updated in response to 105 ILCS 5/27-215 and 105 ILCS 5/10-20.81
7:310 - Restrictions on Publications; Elementary Schools - Legal references updated
7:315 - Restrictions on Publications; High Schools - Legal references updated
7:340 - Student Records - Revised to match the Illinois School Students Records Act (ISSRA)
8:30 - Visitors to and Conduct on SASED Property - Updated for continuous improvement and legal references updated

**Draft Update - Rewritten**

7:150 - Agency and Law Enforcement Requests (prior Agency and Police Interviews) - Renamed and rewritten in response to 105 ILCS 5/22-105

**Review and Monitor**

6:280 - Grading and Promotion - Board review

Recommended Action: SASED Administration requests that the Board of Directors review these policies as a first reading.

# POLICY MANUAL REVISIONS
## October 2025 PRESS Update 120
## 1st Reading -November 19, 2025
## *Board Policies*

**Draft Update**

2:120 - Board Member Development - Updated for continuous improvement
2:150 - Committees - Updated in response to 105 ILCS 5/10-20.14
2:270 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited - Updated for continuous improvement
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**Draft Update - Rewritten**

7:150 - Agency and Law Enforcement Requests (prior Agency and Police Interviews) - Renamed and rewritten in response to 105 ILCS 5/22-105

**Review and Monitor**

6:280 - Grading and Promotion - Board review

# *Document Status: Draft Update*

## 2:120 Board Member Development

SASED desires that its individual Board members learn, understand, and practice effective governance principles. Each SASED Board is responsible for Board member orientation and development.

The Chairperson of each Board and/or the Executive Director shall provide all Board members with information regarding education materials, publications, and notices of training or development pertinent to governance of the cooperative.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development and leadership training in: (1) education and labor law; (2) financial oversight and accountability; (3) fiduciary responsibilities; (4) trauma-informed practices for students and staff; and (5) improving student outcomes, within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act (OMA) no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on OMA is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. ~~This dismissal process is available after the SASED PERA implementation date.~~ PRESSPlus1
4. Each new Board member must attend the SASED New Board Member Orientation as per the Articles of Joint Agreement.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board Chairperson or Executive Director, or their designees, shall make reasonable efforts to provide ongoing professional development to Board members about the requirements of 105 ILCS 5/10-22.6 and 105 ILCS 5/10-20.14, adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board Chairperson or Executive Director, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board Chairperson or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board Chairperson may request a veteran Board member to mentor a new member.

LEGAL REF.:

5 ILCS 120/1.05 and 120/2, Open Meetings Act.

105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Governing Board Meetings)

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**PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 2:150 Committees

The Board of Directors may establish committees to assist with the Board's governance function and, in some situations, to comply with State law requirements. These committees are known as Board committees and report directly to the Board. Committee members may include both Board members and non-Board members depending on the committee's purpose. The Board Chairperson makes all Board committee appointments unless specifically stated otherwise. Board committee meetings shall comply with the Open Meetings Act. A Board committee may not take final action on behalf of the Board - it may only make recommendations to the Board.

Special Board Committees

A special committee may be created for specific purposes or to investigate special issues. A special committee is automatically dissolved after presenting its final report to the Board or at the Board's discretion.

Standing Board Committees

A standing committee is created for an indefinite term although its members will fluctuate. Standing committees are:

1. Board Policy Committee. This committee researches policy issues, and provides information and recommendations to the Board.
2. Parent-Teacher Advisory Committee. This committee assists in the development of student behavior policy and procedure, and provides information and recommendations to the Board. Its members are parents/guardians and teachers, and may include persons whose expertise or experience is needed. The committee reviews such issues as administering medication in the schools, reciprocal reporting between the Cooperative and local law enforcement agencies regarding criminal and civil[PRESSPlus1] offenses committed by students, student discipline, disruptive classroom behavior, school bus safety procedures, and the dissemination of student conduct information.
3. Behavioral Interventions/Oversight Committee. This committee develops and monitors procedures for using behavioral interventions in accordance with Board policy 7:230, *Misconduct by Students with Disabilities*, and provides information and recommendations to the Board. At the Board Chairperson's discretion, the Parent-Teacher Advisory Committee shall perform the duties assigned to the Behavioral Interventions Committee.
4. Finance Committee.

Nothing in this policy limits the authority of the Executive Director or designee to create and use committees that report to him or her or to other staff members.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

105 ILCS 5/10-20.14 and 5/14-8.05.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of Governing Board Meetings), 2:240 (Board Policy Development), 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: August 16, 2023~~

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-20.14, amended by P.A. 104-430. **Issue 120, October 2025**

*Document Status: Draft Update*

## 2:270 Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affect a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District goal. The District does not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities, and it complies with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents~~[illegible]~~PRESSPlus1 of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports under this policy will be processed under Board policy 2:260, *Uniform Grievance Procedure*.

Any District employee who receives a report or complaint of discrimination or harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

This policy does not impair or otherwise diminish the existing rights of unionized employees to request an exclusive bargaining representative to be present during any investigatory interviews, nor does this policy diminish any rights available under an applicable collective bargaining agreement, including, but not limited to, a grievance procedure.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Ill. Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The Superintendent or designee shall establish a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program shall include procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Policy Posting and Distribution

This policy shall be posted on the District's website. The Superintendent shall annually inform staff members of this policy by posting it in a prominent and accessible location such as the District website, employee handbook, staff intranet site, and/or in other areas where policies and rules of conduct are made available to staff. The Superintendent shall annually inform students and their parents/guardians of this policy by posting it on the District's website and including an age-appropriate summary of the policy in the student handbook(s).

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, *Student Behavior*.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or

otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §2000e *et seq.*, Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

105 ILCS 5/22-95 ~~(final citation pending)~~.

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

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**PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 4:10 Fiscal and Business Management

The Executive Director is responsible for SASED's fiscal and business management. This responsibility includes annually preparing and presenting SASED's statement of affairs to the Governing Board and publishing it ~~before~~ PRESSPlus1 December 1, as required by State law.

The Executive Director or designee shall ensure the efficient and cost-effective operation of SASED's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using SASED's electronic network shall complete an *Authorization for Electronic Network Access.* In addition, based upon the location of a classroom, staff may be required to complete a lessor district's authorization form.

Budget Planning

SASED's fiscal year is from July 1 until June 30. The SASED Board of Directors shall direct the Executive Director or his/her designee to prepare a budget. Once completed, the Board of Directors will approve the tentative budget for submission to SASED's Governing Board. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for SASED programs. SASED's budget shall be entered upon the Ill. State Board of Education's (ISBE) *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by ISBE guidelines. The Executive Director shall complete a tentative deficit reduction plan if one is required by ISBE guidelines.

Preliminary Adoption Procedures

After receiving the Executive Director's proposed budget, the Governing Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Recording Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Governing Board.

Final Adoption Procedures

The Governing Board will meet to adopts a budget before September 1st or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by ISBE; if not balanced and if required by ISBE, the Governing Board will adopt a deficit reduction plan to balance SASED's budget within three years according to ISBE requirements.

The Governing Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting yea and nay shall be recorded in the minutes.

The Executive Director or designee shall perform each of the following:

1. Post SASED's final annual budget, itemized by receipts and expenditures, on SASED's internet website; notify parents/guardians that it is posted and provide the website's address.
2. Present a written report that includes the annual average expenditures of the SASED's operational funds for the previous fiscal years at or before the board meeting.
3. Abide by the SASED Articles of Joint Agreement for a Fund Balance.

Budget Amendments

The Governing Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Executive Director or designee shall implement SASED's budget and provide the Board of Directors with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Governing Board.

LEGAL REF.:

105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-1.3, 5/17-1.10, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:20 (Fund Balances), 4:40 (Incurring Debt), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-17, amended by P.A. 104-261, eff. 1-1-26. No later than December 1 each year, a school board must make its statement of affairs available to the public by posting it on the district's website and publishing it in a newspaper of general circulation. See sample exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, available at PRESS Online by logging in at www.iasb.com. **Issue 120, October 2025**

*Document Status: Draft Update*

## 4:30 Revenue and Investments

Revenue

The Executive Director or designee is responsible for making all claims for State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Treasurer shall either appoint a Chief Investment Officer or the SASED CSBO can serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Executive Director shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for SASED's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay SASED obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest SASED funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

   The term "agencies of the United States of America" includes: (a) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory

thereto, (b) the federal home loan banks and the federal home loan mortgage corporation, and (c) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Short-term obligations of corporations organized in the United States with assets exceeding $500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and that mature not later than 270 days from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of SASED's funds may be invested in short-term obligations of corporations under this paragraph.
5. Obligations of corporations organized in the United States with assets exceeding $500,000,000 if: (a) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services and which mature more than 270 days but less than 10 years from the date of purchase, (b) such purchases do not exceed 10% of the corporation's outstanding obligations, and (c) no more than one-third of SASED's funds may be invested in obligations of corporations under this paragraph.
6. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
7. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, SASED, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the four highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
8. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by SASED or its governing authority.
9. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
10. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. SASED may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
11. The Illinois School District Liquid Asset Fund Plus.
12. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or

inscribed in the name of SASED, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, SASED may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of SASED unless the instrument and the transaction meet all of the following requirements:

a. The securities, unless registered or inscribed in the name of SASED, are purchased through banks or trust companies authorized to do business in the State of Illinois.
b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, that acts for SASED in connection with repurchase agreements involving the investment of funds by SASED. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to SASED on the records of the custodial bank and the transaction must be confirmed in writing to SASED by the custodial bank.
d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
e. The security interest must be perfected.
f. SASED enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
g. Agreements shall be for periods of 330 days or less.
h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
i. The custodial bank must take delivery of and maintain the securities in its custody for the account of SASED and confirm the transaction in writing to SASED. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for SASED; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to SASED claims to rights to those securities.
j. The obligations purchased by SASED may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
k. The custodial bank shall be liable to SASED for any monetary loss suffered by SASED due to the failure of the custodial bank to take and maintain possession of such securities.

13. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 13 supersedes paragraphs 1-12 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Executive Director shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial

and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board of Directors will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last two sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish SASED with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, demand deposit account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) SASED initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

SASED shall consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. SASED may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977 (CRA), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the CRA;
2. For financial institutions subject to the Ill. Community Reinvestment Act (ICRA), the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the ICRA;PRESSPlus1
3. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
4. The financial impact that the withdrawal or denial of SASED deposits might have on the financial institution;
5. The financial impact to SASED as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
6. Any additional burden on SASED resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

SASED may not deposit public funds in a financial institution subject to the CRA unless the institution has a current rating of satisfactory or outstanding under the CRA. SASED may not deposit public funds in a financial institution subject to the ICRA unless either: (1) the institution has a current rating of satisfactory under the ICRA at the time of deposit; or (2) the Ill. Dept. of Financial and Professional Regulation has not yet completed its initial examination of the institution under the ICRA. SASED may not withdraw public funds from a financial institution prior to the date of maturity solely on the basis of a less than satisfactory rating under the ICRA. When investing or depositing public funds, SASED may give preference to financial institutions that have a current rating of outstanding under the CRA and the

ICRA.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Executive Director or designee shall keep the Board of Directors informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in SASED's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board of Directors. The report will: (1) assess whether the investment portfolio is meeting SASED's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to SASED, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board of Directors will determine, after receiving the Executive Director's recommendation, which fund is in most need of interest income and the Executive Director shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board of Directors and SASED officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by Board policy 2:100, *Board Member Conflict of Interest*. No SASED employee having influence on SASED's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which SASED is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, Ill. Sustainable Investing Act.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Public Funds Investment Act, 30 ILCS 235/8, amended by P.A. 104-92, eff. 1-1-26. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 4:40 Incurring Debt

The Executive Director shall provide early notice to the Governing Board of SASED's need to borrow money. The Executive Director or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Executive Director shall notify the Ill. State Board of Education before SASED issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

Bond Issue Obligations

In connection with the SASED ~~Board~~'s issuance of bonds, the Executive Director shall be responsible for ensuring SASED's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the SASED ~~Board~~'s issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable SASED or bond holder to receive other federal tax benefits, the Board authorizes the Executive Director to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF.: PRESSPlus1

15 U.S.C. §77a *et seq.*, Securities Act of 1933.

15 U.S.C. §78a *et seq.*, Securities Exchange Act of 1934.

17 C.F.R. §240.15c2-12.

30 ILCS 305/2, Bond Authorization Act.

~~30 ILCS 352/, Bond Issue Notification Act.~~

30 ILCS 350/, Local Government Debt Reform Act.

30 ILCS 352/, Bond Issue Notification Act.

50 ILCS 420/, Tax Anticipation Note Act.

105 ILCS 5/10-22.31, 5/17-16, 5/17-17, 5/18-18, 5/18-20, and 5/19-1 *et seq.*

CROSS REF.: 4:10 (Fiscal and Business Management)

**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. **Issue 120, October 2025**

*Document Status: District Use Only*

**OPERATIONAL SERVICES**

## 4:80 Accounting and Audits

SASED's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing,* as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board of Directors. The Executive Director, in addition to other assigned financial responsibilities, shall report monthly on SASED's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Executive Director shall arrange an audit of SASED's funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board of Directors and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board of Directors member and to the Executive Director. The Executive Director or designee shall annually, on or before October 15, submit ~~an original and~~ one copy of the audit to the Regional Superintendent of Schools. The Executive Director or designee shall also ensure SASED's auditing firm files SASED's audit with ISBE annually on or before October 15.PRESSPlus1

Annual Financial Report

The Executive Director or designee shall annually prepare and submit the Annual Financial Report (AFR) on a timely basis using the form adopted by ~~the~~ ISBE. The Executive Director or designee shall review and discuss the ~~Annual Financial Report~~AFR with the Board before it is submitted~~.~~ and submit one copy of the AFR to the Regional Superintendent of Schools annually on or before October 15. The Executive Director or designee shall also ensure SASED's auditing firm files SASED's AFR with ISBE annually on or before October 15.PRESSPlus2

Inventories

The Executive Director or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by SASED pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. §200.313, if applicable. The Executive Director shall establish procedures for the management of property acquired by SASED under grant awards that comply with federal and State law.

Capitalization Threshold

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of $1,000-$5,000, depending on the item, and have an estimated useful life greater than one year. To be considered a capital asset for insurance coverage purposes, a capital item must at or above a capitalization threshold of $1,000 and have an estimated useful life greater than one year. The following Capitalization Table should be used when developing the estimated useful life and calculating the depreciation expense for an item using the straight-line depreciation method.

Capitalization Thresholds:

| | |
|---|---|
| Land and Land Improvements | 5,000 |
| Buildings and Building Improvement | 5,000 |
| Infrastructure and site Improvements | 50,000 |
| Equipment and Furnishings | 2,500 |
| Technology and Software | 1,000 |

Estimated Useful Lives:

Buildings and Building Improvements (20-50 years)

HVAC and Boiler Systems 20-25 years

Roof and Gutter Systems 25-30 years

Electrical and Plumbing Systems 30-50 years

Infrastructure and Site Improvements (20-50 years)

Parking Lots/Sidewalks/Curbs 20-25 years

Landscaping ad Trees 25-30 years

Sewer and Lighting 30-50 years

Equipment and Furnishings (5-20 years)

Office Equipment 5-15 years

Cars/Trucks 7-10 years

Telephones 10-12 years

Library Books 10-15 years

Tables/Desks/Chairs 10-15 years

Fixtures 15-20 years

Technology and Software (5-10 years)

Computers 4-5 years

Software 5-7years

Network Equipment 5-10 years

Technology Infrastructure 8-10 years

Disposition of SASED Property

The Executive Director or designee shall notify the Board of Directors, as necessary, of the following so that the Board may consider its disposition: (1) SASED personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Executive Director or designee may unilaterally dispose of personal property of a diminutive value. The Executive Director shall establish procedures for the disposition and, when permitted by the terms and conditions of the award, the retention of property acquired by SASED under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Executive Director or designee shall: (1) require that all use of SASED property or equipment by employees is for SASED's convenience and best interests unless it is a Board of Directors-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of SASED property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Executive Director shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of $1,000. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Executive Director or designee shall include checks written to reimburse revolving funds on the Board of Directors monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board of Directors must approve all bank accounts opened or established in SASED's or a District SASED's name or with SASED's Federal Employer Identification Number. All checks issued by SASED must be signed by either the Treasurer or Board of Directors Chairperson, except that checks from accounts containing student activity funds or fiduciary funds and revolving accounts may be signed by their respective account custodians.

Internal Controls

The Executive Director is primarily responsible for establishing and implementing a system of internal controls for safeguarding SASED's financial condition; the Board of Directors, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Executive Director or designee shall annually audit SASED's financial and business operations for compliance with established internal controls and provide the results to the Board of Directors. The Board of Directors may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

2 C.F.R. §200 *et seq*.

30 ILCS 708/, Grant Accountability and Transparency Act; ~~implemented by~~ 44 Ill.Admin.Code 7000 et seq.

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 *et seq*.

23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Student Activity and Fiduciary Funds)

**PRESSPlus Comments**

PRESSPlus 1. Optional. Inclusion of this sentence supports the auditor's compliance with its filing requirement under 105 ILCS 5/3-7, amended by P.A. 104-261, eff. 1-1-26. **Issue 120, October 2025**

PRESSPlus 2. Optional. Inclusion of this sentence supports the auditor's compliance with its filing requirement under 105 ILCS 5/3-7, amended by P.A. 104-261, eff. 1-1-26. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 4:190 Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm SASED's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure SASED environment is an important Board of Directors goal. While it is not possible for SASED to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps SASED reduce these risks to its environment.

The Executive Director or designee shall develop and implement the Program. The Program oversees the maintenance of a SASED environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of SASED's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a SASED-level School Violence Prevention Team to: (a) develop a SASED-level Targeted School Violence Prevention Plan, and (b) oversee SASED's Building-level Threat Assessment Team(s).
2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Require all SASED staff, volunteers, and contractors to report any expressed threats or behaviors that may represent a threat to the community, school, or self.
4. Encourage parents/guardians and students to report any expressed threats or behaviors that may represent a threat to the community, school, or self.
5. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects SASED from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within SASED, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, SASED staff, or visitors.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/22-110~~7~~ ~~23.7~~. PRESSPlus1

105 ILCS 128/, School Safety Drill Act.

745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.

29 Ill.Admin.Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:140 (Search and

Seizure), 7:150 (Agency and Law Enforcement Requests Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to P.A. 104-391. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 5:10 Equal Employment Opportunity and Minority Recruitment

SASED shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence or use of SASED-issued equipment to record such types of violence;PRESSPlus1 genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; reproductive health decisions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; family responsibilities; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager under policy 2:260, *Uniform Grievance Procedure*, or in the case of denial of equal employment opportunities on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.* These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating SASED's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Executive Director or a Complaint Manager under policy 2:260, *Uniform Grievance Procedure*.

The Executive Director shall appoint a Title IX Coordinator to coordinate SASED's efforts to comply with Title IX.

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

| **Nondiscrimination Coordinator:** | **Title IX Coordinator:** |
|---|---|
| Julia Wheaton<br><br>2900 Ogden Ave. Lisle, IL 60532 | Julia Wheaton<br><br>2900 Ogden Ave. Lisle, IL 60532 |

| | |
|---|---|
| jwheaton@sased.org<br>630- 955-8107 | jwheaton@sased.org<br>630- 955-8107 |

**Complaint Managers:**

| | |
|---|---|
| Dan Lawler<br>2900 Ogden Ave. Lisle, IL 60532<br>dlawler@sased.org<br>630- 955-8098 | Elizabeth Vander Woude<br>2900 Ogden Ave. Lisle, IL 60532<br>evanderwoude@sased.org<br>630- 955-8102 |

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

Minority Recruitment

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

LEGAL REF.:

8 U.S.C. §1324a *et seq.*, Immigration Reform and Control Act.

20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §218d, Fair Labor Standards Act.

29 U.S.C. §621 *et seq.*, Age Discrimination in Employment Act.

29 U.S.C. §701 *et seq.*, Rehabilitation Act of 1973.

38 U.S.C. §4301 *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 *et seq.*, Civil Rights Act of 1991.

42 U.S.C. §2000d *et seq.*, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §2000e *et seq.*, Title VII of the Civil Rights Act of 1964; 29 C.F.R. Part 1601.

42 U.S.C. §2000ff *et seq.*, Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000gg *et seq.*, Pregnant Workers Fairness Act; 29 C.F.R. Part 1636.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 *et seq.*, Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Program Act.

410 ILCS 513/25, Genetic Information Privacy Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-101, 5/2-102, 5/2-103, 5/2-103.1, 5/2-104(D) and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30 and 180/33, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:184 (Leaves, Holidays, and Vacations), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Victims' Economic Security and Safety Act (VESSA), 820 ILCS 180/33, added by P.A. 104-171, eff. 1-1-26. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 5:90 Abused and Neglected Child Reporting

Any SASED employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873) (within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY). Any SASED employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Executive Director or Program Administrator/Coordinator that a report has been made. The Executive Director or Program Administrator/Coordinator shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

*Negligent failure to report* occurs when a SASED employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any SASED employee who discovers child sexual abuse material ~~pornography~~ PRESSPlus1 on *electronic and information technology equipment*, as defined in 325 ILCS 5/4.5(a), shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at report.cybertip.org/ or www.missingkids.org. The Executive Director or Program Administrator/Coordinator shall also be promptly notified of the discovery and that a report has been made.

Any SASED employee who observes any act of hazing that does bodily harm to a student must report that act to the Program Administrator/Coordinator, Executive Director, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Executive Director or Program Administrator/Coordinator. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Executive Director or designee shall provide staff development opportunities for SASED employees in the detection, reporting, and prevention of child abuse and neglect.

All SASED employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Executive Director or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.

3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse; Investigations

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

If a SASED employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Executive Director or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform SASED when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude SASED from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with Board policy 7:20, *Harassment of Students Prohibited*.

Special Executive Director Responsibilities

The Executive Director shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a SASED employee and was the subject of a report made by a SASED employee to DCFS.

When the Executive Director has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from SASED, the Executive Director shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Executive Director must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Executive Director shall develop procedures for notifying a student's parents/guardians when a SASED employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in *Faith's Law*. The Executive Director shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Executive Director shall execute the recordkeeping requirements of *Faith's Law*.

Special Governing Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA, direct or cause the Board to direct the Executive Director or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any SASED employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately.

When the Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in Board policy 2:20, *Powers and Duties of the Governing Board; Indemnification*.

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.

20 ILCS 1305/1-1 *et seq.*, Department of Human Services Act.

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

720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Governing Board; Indemnification), 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 3:60 (Administrative Responsibility of the Program Administrator/Coordinator), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Law Enforcement Requests~~Police Interviews~~)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 325 ILCS 5/4.5, amended by P.A. 104-245, eff. 1-1-26. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 5:100 Staff Development Program

The Executive Director or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction.

Abused and Neglected Child Reporting Act (ANCRA) and *Erin's Law* Training

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (*Erin's Law*) as follows (see Board policies 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*, and 5:90, *Abused and Neglected Child Reporting*):

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations.

In-Service Training Requirements

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students, including but not limited to training on:
   a. Anaphylactic reactions and management, conducted by a person with expertise on anaphylactic reactions and management;
   b. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
   c. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
   d. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
   e. Current best practices regarding identification and treatment of attention deficit hyperactivity disorder; and
   f. How to respond to an incident involving life-threatening bleeding, including use of a school's trauma bleeding control kit, if applicable.
2. Social-emotional learning. Training may include providing education to all school personnel about the content of the Illinois Social and Emotional Learning Standards, how they apply to everyday school interactions, and examples of how social emotional learning can be integrated into instructional practices across all grades and subjects.
3. Developing cultural competency, including but not limited to understanding and reducing implicit

bias, including *implicit racial bias* as defined in 105 ILCS 5/10-20.61 (implicit bias training).

4. Identifying warning signs of mental illness, trauma, and suicidal behavior in youth, along with appropriate intervention and referral techniques, including resources and guidelines as outlined in 105 ILCS 5/2-3.166 (*Ann Marie's Law*) and the definitions of *trauma*, *trauma-responsive learning environments*, and *whole child* as set forth in 105 ILCS 5/3-11.
5. Domestic and sexual violence and the needs of expectant and parenting youth, conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. Training shall include, but is not limited to:
    a. Communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth;
    b. Connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs, and services as needed;
    c. Implementing SASED's policies and procedures regarding such youth, including confidentiality; and
    d. Procedures for responding to incidents of teen dating violence that take place at school, on school grounds, at school-sponsored activities, or in vehicles used for school-provided transportation as outlined in 105 ILCS 5/27-240 PRESSPlus1 (see Board policy 7:185, *Teen Dating Violence Prohibited*).
6. Protections and accommodations for students, including but not limited to training on:
    a. The federal Americans with Disabilities Act as it pertains to the school environment; and
    b. Homelessness.
7. Educator ethics and responding to child sexual abuse and grooming behavior (see Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*); including but not limited to training on:
    a. Teacher-student conduct;
    b. School employee-student conduct; and
    c. Evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (*Erin's Law*).
8. Effective instruction in violence prevention and conflict resolution, conducted in accordance with the requirements of 105 ILCS 5/27-115 PRESSPlus2 (violence prevention and conflict resolution education).

Additional Training Requirements

In addition, the staff development program shall include each of the following:

1. Ongoing professional development for all school personnel and school resource officers on the requirements of 105 ILCS 5/10-22.6 and 5/10-20.14, the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, trauma-responsive learning environments as defined in 105 ILCS 5/3-11(b), the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
2. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
3. All high school coaching personnel, including the head and assistant coaches, and athletic

directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.

4. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
5. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
6. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act.
7. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act.
8. For all SASED staff, annual sexual harassment prevention training.
9. Title IX requirements for training in accordance with 34 C.F.R. Part 106 (see Board policy 2:265, *Title IX Grievance Procedure*).
10. Training for all SASED employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years.
11. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it.
12. Training in accordance with 105 ILCS 5/26A for at least one staff member in each school designated as a resource for students who are parents, expectant parents, or victims of domestic or sexual violence, and for any employees whose duties include the resolution of complaints of violations of 105 ILCS 5/26A (see Board policy 7:255, *Students who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence*).

The Executive Director shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Educational Amendments of 1972; 34 C.F.R. Part 106.

42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010; 7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/2-3.166, 5/3-11, 5/10-20.17a, 5/10-20.61, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/10-23.13, 5/22-80(h), 5/22-95, 5/22-115, 5/24-5, and 5/26A.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 145/25, Care of Students with Diabetes Act

105 ILCS 150/25, Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

775 ILCS 5/2-109 and 5/5A-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:270 (Administering Medicines to Students), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-240, added by P.A. 104-391, replacing the citation to 105 ILCS 110/3.10, repealed by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-115, renumbered by P.A. 104-391. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 5:190 Teacher Qualifications

A teacher, as the term is used in this policy, refers to a SASED employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
    a. Have a valid Illinois Professional Educator License issued by the State Executive Director of Education with the required endorsements as provided in the School Code.
    b. Provide the Human Resources Office with a complete official transcript of credits earned in institutions of higher education.
    c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the Human Resources Office with an official transcript of any credits earned since the date the last transcript was filed.
    d. Notify the Executive Director of any change in the teacher's transcript.
2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The Executive Director or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified of their right to request their students' classroom teachers' professional qualifications.

LEGAL REF.:

20 U.S.C. §6312(e)(1)(A).

105 ILCS 5/10-20.15, 5/21B-15, 5/21B-20, 5/21B-25, 5/21B-120.PRESSPlus1 and 5/24-23.

23 Ill.Admin.Code §1.610 *et seq.*, §1.705 *et seq.*, and Part 25.

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**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response P.A. 104-111, eff. 1-1-26, establishing a short-term approval credential for teachers in accordance with rules developed by ISBE. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 5:200 Terms and Conditions of Employment and Dismissal

**Each provision, term, and condition of the following policy shall apply to all SASED certified/licensed employees except where a collective bargaining agreement unit employee. In such case, the specific differing provision, term or condition shall apply to the bargaining unit employee. In the absence of a specific differing provision, term, or condition, the policy shall be fully applicable to a bargaining unit employee.**

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

School Year

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

School Day

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

SASED accommodates employees who are nursing mothers and compensates them for reasonable time needed to express breast milk[PRESSPlus1] according to provisions in State and federal law. Professional personnel employed for at least 4 hours per day shall receive an unpaid duty-free lunch of at least 30 minutes in duration.

Compensation

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

Assignments and Transfers

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

School Social Worker Services Outside of District Employment

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

Dismissal

SASED will follow State law when dismissing an educator.

Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law.

On an annual basis, the Executive Director will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.:

29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.

42 U.S.C. §2000gg *et seq.*, Pub. L. 117-328, Pregnant Workers Fairness Act.

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-96, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).

*Cleveland Bd. of Educ. v. Loudermill*, 470 U.S. 532(1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Nursing Mothers in Workplace Act, 820 ILCS 260/10, amended by P.A. 104-76, eff. 1-1-26. **Issue 120, October 2025**

*Document Status: Draft Update*

## 5:220 Substitute Teachers

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with SASED only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with SASED only for a period not to exceed 120 paid school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year through June 30, 2026, but not more than 100 paid days in the same classroom. Beginning July 1, 2026, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

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

Short-Term Substitute Teachers

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

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if SASED has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Executive Director shall notify the appropriate Regional Office of Education (ROE) within five business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, if, prior to the end of the then current 30-calendar-day period, SASED makes a written request to the ROE for a 30-calendar-day extension and the extension is granted by the ROE.

LEGAL REF.:

105 ILCS 5/10-20.68, 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

105 ILCS 128/22, School Safety Drill Act.[PRESSPlus1]

40 ILCS 5/16-118, Ill. Pension Code.

23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

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**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to P.A. 104-198, eff. 1-1-26, requiring districts to provide all substitute personnel with: (1) training on school evacuation drills and law enforcement lockdown drills, and (2) support that includes, at a minimum, the information packet given to employees with district-approved materials outlining evacuation and lockdown procedures. Maps indicating all school exits must also be prominently displayed in every classroom. **Issue 120, October 2025**

*Document Status: Draft Update*

## 5:280 Duties and Qualifications

**Each provision, term, and condition of the following policy shall apply to all SASED employees except where a collective bargaining agreement offers a specific differing provision, term, or condition to a bargaining unit employee. In such case, the specific differing provision, term, or condition shall apply to the bargaining unit employee. In the absence of a specific differing provision, term, or condition, the policy shall be fully applicable to a bargaining unit employee.**

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

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Ill. State Board of Education (ISBE).

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

Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed personnel performing non-instructional duties may be used:

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

Nothing in this policy prevents a nonlicensed person from serving as a guest lecturer or resource person under a ~~certificated~~ licensed[PRESSPlus1] teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the SASED maintains a membership. Regardless of whether the athletic activity is governed by an association, the Executive Director or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated

External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Executive Director or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder who is a service member[PRESSPlus2] has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.*

LEGAL REF.:

34 C.F.R. §200.58.

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

625 ILCS 5/6-104 and 5/6-106.1, Ill. Vehicle Code.

23 Ill.Admin.Code §§1.280, 1.630, and 25.510.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

~~ADOPTED: August 16, 2023~~

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**PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

PRESSPlus 2. *Service member* means a member of the Armed Services or reserve forces of the United States or a member of the Ill. National Guard. 625 ILCS 5/6-106.1(j). **Issue 120, October 2025**

# *Document Status: Draft Update*

## 5:300 Schedules and Employment Year

**Each provision, term, and condition of the following policy shall apply to all SASED employees except where a collective bargaining agreement offers a specific differing provision, term, or condition to a bargaining unit employee. In such case, the specific differing provision, term, or condition shall apply to the bargaining unit employee. In the absence of a specific differing provision, term, or condition, the policy shall be fully applicable to a bargaining unit employee.**

The Executive Director shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or SASED needs, workload, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Executive Director's approval is required to establish a flexible work schedule or job-sharing.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. SASED and member districts accommodate employees who are nursing mothers and compensates them for reasonable time needed to express breast milk[PRESSPlus1] according to State and federal law.

LEGAL REF.:

29 U.S.C. §§207 and 218d, Fair Labor Standards Act.

105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.

740 ILCS 137/, Right to Breastfeed Act.

820 ILCS 105/, Minimum Wage Law.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:35 (Compliance with the Fair Labor Standards Act)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Nursing Mothers in Workplace Act, 820 ILCS 260/10,

amended by P.A. 104-76, eff. 1-1-26. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 6:20 SASED Calendar and Day

Students enrolled in SASED programs will follow the school calendar adopted by the District in which the program is located.

Students enrolled in programs housed in SASED-owned facilities or in facilities or in facilities leased by SASED solely for educational programming will follow the school calendar adopted by the Board of Directors.

SASED, upon the Executive Director's recommendation and subject to State regulations, will annually establish the dates for teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 179 days of actual student attendance.

Commemorative Holidays

The teachers and students ~~shall~~ may PRESSPlus1 devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Executive Director and subject to State law requirements. The Executive Director or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, 5/10-20.46, 5/10-20.56, ~~5/10-20.46,~~ 5/10-30, 5/18-12, 5/18-12.5, 5/24-2, 5/27-5103 ~~5/27-18, 5/27-19, 5/27-20~~ and 5/27-1025 ~~20.1, and 5/27-20.2~~.

10 ILCS 5/11-4.1, Election Code.

5 ILCS 490/, State Commemorative Dates Act.

23 Ill.Admin.Code §1.420(f).

*Metzl v. Leininger*, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd by* 57 F.3d 618 (7th Cir. 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:184 (Leaves, Holidays and Vacations), 5:200 (Terms and Conditions of Employment and Dismissal), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

~~ADOPTED: August 16, 2023~~

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/24-2(c), amended by P.A. 104-391, making commemorative holidays optional to observe and moving the last Friday in April (Arbor and Bird Day), October 9 (Leif Erikson Day), and the day immediately after Thanksgiving (Native American Heritage Day) to commemorative holidays. In addition, 105 ILCS 5/27-20 and 105 ILCS 5/27-20.2, both repealed by P.A. 104-391, removed American Indian Day and Just Say No Day, respectively, from the list of commemorative holidays. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, and (h) music~~, and (i) drug and substance abuse prevention including the dangers of opioid abuse~~.PRESSPlus1 A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive courses, (c) science, (d) mathematics, (e) social studies including U.S. history, American government and one semester of civics, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) career and technical~~vocational~~PRESSPlus2 education.
3. In all schools, drug and alcohol abuse prevention education, including:PRESSPlus3 (a) in each year in grades K though 4, age- and developmentally appropriate instruction, study, and discussion of effective methods for the prevention and avoidance of drugs and the dangers of opioid and substance abuse, (b) in grades 5 through 12, age- and developmentally appropriate classroom instruction on alcohol and drug use and abuse, (c) in grades 6-12, the dangers of fentanyl, and (d) in grades 7 through 12, anabolic steroid abuse prevention, which must also be taught in interscholastic athletic programs.
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
5. In grades kindergarten through 12, through the 2026-2027 school year,PRESSPlus4 age-appropriate Internet safety must be taught, the scope of which shall be determined by the Executive Director or designee. The curriculum must incorporate Board policy 6:235, *Access to Electronic Networks,* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
6. Beginning in the fall of 2027, in grades 3-8 each year, age- and developmentally appropriate instruction on online safety.PRESSPlus5
7. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.

8. In all grades, ~~character education~~ PRESSPlus6 ~~must be taught including respect, responsibility, fairness, caring, trustworthiness and citizenship in order to instill in students honesty, kindness, justice, discipline, respect for others and moral courage.~~ Instruction on ~~in all grades will include examples of~~ behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment.*
9. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois), (c) proper use and display of the American flag, and (d) the Pledge of Allegiance~~, and (e) the voting process~~. PRESSPlus7
10. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Executive Director, but at a minimum of three days per five-day week. For exemptions and substitutions, see Board policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education.*
11. In all schools, health education must be stressed, including: PRESSPlus8 (a) human ecology, health, growth, development, personal health habits, and nutrition, (b) family life, (c) prevention and control of disease, ~~proper nutrition, (b) physical fitness, (c) personal health habits, (d) dangers and avoidance of abduction,~~ (de) age- and developmentally -appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades, (e) public health, environmental health, disaster preparedness, and safety education, PRESSPlus9 (f) mental health and illness, (g) dental health, (h) cancer education, and (i) age- and developmentally appropriate consent education PRESSPlus10 ~~and (f) in grades 6-12, the dangers of fentanyl~~. The Executive Director shall implement a comprehensive health education program in accordance with State law.
12. In all schools, abduction education that addresses the danger of and avoidance of abduction. PRESSPlus11
13. In grades 9-12, the dangers of allergies must be taught. PRESSPlus12
14. In grades 9-12, training on how to properly administer cardiopulmonary resuscitation and how to use an automated external defibrillator. PRESSPlus13
15. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
16. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting

with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system.

17. In grades 9 through 12, intensive instruction in computer literacy, which may be included as a part of English, social studies, or any other subject.

18. In grades 9 through 12, through the 2026-2027 school year,PRESSPlus14 a unit of instruction on media literacy that includes, but is not limited to all of the following topics: (a) accessing information to evaluate multiple media platforms and better understand the general landscape and economics of the platforms, and issues regarding the trustworthiness of the source of information; (b) analyzing and evaluating media messages to deconstruct media representations according to the authors, target audience, techniques, agenda setting, stereotypes, and authenticity to distinguish fact from opinion; (c) creating media to convey a coherent message using multimodal practices to a specific target audience that includes, but is not limited to, writing blogs, composing songs, designing video games, producing podcasts, making videos, or coding a mobile or software application; (d) reflecting on media consumption to assess how media affects the consumption of information and how it triggers emotions and behavior; and (e) social responsibility and civics to suggest a plan of action in the class, school, or community for engaging others in a respectful, thoughtful, and inclusive dialogue over a specific issue using facts and reason. Beginning in the fall of 2027, in grades 9 through 12, a unit of instruction on media literacy and Internet safety that includes, but is not limited to, all of the following topics: (a) accessing and evaluating information; (b) creating media; (c) reflecting on media consumption and social responsibility; (d) legal and social penalties for illicit actions online; and (e) reporting illicit content online.PRESSPlus15

19. In grades 9 through 12, an opportunity for students to take at least one computer science course aligned to Illinois learning standards. *Computer science* means the study of computers and algorithms, including their principles, hardware and software designs, implementation, and impact on society. Computer science does not include the study of everyday uses of computers and computer applications; e.g., keyboarding or accessing the Internet.

20. In all schools, environmental education, including instruction on: (a) the current problems and needs in the conservation of natural resources and (b) beginning in the fall of 2026, instruction on climate change.

21. In all schools, instruction as determined by the Executive Director or designee on United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovakians in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois, (g) Illinois history, (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution

Day shall be held during the preceding or following week.

22. ~~In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.~~ PRESSPlus16
23. In all schools, the curriculum includes instruction as determined by the Executive Director or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, the Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, Q1 and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
24. In all schools, the curriculum includes instruction as determined by the Executive Director or designee on the history, struggles, and contributions of women.
25. In all schools, the curriculum includes instruction as determined by the Executive Director or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African-Americans.
26. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80.
27. In all schools, instruction during courses as determined by the Executive Director or designee on disability history, awareness, and the disability rights movement.
28. In all schools, instruction as determined by the Executive Director or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
29. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520.

5 ILCS 465/3 and 465/3a.

20 ILCS 2605/2605-480.

105 ILCS 5/2-3.80(e) and (f), 5/10-20.73 (final citation pending), 5/10-23.13, ~~5/27-3, 5/27-3.5, 5/27-4, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.05, 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2~~5/22-110, 5/27-105, 5/27-110, 5/27-115, 5/27-210, 5/27-215, 5/27-245, 5/27-250, 5/27-255, 5/27-260, 5/27-305, 5/27-310, 5/27-315, 5/27-405, 5/27-410 (scheduled for repeal on 7-1-27), 5/27-415 (scheduled for repeal on 7-1-27), 5/27-505, 5/27-510, 5/27-515, 5/27-520, 5/27-525, 5/27-530, 5/27-535, 5/27-540, 5/27-545, 5/27-605, 5/27-705, 5/27-710, 5/27-715, 5/27-720, 5/27-725, 5/27-810, 5/27-815, and 5/27-

1050. PRESSPlus17

105 ILCS 110/3, Comprehensive Health Education Program. PRESSPlus18

105 ILCS 435/, Vocational Education Act.

625 ILCS 5/6-408.5, Ill. Vehicle Code.

23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

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**Questions and Answers:**

***Required Question 1. A district may include in its curriculum a unit of instruction studying the causes and effects of mass starvation in mid-19th century Ireland, known as the "Irish Famine." 105 ILCS 5/27-1030, renumbered by P.A. 104-391. If offered, the board locally determines the minimum amount of instruction time. For a resource originally developed by the NJ Commission on Holocaust Education, see www.oregon.gov/ode/educator-resources/standards/socialsciences/Documents/IrishFamine.pdf.

Does the Board provide instruction studying the causes and effects of the Irish Famine?

☒ No. (Default)
○ Yes. (IASB will add "the Irish Famine" after "the Famine-Genocide in Ukraine," and IASB will add 5/27-1030 to the Legal References.)

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**PRESSPlus Comments**

PRESSPlus 1. Stricken from #1 and added below. **Issue 120, October 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/27-605, amended by P.A. 104-387, and renumbered by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 3. Drug abuse prevention education is no longer part of the Comprehensive Health Education Program (CHEP) and is therefore listed as a separate item. P.A. 104-391 consolidated drug prevention education related topics into one new section of the School Code, 105 ILCS 5/27-255. **Issue 120, October 2025**

PRESSPlus 4. Updated in response to 105 ILCS 5/27-410 (scheduled for repeal on 7-1-27), amended by P.A. 104-399, eff. 1-1-26, and renumbered by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 5. Required by 105 ILCS 5/27-405(b), added by P.A. 104-391. Boards locally determine the scope and duration of this unit of instruction. Topics to include in online safety instruction are not mandated, but the following are recommended: (1) safe and responsible use of the Internet, social networking websites, electronic mail, online messaging and posting, and other means of communication on the Internet; (2) recognizing, avoiding, and reporting online solicitations of students, their classmates, and their friends by sexual predators; (3) risks of transmitting personal information on the Internet; (4) recognizing and avoiding unsolicited or deceptive communications received online; (5) reporting online harassment, cyber-bullying, and illegal activities and communications on the Internet; (6) the legal penalties and social ramifications for illicit actions taken online, including infringement of copyright laws and the creation and sharing of harmful, defamatory, or sexually explicit content; and (7) the relationship between responsible use of online resources and social-emotional health. *Online safety* means safe practices relating to an individual's or group's use of the Internet, social networking website, electronic mail, online messaging and posting, and other means of communication on the Internet. **Issue 120, October 2025**

PRESSPlus 6. Updated in response to P.A. 104-391, which repealed the requirement to teach character education formerly at 105 ILCS 5/27-12. **Issue 120, October 2025**

PRESSPlus 7. Updated in response to P.A. 104-391, which moved instruction on the voting process to civics education for grades 6, 7, or 8. **Issue 120, October 2025**

PRESSPlus 8. Letters (a) - (i) are required by CHEP. 105 ILCS 5/27-215, added by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 9. 105 ILCS 5/27-815, renumbered by P.A. 104-391, also requires safety instruction in each of grades 1 through 8, equivalent to one class period each week. Neither CHEP nor 105 ILCS 5/27-815 (as it pertains to grades 1-8) define safety education or explain how it differs from the optional safety education that boards can offer under 105 ILCS 5/27-1020, renumbered by P.A. 104-391, though districts could draw from the topics listed in that section. **Issue 120, October 2025**

PRESSPlus 10. Consent education under CHEP is limited to the definition of *consent* under 105 ILCS 5/27-215(a), added by P.A. 104-391; this basic consent instruction is separate from the more extensive, optional consent education under 105 ILCS 5/27-1010, amended and renumbered by P.A. 104-391. For more information, see PRESS sample policy 6:60, *Curriculum Content*, at footnote 33, available at PRESS Online by logging in at www.iasb.com. **Issue 120, October 2025**

PRESSPlus 11. Required by 105 ILCS 5/27-105, added by P.A. 104-391. The Ill. State Police and Ill. State Board of Education (ISBE) must develop instruction on child abduction prevention. 20 ILCS 2605/2605-480. See www.isbe.net/Documents/Child-Abduction-Prevention.pdf. Although this topic is no longer required by CHEP, it is also addressed in sample administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at PRESS Online by logging in at www.iasb.com. **Issue 120, October 2025**

PRESSPlus 12. Required by 105 ILCS 5/27-245, added by P.A. 104-391. Although this topic is no longer required by CHEP, it is also addressed in sample administrative procedure 6:60-AP1,

*Comprehensive Health Education Program*, available at PRESS Online by logging in at www.iasb.com. **Issue 120, October 2025**

PRESSPlus 13. Required by 105 ILCS 5/27-250, added by P.A. 104-391. Although this topic is no longer required by CHEP, it is also addressed in sample administrative procedure 6:60-AP1, *Comprehensive Health Education Program*, available at PRESS Online by logging in at www.iasb.com. **Issue 120, October 2025**

PRESSPlus 14. Updated in response to 105 ILCS 5/27-20.08, scheduled to be repealed on 7-1-27 by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 15. 105 ILCS 5/27-405, added by P.A. 104-391, details the requirements for media literacy and Internet safety instruction effective for the 2027-2028 school year. ISBE is required to make available instructional resources and professional development available for the development of a unit of instruction under 105 ILCS 5/27-405, subject to appropriation. Beginning with the 2027-2028 school year, media literacy instruction must also: (1) be age- and developmentally appropriate for each grade level being taught; (2) teach about the harmful physical, emotional, and psychological effects associated with unhealthy use of the Internet and social media; and (3) provide information on resources to report cyberbullying and the illicit online behavior of others. **Issue 120, October 2025**

PRESSPlus 16. Repealed by P.A. 104-391, formerly at 105 ILCS 5/27-3.5. **Issue 120, October 2025**

PRESSPlus 17. Updated in response to P.A. 104-391, renumbering, reorganizing, and repealing citations throughout 105 ILCS 5/27. **Issue 120, October 2025**

PRESSPlus 18. Repealed by P.A. 104-391 and replaced, in part, by 105 ILCS 5/27-215, added by P.A. 104-391. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 6:160 English Learners

The Cooperative offers opportunities for English Learners in SASED programs to achieve at high levels in academic subjects and to meet the same challenging State academic standards that all children are expected to meet. The Executive Director or designee shall develop and maintain a program for English Learners in coordination with each student's home district that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Determine the appropriate instructional program and environment for English Learners.
3. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
4. Include English Learners, to the extent required by State and federal law, in the Cooperative's student assessment program to measure their achievement in reading/language arts and mathematics.
5. Provide information to the parents/guardians of English Learners about: (a) the reasons for their child's identification, (b) their child's level of English proficiency, (c) the method of instruction to be used, (d) how the program will meet their child's needs, (e) specific exit requirements of the program, (f) how the program will meet their child's individualized education program, and (g) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Parent/Guardian Involvement[PRESSPlus1]

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

LEGAL REF.:

20 U.S.C. §§6312, 6314, 6315, and 6318.

20 U.S.C. §6801 *et seq.*

34 C.F.R. Part 200.

105 ILCS 5/14C-1 *et seq.*

23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:340 (Student Testing and Assessment Program)

~~ADOPTED: August 16, 2023~~

**PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 6:260 Complaints About Curriculum, Instructional Materials, and Programs

Parents/guardians have the right to inspect any instructional material used as part of their child's educational curriculum pursuant to Board policy 7:15, *Student and Family Privacy Rights*.

Parents/guardians, employees, and community members who believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy may file a complaint using Board policy 2:260, *Uniform Grievance Procedure*.

Parents/guardians, employees, and community members with other suggestions or complaints about curriculum, instructional materials, or programs should complete a *Curriculum Objection* form. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a *Curriculum Objection Form*. The Executive Director or designee shall establish criteria for the review of objections and inform the parent/guardian, employee, or community member, as applicable, of SASED's decision.

LEGAL REF.:

20 U.S.C. §1232h, Protection of Pupil Rights Amendment.

Mahmoud v. Taylor, 145 S.Ct. 2332 (2025).[PRESSPlus1]

CROSS REF.: 2:260 (Uniform Grievance Procedure), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

~~ADOPTED: August 16, 2023~~

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to Mahmoud v. Taylor, 145 S.Ct. 2332 (2025), holding that classroom instruction will likely burden parents' free exercise rights if it requires their children to submit to instruction "that poses 'a very real threat of undermining' the religious beliefs and practices that the parents wish to instill." Unless otherwise required by law, it is unclear from Mahmoud whether a district would ever need to give advance notice to all parents/guardians of the use of certain curriculum or instructional materials that could trigger religious objections. Doing so could present discrimination concerns. Given the many unsettled legal issues in this area and the fact-dependent nature of the analysis involved, boards should consult with the board attorney regarding any curriculum objections. **Issue 120, October 2025**

# *Document Status: Review and Monitoring*

## 6:280 Grading and Promotion

The Executive Director or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based upon the recommendation of the IEP team, and shall be based on successful completion of the curriculum, attendance, and performance on the standardized tests required by the Illinois State Board of Education (ISBE) and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.PRESSPlus1

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A SASED administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:

105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

~~ADOPTED: August 16, 2023~~

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**PRESSPlus Comments**

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions

- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

**Issue 120, October 2025**

# *Document Status: Draft Update*

## 7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy. Further, SASED will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination complaint by using Board policy 2:260, *Uniform Grievance Procedure*, or in the case of discrimination on the basis of race, color, or national origin, Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.*

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Any student may file a sexual harassment complaint by using Board policy 2:265, *Title IX Grievance Procedure*.

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator and a Title IX Coordinator. The Executive Director and Program Administrator/Coordinator shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.

29 U.S.C. §791 *et seq.*, Rehabilitation Act of 1973; 34 C.F.R. Part 104.

42 U.S.C. §2000d, Title VI of the Civil Rights Act of 1964; 34 C.F.R. Part 100.

42 U.S.C. §11431 *et seq.*, McKinney-Vento Homeless Assistance Act.

Plyler v. Doe, 457 U.S. 202 (1982).PRESSPlus1

Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).

Ill. Constitution, Art. I, §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, 5/10-20.63, 5/10-22.5, 5/22-105, 5/26A, and 5/27-1.

775 ILCS 5/1-101 *et seq.*, Illinois Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/22-105(c)(1-3), added by P.A. 104-288, eff. 1-1-26, codifying Plyler v. Doe, 457 U.S. 202 (1982), prohibiting districts from taking any action that would deny a child free public education based on the child's or their parent's/guardian's actual or perceived citizenship or immigration status, and requiring districts to establish a policy and procedures regarding agency and law enforcement requests, to ensure this right is preserved. See policy 7:150, *Agency and LawEnforcement Requests*, and sample administrative procedure 7:150-AP, *Managing Agency and LawEnforcement Requests*, available at PRESS Online by logging in at www.iasb.com.
**Issue 120, October 2025**

# *Document Status: Draft Update - Rewritten*

## 7:150 Agency and Law Enforcement Requests

***Title has been updated. Original Title: Agency and Police Interviews***

The District recognizes the right of every student to equal access to a free public education under State and federal law, consistent with Board policy 7:10, *Equal Educational Opportunities*. District administrators and staff stand *in loco parentis* when government agency and law enforcement authority requests occur at school.[PRESSPlus1]

Federal and State Law Requirements Regarding Citizenship and Immigration Status in Schools[PRESSPlus2]

No student shall be denied an education based on the student's, or their parent's/guardian's, actual or perceived citizenship or immigration status. Based on such status, the District will not:

1. Exclude a student from participating in, or deny them the benefits of, any District program or activity.
2. Use policies or procedures or engage in practices that have the effect of excluding a student from participating in or denying the benefits of any District program or activity.
3. Use policies or procedures or engage in practices that have the effect of excluding participation of a student's parent(s)/guardian(s) from District parental engagement activities or programs.
4. Threaten to disclose information related to the actual or perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency.
5. Disclose information related to the perceived citizenship or immigration status of a student or a person associated with the student to any other person, entity, or immigration or law enforcement agency if the District does not have direct knowledge of the student's or associated person's actual citizenship or immigration status, subject to the requirements in 105 ILCS 5/22-105(c)(3).[PRESSPlus3]
6. Disclose information related to the actual citizenship or immigration status of a student or a person associated with the student to any other person or nongovernmental entity if the District has direct knowledge of the student's or associated person's actual citizenship status, subject to the requirements in 105 ILCS 5/22-105(c)(3).

State law does not prohibit or restrict the District from sending or receiving information about the citizenship or immigration status of an individual to or from the U.S. Dept. of Homeland Security or any other governmental entity under 8 U.S.C. §§1373 and 1644.

Responding to Agency and Law Enforcement Requests[PRESSPlus4]

The Director shall develop procedures to manage requests by government agencies or law enforcement authorities regarding students at school. Procedures will:

1. Recognize individual student rights and privacy.
2. Recognize the potential impact the release of information or an interview may have on an

individual student.

3. Minimize potential disruption.
4. Foster a cooperative relationship with government agencies and law enforcement authorities.
5. Maintain discipline and recognize that school employees stand in the relationship of the parents/guardians to the students during the school day.
6. Comply with State law including, but not limited to, ensuring that before a law enforcement agent, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Director or designee will:[PRESSPlus5]
   a. Notify or attempt to notify the student's parent(s)/guardian(s) and document the time and manner in writing;
   b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, counselor, or any other mental health professional) are present during the questioning; and
   c. If practicable, make reasonable efforts to ensure a trained law enforcement officer[PRESSPlus6] to promote safe interactions and communications with the student is present during questioning.
7. Manage reviewing and authorizing requests from law enforcement agents attempting to enter a school or school facility, in accordance with the requirements of 105 ILCS 5/22-105(c)(4).[PRESSPlus7]

LEGAL REF.:

U.S. Constitution, Amend. IV.

8 U.S.C. §1373 and §1644.

Plyler v. Doe, 457 U.S. 202 (1982).

Ill. Constitution, Art. I, §6.

105 ILCS 5/10-20.64, 5/10-20.68, 5/22-88, 5/22-105, and 5/24-24.

55 ILCS 80/, Children's Advocacy Center Act.

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

720 ILCS 5/31-1 et seq., Interference with Public Officers Act.

725 ILCS 120/, Rights of Crime Victims and Witnesses Act.

CROSS REF.: 2:160 (Board Attorney), 2:260 (Uniform Grievance Procedure), and 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

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**PRESSPlus Comments**

PRESSPlus 1. This policy is renamed and rewritten in response to 105 ILCS 5/22-105, added by

P.A. 104-288, eff. 1-1-26, requiring schools to establish a policy by 7-1-26 regarding agency and law enforcement requests at school, and for continuous improvement. 105 ILCS 5/22-105(b), added by P.A. 104-288, eff. 1-1-26,
defines school as "every public school, school district, and governing body, including a special charter district or charter school, organized under this Code, and its agents, including a contracted party. See the footnotes of this sample policy for more information, available at PRESS Online by logging in at www.iasb.com.

By 7-1-26, schools are also required to develop procedures for reviewing and authorizing requests from *lawenforcement agents* attempting to enter a school or school facility. 105 ILCS 5/22-105(b), added by P.A. 104-288, eff. 1-1-26, defines *lawenforcement agent* as "an agent of federal, State, or local law enforcement authorized with the power to arrest or detain individuals or manage the custody of detained individuals for a law enforcement purpose, including civil immigration enforcement." *Law enforcement agent* does not include a school resource officer as defined in 105 ILCS 5/10-20.68. Id. See sample administrative procedure 7:150-AP, *Managing Agency and LawEnforcement Requests.* **Issue 120, October 2025**

PRESSPlus 2. Required by 105 ILCS 5/22-105(d), added by P.A. 104-288, eff. 1-1-26. **Issue 120, October 2025**

PRESSPlus 3. Districts must also still comply with federal and State laws, e.g., FERPA and the Ill. School Student Records Act, governing the disclosure of student records or information. **Consult the board attorney regarding legal requirements when requests are received from federal law enforcement agencies. Issue 120, October 2025**

PRESSPlus 4. With the exception of items #6 and #7, the listed standards for procedures are at the local school board's discretion and may be omitted. For procedures addressing #1-6, refer to the *Guidelines for Interviews of Students*, published by the Ill. Council of School Attorneys (*ICSA Guidelines*) at: www.iasb.com/policy-services-and-school-law/guidance-and-resources/guidelines-for-interviews-of-students/ in consultation with the board attorney. For procedures addressing the items listed in #7, refer to sample administrative procedure 7:150-AP, *Managing Agency and Law Enforcement Requests*, available at PRESS Online by logging in at www.iasb.com, in consultation with the board attorney. Procedures covering item #7 are required by 105 ILCS 5/22-105, added by P.A. 104-288, eff. 1-1-26, and must be implemented by 7-1-26. **Issue 120, October 2025**

PRESSPlus 5. 105 ILCS 5/22-88. The statute does not specifically assign these duties to a school official, but instead states that "a law enforcement officer, school resource officer, or other school security personnel" must ensure these conditions are met before detaining and questioning a student on school grounds. For ease of implementation, this policy assigns these duties to a school official as they routinely contact parents/guardians and can arrange for the presence of school personnel during an interview. See the *ICSA Guidelines* for further discussion of school officials' responsibilities when law enforcement authorities interview students at school. **Issue 120, October 2025**

PRESSPlus 6. A *trained lawenforcement officer* is someone who: (1) received training in youth investigations approved or certified by his/her law enforcement agency or under 50 ILCS 705/10.22, or (2) is a juvenile police officer per 705 ILCS 405/1-3(17). 105 ILCS 5/22-88(b)(4). **Issue 120, October 2025**

PRESSPlus 7. 105 ILCS 5/22-105(c)(4), added by P.A. 104-288, eff. 1-1-26, requires a school to develop procedures that: (1) designate authorized personnel at the school and the superintendent's office or school administrative office who may contact the board attorney, (2) require the designated authorized person and board attorney to work together to review requests from law enforcement agents to enter a school or school facility, including under judicial warrants, nonjudicial warrants, and subpoenas, (3) require the designated authorized personnel to monitor or accompany and to document all interactions with law enforcement agents while on the school's premises, and (4) require the designated authorized person to notify and seek consent from a student's parent/guardian, or from the student if the student is 18 years old or older or emancipated, if a law enforcement agent requests access to a student for immigration enforcement purposes, unless such access is in compliance with a judicial warrant or subpoena that restricts the disclosure of the information to the student's parent/guardian.

Regarding requirement #2 in the paragraph immediately above, ensure that the superintendent's authority to designate others to contact the board attorney aligns with policy 2:160, *Board Attorney*. The superintendent will need to work with the board attorney to create a list of administrators authorized to consult directly with the board attorney if any agency or law enforcement request is received. Factors to consider when drafting this list include: the type of request received, the type of agency or law enforcement unit making the request, whether or not a warrant is presented, and whether or not exigent circumstances are claimed. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other situations beyond the control of the student as determined by the Board, voting pursuant to policy 7:90, *Release During School Hours* (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Executive Director or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.

Absenteeism and Truancy Program

The Executive Director or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Executive Director or designee is authorized to determine when the student's absence is justified.
2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
4. A process to telephone, within two hours after the first class, the parents/guardians of students in

grade 8 or below who are absent without prior parent/guardian notification.

5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, and information about available community services relevant to such students' needs. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.*
8. A process for the collection and review of chronic absence data and to:

    a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
    b. Encourage the habit of daily attendance and promote success.

9. Reasonable efforts to provide ongoing professional development to all school personnel, Board members, and school resource officers on the appropriate and available supportive services for the promotion of student attendance and engagement.
10. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
11. A protocol for cooperating with non-SASED agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
12. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
13. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Executive Director believes qualifies.
14. An approval process for students to attend activities allowed under 105 ILCS 5/10-19.05(k), including provisions for making up missed coursework that do not penalize students. PRESSPlus1
15. A process for a 17-year-old resident to participate in SASED's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions and Student Transfers To and From Non-SASED Schools.*
16. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

Updating

Pursuant to State law and Board policy 2:240, *Board Policy Development,* the Board updates this

policy at least once every two years. The Executive Director or designee shall assist the Board with its update.

LEGAL REF.:

105 ILCS 5/10-19.05(k), 5/22-92, and 5/26-1 through 5/26-3, 5/26-5 through 5/26-16, 5/26-18, and 5/26A.

705 ILCS 405/3-33.5, Juvenile Court Act of 1987.

23 Ill.Admin.Code §§1.242 and Part 207.

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (Eligibility for Services), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:90 (Release During School Hours), 7:190 (Student Behavior), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:340 (Student Records)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-19.05(k), amended by P.A. 104-250, eff. 1-1-26, requiring an approval process for students to attend allowable activities by the beginning of the 2026-2027 school year. Allowable activities are: (1) instruction in a college course where the student is dually enrolled for both high school and college credit, (2) participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by an educator licensed under 105 ILCS 5/21B for assessment of competencies, (3) participation in any work-based learning experience in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation, (4) participation in a youth apprenticeship in which student participation and learning outcomes are approved by an educator licensed under 105 ILCS 5/21B for assessment of competencies, and (5) participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by an educator licensed under 105 ILCS 5/21B. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important SASED goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by SASED or the school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any non-school-related activity, function, or program.

Definitions from 105 ILCS 5/22-11027-23.7 PRESSPlus1

*Artificial intelligence* means a machine-based system that, for explicit or implicit objectives, infers, from the input it receives, how to generate outputs such as predictions, content, recommendations, or decisions that can influence physical or virtual environments. *Artificial intelligence* includes generative artificial intelligence.

*Bullying* includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Bullying* may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of *bullying*.PRESSPlus2

*Digital replica* means a newly created, electronic representation of the identity of an actual individual created using a computer, algorithm, software, tool, artificial intelligence, or other technology that is fixed in a sound recording or audiovisual work in which that individual did not actually perform or appear and that is so realistic that a reasonable observer would believe it is a performance by the individual being portrayed and no other individual.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

*Unauthorized digital replica* means the use of a digital replica of an individual without the consent of the depicted individual.

Bullying Prevention and Response Plan

The Executive Director or designee shall develop and maintain a bullying prevention and response plan that advances SASED's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. SASED uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of SASED. However, nothing in SASED's bullying prevention and response plan is intended to infringe upon any right to exercise free expression

or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Program Administrator/Coordinator, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to SASED'S named officials or any staff member. SASED named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

**Nondiscrimination Coordinator:** **Title IX Coordinator:**

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|---|---|
| Julia Wheaton<br>2900 Ogden Ave. Lisle, IL 60532<br>jwheaton@sased.org<br>630- 955-8107 | Julia Wheaton<br>2900 Ogden Ave. Lisle, IL 60532<br>jwheaton@sased.org<br>630- 955-8107 |

**Complaint Managers:**

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|---|---|
| Dan Lawler<br>2900 Ogden Ave. Lisle, IL 60532<br>dlawler@sased.org<br>630- 955-8098 | Elizabeth Vander Woude<br>2900 Ogden Ave. Lisle, IL 60532<br>evanderwoude@sased.org<br>630- 955-8102 |

4. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
5. The Executive Director or designee shall promptly investigate and address reports of bullying, by, among other things:

    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Executive Director or designee shall investigate whether a reported incident of bullying is within the permissible scope of SASED's jurisdiction and shall require that SASED provide the victim with information regarding services that are available within SASED and community, such as counseling, support services, and other programs.

6. The Executive Director or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if SASED's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. SASED's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Executive Director or designee shall post this policy on SASED's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Executive Director or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

    The evaluation process may use relevant data and information that SASED already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

        1) An updated version of the policy with the amendment/modification date specifying the

date of adoption (indicated by month, date, and year) PRESSPlus3 included in the reference portion of the policy;

2) If no revisions are deemed necessary, a copy of Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or

3) A signed statement from the Board Chairperson indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Executive Director or designee must post the information developed as a result of the policy re-evaluation on SASED's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The Executive Director or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure.* A student may use this policy to complain about bullying.
    b. 2:265, *Title* IX *Grievance Procedure.* Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
    c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited.* Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
    d. 6:60, *Curriculum Content.* Bullying prevention and character instruction is provided in all grades in accordance with State law.
    e. 6:65, *Student Social and Emotional Development.* Student social and emotional development is incorporated into SASED's educational program as required by State law.
    f. 6:235, *Access to Electronic Networks.* This policy states that the use of SASED's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
    g. 7:20, *Harassment of Students Prohibited.* This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
    h. 7:185, *Teen Dating Violence Prohibited.* This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
    i. 7:190, *Student Behavior.* This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
    j. 7:310, *Restrictions on Publications; Elementary Schools,* and 7:315, *Restrictions on Publications; High Schools.* These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/22-110, and 5/24-24 and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§1.240 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited),4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

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**PRESSPlus Comments**

PRESSPlus 1. All definitions are directly from 105 ILCS 5/22-110, amended by P.A. 104-338, eff. 7-1-26, and renumbered by P.A. 104-391, or any other statutes it incorporates by reference. **Issue 120, October 2025**

PRESSPlus 2. This sentence is required beginning with the 2026-27 school year. 105 ILCS 5/22-110, amended by P.A. 104-338, eff. 7-1-26, and renumbered by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 3. Including the month, date, and year that an updated policy was adopted is required by 23 Ill. Admin.Code §1.295(c)(2). **Issue 120, October 2025**

# *Document Status: Draft Update*

## 7:190 Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

*When* and *Where* Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

SASED/member district administrations are authorized to discipline students enrolled in SASED programs for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:
    a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
    b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing

physician's or licensed practitioner's instructions. The authorized medical use of cannabis is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).

e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:

   (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

   Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the **Weapons** section of this policy.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Program Administrator, all electronic devices must be kept powered off or silenced and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP) or Section 504 plan; (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. *Sexting*, which, for purposes of this policy, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing *indecent visual depictions*, *non-consensual dissemination of private sexual images*, and *non-consensual dissemination of sexually explicit digitized depictions*, as defined in State law.
8. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
9. Disobeying rules of student conduct or directives from staff members or school officials.

Examples of disobeying staff directives include refusing a SASED/member district staff member's request to stop, present school identification, or submit to a search.

10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
11. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or school computer network, or other comparable conduct.
12. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
13. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited, is prohibited.
14. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
15. Entering school property or a school facility without proper authorization.
16. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
17. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
18. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
19. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
20. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Executive Director or designee.
23. Engaging in any activity, on or off campus, that violates the disciplinary rules or policies of a SASED member district, or interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or bears a nexus with school or school-related activities.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored events.

Efforts, including the use of positive interventions and supports, and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Executive Director, Program Administrator or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the authority of SASED or a member district to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

SASED administration shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Administration shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost or damaged property
6. In-school suspension for a period not to exceed 5 school days. Program Administrator or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Program Administrator or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. SASED/member district will not provide transportation. Administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
9. Seizure of contraband: confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension from the bus, in accordance with Board policy 7:220, Bus Conduct and 7;230 Misconduct by Students with Disabilities.
11. Out of school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two

calendar years, provided that the appropriate procedures regarding the discipline of students with disabilities are followed. A student who has been expelled may also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between SASED and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited in all circumstances. *Corporal punishment* is defined as a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt an offense, prevent its recurrence, or set an example for others. It includes slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint may only be used when a student's behavior presents an imminent danger of serious physical harm to the student or others, less restrictive and intrusive measures have been tried and proven ineffective in stopping the imminent danger of serious physical harm, there I no known medical contraindication to its use on the student, and the school staff member or members applying the intervention have been trained in its safe application, in accordance with 105 ILCS 5/10-20.33, Ill. State Board of Education (ISBE) rules (23 Ill. Admin. Code Section 1.285), and SASED procedures.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school may be expelled, subject to the *Individuals with Disabilities Education Act*, as amended, the *Illinois School Code*, and *Section 504 of the Rehabilitation Act of 1973*, and their respective rules and regulations, for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 2012 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent of the student's district of residence, and the Superintendent's determination may be

modified by the Board of the student's district of residence on a case-by-case basis. The Superintendent of the student's district of residence or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the SASED Board of Directors or the Board of the district hosting a SASED program, permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Executive Director or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A SASED staff member shall immediately notify the office of the Program Administrator in the event that he or she: (1) observes any person in possession of a firearm on ~~or around~~ school grounds, becomes aware of any person in possession of a firearm on school grounds, or becomes aware of any threat of gun violence on school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery. *School grounds* includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. If the report of (1), above, pertains to a threat of firearm violence made by a student, the Building Principal or designee shall attempt to notify the student's parent/guardian as soon as possible and shall further attempt to contact the parent/guardian to ensure that the student does not have access to a firearm.[PRESSPlus1] In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Executive Director or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Executive Director or designee shall immediately notify local law enforcement. The Executive Director or designee shall also report these incidents to ISBE through its web-based School Incident Reporting System as they occur during the year and no later than July 31 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline of SASED and the member district in which the student resides. All disciplinary actions so imposed shall be consistent with and subject to applicable federal and State laws and regulations related to the discipline of students with disabilities, and consistent with such students' IEPs. Teachers, other licensed educational employees, and any other persons (whether or not a licensed

employee) providing a related service for or with respect to a student, may only use reasonable force as permitted by 105 ILCS 5/10-20.33. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Executive Director or Program Administrator or the appropriate administrator from the student's district of residence are authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. SASED in collaboration with the district of residence may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Program Guides and Student Handbook

The Executive Director or designee, may request input from the Parent Advisory Council, shall prepare disciplinary rules implementing SASED's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A program guide and/or student handbook, including SASED's disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or upon a student's enrollment.

Incorporated
by Reference: 7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint.

LEGAL REF.:

20 U.S.C. §7971 *et seq.*, Pro-Children Act of 2004.

20 U.S.C. §7961 *et seq.*, Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/22-100, 5/22-110, 5/24-24, 5/26-12, 5/27-2427-23.7, and 5/31-3.

~~105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education Act.~~

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

23 Ill. Admin. Code §§1.280, 1.285.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Law Enforcement Requests~~Police Interviews~~), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools and Written or Electronic Material), 7:315 (Restrictions on Publications; High Schools), 8:30 (Visitors to and Conduct on SASED Property)

**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-27.1A(b), amended by P.A. 104-174. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Executive Director or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.166(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.

    a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements ~~105 ILCS 5/2-3.139 and~~ 105 ILCS 5/27-215 ~~7~~ (requiring education for students on mental health and illness~~to develop a sound mind and a healthy body~~). PRESSPlus1

    b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).

2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:

    a. The training required by 105 ILCS 5/10-22.39 for all District staff who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and

    b. Ill. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.

3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. Implementation will incorporate paragraph number 2, above, along with Board policies:

a. 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in SASED's educational program);
b. 6:120, *Education of Children with Disabilities*, implementing special education requirements for SASED;
c. 6:140, *Education of Homeless Children*, implementing provision of SASED services to students who are homeless;
d. 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
e. 7:10, *Equal Educational Opportunities*, and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
f. 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, implementing State law requirements related to students who are in foster care;
g. 7:250, *Student Support Services*, implementing the Children's Mental Health Act, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in SASED's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Executive Director or designee shall attempt to develop a relationship between SASED and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into SASED's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Executive Director shall inform each school district employee about this policy and ensure its posting on SASED's website. The Executive Director or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in SASED. Student and staff PRESSPlus2

identification (ID) cards, SASED's website, and student handbooks and planners will contain the support information as required by State law.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Student Confidential Reporting Act, 5 ILCS 860/, Children's Mental Health Act, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq.*

SASED, the Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within SASED, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

42 U.S.C. § 12101 *et seq.*, Individuals with Disabilities Education Act.

105 ILCS 5/2-3.166, ~~105 ILCS 5/2-3.139,~~ 5/3-14.8, ~~5/10-20.73~~, 5/10-20.81, 5/10-22.24a, 5/10-22.24b, 5/10-22.39, 5/14-1.01 et seq., 5/14-7.02, ~~and~~ 5/14-7.02b, and 5/27-215~~7~~.

5 ILCS 860/, Student Confidential Reporting Act.

405 ILCS 49, Children's Mental Health Act.

740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.

745 ILCS 10/, Local Governmental and Governmental Tort Immunity Act.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-215, added by P.A. 104-391. **Issue 120, October 2025**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.81, amended by P.A. 104-264, eff. 1-1-26, requiring districts to insert the same contact information for suicide prevention helplines required for student ID cards on employee ID cards for employees serving any of grades 6 through 12. **Issue 120, October 2025**

*Document Status: Draft Update*

## 7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Websites

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with SASED's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by SASED.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Governing Board policy 7:190, *Student Behavior*, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Executive Director or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/22-1107 23.7. PRESSPlus1

*Hazelwood v. Kuhlmeier*, 484 U.S. 260 (1988).

*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969).

*Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118*, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:315 (Restrictions on Publications; High Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

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**PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated in response to P.A. 104-391. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 7:315 Restrictions on Publications; High Schools

Definitions

*Libel* means the willful or negligent publication of provably false and unprivileged statements of fact that do demonstrable harm to a living person's reputation.

*Obscene* means lewd; impure; indecent; calculated to shock the moral sense of humans by a disregard of chastity or modesty. Objectionable or offensive to accepted standards of decency.

*School official* means a Program Administrator or designee.

*School-sponsored media* means any material that is prepared, substantially written, published, or broadcast by a student journalist, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. It does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

*Slander* means the speaking of false statements of fact that seriously harm a living person's reputation.

*Student journalist* means a public high school student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

*Student media adviser* means an individual employed, appointed, or designated by SASED to supervise or provide instruction relating to school-sponsored media.

School-Sponsored Media

School-sponsored publications, productions, and websites are governed by the Speech Rights of Student Journalists Act and Board policies, and student journalists are responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with SASED's media literacy curriculum mandate in 105 ILCS 5/27-20.6; PRESSPlus1 and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school-sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates federal or State law, including the Constitutional rights of third parties; or
4. Incites students to:

    a. Commit an unlawful act;
    b. Violate any of SASED's policies; or
    c. Materially and substantially disrupt the orderly operation of the school.

SASED will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Executive Director or designee and/or student media adviser may review, edit, and delete such media material before publication or distribution of the media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of SASED or an expression of Board policy.

Non-School Sponsored Publications Accessed or Distributed On Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, digital files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, digital files, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., text or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by SASED.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Governing Board policy 7:190, *Student Behavior*, and/or Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use;
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. However, material from outside sources or the citation to such sources may be allowed, as long as the material to be distributed or accessed is primarily prepared by students; or
6. Encourages or incites students to violate any Board policies.

Accessing or distributing *on-campus* includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Executive Director or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/22-110 ~~5/27-20.08 and 5/27-23.7~~, 5/27-405, and 5/27-415 (scheduled for repeal on 7-1-27).

105 ILCS 80/, Speech Rights of Student Journalists Act.

*Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 393 U.S. 503 (1969).

*Hazelwood v. Kuhlmeier*, 484 U.S. 260 (1988).

*Morse v. Frederick*, 551 U.S. 393 (2007).

*Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118*, 9 F.3d 1295 (7th Cir. 1993).

CROSS REF.:1:30 (SASED Philosophy), 6:10 (Educational Philosophy and Objectives), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:190 (Student Behavior), 7:310 (Restrictions on Publications; Elementary Schools), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities)

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**PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/27-415, renumbered by P.A. 104-391 and scheduled for repeal on 7-1-27, addressing the requirements for media literacy instruction through the 2026-2027 school year. Beginning with the 2027-2028 school year, media literacy instruction is combined with instruction on Internet safety under 105 ILCS 5/27-405(c), added by P.A. 104-391. **Issue 120, October 2025**

# *Document Status: Draft Update*

## 7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement professionals~~officers~~ PRESSPlus1 working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement professionals~~officials~~, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 years who has been arrested or taken into custody.

State and federal law grants students, parents/guardians, and when applicable, the Ill. Dept. of Children and Family Services' Office of Education and Transition Services, certain rights, including the right to inspect, copy, and/or challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. SASED may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. SASED will comply with State or federal law with regard to release of a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student. Upon request, SASED discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Executive Director shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

Student Biometric Information Collection

The Executive Director or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, SASED shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, SASED shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

SASED will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from SASED, or (2) SASED receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Executive Director or designee.

The Executive Director or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act; 34 C.F.R. Part 99.

50 ILCS 205/7, Local Records Act.

105 ILCS 5/10-20.12b, 5/10-20.40, 5/14-1.01 *et seq.*, and 5/26A-30.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

325 ILCS 17/, Children's Privacy Protection and Parental Empowerment Act.

750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.

23 Ill.Admin.Code Parts 226 and 375.

*Owasso I.S.D. No. I-011 v. Falvo*, 534 U.S. 426 (2002).

*Chicago Tribune Co. v. Chicago Bd. of Ed.*, 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:255 (Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

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**PRESSPlus Comments**

PRESSPlus 1. Revised in #2 and #3 to match the text of the Illinois School Student Records Act (ISSRA). **Issue 120, October 2025**

*Document Status: Draft Update*

## 8:30 Visitors to and Conduct on SASED Property

For purposes of this policy, "SASED property" is defined as all SASED buildings, grounds, and parking areas, whether or not such property is currently being used for SASED purposes, SASED vehicles, any location used for a Board meeting, an athletic event or other SASED sponsored event. "SASED property" includes real or personal property owned or leased by SASED, or otherwise used by SASED for SASED purposes.

For purposes of this policy "a visitor" is any person other than an enrolled student or employee. All visitors to SASED programs or property are required to report to the Building Principal's office and receive permission to remain on SASED property. All visitors must follow the procedures for visitors that are specific to the host district. At the minimum all visitors must sign a visitor's log, show identification, and wear a visitor's badge. When leaving the building, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto SASED property, visitors are not required to sign in but must follow the instructions of SASED and/or host district officials. Persons on SASED property without permission will be directed to leave and may be subject to criminal prosecution. The Board of Directors may designate one or more specific SASED playground areas as available for the use of residents of the surrounding community, outside of the SASED program school day, and as exceptions to the foregoing "visitor" procedures.

Any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teachers' conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Executive Director or designee.

SASED expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event whether it be on SASED property or at a SASED program within a host district. No person on SASED property or at a SASED event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner or use vulgar or obscene language;
3. Unless specifically permitted by State law possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface SASED property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, use, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs: be present when the person's alcohol or illegal drug consumption is detectible, regardless

of when and/or where the use occurred.

9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of SASED premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized SASED employee's directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other SASED policies or regulations, or a directive from an authorized security officer or SASED or host district employee; or
14. Engage in any conduct that interferes with, disrupts or adversely affects SASED or a SASED function.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the appropriate SASED Administrator and Building Principal's office, may meet with a SASED school employee (or group of employees) in the school building during free times of such employees.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is or has:

1. A parent/guardian of a student attending the school and has notified SASED Administration and the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion or
2. Has permission to be present from the Board of Directors, Executive Director or Executive Director's designee. If permission is granted, the Executive Director or Board Chairperson shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Executive Director, or designee who is a licensed PRESSPlus1 employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Enforcement

Any staff member may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to SASED property in accordance with State law. The person also may be subject to being denied admission to SASED athletic or extracurricular events for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future Admission to Athletic or Extracurricular SASED Events

Before any person may be denied admission to athletic or extracurricular SASED events, the person

has a right to a hearing before the Board of Directors. The Executive Director may refuse the person admission pending such a hearing. The Executive Director or designee must provide the person with a notice, delivered or sent by certified mail with the return receipt requested, at least 10 days before the Board of Directors hearing date. The hearing notice must contain:

1. The date, time, and place of the Board of Directors hearing,
2. A description of the prohibited conduct (policy violation),
3. The proposed time period that admission to SASED events and/or property will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.:

20 U.S.C. §7971 *et seq.*, Pro-Children Act of 2001.

*Nuding v. Cerro Gordo Community Unit School Dist.*, 313 Ill. App.3d 344 (4th Dist. 2000).

105 ILCS 5/10-20.5, 10-20.5b, 5/10-22.10, 5/24-4, 5/22-33, 5/22-110, and 5/24-25~~, and 5/27-23.7(a)~~. PRESSPlus2

105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 705/, Cannabis Tax and Regulation Act.

430 ILCS 66/, Firearm Concealed Carry Act.

720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.

CROSS REF.: 2:200 (Types of Board Meetings), 2:230 (Public Participation at Board Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of SASED Facilities),

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**PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 120, October 2025**

PRESSPlus 2. The Legal References are updated in response to P.A. 104-391. **Issue 120, October 2025**

School Association for Special Education in DuPage

**Dr. Kim Dryier**
*Executive Director*

**ACTION ITEM**

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To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Dr. Julia Wheaton, Interim Chief Human Resource Officer
Date: November 19, 2025
Re: Global Compliance Network - GCN Annual Subscription

Purpose: SASED currently utilizes Infinitec as a platform for employees to complete annual mandated policy reviews and training. While Infinitec is free to Illinois public schools, the platform is difficult to utilize, manage, and customize in meeting SASED's needs in an efficient and effective manner. We transitioned to Infinitec from GCN in 2024 and are recommending that we return to GCN as our policy review/training platform for both direct hire and contractual employees.

Please see the attached Pricing/Invoice.

*Financial Impact:* $2000 annual subscription

*Recommended Action:* SASED Administration requests that the Board of Directors approve the annual subscription fee for use of GCN as our policy review/training platform.

2900 Ogden Ave. Lisle, IL 60532
Telephone: (630) 778-4500 Fax: (630) 778-0196
www.sased.org

**Global Compliance Network, Inc.**
5859 W Saginaw Hwy PMB 384
Lansing, MI 48917
+18558884426
lisa@gcntraining.com
www.gcntraining.com

# INVOICE

**BILL TO**
SASED

**INVOICE #** 16348
**DATE** 11/12/2025
**DUE DATE** 01/11/2026
**TERMS** Net 60

| ACTIVITY | QTY | RATE | AMOUNT |
|---|---|---|---|
| **Unlimited Package**<br>Unlimited Tutorials: This package allows your staff access to as many of the online HR, OSHA and Professional Development tutorials as you would like (including any new tutorials developed during your license period). (1/1/26 - 12/31/26)<br>**GCN does not accept credit card payments. **<br>lisa@gcntraining.com | 1 | 2,000.00 | 2,000.00 |

BALANCE DUE **$2,000.00**

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

**Dr. Kim Dryier**
*Executive Director*

**ACTION ITEM**

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To: SASED Board of Directors
Via: Dr. Kim Dryier
From: SASED Administration
Date: November 19, 2025
Re: Approval of SY25-26 Intergovernmental Agreement to enroll a non-member district student in a SASED program

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Intergovernmental Agreement between SASED and non-member school district to enroll a student in a SASED program including:

East Aurora USD 131 - Student A - Vision Program at SD48 Albright Middle School - $67.373 and ESY $1,387

East Aurora USD 131 - Student B - Vision Program at SD60 Holmes Elementary School - $67.373 and ESY $1,387

CHSD 218 - Student A - Transition Program at SASED Transition Center - $49,072 and ESY $1,387

CHSD 218 - Student B - Transition Program at SASED Transition Center - $49,072 and ESY $1,387

Recommended Action: SASED Administration requests that the Board of Directors approve the Intergovernmental Agreement as presented.

**INTERGOVERNMENTAL AGREEMENT**
**BETWEEN SASED AND NON-MEMBER SCHOOL DISTRICT**

This Agreement is made and entered into on the date set forth below, by and between the Board of Directors of The School Association for Special Education in DuPage County ("SASED") and the Board of Education of **CHSD 218** ("School District").

WHEREAS, pursuant to the Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3), units of local government and school districts are authorized to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, SASED and the School District have determined that it is in their best and mutual interests to contract with each other to provide for attendance by an identified School District student(s) in a SASED program ("Student" or Student(s)");

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Term: This Agreement will remain in effect until either party provides at least thirty (30) days prior written notice to the other party of termination of this Agreement, which may be for any reason.

2. Program Services:

   a. Subject to the terms and provisions of this Agreement, SASED will provide services for the School District Student(s). The specific terms and conditions for each Student will be identified and signed by both parties, which is incorporated herein by reference.

   b. Each Student will be permitted to attend the Program on the terms and conditions set forth in this Agreement.

   c. SASED will provide special education and related services in accordance with the Student's individualized education program (IEP), except as otherwise stated herein.

   d. Assessments and reevaluations will be conducted by SASED, except that SASED will not be responsible for independent educational evaluations (IEEs) requested by a parent/guardian or other private evaluations approved by the School District or the IEP team.

   e. Assistive technology devices, equipment, and related training offered to students as part of the Program will be provided by SASED. The School District shall be solely responsible for funding, procurement, and maintenance of any other Assistive Technology devices, equipment or training identified in the Student's IEP.

   f. As warranted, SASED will convene IEP team meetings and issue required notices.

g. SASED may permanently dismiss the Student from the Program, terminating the applicable program page in Appendix A, under the following conditions:

i. Upon thirty (30) days' prior written notice to the School District, in the event that SASED determines, in SASED's sole discretion, that:

(a) The Program is no longer appropriate for the Student; or
(b) SASED will no longer be operating the Program.

ii. Upon fifteen (15) days' prior written notice to the School District, in the event that there is insufficient space in the Program for SASED member district students.

iii. Immediately if the Student commits gross disobedience or misconduct that warrants removal, as determined by SASED.

3. School District's Responsibilities:

a. The School District shall procure and directly fund all IEEs and any other School District-approved or IEP team-approved private evaluations at public expense.

b. The School District shall procure and directly fund related services not typically provided by SASED and any other related services that SASED is unable to provide due to circumstances beyond SASED's control.

c. The School District shall prepare and maintain a proper and adequate IEP for the Student(s).

d. A School District representative shall attend all IEP meetings for the Student(s) and shall serve as the local educational agency (LEA) representative.

e. The School District shall provide the Student(s) with transportation to and from the Program.

f. The terms of this Agreement notwithstanding, the School District remains the Student's resident school district for all purposes, remains ultimately responsible for the Student's educational services, and remains responsible for providing the Student with a free appropriate public education (FAPE) in the least restrictive environment.

g. In the event of a dispute or challenge by the Student's parent/guardian or Student (including but not limited to a due process request, State complaint, request for mediation, Office for Civil Rights complaint, or Illinois Department of Human Rights complaint), the School District shall be responsible for all costs associated with the defense thereof (including but not limited to attorney's fees).

h. The School District is responsible for paying the costs identified.

4. Tuition and Reimbursement: The School District will pay tuition and reimbursement, as set forth below, for the services identified herein. The actual costs of related services provided by SASED for the Student(s) (including but not limited to Social Work Services, and Speech and Language Services, as applicable) are included in the tuition costs. The costs of all assessments and reevaluations of the Student(s) conducted by SASED are also included in

the tuition costs. Vision and Orientation & Mobility Itinerant Services are included in the tuition costs for the Vision Program. Occupational Therapy and Physical Therapy Services are not included in tuition costs for all Programs.

a. The School District will pay a nonmember tuition rate equal to 110% of SASED's per pupil cost of the Program. The estimated annual tuition for each student is set forth in this agreement.

b. The School District will pay for the actual costs of Occupational Therapy, Physical Therapy, Vision Itinerant (with the exception of students enrolled in the Vision Program), O&M Itinerant (with the exception of the Vision Program), and Hearing Itinerant (with the exception of the Deaf & Hard of Hearing Program), services provided by SASED for the Student(s) based on direct and consult minutes listed on IEP.

c. In addition to paying the non-member district tuition, the School District will reimburse SASED for all the following:

   i. The actual costs (to include salary and benefits) for all SASED paraprofessionals, medical assistants/teacher assistants and interpreters providing one-to-one services to the Student(s).

   ii. The actual costs of all assistive technology devices and equipment, and any related training, provided by SASED for the Student's use.

d. For any Student that is enrolled for at least 10 days tuition will be calculated based on the amount of time the Student is in the Program.

e. Extended School Year: If a Student's IEP calls for extended school year services and the District chooses for the Student to attend ESY services in the Program, the School District will pay SASED's per pupil costs as calculated for Extended School Year Program.

5. National School Lunch/School Breakfast Programs: If SASED participates in the National School Lunch Program and/or School Breakfast Program and the Student(s) is eligible under free or reduced-priced breakfast or lunch under those programs, SASED is required to claim this Student(s).

6. Invoices and Payment:

   a. An invoice for 100% of the annual tuition amount will be issued by SASED within the month of July after this Agreement is fully signed. A prorated invoice will be sent based on actual days of enrollment. For Students who enroll after September 1 an invoice will be sent within ten (10) days after the Appendix A is fully signed for the tuition following the above schedule.

   b. In or around, July, SASED will calculate the final costs and issue a final invoice to the School District for any remaining balance to be paid.

   c. In the event that the School District's initial payments exceed the actual final costs (resulting in an overpayment by the School District), SASED will issue a refund to the School District by September 15.

d. Payment will be made by the School District after receipt of each invoice, in accordance with the *Local Government Prompt Payment Act* (50 ILCS 505/).

7. Relationship of the Parties: SASED and the School District acknowledge and agree that they are contractors independent of one another and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.

8. No Third-Party Beneficiaries: This Agreement is entered into solely for the benefit of the contracting parties. Nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

9. Indemnification and Waiver: For purposes of this Section 9, "Loss" is defined as any and all liabilities, damages, claims, demands, judgments, causes of action, costs, expenses (including reasonable attorneys' fees), and losses relating to any School District Student placed in a SASED program and/or relating to any act or omission of either party in implementing this Agreement and/or otherwise relating to this Agreement.

   Each party agrees to indemnify, defend, and hold harmless the other party and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss arises out of the acts or omissions of the indemnifying party.

   In addition, notwithstanding any other provision of this Agreement, the School District specifically agrees to indemnify, defend, and hold harmless SASED and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss is based upon or arises out of claims relating to the placement, FAPE, or alleged procedural requirements applicable to any School District Student placed in a SASED Program.

   Moreover, the School District waives any and all claims it may have against SASED (or SASED's Board members, employees, volunteers or agents) relating to the Program or the services provided to the Student by SASED.

10. Student Records: SASED shall maintain all student records and reports in accordance with SASED policies on student records, as well as applicable state and federal laws. All student records generated by SASED shall be the property of the School District; however, SASED shall have access to such records so that it may provide the services required under this Agreement.

11. Continuing Obligations: The following shall survive the expiration or termination of this Agreement: (a) Sections 4 and 6 (Tuition and Reimbursement and Invoices and Payment); (b) Section 9 (Indemnification and Waiver); (c) all representations and warranties made by each party; (d) Program for Individual Student; and (e) all other obligations that are to be performed after the expiration or termination of this Agreement.

12. Assignment: No part of this Agreement may be assigned by either of the parties hereto.

13. Multiple Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties' signatures on this Agreement shall be deemed originals.

14. Governing Law: This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.

15. Notices: Any and all notices required to be sent pursuant to this Agreement shall be personally delivered or sent via certified mail addressed as follows:

For School District: **Dr. Josh Barron, Superintendent**
**CHSD 218**
**10701 S Kilpatrick Ave**
**Oak Lawn, IL 60453**

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

16. Authority: The individuals executing this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement on behalf of and in the name of their respective parties.

17. Severability: If any provision of this Agreement shall be found to be invalid or unenforceable, such finding shall in no way affect, impair or invalidate any other provision, and such other provisions shall remain in full force and effect. Moreover, no provision of this Agreement shall be construed as contrary to law when it is possible to find an alternate construction that is consistent with the law and with the parties' overall intent.

18. Complete Understanding: This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings or agreements regarding the subject matter herein.

19. Waiver: No waiver of any default of a party hereunder shall be implied from omission by a party to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.

20. Amendments: No change or modification to this Agreement shall be valid unless it is in writing and signed by both parties.

Student Name: [redacted] Student A

SASED Program: **TRANSITION PROGRAM**

Program Location: **SASED Transition Center**

Estimated Annual Program Tuition: **$ 49,072**

Estimated Extended School Year Tuition: **$ 1,387.00**

Program Start Date: **8/14/2025**

Program End Date: **5/22/2026**

Student Start Date: 8/14/25

Address of School District: **2900 Ogden Avenue, Lisle, IL 60532**

IN WITNESS WHEREOF, SASED and the School District have caused this Agreement to be executed on the date(s) set forth below.

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

By: _____ Date: _____
Chairperson

Attest: _____ Date: _____
Secretary

BOARD OF EDUCATION OF [SCHOOL DISTRICT]

By: _____ Date: 11-7-25
President

Attest: _____ Date: _____
Secretary

**INTERGOVERNMENTAL AGREEMENT**
**BETWEEN SASED AND NON-MEMBER SCHOOL DISTRICT**

This Agreement is made and entered into on the date set forth below, by and between the Board of Directors of The School Association for Special Education in DuPage County ("SASED") and the Board of Education of **CHSD 218** ("School District").

WHEREAS, pursuant to the Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3), units of local government and school districts are authorized to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, SASED and the School District have determined that it is in their best and mutual interests to contract with each other to provide for attendance by an identified School District student(s) in a SASED program ("Student" or Student(s)");

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Term: This Agreement will remain in effect until either party provides at least thirty (30) days prior written notice to the other party of termination of this Agreement, which may be for any reason.

2. Program Services:

   a. Subject to the terms and provisions of this Agreement, SASED will provide services for the School District Student(s). The specific terms and conditions for each Student will be identified and signed by both parties, which is incorporated herein by reference.

   b. Each Student will be permitted to attend the Program on the terms and conditions set forth in this Agreement.

   c. SASED will provide special education and related services in accordance with the Student's individualized education program (IEP), except as otherwise stated herein.

   d. Assessments and reevaluations will be conducted by SASED, except that SASED will not be responsible for independent educational evaluations (IEEs) requested by a parent/guardian or other private evaluations approved by the School District or the IEP team.

   e. Assistive technology devices, equipment, and related training offered to students as part of the Program will be provided by SASED. The School District shall be solely responsible for funding, procurement, and maintenance of any other Assistive Technology devices, equipment or training identified in the Student's IEP.

   f. As warranted, SASED will convene IEP team meetings and issue required notices.

g. SASED may permanently dismiss the Student from the Program, terminating the applicable program page in Appendix A, under the following conditions:

i. Upon thirty (30) days' prior written notice to the School District, in the event that SASED determines, in SASED's sole discretion, that:

(a) The Program is no longer appropriate for the Student; or
(b) SASED will no longer be operating the Program.

ii. Upon fifteen (15) days' prior written notice to the School District, in the event that there is insufficient space in the Program for SASED member district students.

iii. Immediately if the Student commits gross disobedience or misconduct that warrants removal, as determined by SASED.

3. School District's Responsibilities:

a. The School District shall procure and directly fund all IEEs and any other School District-approved or IEP team-approved private evaluations at public expense.

b. The School District shall procure and directly fund related services not typically provided by SASED and any other related services that SASED is unable to provide due to circumstances beyond SASED's control.

c. The School District shall prepare and maintain a proper and adequate IEP for the Student(s).

d. A School District representative shall attend all IEP meetings for the Student(s) and shall serve as the local educational agency (LEA) representative.

e. The School District shall provide the Student(s) with transportation to and from the Program.

f. The terms of this Agreement notwithstanding, the School District remains the Student's resident school district for all purposes, remains ultimately responsible for the Student's educational services, and remains responsible for providing the Student with a free appropriate public education (FAPE) in the least restrictive environment.

g. In the event of a dispute or challenge by the Student's parent/guardian or Student (including but not limited to a due process request, State complaint, request for mediation, Office for Civil Rights complaint, or Illinois Department of Human Rights complaint), the School District shall be responsible for all costs associated with the defense thereof (including but not limited to attorney's fees).

h. The School District is responsible for paying the costs identified.

4. Tuition and Reimbursement: The School District will pay tuition and reimbursement, as set forth below, for the services identified herein. The actual costs of related services provided by SASED for the Student(s) (including but not limited to Social Work Services, and Speech and Language Services, as applicable) are included in the tuition costs. The costs of all assessments and reevaluations of the Student(s) conducted by SASED are also included in

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c. In addition to paying the non-member district tuition, the School District will reimburse SASED for all the following:

   i. The actual costs (to include salary and benefits) for all SASED paraprofessionals, medical assistants/teacher assistants and interpreters providing one-to-one services to the Student(s).

   ii. The actual costs of all assistive technology devices and equipment, and any related training, provided by SASED for the Student's use.

d. For any Student that is enrolled for at least 10 days tuition will be calculated based on the amount of time the Student is in the Program.

e. Extended School Year: If a Student's IEP calls for extended school year services and the District chooses for the Student to attend ESY services in the Program, the School District will pay SASED's per pupil costs as calculated for Extended School Year Program.

5. National School Lunch/School Breakfast Programs: If SASED participates in the National School Lunch Program and/or School Breakfast Program and the Student(s) is eligible under free or reduced-priced breakfast or lunch under those programs, SASED is required to claim this Student(s).

6. Invoices and Payment:

   a. An invoice for 100% of the annual tuition amount will be issued by SASED within the month of July after this Agreement is fully signed. A prorated invoice will be sent based on actual days of enrollment. For Students who enroll after September 1 an invoice will be sent within ten (10) days after the Appendix A is fully signed for the tuition following the above schedule.

   b. In or around, July, SASED will calculate the final costs and issue a final invoice to the School District for any remaining balance to be paid.

   c. In the event that the School District's initial payments exceed the actual final costs (resulting in an overpayment by the School District), SASED will issue a refund to the School District by September 15.

d. Payment will be made by the School District after receipt of each invoice, in accordance with the *Local Government Prompt Payment Act* (50 ILCS 505/).

7. Relationship of the Parties: SASED and the School District acknowledge and agree that they are contractors independent of one another and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.

8. No Third-Party Beneficiaries: This Agreement is entered into solely for the benefit of the contracting parties. Nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

9. Indemnification and Waiver: For purposes of this Section 9, "Loss" is defined as any and all liabilities, damages, claims, demands, judgments, causes of action, costs, expenses (including reasonable attorneys' fees), and losses relating to any School District Student placed in a SASED program and/or relating to any act or omission of either party in implementing this Agreement and/or otherwise relating to this Agreement.

   Each party agrees to indemnify, defend, and hold harmless the other party and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss arises out of the acts or omissions of the indemnifying party.

   In addition, notwithstanding any other provision of this Agreement, the School District specifically agrees to indemnify, defend, and hold harmless SASED and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss is based upon or arises out of claims relating to the placement, FAPE, or alleged procedural requirements applicable to any School District Student placed in a SASED Program.

   Moreover, the School District waives any and all claims it may have against SASED (or SASED's Board members, employees, volunteers or agents) relating to the Program or the services provided to the Student by SASED.

10. Student Records: SASED shall maintain all student records and reports in accordance with SASED policies on student records, as well as applicable state and federal laws. All student records generated by SASED shall be the property of the School District; however, SASED shall have access to such records so that it may provide the services required under this Agreement.

11. Continuing Obligations: The following shall survive the expiration or termination of this Agreement: (a) Sections 4 and 6 (Tuition and Reimbursement and Invoices and Payment); (b) Section 9 (Indemnification and Waiver); (c) all representations and warranties made by each party; (d) Program for Individual Student; and (e) all other obligations that are to be performed after the expiration or termination of this Agreement.

12. Assignment: No part of this Agreement may be assigned by either of the parties hereto.

13. Multiple Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties' signatures on this Agreement shall be deemed originals.

14. Governing Law: This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.

15. Notices: Any and all notices required to be sent pursuant to this Agreement shall be personally delivered or sent via certified mail addressed as follows:

For School District: **Dr. Josh Barron, Superintendent**
**CHSD 218**
**10701 S. Kilpatrick Ave**
**Oak Lawn, IL 60462**

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

16. Authority: The individuals executing this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement on behalf of and in the name of their respective parties.

17. Severability: If any provision of this Agreement shall be found to be invalid or unenforceable, such finding shall in no way affect, impair or invalidate any other provision, and such other provisions shall remain in full force and effect. Moreover, no provision of this Agreement shall be construed as contrary to law when it is possible to find an alternate construction that is consistent with the law and with the parties' overall intent.

18. Complete Understanding: This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings or agreements regarding the subject matter herein.

19. Waiver: No waiver of any default of a party hereunder shall be implied from omission by a party to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.

20. Amendments: No change or modification to this Agreement shall be valid unless it is in writing and signed by both parties.

Student Name: [redacted] Student B

SASED Program: **TRANSITION PROGRAM**

Program Location: **SASED Transition Center**

Estimated Annual Program Tuition: **$ 49,072**

Estimated Extended School Year Tuition: **$ 1,387.00**

Program Start Date: **8/14/2025**

Program End Date: **5/22/2026**

Student Start Date: 8/14/25

Address of School District: **2900 Ogden Avenue, Lisle, IL 60532**

IN WITNESS WHEREOF, SASED and the School District have caused this Agreement to be executed on the date(s) set forth below.

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

By: _____ Date: _____
Chairperson

Attest: _____ Date: _____
Secretary

BOARD OF EDUCATION OF [SCHOOL DISTRICT]

By: _____ Date: 11/7/25
President

Attest: _____ Date: _____
Secretary

**INTERGOVERNMENTAL AGREEMENT**
**BETWEEN SASED AND NON-MEMBER SCHOOL DISTRICT**

This Agreement is made and entered into on the date set forth below, by and between the Board of Directors of The School Association for Special Education in DuPage County ("SASED") and the Board of Education of **East Aurora USD 131** ("School District").

WHEREAS, pursuant to the Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3), units of local government and school districts are authorized to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, SASED and the School District have determined that it is in their best and mutual interests to contract with each other to provide for attendance by an identified School District student(s) in a SASED program ("Student" or Student(s)");

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Term: This Agreement will remain in effect until either party provides at least thirty (30) days prior written notice to the other party of termination of this Agreement, which may be for any reason.

2. Program Services:

   a. Subject to the terms and provisions of this Agreement, SASED will provide services for the School District Student(s). The specific terms and conditions for each Student will be identified and signed by both parties, which is incorporated herein by reference.

   b. Each Student will be permitted to attend the Program on the terms and conditions set forth in this Agreement.

   c. SASED will provide special education and related services in accordance with the Student's individualized education program (IEP), except as otherwise stated herein.

   d. Assessments and reevaluations will be conducted by SASED, except that SASED will not be responsible for independent educational evaluations (IEEs) requested by a parent/guardian or other private evaluations approved by the School District or the IEP team.

   e. Assistive technology devices, equipment, and related training offered to students as part of the Program will be provided by SASED. The School District shall be solely responsible for funding, procurement, and maintenance of any other Assistive Technology devices, equipment or training identified in the Student's IEP.

   f. As warranted, SASED will convene IEP team meetings and issue required notices.

g. SASED may permanently dismiss the Student from the Program, terminating the applicable program page in Appendix A, under the following conditions:

i. Upon thirty (30) days' prior written notice to the School District, in the event that SASED determines, in SASED's sole discretion, that:

(a) The Program is no longer appropriate for the Student; or
(b) SASED will no longer be operating the Program.

ii. Upon fifteen (15) days' prior written notice to the School District, in the event that there is insufficient space in the Program for SASED member district students.

iii. Immediately if the Student commits gross disobedience or misconduct that warrants removal, as determined by SASED.

3. School District's Responsibilities:

a. The School District shall procure and directly fund all IEEs and any other School District-approved or IEP team-approved private evaluations at public expense.

b. The School District shall procure and directly fund related services not typically provided by SASED and any other related services that SASED is unable to provide due to circumstances beyond SASED's control.

c. The School District shall prepare and maintain a proper and adequate IEP for the Student(s).

d. A School District representative shall attend all IEP meetings for the Student(s) and shall serve as the local educational agency (LEA) representative.

e. The School District shall provide the Student(s) with transportation to and from the Program.

f. The terms of this Agreement notwithstanding, the School District remains the Student's resident school district for all purposes, remains ultimately responsible for the Student's educational services, and remains responsible for providing the Student with a free appropriate public education (FAPE) in the least restrictive environment.

g. In the event of a dispute or challenge by the Student's parent/guardian or Student (including but not limited to a due process request, State complaint, request for mediation, Office for Civil Rights complaint, or Illinois Department of Human Rights complaint), the School District shall be responsible for all costs associated with the defense thereof (including but not limited to attorney's fees).

h. The School District is responsible for paying the costs identified.

4. Tuition and Reimbursement: The School District will pay tuition and reimbursement, as set forth below, for the services identified herein. The actual costs of related services provided by SASED for the Student(s) (including but not limited to Social Work Services, and Speech and Language Services, as applicable) are included in the tuition costs. The costs of all assessments and reevaluations of the Student(s) conducted by SASED are also included in

the tuition costs. Vision and Orientation & Mobility Itinerant Services are included in the tuition costs for the Vision Program. Occupational Therapy and Physical Therapy Services are not included in tuition costs for all Programs.

a. The School District will pay a nonmember tuition rate equal to 110% of SASED's per pupil cost of the Program. The estimated annual tuition for each student is set forth in this agreement.

b. The School District will pay for the actual costs of Occupational Therapy, Physical Therapy, Vision Itinerant (with the exception of students enrolled in the Vision Program), O&M Itinerant (with the exception of the Vision Program), and Hearing Itinerant (with the exception of the Deaf & Hard of Hearing Program), services provided by SASED for the Student(s) based on direct and consult minutes listed on IEP.

c. In addition to paying the non-member district tuition, the School District will reimburse SASED for all the following:

   i. The actual costs (to include salary and benefits) for all SASED paraprofessionals, medical assistants/teacher assistants and interpreters providing one-to-one services to the Student(s).

   ii. The actual costs of all assistive technology devices and equipment, and any related training, provided by SASED for the Student's use.

d. For any Student that is enrolled for at least 10 days tuition will be calculated based on the amount of time the Student is in the Program.

e. Extended School Year: If a Student's IEP calls for extended school year services and the District chooses for the Student to attend ESY services in the Program, the School District will pay SASED's per pupil costs as calculated for Extended School Year Program.

5. National School Lunch/School Breakfast Programs: If SASED participates in the National School Lunch Program and/or School Breakfast Program and the Student(s) is eligible under free or reduced-priced breakfast or lunch under those programs, SASED is required to claim this Student(s).

6. Invoices and Payment:

   a. An invoice for 100% of the annual tuition amount will be issued by SASED within the month of July after this Agreement is fully signed. A prorated invoice will be sent based on actual days of enrollment. For Students who enroll after September 1 an invoice will be sent within ten (10) days after the Appendix A is fully signed for the tuition following the above schedule.

   b. In or around, July, SASED will calculate the final costs and issue a final invoice to the School District for any remaining balance to be paid.

   c. In the event that the School District's initial payments exceed the actual final costs (resulting in an overpayment by the School District), SASED will issue a refund to the School District by September 15.

d. Payment will be made by the School District after receipt of each invoice, in accordance with the *Local Government Prompt Payment Act* (50 ILCS 505/).

7. Relationship of the Parties: SASED and the School District acknowledge and agree that they are contractors independent of one another and that this Agreement does not create an employer-employee relationship, partnership, joint venture, agency, or any other such relationship.

8. No Third-Party Beneficiaries: This Agreement is entered into solely for the benefit of the contracting parties. Nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind to any person or entity who is not a party to this Agreement, or to acknowledge, establish or impose any legal duty to any third party.

9. Indemnification and Waiver: For purposes of this Section 9, "Loss" is defined as any and all liabilities, damages, claims, demands, judgments, causes of action, costs, expenses (including reasonable attorneys' fees), and losses relating to any School District Student placed in a SASED program and/or relating to any act or omission of either party in implementing this Agreement and/or otherwise relating to this Agreement.

   Each party agrees to indemnify, defend, and hold harmless the other party and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss arises out of the acts or omissions of the indemnifying party.

   In addition, notwithstanding any other provision of this Agreement, the School District specifically agrees to indemnify, defend, and hold harmless SASED and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss is based upon or arises out of claims relating to the placement, FAPE, or alleged procedural requirements applicable to any School District Student placed in a SASED Program.

   Moreover, the School District waives any and all claims it may have against SASED (or SASED's Board members, employees, volunteers or agents) relating to the Program or the services provided to the Student by SASED.

10. Student Records: SASED shall maintain all student records and reports in accordance with SASED policies on student records, as well as applicable state and federal laws. All student records generated by SASED shall be the property of the School District; however, SASED shall have access to such records so that it may provide the services required under this Agreement.

11. Continuing Obligations: The following shall survive the expiration or termination of this Agreement: (a) Sections 4 and 6 (Tuition and Reimbursement and Invoices and Payment); (b) Section 9 (Indemnification and Waiver); (c) all representations and warranties made by each party; (d) Program for Individual Student; and (e) all other obligations that are to be performed after the expiration or termination of this Agreement.

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13. Multiple Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties' signatures on this Agreement shall be deemed originals.

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15. Notices: Any and all notices required to be sent pursuant to this Agreement shall be personally delivered or sent via certified mail addressed as follows:

For School District: **Dr. Robert Halvorson, Superintendent**
**East Aurora USD 131**
**417 5th St**
**Aurora, IL 60505**

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

16. Authority: The individuals executing this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement on behalf of and in the name of their respective parties.

17. Severability: If any provision of this Agreement shall be found to be invalid or unenforceable, such finding shall in no way affect, impair or invalidate any other provision, and such other provisions shall remain in full force and effect. Moreover, no provision of this Agreement shall be construed as contrary to law when it is possible to find an alternate construction that is consistent with the law and with the parties' overall intent.

18. Complete Understanding: This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings or agreements regarding the subject matter herein.

19. Waiver: No waiver of any default of a party hereunder shall be implied from omission by a party to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.

20. Amendments: No change or modification to this Agreement shall be valid unless it is in writing and signed by both parties.

Student Name: [redacted] Student A

DuPage West Cook: **VISION PROGRAM**

Program Location: Albright MS – 1110 S Villa Ave, Villa Park, IL 60181

Estimated Annual Program Tuition: **$ 67,373.00**

Estimated Extended School Year Tuition: **$ 1,387.00**

Program Start Date: **8/27/2025**

Program End Date: **6/4/2026**

Student Start Date: 8/27/25

School District: Salt Creek SD 48

IN WITNESS WHEREOF, SASED and the School District have caused this Agreement to be executed on the date(s) set forth below.

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

By: _____ Date: _____
Chairperson

Attest: _____ Date: _____
Secretary

BOARD OF EDUCATION OF [SCHOOL DISTRICT]

By: _____ Date: 11/3/25
President

Attest: _____ Date: 11/3/25
Secretary

**INTERGOVERNMENTAL AGREEMENT**
**BETWEEN SASED AND NON-MEMBER SCHOOL DISTRICT**

This Agreement is made and entered into on the date set forth below, by and between the Board of Directors of The School Association for Special Education in DuPage County ("SASED") and the Board of Education of **East Aurora USD 131** ("School District").

WHEREAS, pursuant to the Illinois Constitution (Article VII, Section 10) and the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3), units of local government and school districts are authorized to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, SASED and the School District have determined that it is in their best and mutual interests to contract with each other to provide for attendance by an identified School District student(s) in a SASED program ("Student" or Student(s)");

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Term: This Agreement will remain in effect until either party provides at least thirty (30) days prior written notice to the other party of termination of this Agreement, which may be for any reason.

2. Program Services:

   a. Subject to the terms and provisions of this Agreement, SASED will provide services for the School District Student(s). The specific terms and conditions for each Student will be identified and signed by both parties, which is incorporated herein by reference.

   b. Each Student will be permitted to attend the Program on the terms and conditions set forth in this Agreement.

   c. SASED will provide special education and related services in accordance with the Student's individualized education program (IEP), except as otherwise stated herein.

   d. Assessments and reevaluations will be conducted by SASED, except that SASED will not be responsible for independent educational evaluations (IEEs) requested by a parent/guardian or other private evaluations approved by the School District or the IEP team.

   e. Assistive technology devices, equipment, and related training offered to students as part of the Program will be provided by SASED. The School District shall be solely responsible for funding, procurement, and maintenance of any other Assistive Technology devices, equipment or training identified in the Student's IEP.

   f. As warranted, SASED will convene IEP team meetings and issue required notices.

g. SASED may permanently dismiss the Student from the Program, terminating the applicable program page in Appendix A, under the following conditions:

i. Upon thirty (30) days' prior written notice to the School District, in the event that SASED determines, in SASED's sole discretion, that:

(a) The Program is no longer appropriate for the Student; or
(b) SASED will no longer be operating the Program.

ii. Upon fifteen (15) days' prior written notice to the School District, in the event that there is insufficient space in the Program for SASED member district students.

iii. Immediately if the Student commits gross disobedience or misconduct that warrants removal, as determined by SASED.

3. School District's Responsibilities:

a. The School District shall procure and directly fund all IEEs and any other School District-approved or IEP team-approved private evaluations at public expense.

b. The School District shall procure and directly fund related services not typically provided by SASED and any other related services that SASED is unable to provide due to circumstances beyond SASED's control.

c. The School District shall prepare and maintain a proper and adequate IEP for the Student(s).

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e. The School District shall provide the Student(s) with transportation to and from the Program.

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g. In the event of a dispute or challenge by the Student's parent/guardian or Student (including but not limited to a due process request, State complaint, request for mediation, Office for Civil Rights complaint, or Illinois Department of Human Rights complaint), the School District shall be responsible for all costs associated with the defense thereof (including but not limited to attorney's fees).

h. The School District is responsible for paying the costs identified.

4. Tuition and Reimbursement: The School District will pay tuition and reimbursement, as set forth below, for the services identified herein. The actual costs of related services provided by SASED for the Student(s) (including but not limited to Social Work Services, and Speech and Language Services, as applicable) are included in the tuition costs. The costs of all assessments and reevaluations of the Student(s) conducted by SASED are also included in

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a. The School District will pay a nonmember tuition rate equal to 110% of SASED's per pupil cost of the Program. The estimated annual tuition for each student is set forth in this agreement.

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   i. The actual costs (to include salary and benefits) for all SASED paraprofessionals, medical assistants/teacher assistants and interpreters providing one-to-one services to the Student(s).

   ii. The actual costs of all assistive technology devices and equipment, and any related training, provided by SASED for the Student's use.

d. For any Student that is enrolled for at least 10 days tuition will be calculated based on the amount of time the Student is in the Program.

e. Extended School Year: If a Student's IEP calls for extended school year services and the District chooses for the Student to attend ESY services in the Program, the School District will pay SASED's per pupil costs as calculated for Extended School Year Program.

5. National School Lunch/School Breakfast Programs: If SASED participates in the National School Lunch Program and/or School Breakfast Program and the Student(s) is eligible under free or reduced-priced breakfast or lunch under those programs, SASED is required to claim this Student(s).

6. Invoices and Payment:

   a. An invoice for 100% of the annual tuition amount will be issued by SASED within the month of July after this Agreement is fully signed. A prorated invoice will be sent based on actual days of enrollment. For Students who enroll after September 1 an invoice will be sent within ten (10) days after the Appendix A is fully signed for the tuition following the above schedule.

   b. In or around, July, SASED will calculate the final costs and issue a final invoice to the School District for any remaining balance to be paid.

   c. In the event that the School District's initial payments exceed the actual final costs (resulting in an overpayment by the School District), SASED will issue a refund to the School District by September 15.

d. Payment will be made by the School District after receipt of each invoice, in accordance with the *Local Government Prompt Payment Act* (50 ILCS 505/).

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   Each party agrees to indemnify, defend, and hold harmless the other party and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss arises out of the acts or omissions of the indemnifying party.

   In addition, notwithstanding any other provision of this Agreement, the School District specifically agrees to indemnify, defend, and hold harmless SASED and its Board members, employees, volunteers, and agents, against and from any Loss to the extent the Loss is based upon or arises out of claims relating to the placement, FAPE, or alleged procedural requirements applicable to any School District Student placed in a SASED Program.

   Moreover, the School District waives any and all claims it may have against SASED (or SASED's Board members, employees, volunteers or agents) relating to the Program or the services provided to the Student by SASED.

10. Student Records: SASED shall maintain all student records and reports in accordance with SASED policies on student records, as well as applicable state and federal laws. All student records generated by SASED shall be the property of the School District; however, SASED shall have access to such records so that it may provide the services required under this Agreement.

11. Continuing Obligations: The following shall survive the expiration or termination of this Agreement: (a) Sections 4 and 6 (Tuition and Reimbursement and Invoices and Payment); (b) Section 9 (Indemnification and Waiver); (c) all representations and warranties made by each party; (d) Program for Individual Student; and (e) all other obligations that are to be performed after the expiration or termination of this Agreement.

12. Assignment: No part of this Agreement may be assigned by either of the parties hereto.

13. Multiple Counterparts: This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Facsimile and PDF copies of the parties' signatures on this Agreement shall be deemed originals.

14. Governing Law: This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.

15. Notices: Any and all notices required to be sent pursuant to this Agreement shall be personally delivered or sent via certified mail addressed as follows:

For School District: **Dr. Robert Halvorson, Superintendent**
**East Aurora USD 131**
**417 5th St**
**Aurora, IL 60505**

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

16. Authority: The individuals executing this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement on behalf of and in the name of their respective parties.

17. Severability: If any provision of this Agreement shall be found to be invalid or unenforceable, such finding shall in no way affect, impair or invalidate any other provision, and such other provisions shall remain in full force and effect. Moreover, no provision of this Agreement shall be construed as contrary to law when it is possible to find an alternate construction that is consistent with the law and with the parties' overall intent.

18. Complete Understanding: This Agreement constitutes the entire agreement between the parties and supersedes any prior understandings or agreements regarding the subject matter herein.

19. Waiver: No waiver of any default of a party hereunder shall be implied from omission by a party to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent therein stated.

20. Amendments: No change or modification to this Agreement shall be valid unless it is in writing and signed by both parties.

Student Name: [redacted] Student B

DuPage West Cook: **VISION PROGRAM**

Program Location: Holmes Elementary-5800 S Holmes, Clarendon Hills, IL 60514

Estimated Annual Program Tuition: **$ 67,373.00**

Estimated Extended School Year Tuition: **$ 1,387.00**

Program Start Date: **8/21/2025**

Program End Date: **5/28/2026**

Student Start Date: 8/21/25

School District: Maercker SD 60

IN WITNESS WHEREOF, SASED and the School District have caused this Agreement to be executed on the date(s) set forth below.

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

By: _____ Date: _____
Chairperson

Attest: _____ Date: _____
Secretary

BOARD OF EDUCATION OF [SCHOOL DISTRICT]

By: _____ Date: 11/3/25
President

Attest: _____ Date: 11/3/25
Secretary

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

Dr. Kim Dryier
*Executive Director*

**ACTION ITEM**

2900 Ogden Ave. Lisle, IL 60532
Telephone: (630) 778-4500 Fax: (630) 778-0196
www.sased.org

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: November 19, 2025
Re: Approve Wight & Company as SASED's Architect on Record

Summary:

An RFQ for a new Architect Firm was submitted in August. As a result, ten bids were received. A small team of SASED administrators and an administrator from a partner school district reviewed the bids and selected 4 agencies to move forward with formal interviews. Interviews were conducted by a small team of SASED administrators and an administrator from a partner school district. As a result of this process, SASED selected Wight and Company to be the new Architects for SASED. Much negotiation ensued regarding the contractual language and cost. SASED is bringing forth the final negotiated contract for Board approval.

Financial Impact: Limited as costs are commensurate to those of previous architect firm.

Recommended Action: SASED Administration requests that the Board of Directors approve Wight & Company as SASED's Architect on Record as well approve the attached contract.

**ADDITIONS AND DELETIONS:** The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

# AIA® Document B101™ – 2017

## *Standard Form of Agreement Between Owner and Architect*

**AGREEMENT** made as of the « » day of « » in the year « »
*(In words, indicate day, month and year.)*

**BETWEEN** the Architect's client identified as the Owner:
*(Name, legal status, address and other information)*

Board of Directors
School Association for Special Education in DuPage County (SASED)
2900 Ogden Ave,
Lisle, IL 60532

and the Architect:
*(Name, legal status, address and other information)*

Wight & Company
2500 N. Frontage Rd.
Darien, IL 60561

for the following Project:
*(Name, location and detailed description)*

« This Agreement is a master agreement between the parties. Each individual project shall be identified on separate Project Authorization Exhibits, which shall be executed by the parties and incorporated into this Agreement »

The Owner and Architect agree as follows.

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## ARTICLE 1 INITIAL INFORMATION

**§ 1.1** This Agreement is based on the Initial Information set forth in this Section 1.1 and in the applicable Project Authorization Exhibit for the Project. The Project Authorization Exhibit shall set forth all Project-specific requirements, including scope of services, Project schedule, Project budget, compensation, and other terms which may supplement, supersede, or modify this Agreement. To the extent any inconsistency or discrepancy exists between this Agreement and the Project Authorization Exhibit for the Project, the Project Authorization Exhibit shall control.
*(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")*

**§ 1.1.1** The Owner's program for the Project:
*(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)*

« As identified in the applicable Project Authorization Exhibit. »

**§ 1.1.2** The Project's physical characteristics:
*(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)*

« As identified in the applicable Project Authorization Exhibit. »

**§ 1.1.3** The Owner's budget for the Cost of the Work, as defined in Section 6.1:
*(Provide total and, if known, a line item breakdown.)*

« As identified in the applicable Project Authorization Exhibit. »

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**§ 1.1.4** The Owner's anticipated design and construction milestone dates:

**.1** Design phase milestone dates, if any:

« As identified in the applicable Project Authorization Exhibit. »

**.2** Construction commencement date:

« As identified in the applicable Project Authorization Exhibit. »

**.3** Substantial Completion date or dates:

« As identified in the applicable Project Authorization Exhibit. »

**.4** Other milestone dates:

« As identified in the applicable Project Authorization Exhibit. »

**§ 1.1.5** The Owner intends the following procurement and delivery method for the Project:
*(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)*

«As identified in the applicable Project Authorization Exhibit. In instances where the Project will be delivered using an independent Construction Manager the Scope of Architects Basic Services in Article 3 will be clarified in the Project Authorization Letter and references to Contractor within this Agreement would be intended to mean Construction Manager.»

**§ 1.1.6** The Owner's anticipated Sustainable Objective for the Project:
*(Identify and describe the Owner's Sustainable Objective for the Project, if any.)*

« As identified in the applicable Project Authorization Exhibit. »

**§ 1.1.6.1** If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

**§ 1.1.7** The Owner identifies the following representative in accordance with Section 5.3:
*(List name, address, and other contact information.)*

Dr Kim Dryier
School Association for Special Education in DuPage County (SASED)
2900 Ogden Ave,
Lisle, IL 60532

**§ 1.1.8** The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
*(List name, address, and other contact information.)*

« As identified in the applicable Project Authorization Exhibit, if any »

**§ 1.1.9** The Owner shall retain the following consultants and contractors:
*(List name, legal status, address, and other contact information.)*

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**.1** Geotechnical Engineer:

« As identified in the applicable Project Authorization Exhibit, if any

**.2** Civil Engineer:

« Wight & Company, unless otherwise identified in the applicable Project Authorization Exhibit, if any »

**.3** Other, if any:
*(List any other consultants and contractors retained by the Owner.)*

« As identified in the applicable Project Authorization Exhibit, if any »

**§ 1.1.10** The Architect identifies the following representative in accordance with Section 2.3:
*(List name, address, and other contact information.)*

Leanne Meyer-Smith, NCARB, AIA, LEED AP BD+C
Principal | PK 12 Client Leader
2500 North Frontage Road
Darien, IL 60561

**§ 1.1.11** The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
*(List name, legal status, address, and other contact information.)*

**§ 1.1.11.1** Consultants retained under Basic Services:

**.1** Structural Engineer:

« Wight & Company, unless otherwise identified in the applicable Project Authorization Exhibit, if any »

**.2** Mechanical Engineer:

« Wight & Company, unless otherwise identified in the applicable Project Authorization Exhibit, if any »

**.3** Electrical Engineer:

« Wight & Company, unless otherwise identified in the applicable Project Authorization Exhibit, if any »

**§ 1.1.11.2** Consultants retained under Supplemental Services:

« As identified in the applicable Project Authorization Exhibit., if any »

**§ 1.1.12** Other Initial Information on which the Agreement is based:

« As identified in the applicable Project Authorization Exhibit., if any »

**§ 1.2** The Owner and Architect may rely on the Initial Information and the applicable Project Authorization Exhibit. Both parties, however, recognize that the Initial Information and/or Project Authorization Exhibit may materially change and, in that event, the Owner and the Architect may adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation where reasonable and appropriate. The Owner, in its

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discretion, shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information; provided however, the Architect shall not be required to implement any material change if the Owner in its discretion does not adjust the budget for the Cost of the Work and Owner's anticipated design and construction milestones to accommodate such material change.

**§ 1.3** The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

**§ 1.3.1** Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

## ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

**§ 2.1** The Architect shall provide professional services as set forth in this Agreement and the applicable Project Authorization Exhibit. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals. In the event of an inconsistency between this Agreement and the Project Authorization Exhibit, the terms of the Project Authorization Exhibit shall govern for that Project.

**§ 2.2** The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects performing similar services for educational institutions in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project. The Architect shall exercise reasonable care and skill to engage employees and consultants who possess the experience, skill, and knowledge necessary to qualify them individually for the particular duties they perform.

**§ 2.3** The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

**§ 2.4** Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

**§ 2.5** The Architect shall maintain the following insurance until termination of this Agreement.

**§ 2.5.1** Commercial General Liability with policy limits of not less than « $1,000,000 » ($ « $1,000,000 » ) for each occurrence and « $2,000,000 » ($ « $2,000,000 » ) in the aggregate for bodily injury and property damage.

**§ 2.5.2** Automobile Liability covering vehicles owned, and non-owned, leased, and rented vehicles used by the Architect with policy limits of not less than « $1,000,000 » ($ « $1,000,000 » ) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

**§ 2.5.3** The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

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**§ 2.5.4** Workers' Compensation at statutory limits.

**§ 2.5.5** Employers' Liability with policy limits not less than « $1,000,000 » ($ « $1,000,000 » ) each accident, « $1,000,000 » ($ « $1,000,000 » ) each employee, and « $1,000,000 » ($ « $1,000,000 » ) policy limit.

**§ 2.5.6** Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than « $5,000,000 » ($ « $5,000,000 » ) per claim and « $5,000,000 » ($ « $5,000,000 » ) in the aggregate.

**§ 2.5.7 Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

**§ 2.5.8** The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5. The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5. All specified insurance shall be obtained from insurance companies licensed to conduct business in Illinois. All policies on which the Owner is an additional insured shall incorporate a provision requiring thirty (30) days' written notice to the Owner prior to the insurer cancellation and ten (10) days' written notice for non-renewal due to non-payment of premium.

**§ 2.5.9** The Architect waives any and all rights of subrogation against the Owner as an additional insured under this Agreement.

**§ 2.5.10** With regard to any umbrella or excess policies used by the Architect to meet the insurance requirements hereunder, such policies shall follow the primary policies in all respects including non-contributory obligations.

**§ 2.5.11** Under no circumstances shall the Owner be deemed to have waived any of the insurance requirements hereunder. The Architect agrees that the obligation to procure insurance is solely its responsibility and cannot be waived by any conduct, action, inaction, or omission of the Owner.

## ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

**§ 3.1** The Architect's Basic Services consist of those described in this Article 3 and/or any Basic Services described the applicable Project Authorization Exhibit and include usual and customary structural, mechanical, electrical, plumbing, fire protection and civil engineering services. When providing civil engineering services, Basic Services shall include: the preparation of initial site-related permitting submittals, two revised submittals based on comments to the initial submittals, and applications for county and municipal permits for storm water, sewer, water main and other similar required site infrastructure approvals. The permitting services described above are limited to one permit per regulatory agency per project. Services not set forth in this Article 3 are Supplemental or Additional Services.

**§ 3.1.1** The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, Owner's Board meetings, and communicate with members of the Project team, and report progress to the Owner.

**§ 3.1.2** The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants, unless the Architect independently has knowledge that the information provided is incomplete or inaccurate. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

**§ 3.1.3** As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services which shall be incorporated into the applicable Project Authorization Exhibit for the Project. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall

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include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner in writing, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's written approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

**§ 3.1.4** The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

**§ 3.1.5** The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

**§ 3.1.6** The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of and issuance of building permits from governmental authorities having jurisdiction over the design of the Project. The Architect shall prepare the paperwork required to apply for the building permit from governmental authorities having jurisdiction over design of the Project and shall present such documentation to the Owner for review, approval, and execution, if necessary. The Architect shall present the Project at meetings or hearings if required by such governmental authorities to facilitate the building permit approval.

**§ 3.1.7.** The Architect represents that it is knowledgeable in school design, and the Construction Documents provided by the Architect shall exercise reasonable care and skill to shall comply with applicable federal, state, and local zoning and building laws, codes, rules and regulations adopted by the Illinois State Board of Education and/or any other agency with authority over the design of and rehabilitation of the Project. The Architect is responsible for all materials it has specified as to the appropriateness for the intended use in an educational facility.

### § 3.2 Schematic Design Phase Services

**§ 3.2.1** The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

**§ 3.2.2** The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

**§ 3.2.3** The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

**§ 3.2.4** Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

**§ 3.2.5** Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

**§ 3.2.5.1** The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1. To the extent the Owner may be able to apply for private, local, state or federal funding as the result of an environmentally sustainable design approach, the Architect agrees to provide information to assist the Owner in completing such applications.

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**§ 3.2.5.2** The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

**§ 3.2.6** The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

**§ 3.2.7** The Architect shall submit the Schematic Design Documents to the Owner, meet with the Owner to review Schematic Design Documents, and request the Owner's written approval. The Architect shall make a good faith effort to ensure the Project schedule provides sufficient time for review of the Schematic Design Documents by Owner so as not to delay substantial or final completion.

### § 3.3 Design Development Phase Services

**§ 3.3.1** Based on the Owner's written approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

**§ 3.3.2** The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

**§ 3.3.3** The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the written Owner's approval of the Design Development Documents.

### § 3.4 Construction Documents Phase Services

**§ 3.4.1** Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

**§ 3.4.2** The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents. The Construction Documents shall comply with applicable building and zoning laws, codes, rules and regulations of the governmental authority having jurisdiction over the design of the Project and be sufficient to bid the Project under applicable law.

**§ 3.4.3** During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms. The Architect shall submit to the Owner all agreements and conditions prepared for release to bidders at least two (2) weeks prior to such release.

**§ 3.4.4** The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3 and provide the Owner with a copy thereof.

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**§ 3.4.5** The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

### § 3.5 Procurement Phase Services

#### § 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

#### § 3.5.2 Competitive Bidding

**§ 3.5.2.1** Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

**§ 3.5.2.2** The Architect shall assist the Owner in bidding the Project by:

- **.1** Providing statutory notice for bids and facilitating the distribution of Bidding Documents to prospective bidders;
- **.2** organizing and conducting a pre-bid conference for prospective bidders;
- **.3** preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- **.4** organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

**§ 3.5.2.3** If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

**§ 3.5.2.4** The Architect shall review and evaluate each bid and shall recommend to the Owner the lowest responsive bidder. If requested by the Owner, the Architect shall notify all prospective bidders of the bid results. If the Architect recommends that the Owner disqualify or reject a bidder, the Architect shall provide a written recommendation to the Owner setting forth with specificity the basis of the proposed disqualification or rejection and providing information that the subject bidder is not responsive. The Owner shall make any and all final determinations as to the responsiveness of bidders.

#### § 3.5.3 Negotiated Proposals

**§ 3.5.3.1** Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

**§ 3.5.3.2** The Architect shall assist the Owner in obtaining proposals by:

- **.1** facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- **.2** organizing and participating in selection interviews with prospective contractors;
- **.3** preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- **.4** participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

**§ 3.5.3.3** If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

### § 3.6 Construction Phase Services

#### § 3.6.1 General

**§ 3.6.1.1** To the extent the General Conditions, A201-2017, as amended by Owner, are consistent with the terms of this Agreement, the Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction, as amended by Owner. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not

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affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement in a writing signed by both parties.

**§ 3.6.1.2** The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work. If the Construction Documents furnished by the Architect are found to contain any error or omission, such error or omission shall be promptly corrected by the Architect at no cost to the Owner. These provisions shall not limit the Owner's remedies under this Agreement.

**§ 3.6.1.3** Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

**§ 3.6.1.4** The Architect shall, as appropriate for the stage of construction, attend periodic progress meetings conducted by the Contractor with the Owner.

**§ 3.6.2 Evaluations of the Work**

**§ 3.6.2.1** The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3 or the Project Authorization Exhibit, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

**§ 3.6.2.1.1** The Architect shall, at no additional cost to the Owner, provide Project representation beyond Basic Services when required due to the Architect's or its employees' or consultants' failure to exercise the standard of care applicable to Architect's services.

**§ 3.6.2.2** The Architect has the authority to recommend to the Owner to reject Work that does not conform to the Contract Documents, and the Owner shall in its discretion have responsibility and authority to reject such Work. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. If the Architect recommends testing or inspections of the Work beyond those required in the Contract Documents, the Architect shall promptly notify the Owner when it recommends such additional inspection or testing. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

**§ 3.6.2.3** The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

**§ 3.6.2.4** Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The

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Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

**§ 3.6.2.5** Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, as amended by Owner, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents. However, notwithstanding anything in the Contract Documents to the contrary, the Architect shall not serve as an Initial Decision Maker with respect to any disputes or claims between the Owner and the Architect or on claims where the Architect has a conflict of interest. In such instances, the Owner and the Architect shall mutually select a replacement Initial Decision Maker.

**§ 3.6.3 Certificates for Payment to Contractor**

**§ 3.6.3.1** The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, and based upon the Architect's reasonable exercise of care and skill, all required lien waivers have been submitted, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

**§ 3.6.3.2** The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

**§ 3.6.3.3** The Architect shall maintain a record of the Applications and Certificates for Payment.

**§ 3.6.4 Submittals**

**§ 3.6.4.1** The Architect shall review and approve the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

**§ 3.6.4.2** The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component. The Owner shall require its Contractor to submit all substitutions of materials for approval of the Architect. If the Architect approves a material substitution, the new material shall be considered the same as if specified in the original Construction Documents.

**§ 3.6.4.3** If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with

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information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals, unless the Architect independently knows that the submittals are inaccurate or incomplete.

**§ 3.6.4.4** Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

**§ 3.6.4.5** The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

### § 3.6.5 Changes in the Work

**§ 3.6.5.1** The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives, with supporting drawings as required, for the Owner's approval and execution in accordance with the Contract Documents. Any change order or series of change orders resulting in an increase in the Contract Sum of Ten Thousand Dollars ($10,000) or more, or an increase in the Contract Time of 30 days or more, must be approved in writing by the Owner in order to be binding on the Owner, and then only if the Owner determines that the circumstances requiring the change a) was not reasonably foreseeable at the time the Agreement was signed; b) is germane to the original Agreement as signed; or c) is in the best interest of the Owner and is authorized by law.
**§ 3.6.5.1.1** The Architect shall review requests by the Owner or Contractor for changes in the Work, including adjustments to the Contract Sum or Contract Time. A properly prepared request for a change in the Work shall be accompanied by sufficient supporting data and information to permit the Architect to make a reasonable determination without extensive investigation. If necessary, upon consultation with and approval by Owner, the Architect shall prepare additional Drawings and Specifications to accompany the changes in the Work as an Additional Service in accordance with this Agreement. If the Architect determines that requested changes in the Work are not materially different from the requirements of the Contract Documents, the Architect may, at the Owner's option, issue an order for a minor change in the Work or recommend to the Owner that the requested change be denied.
**§ 3.6.5.2** The Architect shall maintain records relative to changes in the Work and shall regularly notify the Owner of same at the construction progress meetings.

**§ 3.6.5.3** As agreed to in paragraph 2.2, the Architect shall perform its services consistent with the commonly accepted Standard of Care. The Owner recognizes that due to a variety of reasons, including the complexity of a multi-phase, multi-bid package project, the Project cannot be free of errors and omissions and that a reasonable allowance to accommodate changes has been provided for in the budget. The Owner acknowledges that omissions which result in betterment to the Project, effectively serve as the initial cost to the Project, whether they were provided at the time of bidding or during the construction phase and shall be included in the Cost of Work calculation in Section 6.1. The Owner acknowledges that the Architect should not be held responsible for payment of the initial cost for these items.

### § 3.6.6 Project Completion
**§ 3.6.6.1** The Architect shall:

- **.1** conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- **.2** issue Certificates of Substantial Completion;
- **.3** forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,

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**.4** issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

**§ 3.6.6.2** The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

**§ 3.6.6.3** When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work. The Architect shall also prepare a list of items to be completed by the Contractor to achieve Substantial completion ("Punch List"). The Architect shall provide copies thereof to the Owner and Contractor and establish a date by which the items listed in the Punch List shall be completed. Once the Contractor has notified the Architect in writing that the Substantial Completion Punch List is complete, the Architect will review for final completion.

**§ 3.6.6.4** The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

**§ 3.6.6.5** Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

## ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

### § 4.1 Supplemental Services

**§ 4.1.1** Except as provided in the applicable Project Authorization Exhibit for the Project, the services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the applicable Projected Authorization Exhibit as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. If the Owner requests Supplemental Services after the issuance of the Project Authorization Exhibit for the Project, such Supplemental Services shall be identified in a writing signed by both parties, setting forth the Supplemental Services to be provided and compensation for such Supplemental Services. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

*(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)*

| Supplemental Services | Responsibility<br>*(Architect, Owner, or not provided)* |
|---|---|
| **§ 4.1.1.1** Programming | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.2** Multiple preliminary designs | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.3** Measured drawings | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.4** Existing facilities surveys | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.5** Site evaluation and planning | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.6** Building Information Model management responsibilities | As set forth in the applicable Project Authorization Exhibit |

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| Supplemental Services | Responsibility<br>*(Architect, Owner, or not provided)* |
|---|---|
| **§ 4.1.1.7** Development of Building Information Models for post construction use | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.8** Civil engineering | Included in Basic Services as applicable and paragraph 3.1 |
| **§ 4.1.1.9** Landscape design | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.10** Architectural interior design | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.11** Value analysis | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.12** Detailed cost estimating beyond that required in Section 6.3 | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.13** On-site project representation | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.14** Conformed documents for construction | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.15** As-designed record drawings | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.16** As-constructed record drawings | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.17** Post-occupancy evaluation | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.18** Facility support services | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.19** Tenant-related services | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.20** Architect's coordination of the Owner's consultants | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.21** Telecommunications/data design | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.22** Security evaluation and planning | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.23** Commissioning | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.24** Sustainable Project Services pursuant to Section 4.1.3 | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.25** Fast-track design services | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.26** Multiple bid packages | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.27** Historic preservation | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.28** Furniture, furnishings, and equipment design | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.29** Other services provided by specialty Consultants | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.30** Other Supplemental Services | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.31** Plan Commission and Zoning Board of Approval Services, beyond the services included as Basic Services in Section 3.1.6 | As set forth in the applicable Project Authorization Exhibit |
| **§ 4.1.1.32** Illinois State Board of Education required Plan Reviews and Called Inspections | As set forth in the applicable Project Authorization Exhibit |

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**§ 4.1.2 Description of Supplemental Services**

**§ 4.1.2.1** A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

*(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)*

« As set forth in the applicable Project Authorization Exhibit »

**§ 4.1.2.2** A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

*(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)*

« As set forth in the applicable Project Authorization Exhibit »

**§ 4.1.3** If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

**§ 4.2 Architect's Additional Services**

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement to the extent contained in the applicable Project Authorization Exhibit, or upon the written approval of the Owner. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

**§ 4.2.1** Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- **.1** Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- **.2** Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- **.3** Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- **.4** Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- **.5** Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- **.6** Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- **.7** Preparation for, and attendance at, a public presentation, meeting or hearing other than the Owner's Board meetings;
- **.8** Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- **.9** Evaluation of the qualifications of entities providing bids or proposals beyond those activities as provided in Section 3.5;
- **.10** Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- **.11** Assistance to the Initial Decision Maker, if other than the Architect.

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**§ 4.2.2** To avoid delay in the Construction Phase, the Architect may provide the following Additional Services upon written approval of the Owner. If a circumstance arises that may result in any of the following Additional Services, the Architect shall notify the Owner in writing with reasonable promptness, and explain the facts and circumstances giving rise to the need. Thereafter, the Architect shall proceed as directed by Owner in writing. Upon the Owner's written approval for such services, the Architect shall be compensated for the services provided which were the subject of its written notice to the Owner.

**.1** Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;

**.2** Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;

**.3** Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;

**.4** Intentionally Deleted.

**.5** Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

**§ 4.2.3** The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

**.1** «Two » ( « 2 » ) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor unless otherwise set forth in the Project Authorization Exhibit.

**.2** Visits to the site by the Architect during construction as provided in the applicable Project Authorization Exhibit for the Project.

**.3** « Two » ( « 2 » ) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents unless otherwise set forth in the Project Authorization Exhibit.

**.4** « Two » ( « 2 » ) inspections for any portion of the Work to determine final completion unless otherwise set forth in the Project Authorization Exhibit.

**§ 4.2.4** Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

Intentionally Deleted.

## ARTICLE 5 OWNER'S RESPONSIBILITIES

**§ 5.1** Unless otherwise provided for under this Agreement, the Owner shall consult with the Architect and provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

**§ 5.2** The Owner shall establish and consult with the Architect regarding the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality. The contingency established by the Owner may only be utilized with the Owner's written consent. Any request for use of the Owner's contingency funds must be in writing and detail the need for use of the contingency funds.

**§ 5.3** The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services. Notwithstanding the above,

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however, Architect acknowledges that the Owner, as a public body, may not delegate full authority to a representative for the Project and certain matters may need approval by the Owner's Governing Board. The Owner's representative shall advise the Architect when Board approval is needed for a particular action.

**§ 5.4** The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

**§ 5.5** The Owner shall, upon reasonable advance written request of the Architect, directly contract for geotechnical, surveying, construction material testing and fixture, furnishing and equipment design services when such services are reasonably required by the scope of the Project. The Architect shall assist with soliciting proposals and provide recommendations for the terms of such agreements as requested by the Owner. The Owner, in consultation with its geotechnical consultants, shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

**§ 5.6** The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

**§ 5.7** If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement.

**§ 5.8** The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

**§ 5.9** The Owner or its designated contractor or material testing agency retained by the Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

**§ 5.10** The Owner shall furnish its own legal, insurance, and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

**§ 5.11** Although the Owner has no duty or obligation to inspect the Project, the Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

**§ 5.12** The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

**§ 5.13** Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction, as amended if applicable.

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**§ 5.14** The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

**§ 5.15** Upon reasonable advance written request from the Architect, the Owner shall furnish in a timely manner information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

## ARTICLE 6 COST OF THE WORK

**§ 6.1** For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' or construction managers' general conditions costs, fee, overhead and profit. To the extent the Project is not completed, the Cost of the Work shall be the Contractor's bid price, as modified by any Change Orders then executed. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or unused contingencies for changes in the Work; or other costs that are the responsibility of the Owner. The Cost of the Work also does not include Work which the Architect has performed as a Supplemental or Additional Service. The Architect's sole compensation for Supplemental or Additional Services shall be the hourly rates or agreed-upon fixed fees agreed in writing by the parties. In addition, for purposes of calculating the Architect's fee and compensation, the Cost of the Work shall not include additions by Change Order as a result of errors by the Architect or its consultants.

**§ 6.2** The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5, subject to all necessary approvals by the Owner. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

**§ 6.3** In preparing estimates of the Cost of Work, the Architect shall be permitted to include reasonable contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents, with the consent of the Owner; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

**§ 6.4** If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

**§ 6.5** If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall notify the Owner in writing and shall make appropriate recommendations to the Owner to reduce the estimated Cost of the Work, including but not limited to adjusting the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

**§ 6.6** If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated bid, the Owner shall

- **.1** give written approval of an increase in the budget for the Cost of the Work;
- **.2** authorize rebidding or renegotiating of the Project within a reasonable time;
- **.3** terminate in accordance with Section 9.5;
- **.4** in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work and/or rebid the Project; or,
- **.5** implement any other mutually acceptable alternative.

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**§ 6.7** If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. . In any event, the Architect's modification of the Construction Documents and/or rebidding the Project shall be the limit of the Architect's responsibility under this Article 6.

## ARTICLE 7 COPYRIGHTS AND LICENSES

**§ 7.1** The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

**§ 7.2** The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

**§ 7.3** The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

**§ 7.3.1** In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

**§ 7.4** Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

**§ 7.5** Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

## ARTICLE 8 CLAIMS AND DISPUTES

### § 8.1 General

**§ 8.1.1** The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, within the period specified by applicable law.

**§ 8.1.2** To the extent damages are covered by property or builder's risk insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction, as amended by Owner. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

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**§ 8.1.3** The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement against each other to the extent such consequential damages are not covered by or exceed available insurance proceeds covering such claims for damages. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement.

**§ 8.2 Dispute Resolution**
**§ 8.2.1**. Intentionally Deleted.

**§ 8.2.2** . Intentionally Deleted.

**§ 8.2.3**. Intentionally Deleted.

**§ 8.2.4** The method of binding dispute resolution shall be the following:
*(Check the appropriate box.)*

[ « » ] Arbitration pursuant to Section 8.3 of this Agreement

[ « X » ] Litigation in a court of competent jurisdiction in the location of the Project

[ « » ] Other: *(Specify)*

« »

**§ 8.3** The provisions of this Article 8 shall survive the termination of this Agreement.

Intentionally Deleted.
**§ 8.3 Arbitration**
**§ 8.3.1** Intentionally Deleted.

**§ 8.3.1.1** Intentionally Deleted.

**§ 8.3.2** Intentionally Deleted.

**§ 8.3.3** Intentionally Deleted.

**§ 8.3.4 Consolidation or Joinder**
**§ 8.3.4.1** Intentionally Deleted.

**§ 8.3.4.2** Intentionally Deleted.

**§ 8.3.4.3** Intentionally Deleted.

**§ 8.4** The provisions of this Article 8 shall survive the termination of this Agreement.

**ARTICLE 9 TERMINATION OR SUSPENSION**
**§ 9.1** If the Owner fails to make payments to the Architect for services properly performed and expenses incurred and billed to the Owner in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give thirty (30) days' written notice to the Owner before suspending services. In the event of a suspension of services due to the Owner's failure to make payment in accordance with this Agreement, the Architect shall have no liability to the Owner for delay or damage caused to the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension. The Architect's time schedules shall be equitably adjusted. Notwithstanding anything in this paragraph to the contrary, a good faith dispute over payment for services or fees

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shall not constitute substantial nonperformance under this section, provided that the Owner and Architect resolve a good faith dispute within thirty (30) days of notice of such dispute.

**§ 9.2** If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension and the Architect's time schedules shall be equitably adjusted.

**§ 9.3** If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

**§ 9.4** Either party may terminate this Agreement upon not less than thirty (30) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

**§ 9.5** The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

**§ 9.6** If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, together with Reimbursable Expenses then due.

**§ 9.7** Intentionally Deleted

**§ 9.8** Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

**§ 9.9** The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

**ARTICLE 10 MISCELLANEOUS PROVISIONS**

**§ 10.1** This Agreement shall be governed by the law of the state of Illinois.

**§ 10.2** Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction, as amended by Owner.

**§ 10.3** The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to and at the time of the assignment.

**§ 10.4** If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

**§ 10.5** Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

**§ 10.6** Unless otherwise required in this Agreement or the applicable Project Authorization Exhibit for the Project, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

**§ 10.7** The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable

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access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The materials also shall not contain photographs of Owner's students from which individual students may be identified. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

**§ 10.8** If the Architect or Owner receives information specifically designated on its face as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

**§ 10.8.1** The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

**§ 10.9** The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

**§ 10.10** To the fullest extent permitted by applicable law, the Architect shall indemnify and hold the Owner, its Board of Education, individual board members, officers, directors, and employees (collectively, "Indemnitees") harmless from and against all losses, liabilities, damages and expenses, including reasonable attorney's fees and court costs, for which an Indemnitee is found to be owing to a third party claimant under applicable law, to the attributable to bodily injury, sickness, disease or death or the injury to or destruction of property and caused by or resulting from the Architect's or its employees' or consultants' negligence or willful misconduct in the performance of services under this Agreement. However, nothing herein shall require the Architect to indemnify and hold harmless any Indemnitee for its own negligence or willful misconduct.

**§ 10.11** The Architect shall notify the Owner in writing of any actual or probable claim for personal injury or property damage relating to the Work or of any occurrence which might give rise to such a claim of which it becomes aware.

## ARTICLE 11 COMPENSATION

**§ 11.1** For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as set forth on the applicable Project Authorization Exhibit, which shall be determined in accordance with the fee structure set forth in this Article 11 and Exhibit A – Fee Structure, unless superseded or otherwise modified by the applicable Project Authorization for the Project. When compensation is on a percentage basis, if it is in the best interest of both parties, the Parties may mutually decide, in writing, to convert the percentage fee into a fixed fee at an agreed upon milestone.

**§ 11.2** For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
*(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)*

« As set forth in the applicable Project Authorization Exhibit »

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**§ 11.3** For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
*(Insert amount of, or basis for, compensation.)*

« As set forth in the applicable Project Authorization Exhibit »

**§ 11.4** Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect as follows:
*(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)*

« As set forth in the applicable Project Authorization Exhibit »

**§ 11.5** When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows unless as otherwise set forth in the applicable Project Authorization Exhibit:

| | | | | |
|---|---|---|---|---|
| Schematic Design Phase | « Twenty » | percent ( | « 20 » | %) |
| Design Development Phase | « Twenty-Five » | percent ( | « 25 » | %) |
| Construction Documents Phase | « Thirty » | percent ( | « 30 » | %) |
| Procurement Phase | « Five » | percent ( | « 5 » | %) |
| Construction Phase | « Twenty » | percent ( | « 20 » | %) |
| Total Basic Compensation | one hundred | percent ( | 100 | %) |

**§ 11.6** When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

**§ 11.6.1** When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions in accordance with Section 11.5 herein based on the lowest bona fide bid or negotiated proposal, or if none is received, then the Owner's most recent budget for the Cost of the Work for such portions of the Project. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced. Specifically regarding bid alternates prepared by the Architect, compensation for alternate bids that require the Architect to perform architectural services and are not awarded shall be invoiced to the Owner at the rate of 80% of the applicable percentage fee multiplied by the lowest bona fide bid or negotiated proposal. If a bid alternate does not require architectural services (e.g. preparing specifications with different flooring materials), the Architect shall not be entitled to fees on such bid alternate.

**§ 11.7** The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.
*(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

« As set forth in Exhibit B – Hourly Rate Schedule. »

**§ 11.8 Compensation for Reimbursable Expenses**

**§ 11.8.1** Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

**.1** Authorized out-of-town travel and subsistence if required for the Project and authorized in advance in writing by Owner;

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**.2** Intentionally deleted.
**.3** Permitting and other fees required by authorities having jurisdiction over the Project if not paid directly by Owner;
**.4** Printing, reproductions, plots, and standard form documents;
**.5** Postage, handling, and delivery of Instruments of Service;
**.6** Expense of overtime work requiring higher than regular rates, if authorized in advance in writing by the Owner;
**.7** Renderings, physical models, mock-ups, professional photography, and presentation materials requested in writing by the Owner or required for the Project;
**.8** If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project;
**.9** All taxes levied on professional services and on reimbursable expenses;
**.10** Site office expenses;
**.11** Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve any applicable Sustainable Objective desired and authorized by Owner;
**.12** Intentionally Deleted; and
**.13** Illinois State Board of Education required Plan Reviews and Called Inspections if not provided as an additional service under 4.1.1.30, or if not provided by the Owner.

**§ 11.8.2** For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus « five » percent ( « 5 » %) of the expenses incurred.

**§ 11.9 Architect's Insurance.** If the Owner requests that the Architect maintain types and limits of insurance coverage for a Project beyond those set forth and agreed upon in Section 2.5 of this Agreement, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages for such Project. :
*(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)*

« »

**§ 11.10 Payments to the Architect**
**§ 11.10.1 Initial Payments**
**§ 11.10.1.1** An initial payment of « Zero » ($ « 0 » ) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

**§ 11.10.1.2** If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of « » ($ « » ) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

**§ 11.10.2 Progress Payments**
**§ 11.10.2.1** Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments shall be due, and interest on late payments shall be calculated, in accordance with the Illinois Governmental Prompt Payment Act (50 ILCS 505/) (the Act). Unpaid, past due amounts shall bear interest in accordance with, and in an amount not to exceed the maximum amount provided by the Act.

**§ 11.10.2.2** The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding or by a court of competent jurisdiction.

**§ 11.10.2.3** Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times. The Architect shall retain such records for three (3) years from the date of completion of the Project.

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**§ 11.10.3** On or before the first day of each month during the performance of Basic Services or Additional Services, if applicable, for the Project, the Architect shall submit to the Owner for its approval a request for payment in form and substance satisfactory to the Owner. Each request for payment shall set forth the amounts due to the Architect for such services rendered in the preceding month and contain a detailed breakdown of the amounts owed and the sum of all prior payments.

## ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
*(Include other terms and conditions applicable to this Agreement.)*

**§ 12.1 Accelerated, Phased or Fast-Track Scheduling Projects.** The Owner acknowledges that accelerated, phased or fast-track scheduling provides benefits, but also carries with it associated risks. Such risks include the Owner incurring cost for: 1) the Architect to coordinate design elements out of sequence; 2) the Architect to redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents; and 3) costs for the contractor to remove and replace previously installed work. If the Owner selects accelerated, phased, or fast-track scheduling, the Owner agrees to include in the budget for the Project additional contingencies to cover such costs, including additional Architectural fees and construction change orders. »

«**§ 12.2** No failure of either the Architect or the Owner to exercise any power given in this Agreement or to insist upon strict compliance by the other party with any obligation hereunder and no custom or practice of the Owner or the Architect at variance with the terms hereof shall constitute a waiver of the right of either party to demand strict compliance with the terms of this Agreement.

**§ 12.3** Any claims arising out of this Agreement shall be brought against the contracting parties and not against any individual Board member, director, officer, or employee of the party.

**§ 12.3** All legal notices required hereunder shall be in writing and may be given by messenger or may be sent by United States registered or certified mail (return receipt requested), Federal Express, Express Mail, or other national overnight courier service addressed as set forth below with an email notice read/receipt requested at the address below:

If to Owner: School Association for Special Education in DuPage County
Attn: Dr. Kim Dryier
2900 Ogden Ave, Lisle, IL 60532
Email: kdryier@sased.org

If to Architect:

**§ 12.4** Employees or consultants of the Architect who will come in direct daily contact with Owner's students shall, at the Owner's expense, have a criminal background check run as provided by the Illinois School Code (105 ILCS 5/10-21.9 and 105 ILCS 5/34-18.5) if required by the Owner, by the provider required by the Owner.

**§ 12.5** The Architect certifies that it is not barred from entering into this Agreement as a result of a conviction for bid rigging or bid rotating under Article 33E of the Criminal Code of 1961 (720 ILCS 5/33E), or any other applicable law or regulation.

**§ 12.6** The Architect agrees to fully comply with the provisions of the Illinois Human Rights Act (775 ILCS 5/) (the Act), including but not limited to implementation and enforcement of sexual harassment policies and procedures pursuant to Section 2-105 of the Act, and further agrees to comply with all federal, State, and local equal opportunity employment laws, including but not limited to the Act, Title VII of the Civil Rights Act of 1964, and the Americans With Disabilities Act of 1990, and their respective implementing regulations. The Architect agrees that it will not discriminate against any employee or applicant for employment on the basis of any protected status.

**§ 12.7** The Architect shall not knowingly specify or require any materials, products, fixtures, or equipment that contain asbestos.

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**User Notes:** (896235366)

**§ 12.8** Any Additional Service for which the Owner is to compensate the Architect under this Agreement must be made part of the applicable Project Authorization Exhibit for the Project or otherwise authorized in writing by the Owner before the services are commenced, and a written estimate of the cost or method of determining the cost must be made part of the applicable Project Authorization Exhibit for the Project or otherwise submitted to the Owner by the Architect in writing prior to the authority being granted for said Additional Service.

## ARTICLE 13 SCOPE OF THE AGREEMENT

**§ 13.1** This Agreement and Exhibits thereto and the applicable Project Authorization Exhibit for the Project represent the entire and integrated agreement between the Owner and the Architect and supersede all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

**§ 13.2** This Agreement is comprised of the following documents identified below:

**.1** AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect

**.2** AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
*(Insert the date of the E203-2013 incorporated into this agreement.)*

«As set forth in the applicable Project Authorization Exhibit »

**.3** Exhibits:
*(Check the appropriate box for any exhibits incorporated into this Agreement.)*

[ « » ] AIA Document E204™–2017, Sustainable Projects Exhibit, dated as indicated below:
*(Insert the date of the E204-2017 incorporated into this agreement.)*

« »

[ « X » ] Other Exhibits incorporated into this Agreement:
*(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)*

Exhibit A – Fee Structure
Exhibit B – Hourly Rate Schedule

**.4** Other documents:
*(List other documents, if any, forming part of the Agreement.)*

« »

This Agreement entered into as of the day and year first written above.

| **OWNER** *(Signature)* | **ARCHITECT** *(Signature)* |
|---|---|
| « »« » | «Jason Dwyer, AIA LEED AP<br>Group President, Design & Construction » |
| *Dr. Kim Dryier*<br>*Executive Director* | *(Printed name, title, and license number, if required)* |

DRAFT

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**User Notes:** (896235366)

**Exhibit A** to AIA Document B101-2017 between
SASED and Wight & Company
***This information is proprietary to Wight & Company and must remain confidential to the extent permitted under the law.***

**SCOPE OF SERVICES**

Under either a Master District Architect Agreement or a project-specific arrangement, Wight proposes to perform the required professional services using the fee structure outlined within this document. Based on a preliminary project program and budget, Wight will provide the full scope of professional services necessary to fulfill the project requirements, either through in-house resources or through partnering with outside consultants, exclusive of existing consulting relationships the District may wish to contract for directly. For projects developed under a Master District Architect Agreement, a Project Authorization Letter will be developed that describes the project understanding, required scope of services, anticipated schedule, compensation, and other requirements unique to the project.

The fee structure described below is for Basic Services as defined in a typical American Institute of Architects (A.I.A.) Agreement. Basic Services generally include architectural, structural, mechanical, electrical, plumbing and fire protection engineering services. Civil engineering services may be required on certain projects. Inclusion of civil engineering services within the Basic Services Fee Structure will be evaluated on a project-by-project basis depending on the scope of work. Any required Additional Services or Specialty Consultants would be identified within a Project Authorization Letter and be outside of the fee structure percentages.

If desired by the District for a project, registration, and submittal documentation (for design credits only) to achieve LEED Certification will also be included in these percentages. Documentation of construction credits would be the responsibility of the selected contractor/construction manager. Applicable registration fees will be the responsibility of the District and will be invoiced as a reimbursable expense.

**FEE STRUCTURE**

The following fee structure will serve as the basis for professional fees on an individual project basis. As pre-planning, timelines and the scope of work is developed, adjustments can be made to reflect project or building program specific criteria. This fee structure applies to each individual school site/building when part of a larger capital improvement program with improvements at multiple locations. The Project Authorization Letter will provide either a fixed fee or percentage fee based on the Cost of the Work as defined in section 6.1 of the AIA B101-2017 Agreement. After a three-year period from the contract date, these fee ranges may be revised as agreed upon by both parties. If due to circumstances beyond the Architect's control, the Architect wishes to adjust these percentage fees prior to the completion of the three-year period, the Architect shall notify the Owner and the parties shall mutually agree upon any adjustments, if any.

**A - Fee Schedule for Addition, Renovation, and/or Remodeling Projects**

For Remodeling/Renovation Projects below a $4M Cost of Work and with limited scope, limited trades, and limited complexity, including projects with in-kind replacement scope, appropriate fees will be negotiated on a fixed fee or percentage arrangement for projects.

| **Cost of Work** | **% Fee for Basic Services** | **For Renovation Projects with no Sitework/Civil Engineering** |
|---|---|---|
| Under $3 M | 9.0 | 8.65 |
| $3 M to less than $4 M | 8.75 | 8.50 |
| $4 M to less than $6 M | 8.50 | 8.35 |
| $6 M to less than $8 M | 8.25 | 8.10 |
| $8 M to less than $10 M | 8.0 | 7.9 |
| $10 M to less than $12 M | 7.9 | 7.8 |
| $12 M to less than $14 M | 7.8 | 7.7 |
| $14 M to less than $16 M | 7.7 | 7.65 |
| $16 M to less than $18 M | 7.6 | 7.6 |

| | | |
|---|---|---|
| $18 M to less than $20 M | 7.5 | 7.5 |
| $20 M to less than $25 M | 7.4 | 7.4 |
| $25 M to less than $30 M | 7.3 | 7.3 |
| $30 M to less than $35 M | 7.2 | 7.2 |
| $35 M to less than $40 M | 7.1 | 7.1 |
| $40 M or more | 7.0 | 7.0 |

**B - Fee Schedule for New School Construction Projects**

| **Cost of Work** | **% Fee for Basic Services** |
|---|---|
| Under $10 M | 8.0 |
| $10 M to less than $15 M | 7.9 |
| $15 M to less than $20 M | 7.8 |
| $20 M to less than $25 M | 7.7 |
| $25 M to less than $30 M | 7.6 |
| $30 M to less than $35 M | 7.5 |
| $35 M to less than $40 M | 7.4 |
| $40 M to less than $45 M | 7.3 |
| $45 M to less than $50 M | 7.2 |
| $50 M or more | 7.1 |

**Potential Fee Modifier for Accelerated, Phased or Fast-Track Projects**
If complex phasing, or early bid packaging is required to accommodate fast-track/multiple-bid package construction, the fee percentages below may be adjusted on a per project basis to reflect the complexity and additional coordination required for out-of-sequence design work to accommodate the bidding and construction plan. This modifier could range from 0.2% – 0.4%.

The Owner acknowledges that accelerated, phased, or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for 1) the Architect to coordinate design elements out of sequence, 2) the Architect to redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and 3) costs for the Contractor to remove and replace previously installed Work. If the Owner selects accelerated, phased, or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

**Planning, Special Studies, Surveys and Various Consulting Services**
Appropriate fees will be negotiated on a fixed fee arrangement based on understood goals, level of involvement and durations of effort. If subsequent projects result from these services, the fees may be wholly or partially credited towards the Basic Services design fee. For smaller or additional service efforts in which the Owner prefers an hourly rate structure, Exhibit B or Wight's current year standard hourly rate schedule will be used.

**Reimbursable Direct Expenses**
The above fees are exclusive of reimbursable direct expenses described in the AIA B101-2017 Agreement Reimbursable direct expenses are unique to each project and the Project Authorization Letter will provide an estimate of Reimbursable Direct Expenses.

**Exhibit A** to AIA Document B101-2017 between
SASED and Wight & Company
***This information is proprietary to Wight & Company and must remain confidential to the extent permitted under the law.***

**Construction Management Services**
The Owner may elect to engage Wight's in-house construction management capabilities as an optional Extended or Supplementary Service. All professional services, bidding, procurement, contract award, and project accounting fully comply with the Illinois School Code and State public procurement requirements. Depending on the project requirements and/or Owner preferences, the AIA Document B101-2017 Standard Form of Agreement between Owner and Architect referenced herein may be modified or amended to include these services, or a separate agreement for Construction Management Services can be executed between the Owner and Wight.

The cost of Construction Management Services is typically broken down into three categories: 1) Pre-Construction Phase CM Fee; 2) Construction Management Fee; and 3) General Conditions, General Requirements, and Insurance. An estimate of all three categories and an actual fee proposal will be reviewed/approved before Construction Management services commence.

**Potential Design Fee Reduction**
Due to the inherent coordination efficiencies, enhanced teamwork, and value-focused approach of integrating design services and construction management services under Wight we can offer corresponding design fee reductions ranging from 0.2% – 0.5%.

**1. Pre-Construction Phase CM Fee**
During the design phase and leading up to and including bidding the project, our preconstruction is integrated with the design team and the Owner in planning the project leading up to the start of construction. The Pre-Construction Fees could be based on percentage of the estimated cost of construction (typically 0.5%-1.0%), a flat rate based on estimated effort for services, or on an hourly basis arrangement. The following services are typically included in the Preconstruction Fee:

- Prepare initial project construction schedule to incorporate the completion of the design, procurement, permitting, construction, commissioning, and closeout
- Collaborate with design team to identify long-lead items that are critical path to achieve schedule
- Perform constructability reviews, providing input to the design details and product selections that could impact the construction schedule, sequencing, and budget
- Work with the Owner and design team to prepare a site logistics and construction phasing plan that meets the Owner's needs for operations during construction
- Provide cost estimates at each of the milestones throughout the project.
- Develop bidding schedule and strategy to maximize bidder participation and facilitate the construction schedule
- Develop and distribute scope documents to prospective bidders
- Conduct pre-bid meetings/job walkthroughs as necessary to allow bidders to review the site conditions and plan for their work
- Respond to Requests for Information (RFI's) and issue addenda to clarify the bid documents and scope requirements
- Review, tabulate, and analyze bids
- Conduct scope reviews with the low bidder(s) to ensure the intended scope of work is fully covered
- Prepare recommendations for awarding trade contracts for Owner review and approval
- Work with the trade contractors to ensure submittals are submitted timely in support of the required schedule
- Finalize project construction schedule and logistical plans based on delivery schedules and coordination input from the selected subcontractors

**2. Construction Management Fee**

After award of construction contracts (following award by the Board of Education) the construction and closeout phases of a project commence. Construction Management Fee covers profit and overhead including home office accounting, administrative and project management. The pricing of Construction Management Fee is normally based on a percentage of construction (typically 2.5%-5%). The variance is based on size, complexity, and duration of the project as well as the potential risk on the assignment. The following services are typically included in the Construction Management Fee:

- Pre-Construction meetings
- Issuance of schedules, drawings, and instructions to subcontractors
- Assistance in obtaining permits
- Collection and review of all insurances and bonds
- Subcontractor coordination and meetings
- Management of schedules and review of expediting reports
- Coordination of supplies and deliveries
- Safety compliance procedures
- Review of progress and quality of work
- Project accounting. Financial reporting and review of requests for change orders
- Review and distribution of construction phase paperwork (meeting minutes, transmittals, inspection reports, pay requests, etc.)
- Punch list compilation, coordination of inspections and certificates of occupancy
- Assembly of as-built drawings and warranties
- Review of final pay requests

**3. Construction Management General Conditions, General Requirements, and Insurance:**

General Conditions (GC) cover our on-site project supervision and necessary expenditures to professionally manage the project. Examples of these costs include field office trailer rental, field office supplies, field office telephone and power, mailing and copying costs, personnel such as construction project manager, project field superintendent and project engineers, project insurances, project payment and performance bonds (if required to be provided by Wight). General Requirements (GR) include costs of executing the project. Examples of these costs include surveying, testing, temporary lighting and power on the site, portable toilets, fencing and barricades, safety equipment and signs, site cleaning, site security and material hoisting.

These costs typically range between 6%-12% of the project construction costs. The variance depends on size, schedule, and complexity of the project and also the project management effort necessary for success. A GC/GR breakdown of these costs will be provided upon final scope and schedule verification prior to construction. These costs are billed monthly during construction in conjunction with the progress of the project. Additionally, we will provide General Liability Insurance for the project for a cost equal to 1.20% of our contract value.

2025 PROFESSIONAL SERVICES RATE SCHEDULE

**Architecture/MEP/Structural/Land Development**

| | |
|---|---|
| Senior Principal | $310.00 per hour |
| Director | $290.00 per hour |
| Project Executive/ Principal | $285.00 per hour |
| Design Principal | $280.00 per hour |
| Associate Principal | $255.00 per hour |
| Project Director | $255.00 per hour |
| Senior Project Manager | $240.00 per hour |
| Project Manager | $220.00 per hour |
| Senior Project Architect/Designer | $210.00 per hour |
| Senior Project Engineer | $210.00 per hour |
| Senior Landscape Architect | $205.00 per hour |
| Senior Plumbing Designer | $195.00 per hour |
| Senior Interior Designer | $195.00 per hour |
| Project Engineer | $190.00 per hour |
| Project Architect/Designer | $185.00 per hour |
| Project Landscape Architect | $180.00 per hour |
| VDC/ BIM Specialist | $180.00 per hour |
| Materials Specialist | $175.00 per hour |
| Energy Modeler | $175.00 per hour |
| Engineer / Plumbing Designer | $170.00 per hour |
| Architect/Designer/Interior Designer | $160.00 per hour |
| Landscape Architect | $160.00 per hour |
| Engineering Professional II | $155.00 per hour |
| Architectural / Interiors Professional II | $145.00 per hour |
| Sustainability Specialist | $140.00 per hour |
| Engineering Professional I | $140.00 per hour |
| Landscape Architectural Professional II | $135.00 per hour |
| Architectural / Interiors Professional I | $130.00 per hour |
| Landscape Architectural Professional I | $125.00 per hour |
| Intern | $90.00 per hour |
| Executive Assistant | $150.00 per hour |
| Project Coordinator | $125.00 per hour |
| Preconstruction Manager | $240.00 per hour |
| Senior Estimator | $220.00 per hour |
| Estimator | $190.00 per hour |

*Rates may be updated on an annual basis* *Rev 01.2025*

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*Executive Director*

## 2:80 E2 SASED Board of Directors Agreements and Protocols

The following Board of Directors Agreements and Protocols were developed by the Board of Directors and SASED's Executive Director as a means to memorialize successful practices and to strengthen a culture of effective Board governance in SASED.

1. Roles and Responsibilities (Board Policy 2:10, 2:20, 2:80, 2:130, 3:40)
   A. Board members will respect and follow the Code of Conduct for Members of School Boards by the Illinois Association of Schools Boards and Conduct per Board Policy.
   B. Board members understand the importance of maintaining a positive Board culture and serve on the Board in support of public education and for the students in SASED Programs.
   C. Board members understand the importance of effective school governance, recognize that their collective authority is only present at a legally called meeting of the Board, and that the role of day-to-day management of SASED is the responsibility of the Executive Director and not of the Board.
   D. Board members will review all information communicated by the Executive Director and shared with the Board prior to its meetings.
   E. Board members recognize that each member has a right to speak and be heard at a legally called meeting, as well as a right to vote his or her individual conscience.
   F. Board members recognize that each member has a right to disagree with the decision of the Board but will support the Board and the Executive Director by abiding by the will of the majority.
   G. Board members will take no private action that might compromise the Board or administration.

2. Respect for Confidentiality
   A. Board members understand that they will have access to information which requires the strictest standards of confidentiality and will respect the confidentiality of this privileged information.

3. Board Meetings- Agenda Development and Questions about the Agenda (2:220)
   A. Board agendas are developed by the Executive Director.
      1. As needed prior to the Board meeting, the Board Chairperson and Executive Director will confer regarding the development of the agenda.
   B. Prior to 5 calendar days of a scheduled Board Meeting or Board Committee Meeting, Board members who wish to have an item placed on the agenda will contact both the Board Chairperson and the Executive Director (and the Committee Chair for committee agenda requests).
      1. The Board Chairperson and Executive Director, and/or committee chair as needed, will consider the request and determine whether or not to place the requested item on the agenda.



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a. Either the Board Chairperson or Executive Director will contact the requestor to inform him/her of the decision. If the decision is to include the item on an agenda, the requester will be informed when it will be placed on the agenda. If the decision is not to include the item on the agenda, the requestor will be provided an explanation. The Board will be notified of any decision not to include an agenda item.

C. In most cases, Board Agendas will be sent to the Board of Directors the Friday before all scheduled Board Meetings.

D. If a Board Member has a question about the agenda, he/she should email the Executive Director.

1. The Executive Director will collect and consider questions related to the agenda. Using discretion, the Executive Director will attempt to answer all questions related to the Board agenda prior to the scheduled Board Meeting. Responses will be shared with the whole Board as appropriate.

4. Communication with the Executive Director, including requests for information

A. The Executive Director will provide updates to the entire Board regarding the operations of SASED at least two times a month via email.

1. Updates will be brief, preferably bullet points, with links embedded with additional/supporting documents. The Executive Director will provide a summary of any follow up needed by the Board at the end of each update.

B. The Executive Director will additionally email SASED's monthly newsletter to the Board on the Friday following Board Meetings.

C. Individual contacts will be made between the Executive Director and Board Members regarding individual district business, unrelated to Board business.

1. Depending on the nature of the business, the Executive Director will use his/her discretion to determine the best method of communication, including, but not limited to text messaging, phone calls, and/or emails will be utilized.

D. Board Members requesting information from the Executive Director will share their request via email to the Executive Director and the Board Chairperson, if Board related.

1. Using discretion, the Executive Director will comply with requests in a reasonable time frame. If the requested information is Board relevant, the Executive Director will share the requested information with the whole Board. If the information being requested is not reasonable or accessible, the Executive Director will contact the requestor to problem solve. As appropriate, the Executive Director will share the exchange with the Board Chairperson or the whole Board.



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**Dr. Kim Dryier**
*Executive Director*

5. Communication with Employees (Board Policy 2:140, 8:110)
   A. The Board of Directors views its “one employee” as the Executive Director and directs all communications with district employees through the Executive Director or designee.
   B. In the event an employee communicates directly with a member of the Board, unless otherwise necessary, the Board member will redirect that employee to the proper SASED staff member or to the Executive Director.

6. Communication with Parents and the Community (Board Policy 8:95, 8:110)
   A. When hearing a concern from a parent or community member, Board members will listen carefully and will direct a parent or community member to the proper SASED staff member or to the Executive Director.
   B. If necessary, Board members hearing concerns of this nature will clarify that one Board member has no individual authority to resolve an issue and will contact the Executive Director so that there is awareness of the issue.

7. Communication with the News Media (Board Policy 8:10)
   A. The Board Chairperson is the spokesperson for the Board to the media.
   B. The Executive Director is the spokesperson for all SASED programs to the media.



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**Dr. Kim Dryier**
*Executive Director*

**INFORMATIONAL**

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To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Dr. Elizabeth Vander Woude, Assistant Director of Programs and Services
Date: November 15th, 2025
Re: SASED Current Enrollment

---

Below is a summary of the SASED programs' current enrollment, including the total number of students who receive SASED related services in SASED programs and outside of SASED programs. Numbers in parentheses represent the change in enrollment since August of 2025.

| | Deaf/ Hard of Hearing | Pathways | Structured Learning Environment | Supported Medical Needs | Project SEARCH | Transition | Vision | Total: |
|---|---|---|---|---|---|---|---|---|
| **Enrolled** | 63 | 70 (+6) | 133 | 18 | 12 | 27 (-1) | 39 (+1) | **364 (+12)** |

Below is a summary of SASED program enrollment from May 2022 through October 2025.

| Year | Enrollment |
|---|---|
| May 2022 | 359 |
| May 2023 | 368 |
| May 2024 | 390 |
| December 2024 | 388 |
| January 2025 | 379 |
| February 2025 | 384 |
| March 2025 | 381 |
| April 2025 | 387 |
| May 2025 | 386 |
| September 2025 | 352 |
| October 2025 | 365 |
| November 2025 | 364 |

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*Executive Director*

Below is a summary of program enrollment per member district as of November 17th, 2025.

| District Name | DHH | PW | SLE | SMNP | TRAN | VI | PS | Total | Change (since 08/25) |
|---|---|---|---|---|---|---|---|---|---|
| Keeneyville SD 20 | 3 | 1 | 9 | 1 | | | | 14 | -1 |
| Benjamin SD 25 | 3 | | 1 | | | | | 4 | 0 |
| West Chicago ESD 33 | 2 | 3 | 3 | | | 1 | | 9 | -1 |
| Winfield SD 34 | | | 1 | | | | | 1 | 0 |
| SD 45 DuPage County | 1 | 6 | 5 | 2 | | 2 | | 18 | +1 |
| Salt Creek SD 48 | | | 8 | | | 1 | | 13 | +1 |
| Downers Grove ESD 58 | | 3 | 13 | 6 | | 1 | | 22 | -2 |
| Maercker SD 60 | | 2 | 18 | 2 | | 1 | | 22 | 0 |
| Cass SD 63 | 1 | 1 | 6 | | | | | 8 | 0 |
| Center Cass SD 66 | | | 4 | | | | | 4 | 0 |
| Woodridge SD 68 | | 11 | 16 | 3 | | 2 | | 31 | 0 |
| DuPage HSD 88 | | 6 | 3 | 1 | 5 | 1 | | 15 | +2 |
| CHSD 94 | | 12 | 1 | 1 | | | 4 | 18 | 0 |
| CHSD 99 | | 14 | 6 | | 2 | | | 20 | +2 |
| CCSD 180 | 1 | 4 | 11 | | | 2 | | 17 | +2 |
| Westmont CUSD 201 | | 1 | 5 | | 2 | 1 | 1 | 10 | +2 |
| Lisle CUSD 202 | | 5 | 17 | 1 | 3 | 1 | 1 | 29 | 0 |
| Elmhurst CUSD 205 | 4 | 1 | 4 | | 1 | | | 9 | +1 |
| | | | | | | | | **264** | **+7** |
| **SASED** | **15** | **70** | **131** | **17** | **13** | **12** | **6** | 264 | +7 |
| **D/WC** | **44** | **0** | **0** | **0** | **7** | **15** | **0** | 66 | +6 |
| Non D/WC or SASED | **4** | **2** | **2** | **1** | **7** | **11** | **6** | 35 | 0 |

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**Dr. Kim Dryier**
*Executive Director*

**INFORMATIONAL**

---

To: SASED Board of Directors
Via: Dr. Kim Dryier
From: Rachel Wisniewski, Assistant Director of Business
Date: November 19, 2025
Re: Buildings and Grounds Update

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Administration will like to provide an update on several Buildings and Grounds matters and the steps being taken to address them.

Southeast Alternative School
Mechanical Work Completed:

- Air Handler Test & Balance completed on Nov 4, 2025
- Service Tech from FE Moran repaired thermostat in room 38
- Condensate drain pipes were repaired

Dampers Change Order Request (COR)

Regarding the broken dampers, it has been determined that this expense is the financial responsibility of SASED. The test and balance identified up to eight potentially broken dampers. The attached change order request reflects that repairs will not exceed $18,204. If fewer than eight dampers require replacement, we will only be invoiced for the actual quantity and work performed. In all cases, the total cost is capped at $18,204.

There is $62,500 remaining in contingency funds; therefore, the mechanical project remains under budget.

The work is tentatively scheduled for Saturday, November 14. The contractor has confirmed that this work will not impact or shut down any heating components during school hours.

The annual ROE inspection was conducted on November 12, 2025, at the Administration Center and Southeast School. No violations of the Health Life/Safety Code for Public Schools (23 Illinois Administrative Code Part 180) were identified.

# Field Notice of Violations/Unsafe Conditions

| DISTRICT NAME AND NUMBER | COUNTY |
|---|---|
| SASED | DuPage |
| FACILITY NAME | FACILITY LOCATION |
| Administrative Center | 2900 Ogden Ave, Lisle |

Potential problems or violations of the Health Life/Safety Code for Public Schools (23 Illinois Administrative Code Part 180) as noted below were discovered in the course of the annual inspection of the above named facility conducted on 11/12/2025 by Jeff O'Connell.

**Please respond within 10 days by describing the corrective action to be taken in the shaded space provided below, for each item listed. An annual inspection report summarizing your progress regarding the corrections will be submitted through IWAS on or before July 30th.**

| GLOSSARY NUMBER | LOCATION (Fire Area, Floor, Room Number) | DESCRIPTION OF PROBLEM |
|---|---|---|

# NO VIOLATIONS FOUND AT TIME OF INSPECTION

# Field Notice of Violations/Unsafe Conditions

| DISTRICT NAME AND NUMBER | COUNTY |
|---|---|
| SASED | DuPage |
| FACILITY NAME | FACILITY LOCATION |
| Southeast Alternative School | 6S331 Cornwall Rd., Naperville |

Potential problems or violations of the Health Life/Safety Code for Public Schools (23 Illinois Administrative Code Part 180) as noted below were discovered in the course of the annual inspection of the above named facility conducted on 11/12/2025 by Jeff O'Connell.

**Please respond within 10 days by describing the corrective action to be taken in the shaded space provided below, for each item listed. An annual inspection report summarizing your progress regarding the corrections will be submitted through IWAS on or before July 30th.**

| GLOSSARY NUMBER | LOCATION (Fire Area, Floor, Room Number) | DESCRIPTION OF PROBLEM |
|---|---|---|

## NO VIOLATIONS FOUND AT TIME OF INSPECTION

| | EOY 2025 | Projected 2026 | Additional FTE | Nov. 2025 FTE | Nov. Vacancies | Nov. 2025 FTE - Filled | Nov. Direct Hire Staff | Nov. Contract Staff |
|---|---|---|---|---|---|---|---|---|
| Administration | 13.73 | 13 | | 12.4 | 0 | 12.4 | 12.4 | 0 |
| Certified Classroom Teachers | 60 | 61 | | 63 | 4 | 59 | 58 | 1 |
| Related Services- SW, BCBA, BMS, SPL, PSYCH | 32.87 | 29.7 | | 31.9 | 2.5 | 29.4 | 27.4 | 2 |
| OT/PT | 58.4 | 55.52 | | 55.52 | 0 | 55.52 | 54.76 | 0.76 |
| Other Certified Staff-AT, CR, ELL, Interpreters, VI and HI Itinerants, Perm Subs, SIIS Team, APE, Art, Audio, OM, Nurse | 54.63 | 51.8 | | 52.2 | 0 | 52.2 | 47.2 | 5 |
| Classroom Support Staff- Aides, Job Coaches | 51 | 108.4 | | 94 | 4 | 90 | 29 | 61 |
| 1:1 Support-Aides, MATA's, | 136 | 50.6 | 9 | 63.5 | 0 | 63.5 | 23.5 | 40 |
| Administrative Support Staff-Clerical Staff, Maintenance, Food, SAC Assistants, DRS, Transport | 27.3 | 28.8 | 1 | 31.3 | 0 | 31.3 | 30.5 | 0.8 |
| Technology | 3 | 3 | | 3 | 0 | 3 | 3 | 0 |
| | | | | | | 0 | 0 | |
| **TOTAL:** | **436.93** | **401.82** | **411.82** | **406.82** | **10.5** | **396.32** | **285.76** | **110.56** |

| SASED Position | Contracted Staff EOY 2025 | Contracted Staff Sept. 2025 | Oct. Contract Staff | Nov. Contract Staff |
|---|---|---|---|---|
| Administration | | 0 | 0 | 0 |
| Certified Classroom Teachers- PE | 3 | 1 | 1 | 1 |
| Related Services- SW, BCBA, BMS, SPL, PSYCH | 1 | 0 | 0 | 2 |
| OT/PT | 1 | 3 | 0.76 | 0.76 |
| Other Certified Staff-AT, CR, ELL, Interpreters, VI and HI Itinerants, Perm Subs, SIIS Team, APE, Art, Audio, OM | 4 | 2 | 3 | 5 |
| Classroom Support Staff- Aides, MATAs, Job Coaches | 13 | 56 | 57 | 61 |
| 1:1 Support-Aides, MATA's, | 85 | 36 | 34 | 40 |
| Administrative Support Staff-Clerical Staff, Maintenance, Food, SAC Assistants, DRS, Transport | 0.8 | 0.8 | 0.8 | 0.8 |
| Technology | | | 0 | 0 |
| | | | | |
| **TOTAL:** | **107.8** | **98.8** | **96.56** | **110.56** |

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

Dr. Kim Dryier
*Executive Director*

**INFORMATIONAL**

2900 Ogden Ave. Lisle, IL 60532
Telephone: (630) 778-4500 Fax: (630) 778-0196
www.sased.org

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: November 19, 2025
Re: Committee Updates

Summary: Below are updates for the SASED Board committees:

Finance Committee:
The committee meeting was cancelled.

Facilities Planning Committee:
The committee meeting was cancelled.

Policy Committee:
The Policy Committee met on Thursday, November 13, 2025. PRESS Updates were reviewed and will be presented to the Board for first read. The Committee reviewed an updated draft of the Board Protocols. Suggestions were made and a revised copy will be shared with the Board for approval at the November Board Meeting. Lastly, the committee reviewed the Joint Agreement. Questions were raised needing legal clarification, specifically in regard to withdrawal and funding commitments during a withdrawal phase. Dr. Dryier will review questions with the SASED Legal team and schedule an additional Policy Committee in December once questions are addressed. Policy Committee will then bring forward Joint Agreement to the Board for review.

School Association for Special Education in DuPage
Teaching ♦ Leading ♦ Believing

**Dr. Kim Dryier**
*Executive Director*

**INFORMATIONAL**

To: SASED Board of Directors
From: Dr. Kim Dryier
Date: November 19, 2025
Re: Executive Director Report

## SASED Strategic Plan

High Quality Staffing:

Staffing continues to be an area in which much focus is placed, including recruitment and retention. SASED currently uses contractual staff to fill 25% of their positions. Meetings are occurring with several contractual agencies to assist with onboarding, offboarding, retention, substitutes, timesheets, and overall contractual staff management. Staff management systems have been deeper analyzed and problems have been identified and solutions are being implemented. Surveys have been shared with staff seeking input for pipeline options as more university and college partnerships have been established. More than 50% of the staff responding to the survey noted no interest in pursuing pipeline advancements. Between 8-12 certified staff members noted interest in pursuing an administrative degree only if there was some reimbursement. One classroom assistant noted interest in pursuing advanced degrees.

Exemplary Programs:

Dr VanderWoude and her team have developed a formal observation/walk through data gathering sheet. They conducted several walk throughs together to strengthen interrater reliability. They will be using the data collected to identify needed professional development and instructional priorities.

ESY

SASED is reorganizing ESY for the summer of 2026. ESY will run full day instead of 3.5 hours, and run for three weeks, instead of six, in June 2026. This new plan and schedule will be shared with the district directors in November. Additionally, SASED will not be able to host non SASED students for ESY 2026. This information will be shared with the partner directors as well.

Communication:

A staff survey was administered last month to gauge communication efforts. Seventy six staff members completed the survey. This is approximately 19% of the entire SASED Staff. PLT's. GLT's and PLC's have been scheduled for most certified staff at this time. Less than 2 percent of staff found the meetings not helpful. Programs are now sending weekly updates to all staff regarding programs. The newsletter continues to go out monthly. Staff survey

results indicate about 85% of staff are reading their weekly program updates. Of these 85% of staff reading the newsletter 10% did not find the information useful or relevant. In regard to the newsletter, the most useful information identified was the board briefs, strategic plan updates, executive director's message and "who you gonna call" information. Eighty eight percent of the staff reading the newsletter noted the information was helpful. It remains problematic that only 18% of staff responded to the survey. It is difficult to make informed decisions regarding staff and communication when only 18% of staff respond. That said, the Administration reviews the results and considers the responses.

The SASED Steering Committee had their second meeting this year. It was a positive and very solution focused meeting. The team was wonderful in not only identifying concerns, but were more focused on improving our organization. Some of the team's key walkaways were:

- The Steering Committee identified tangible evidence that progress is being made in each program and in the organization
- The Steering Committee is very solution focused
    - Encourages programs to be solution focused and share ideas
- Overall recognition and awareness that folks in SASED are tired and fatigued
- We need to focus on what we can control and identify ways for different innovations
- We all need to create and treat our classrooms like sanctuaries
- Recognition that fatigue may impair professional judgement-need to encourage positivity-flip the script
- SASED is entrusted to work with the most exceptional students in DuPage County, approach our work with curiosity rather than anger or negativity

Operations:

We have completed the review of the service menu and tuition billing model. Mr. Wisniewski and Dr. VanderWoude met with the partner CSBO's and Special Education Directors. Their input was critical in completing this review and in finalizing our process and documents. You can find the updated Billing Schedule here. Additionally, in regard to tuition, shifts were made determining our tuition rates annually. SASED's Finance Department will use the current budget to estimate project cost increases for the following year (~4%). Any significant program changes will also be taken into account. SASED will use a proposed mid level enrollment to determine tuition for the following year. True up will occur in February and potentially earlier if needed due to significant changes in projections or programming. The menu of service will also include a worksheet for the districts to use the projected tuition costs to project their budget for the following year. The goals of these changes is to provide districts with tuition costs earlier than in the past so that district budgets can be accurately developed.

Dr. Dryier, Dr. Filipiak, Dr. VanderWoude, Mr. Langton, Mrs. Schmallo (PMA), and Mrs. Wisniewski met on Friday, November 14 to further discuss funding options, including offset costs, for facility projects. More information will be shared at the November 19 Board Meeting.

**Dr. Kim Dryier**
*Executive Director*

Dr. Wheaton, Dr. VanderWoude and Mrs. Wisniewski are beginning talks with SASED OT/PT to review their agreement. SASED's two contractual agreements with both certified and non certified staff will be negotiated this year. Dr. Filipiak, Dr. Castillo, Dr. Zaher, Dr. Wheaton, Dr. VanderWoude, and Mrs. Wisniewski will serve as SASED's Administrative Negotiators.

Program Leases

SASED will like to finalize all classroom assignments for the 2026/2027 school year by January 2026. As such, districts have been requested to share room availability with Dr. Dryier by the end of December, 2026. So far, three districts have responded.

Storage Space

SASED is in need of storage space for the summer of 2026. If any partners have unused space, SASED would be interested in leasing. Otherwise, SASED will find other storage spaces for the summer. Similar to classroom leases, SASED needs to have this information by the end of December.