



WEST CHICAGO ELEMENTARY SCHOOLS

— Reach Higher. Achieve Together. —
— Alcanzando más. Logrando juntos. —

TO Board of Education
FROM Sarah Burnett, Assistant Superintendent of HR
DATE August 20, 2026
SUBJECT Independent Contractor - IEP Specialist

This memo is:

- ☐ Information only.
- ☐ Information with a recommendation, and a request for Board consent.
- ☒ Information with a recommendation, and a request for Board approval by vote.

Date by which a Board decision is needed: September 3, 2026

Previous memos on this topic can be found:

- ☐ in previous Board packet(s) dated:
- ☐ or attached to this memo

Basic Information/Overview	We have an IEP Specialist vacancy that needs to be filled. Kate Millard worked in District 33 last school year through a contract agency as an IEP Specialist and is seeking employment with us as an independent contractor this year.
Strategic Plan Goal Alignment	Goal 3 - Strong Teams
Background or historical information	The IEP Specialist role is imperative, as it ensures that our IEPs are compliant and in the best interest of students. This is historically a hard to fill position because it requires in depth special education knowledge, experience, and leadership qualities in the candidate. Kate Millard served in the IEP Specialist role last year through a contract agency and has expressed her desire to remain in district 33 for the 26-27 school year as an independent contractor. The contract can be found here.

Previous decisions, actions or parameters that relate to this topic or issue	N/A
Recommendation	It is the recommendation of the district administration to approve the contract between District 33 and Kate Millard.
Other Questions	N/A