SASED
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SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

Board of Directors Meeting
September 20, 2023
SASED Administrative Center
2900 Ogden
Lisle, IL 60532
11:00 AM
AGENDA

1. **Call to Order/Roll Call**
2. **Pledge of Allegiance**
3. **Public Comment**
4. **Comments from Support Staff Association Members**
5. **Comments from DuPage Education Association Members**
6. **Executive Director Updates**
   a. SASED Program Monthly Updates - Cooperative Corner
   b. SASED Financial Structure/Billing Procedures
   c. SASED Handbooks and Manuals
      1) SY23-24 Parent-Student Handbook
      2) SASED Employee Manual
7. **Consent Agenda**
   a. Approve Open Session Minutes from 8-16-23 Board of Directors Meeting
   b. Personnel Recommendations
      1) Accept/Approve the Resignations, Retirements, Employment and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.

         Per the Board approved 2023-2027 Strategic Plan- Priority Area #1 (High Quality Staffing).
   c. Accept the Financial Reports
      1) Gross Payrolls--
      2) Payroll Liabilities
      3) Bill List--
      4) Interim Checks
   d. Approve the Independent Contractor Agreement between ISBE Early CHOICES and Christian Jackson for brochure design services in the amount of $1,200.
   e. Approve the Independent Contractor Agreement between ISBE Early CHOICES and Western Illinois University Board of Trustees in the amount of $25,000
   f. Approve the Clinical Education Agreement with The University of Kentucky College which includes the Addendum from the College of Health Sciences, Department of Communication Sciences and Disorders
   g. Approve the Contract Buy-Out for Two Teacher Assistants
   h. Approve the Intergovernmental Agreement with Darien SD61 for STARS Program at Cass Jr. High - Student A
   i. Approve the SASED SY23-24 ISBE Approved Calendar
8. **Discussion**
   a. Finance Update
   b. Enrollment Update
   c. 22-23 SASED Programs End of Year Performance Report (Complete)
   d. Board Committee Updates

1) Finance Committee Members and Meeting Dates/Times
2) Health/Life Safety at Southeast which includes HVAC, Roofing and Plenum Work

e. Dive Into DuPage at the DuPage Area Schools Job Fair
f. SASED Insurance Committee Meeting Presentation

9. **Closed Session**
   a. To convene in closed session for discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes 5 ILCS 120/2c21(2.06 from Ch.102,par.42.06)
   b. To convene in closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2c1
      1) SASED Executive Director Search
      2) Reduction in Force (RIF) - Honorable Reduction in Force
10. **Reconvene to Open Session**
11. **Discussion with Action**
    a. Approve the Closed Session Minutes from the Board of Directors August 16, 2023 Meeting
    b. Approve the Semi-Annual Review and Recommendation to Maintain the Confidentiality of All Closed Session Minutes
    c. Approve the Resolution for Non-Renewal and Honorable Dismissal of Support Staff
    d. Approve the Health/Life Safety Work at Southeast
12. **Adjournment**

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PARENT AND STUDENT HANDBOOK

2023-2024 SCHOOL YEAR



WELCOME TO THE 2023-2024 SCHOOL YEAR!

Dear Parents and Students,

Welcome to the new school year! This school year, your child will have many opportunities to grow and develop as individuals. They will build positive relationships, learn new academic skills, build daily living skills and pre-vocational/employment skills, and develop confidence and self-esteem. The program that your child will be attending is designed for students whose needs have not been successfully met in a traditional classroom environment. The staff in your child's program have a commitment to provide a positive learning experience which promotes a cooperative instructional partnership among family, school, and community. The following information should help you get acquainted with your child's SASED program, policies and procedures.

Sincerely,

The SASED Program Staff

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Locations and Contact Information

The following locations are operated by SASED:

SASED Administrative Center
2900 Ogden Ave
Lisle, Illinois 60532
Tel: (630) 778-4500 Fax: (630) 778-0196

Southeast Alternative School - Administrator: Laura Capparelli (630) 778-4510
6 S 331 Cornwall Road
Naperville, Illinois 60540
Tel: (630) 778-4510 Fax: (630) 778-0503

SASED also operates programs that are located within the member districts' schools (often referred to as the "host district").

Program Locations

Deaf and Hard of Hearing Program
Administrator: Tara Corral (630) 955-8074

DuPage County District 45
North School
150 W. Sunset Drive
Villa Park, IL 60181
(630) 516-7630

EC Center
215 W. Jackson Street
Villa Park, IL 60181
(630) 516-7629

Westmont District 201
Westmont Junior High School
944 N. Oakwood
Westmont, IL 60559
(630) 630-468-8200

Directions Program
Administrator: Keith Zmijewski (630) 548-7128
Southeast Alternative School
6S331 Cornwall Road
Naperville, IL 60540
(630) 778-4510

Multi-Needs Program
Administrators: Amy McKee (630 955-8037
(Grades EC-8)
Kati Curby (630) 955-8036
(Grades 9-12)
Sheila White (630 955-8035
(Maercker District 60 only)

Keeneyville District 20
Waterbury Elementary School
355 S. Rodenburg Road
Roselle, IL 60172
(630) 893-8180

Winfield District 34
Winfield Central/Primary
0S150 Park Street
Winfield, IL 60190
(630) 909-4900

Downers Grove District 58
Hillcrest School
1435 Jefferson
Downers Grove, IL 60516
(630) 719-5840

Kingsley School
6509 Powell
Downers Grove, IL 60516
(630) 719-5850 x350

O'Neill Junior High
635 59th Street
Downers Grove, IL 60516
(630) 719-5815

Maercker District 60
Holmes Elementary
5800 S. Holmes Avenue
Clarendon Hills, IL 60514
(630) 515-4810

Multi-Needs Program (Continued)

Cass District 63
Concord School
1019 Concord Place
Darien, IL 60561
(331) 481-4010

Center Cass District 66
Prairieview
699 Plainfield Road
Downers Grove, IL 60516
(630) 783-5100

DuPage High School District 88
Willowbrook High School
1250 S. Ardmore Avenue
Villa Park, IL 60181
(630) 530-3400

Project SEARCH
Administrator: Kati Curby (630) 955-8036
Central DuPage Hospital
25 N. Winfield Road
Lower Level East Entrance
Winfield, IL 60190
(630) 933-4296 (Jason Munchoff)

STARS Program
Administrator: Sheila White (630) 955-8035
Amy Gebre (630) 955-8075
(only D48)

Salt Creek District 48
Stella May Swartz
17W160 16th Street
Oakbrook Terrace, IL 60181
(630) 834-9256

Maercker District 60
Maercker Intermediate School
5827 S. Cass Avenue
Westmont, IL 60559
(630) 515-4820

Holmes Primary
5800 S. Holmes Avenue
Clarendon Hills, IL 60514
(630) 515-4810

Cass District 63
Cass Junior High School
8502 Bailey Road
Darien, IL 60561(331) 481-4020 x4090

Transition – Multi-Needs and Vision Program

Administrator: Kati Curby (630) 955-8036
SASED Transition Center
2900 Ogden Avenue
Lisle, IL 60532
(630) 230-9234

Vision Program
Administrators: Amy Gebre (630) 955-8075

Salt Creek District 48
Albright Middle School
1110 S. Villa Avenue
Villa Park, IL 60181
(630) 279-6160

Salt Creek Primary
980 S. Riverside Drive
Elmhurst, IL 60126
(630) 832-6122

Stella May Swartz
17W160 16th Street
Oakbrook Terrace, IL 60181
(630) 834-9256

DuPage High School District 88
Addison Trail High School
213 N. Lombard Road
Addison, IL 60101
(630) 628-330

EL Related Services
Contact: Elizabeth Carrasquillo (630) 955-8040
Julie Johnson (630) 955-8111
SASED Administrative Center
2900 Ogden Avenue
Lisle, IL 60532
(630) 778-4500

This Handbook applies to all SASED's Schools/Programs. For Programs that are located in a host district, SASED students and their parents must also follow the policies, procedures and rules of that host district.

Central Administration Center and Board Member Information

SASED Administrative Center
2900 Ogden Avenue
Lisle, IL 60532
Tel: (630) 778-4500
Fax: (630) 778-0196
www.sased.org

Dr. Jimmy Gunnell, Ed.D.
Co-Executive Director
jgunnell@sased.org
Office: (630) 955-8104
Cell: (224) 651-3794

Mr. Jim Nelson
Co-Executive Director
jnelson@sased.org
Office: (630) 955-8104
Cell: (630) 341-2645

Rachel Wisniewski
Dir of Business and Operations
rwisniewski@sased.org
Office: (630) 955-8105

Julie Grohn
Director of Human Resources
jgrohn@sased.org or hr@sased.org
Office: (630) 955-8107

Matthew Layton, Ed.S.
Director of Programs and Services
mlayton@sased.org
(630) 955-8102

SASED has two Boards. The Governing Board is the final authority which conducts the affairs of SASED and is comprised of Board of Education members form the eighteen (18) SASED member districts. The Board of Directors governs the day to day activities of SASED and is comprised of superintendents from the eighteen (18) SASED member districts.

SASED Governing Board

Chair – Mr. Jack Buscemi, Benjamin SD 25
Vice Chair – Mr. James Blair, Salt Creek SD 48
Secretary – Mr. Tom Ruggio, Woodridge SD 68
Mr. Terry Walloch, Keeneyville SD 20
Mr. Tom Doyle, West Chicago Elem SD 33
Ms. Heather Armstrong, Winfield SD 34
Ms. Navreet Heneghan, DuPage SD 45
Ms. Emily Hanus, Downers Grove SD 58
Ms. Amy Sullivan, Maercker SD 60
Ms. Liz Mitha, Cass SD 63
Ms. Megan DuPass, Center Cass SD 66
Ms. Donna Craft-Cain, DuPage HSD 88
Ms. Katherine Doremus, Comm High SD 94
Ms. Sherell Fuller, Community High SD 99
Mr. Nader Najjar, Comm Consolidated SD 180
Ms. Leah Conover, Westmont CUSD 201
Mr. Steve Lesniak, Lisle CUSD 202
Ms. Beth Hosler, Elmhurst CUSD 205

SASED Board of Directors

Chair – Mr. Mark Cross, Cass SD 63
Vice Chair - Dr. Jean Barbanente, DuPage HSD 88
Secretary - Dr. Anthony Palmisano, DuPage SD 45
Dr. Omar Castillo, Keeneyville SD 20
Mr. Jack Buscemi, Benjamin SD 25
Ms. Kristina Davis, West Chicago Elem SD 33
Dr. Matt Rich, Winfield SD 34
Mr. Ray Kielminski, Salt Creek SD 48
Dr. Kevin Russell, Downers Grove SD 58
Dr. Sean Nugent, Maercker SD 60
Dr. Andrew Wise, Center Cass SD 66
Dr. Patrick Broncato, Woodridge SD 68
Mr. John Langton, Community High SD 94
Dr. Hank Thiele, Community High SD 99
Dr. Charlie Kyle, Comm Consolidated SD 180
Mr. Jack Baldermann, Westmont CUSD 201
Dr. Keith Filipiak, Lisle CUSD 202
Dr. Keisha Campbell, Elmhurst CUSD 205

The Board of Directors has hired the following administrative staff to operate the cooperative:

Executive Director(s)
Director for Programs and Services
Director for Human Resources
Director for Business Services, Chief School Business Official
School Improvement Instructional Support-Assistive Technology Administrator
Occupational and Physical Therapy Coordinator
Transition & Project SEARCH Program Administrator
Multi-Needs Program Administrators
Multi-Needs Assistant Program Administrator
STARS Program Administrator
Vision Program Administrator
Deaf and Hard of Hearing Program Administrator
Southeast and Directions Program Administrator
Southeast and Directions Assistant Program Administrator

Current members of SASED administration can be found on the SASED website at http://www.sased.org.

SASED's Mission, Vision, and Core Values

Mission… is to maximize student outcomes

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

Believing:

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

Teaching:

- is student centered, solution focused, and considers the unique identities of students that provides equity and inclusion.
- is data informed, standards-aligned, evidence based, rigorous, and high quality.
- prepares students to lead enriched and productive lives within their communities.

Leading:

- through ongoing professional development to equip educators with best practice skills and competencies.
- by influencing and implementing federal and state mandates for special and general education.
- by being a resource for new research and initiatives in education.

IMPORTANT INFORMATION

TRANSPORTATION INFORMATION

Students may receive transportation as defined in the student's Individualized Education Program (IEP). Prior to the first day of attendance, the transportation company will contact the student's family with information about pick-up and drop-off times. The driver is only able to wait approximately three minutes for the student to exit their home before moving on to the next stop. Specific questions regarding pick-up and drop-off times should be directed to the transportation company.

EMERGENCY SCHOOL CLOSING

In the event of inclement weather conditions requiring an emergency school closing, information regarding school closings can be heard on the following television and radio stations:

WGN AM 720 * WBBM AM 780 * WFLD-TV Channel 32 * WGN-TV Channel 9

All families should watch and listen for their host district closing information. In addition, closings will be listed on the SASED website www.sased.org.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Attendance is a vital part of a successful educational experience. Student involvement in daily classroom activities is an essential part of that success. The school laws of the State of Illinois require regular school attendance. All non-attendance days, holidays, and early dismissal days are noted on the school calendar. Students are expected to attend school every day that school is in session, even if their home school is not in attendance. Students who attend both a SASED program and take classes at their home school are responsible for attending school at both locations (even if the calendars differ). These students need to be aware of differences in the SASED program calendar and their home school's calendar. These students will need to work closely with support staff to determine any discrepancies in the school calendar. Students will be considered unexcused if they miss the bus and are unable to have their parent or approved adult transport them to school. Students are required to ride their designated bus to and from school. If a student demonstrates a pattern of unsafe behaviors during transport (and after appropriate interventions have been attempted), the Program Administrator reserves the right to pursue other forms of transportation and/or subject the student to disciplinary action.

Transportation for students is according to their IEP. The transportation company will contact the school if a student has not been transported for several days. In response, a staff member will contact the student's parent/guardian to discuss transportation issues. The following transportation alternatives will be considered by program administration: parent/guardian transport, approved adult transport, or student walking to school. The student's parent/guardian is responsible for contacting the Program Administrator to discuss proposed alternatives to transportation. Program administration has the final approval of transportation alternatives. Changes in transportation will need to be addressed in the student's IEP.

STUDENT PROGRAMS

SASED operates a variety of programs designed to address the needs of its students, providing a full continuum of placement options for the eighteen (18) member districts

Deaf and Hard of Hearing Program

This program serves students with identified hearing losses from the 92 member school districts of DuPage/West Cook area. Using a Total Communication philosophy, traditional and modified academic content is taught with an emphasis on language development. A wide variety of communication methods are utilized. Oral communication or speech, written communication and manual communication through the use of conceptually accurate signed English, are all used to assist students as they fill in the language/vocabulary gaps caused by the hearing loss.

Directions Program

This program is focused on 3rd-12th grade programming for academically capable students who need intensive support in social emotional skill development. It provides integrated cognitive behavior therapeutic intervention within a rigorous academic curriculum. The team employs evidence-based academic and social-emotional curriculums that are differentiated based on students' needs. The staff focuses on a strengths-based, proactive and positive approach for teaching academic and social skills. The staff also emphasizes responsible behavior and respectful interactions between adults and students, as well as between peers. The Directions Program offers support and training for strengthening parent-child interactions. This program is intended for students who do not manifest aggressive or acting out behaviors.

Extended School Year (ESY)

ESY programming is provided for all eligible students (Pre-K-Transition) who are enrolled during their school year in any of the SASED or DuPage/West Cook programs. Additionally, SASED member districts may send their self-contained students to the ESY program.

Multi-Needs Program

This program is designed to provide quality educational experiences to SASED member district students who have multiple disabilities which significantly impact their education. All students in Multi-Needs classrooms have some level of cognitive delay and may have other disabilities such as speech/language delays, physical challenges, sensory processing deficits, medical needs and/or autism. Instruction is provided in a small, structured classroom setting with a highly qualified special education teacher, trained teacher assistants, speech therapists, occupational and physical therapists, art therapists, recreational therapists and other specialists depending on the needs of the students. The classrooms are located within our 18 member districts. Students are placed in educational settings that are age appropriate, offer opportunities for inclusion and are as close as possible to their district of residence. Community based instruction/programming can also be a significant part of this curriculum. The program is individualized and personally designed to meet the needs of each student from early childhood through high school.

Project SEARCH Program

This program is an international initiative that provides structured learning and internships for students with disabilities in their last year of high school or when finishing their Transition program. The one-year internship takes place at Central DuPage Hospital in Winfield, where total immersion in the workplace facilitates the teaching and learning process, as well as the acquisition of employability and marketable work skills. The students work with a team that includes their family, a special education teacher and

Rehabilitation Services Administration to create employment goals and support the student during this important transition from school to work. Project SEARCH's primary objective is to secure competitive employment for people with disabilities.

Southeast Alternative School

This school provides K-12th grade programming for students with significant emotional and behavioral disorders in a highly structured and individualized setting. The goal of this program is to provide students with the academic and social skills that will allow them to succeed in the educational environments of their district or to have the necessary skills for career or college readiness should they graduate from Southeast Alternative School.

STARS Program (SASED's Teaching for Autism: Reflecting Success)

This program offers a highly structured learning environment using an evidence-based curriculum that incorporates comprehensive best practice strategies for students on the Autism spectrum. STARS classrooms provide programming and education for children in early childhood through 8th grade who require intensive instruction and individualized intervention. Research-based methodologies from the field of Applied Behavior Analysis (ABA) serve as the foundation for designing each student's individualized cognitive, social, emotional and behavioral learning plan.

Transition Program

This program is an outcome-based program that teaches real life skills in age appropriate, natural environments. All students who are post high school but younger than 22 years old with an Individualized Education Program (IEP), are entitled to transition services. The Transition Program will serve any member district student in addition to the students from SASED/DuPage West Cook programs. SASED's philosophy is to provide an environment which encourages self growth for the students as they work toward their personal goals. Goals are developed collaboratively between student, family, and transition staff using a person-centered approach. The goal of the program is for students to be prepared/linked to the services they need upon their exit from school-based services whether it is employment, day programs, college, volunteering or adult living. The linkage is individual and personal to each student.

Visually Impaired Program

This program serves students who are blind/visually impaired from the 92 member school districts of DuPage/West Cook area. A full continuum of programming is available from Early Childhood through Transition for those students who are determined to need intensive and/or specialized instruction due to their visual impairment.

SERVICES

Administrative Services

SASED provides and/or coordinates administrative duties for member districts including: provision of the State Approved Director of Special Education, computerized IEP services and supports, ISTAR state reporting services, extraordinary claims and cost sheets, coordination of Medicaid direct and administrative outreach service, compliance monitoring, coordination of Parents' Advisory/Parent Liaison Groups, and the Operating Cooperative for DuPage West Cook area.

Itinerant Services

Itinerant services are available to all SASED member districts. Itinerant teachers are on hand to provide services to students with hearing and vision, and orientation and mobility impairments.

Occupational Therapy and Physical Therapy (OT-PT) Services

OT-PT services are provided to students as described in the Individuals with Disabilities Education Act (IDEA). As related services, OT and PT provide specialized interventions to support students' independence and participation in their educational program. The role of occupational and physical therapy in the schools is fourfold: 1) To provide an accurate assessment of student needs in the learning environment, 2) To support teaching staff by providing information on how to interact safely, comfortably and effectively with students, 3) To help adapt programming and the school environment to meet individual student needs and 4) To provide therapeutic intervention as needed to allow the student to benefit from his/her individualized education program within the least restrictive environment.

School Improvement, Instructional Support, Professional Development, and Assistive Technology Team (SI/IS/PD/AT)

This team is a diverse group of coaches with various specialized backgrounds to train staff in: applied behavioral analysis, positive behavior supports, and multi-tiered systems of support for general and special education. They have broad training, experience and skills that apply to a wide range of ages, disabilities and learning styles. They work across both SASED and member district classrooms in programs from Early Childhood through Transition. The SIISPDAT Team provides direct services to assist individual students who are having serious difficulty succeeding in any educational setting. The members of the team are skilled collaborators and use the research proven tool of Functional Assessment to recommend and design proactive behavioral intervention strategies and differentiation of instruction. They are expert trainers and conduct workshops/in-service presentations throughout the school year. The ***Assistive Technology Team*** is a component of the SIISTPD Team and provides information/training to IEP teams in SASED programs and in its member districts to effectively consider and/or implement Assistive Technology for students with disabilities to increase their independence, participation, and productivity in order to function successfully within their educational environment.

EDUCATION OF CHILDREN WITH DISABILITIES

It is the intent of SASED to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated, and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the Program Administrator.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

For further information, please contact the special education administrator in your home district and/or your SASED Program Administrator.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided with an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

GENERAL INFORMATION

PLACEMENT AND ENROLLMENT PROCESS

Students are placed in a SASED program by the special education team at their home school following the IEP meeting. A SASED representative will make every effort to attend the Individualized Education Program (IEP) conference at the student's home school.

Students and parents are required to complete the SASED Program Enrollment Packet before the student's first day of attendance. The enrollment packet includes emergency information and permission forms. The enrollment packet is given to parents prior to initial placement and is sent home to returning students each year in August. Students are required to register each year at their home school. When registering at their home school, students may receive a student ID and other important district information.

EMERGENCY INFORMATION

It is important that the parent/guardian complete the emergency information form included in the SASED Program Enrollment Packet. Parents are to notify the school of any changes in address, phone number, e-mail address or emergency numbers that occur during the year.

EMERGENCY PROCEDURES/EVACUATIONS

Decisions concerning an emergency situation will be made by the building administrator, the SASED Executive Director or their designee. Parents/guardians will be notified of the need to implement an emergency procedure/evacuation.

VISITORS/SECURITY

All visitors, including parents, siblings, or other family members of students, to a SASED program or property, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

Child sex offenders are prohibited from being present on SASED property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender has complied with Board Policy 8:30.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, 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 school property
6. Violate any Illinois law or municipal, local or county ordinance
7. Smoke or otherwise use tobacco products
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred
10. Use or possess medical cannabis unless he or she has complied Illinois' Compassionate Use of Medical Cannabis Act and Cooperative policies
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner)
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized Cooperative employee's directive
14. Engage in any risky behavior, including roller-blading, roller-skating, or skate-boarding
15. Violate other Cooperative policies or regulations, or a directive from an authorized security officer or Cooperative employee
16. Engage in any conduct that interferes with, disrupts, or adversely affects the Cooperative or a school function

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a disability according to SASED policies and procedures. This rule may be temporarily waived by the Executive Director in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

School Volunteers

All school volunteers must complete the "Volunteer Information Form" and be approved by the Program Administrator before assisting at the School/Program. Forms are available from the Program Administrator. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For program volunteer opportunities, please get in touch with the Program Administrator.

Volunteers must check in and out at the main office of each school or office location and receive a visitor badge before going to their destination.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

ATTENDANCE AND ABSENCE PROCEDURE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Refer to your resident district parent-student handbook for certain exceptions to the attendance requirement.

Parents/guardians have a major responsibility for seeing that their students attend school on a regular basis. On the day of a student's absence, a parent/guardian is required to notify school officials as early as possible. School telephone lines are equipped with voicemail for calls received before or after school hours. When leaving a voicemail message concerning your child's absence, please state your name, the child's name, the date of the absence, reason for absence, and a contact number where you can be reached if further clarification is needed. If a student is absent and a call to the school is not received by 10:00 am,

verification of the absence will be made by school personnel who will contact the parent/guardian to verify the student's absence and circumstances.

If the parent/guardian does not call in their child's absence by the end of the school day of absence the student will be considered unexcused, and unexcused absence procedures will be followed. In instances of chronic absences, the school may place a student on a Student Attendance Contract and may request a physician's statement to certify the absences. Chronic unexcused absences may be referred to the County Truancy Office.

Absences from school are classified as excused or unexcused. If a student is absent without valid cause, the absence will be considered unexcused, and the student will be considered truant.

Student Absences

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.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS[1], or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's 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. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Students who are excused from school will be given a reasonable timeframe to make up missed homework and classwork assignments. If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests/exams, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work for academic credit.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the Program Administrator.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent/guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a

[1] Applies to grades 6-12 only.

student's absence, a school official will call home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon the request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

SASED will utilize the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

RESPONSE TO TARDY

Students arriving late to school will receive an unexcused tardy. Family car trouble, personal and/or family errands, failure to awaken or be awakened, missing the bus, or a family member assuming responsibility for a late arrival to school will be considered an unexcused tardy. A student who has an unexcused tardy will receive a program specific intervention. Parents/guardians should keep in mind that an excused tardy can only be issued by the principal. For example, if students riding the school bus arrive late due to inclement weather, the student's tardy will be considered excused.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition, may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional and/or related services for a student receiving special education services will be determined by the student's IEP Team and described in the IEP.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician, physician assistant, or licensed advanced practice nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact your Program Administrator at (630) 778-4500.

SCHOOL OPERATIONS DURING A PANDEMIC OR OTHER HEALTH EMERGENCY

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and SASED play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and SASED to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and SASED. Parents are responsible for ensuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and SASED in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and SASED will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with SASED or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or SASED officials if you have any concerns regarding your child's education, health or safety.

HEALTH SERVICES/MEDICATION POLICY

Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or SASED employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

SASED shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless SASED and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the Program Administrator for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. SASED may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents/guardians of students, should rely on the school or the Cooperative for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Notification of Undesignated Epinephrine Auto-Injectors

SASED stocks undesignated epinephrine auto-injectors (UEA) at Southeast Alternative School and the Administrative Center Transition Program Area in case of emergency. Administration of UEAs by trained staff shall occur when there is a good faith belief that a student is having an anaphylactic reaction, whether such reactions are known to the parent or not. SASED and the prescribing physician(s)/physician assistant(s)/advanced practice registered nurse(s) are protected from liability when the school nurse and/or trained personnel administer a UEA to any student when these individuals in good faith professionally believe that the student is having an anaphylactic reaction. In the event of an anaphylactic emergency, trained staff will administer the epinephrine auto-injector, call 9-1-1, call the student's family/guardian, and monitor the student for the need of a second dose prior to when emergency responders arrive. No one, including without limitation parents/guardians of students, should rely on SASED for the availability of an epinephrine auto-injector as availability is not guaranteed.

HEALTH SERVICES/COMMUNICABLE DISEASES

Students should be kept home from school when they are ill. Symptoms include:

- Fever – above 100
- Sores on the skin with pus or liquid drainage
- Unexplained rash or blisters
- Diarrhea – more than 3 stools in 24 hours
- Vomiting – more than 2 or more times in 24 hours
- Cough that disturbs normal activity
- Unexplained shortness of breath
- Wheezing
- Chills
- Unexplained stiff back or neck
- Abdominal cramps or pain

Students who have symptoms of communicable diseases will be excluded from school. Parents should keep their child home from school until they do not have symptoms or present a statement from a licensed healthcare provider that the child is not contagious and may return to school. If you have any questions or concerns, please contact the school nurse.

Head Lice

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parents or guardians regarding appropriate treatment for the infestation.

PREVENTION OF ANAPHYLAXIS

While it is not possible for the School or District to completely eliminate the risks of an anaphylactic emergency, SASED maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for

anaphylactic reactions. Parent(s)/guardian(s) and students who desire more information or who want a copy of SASED's policy may contact the Program Administrator.

STUDENTS WITH FOOD ALLERGIES

State law requires the Cooperative to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Program Administrator.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. The Cooperative may also be able to appropriately meet a student's needs through other means.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the Program Administrator. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated SASED representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Program Administrator.

EXTENDED SCHOOL YEAR

SASED offers an extended school program for students whose IEP team determines that a lapse in their education will cause excessive regression in learning and will require extensive recoupment time. These recommendations are determined at the students' IEP conference..

STUDENT RECORDS

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 or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.**

   The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

   Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/ guardian or eligible student believes are inaccurate, irrelevant, or improper.**

   A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

   Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting

another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district, any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

6. **The right to prohibit the release of directory information.**

Throughout the school year, SASED/member district may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers • Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school.

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

   Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

   The name and address of the Office that administers FERPA is:

   U.S. Department of Education Student Privacy Policy Office
   400 Maryland Avenue, SW
   Washington DC 20202-8520

STUDENT PRIVACY PROTECTIONS

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to SASED's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the Building Principal.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards

A parent/guardian who desires to opt their child out of participation in activities provided herein or who desires a copy or access to a survey, or any other material described herein may contact the Building Principal.

A complete copy of SASED's Student and Family Privacy Rights policy may be obtained from the Executive Director's office or accessed on SASED's website.

Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act (SOPPA)

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the IL State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of SASED

PESTICIDE APPLICATION NOTICE

SASED maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the Program Administrator.

Notification will be given before application of the pesticide. Prior notice is not required if there is an imminent threat to health or property.

SEX OFFENDER AND VIOLENT OFFENDER COMMUNITY NOTIFICATION LAWS

State law requires schools to notify parent(s)/guardian(s) during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Ill. Dept. of State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer
- Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer
- Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

ACADEMIC INFORMATION

CURRICULUM AND GRADES

The academic curriculum of SASED programs is aligned with state standards and is designed to meet district requirements for advancement and graduation. Students participate in core classes including Language Arts, Reading, Math, Science, Social Studies, Health and Physical Education. Students also have the opportunity to participate in various electives or exploratory/encore classes. Teaching methods and materials are selected to meet the various achievement levels and learning styles of students. The curriculum is also reinforced and supplemented using technology, field trips, and service-learning projects.

Refer to SASED Board policy 6:60 for more information on curriculum content.

GRADING AND PROMOTION POLICY

School report cards are issued to students on a consistent basis. For students who attend SASED programs in the host districts, grading and report cards are issued according to the host district's reporting periods, policies and procedures.

For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on the recommendation of the IEP team and based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Certificate of High School Completion (HS)

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

HOMEWORK

Homework is an individual and SASED matter between student, teacher, and parent. Homework will take a variety of forms. Homework assignments are made on the basis of individual class/pupil needs at the discretion of the teacher. Homework may be assigned to encourage a student to work independently, to enrich school learning activities, and/or provide practice of skills and use of course work previously taught or studied. Homework should be planned to develop good study habits and assignments should be of reasonable time duration.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENTS [K-8]

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

A student in grades 7-8 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the Cooperative from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the Cooperative.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENTS (HS)

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses for the reasons stated below.

1. Enrollment in a marching band program for credit;
2. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the District;

3. Ongoing participation in an interscholastic athletic program;
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11th or 12th grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11th or 12th grade).

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
3. The student's future or planned additional participation in activities qualifying for substitutions for physical education, as outlined above or in Handbook Procedure 10.30.

A student in grades 7-8 may submit a written request to the Program Administrator requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.

Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Handbook Procedure 10.30.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.

State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

STANDARDIZED TESTS

Participation in State Achievement Testing, such as Illinois Assessment of Readiness (IAR) or Illinois Alternate Assessment/Dynamic Learning Maps (DLM), is determined at each student's IEP meeting. Accommodations needed for testing are also discussed at the meeting.

Students and parents/guardians should be aware that the State and SASED require students to take certain standardized tests, including the following:

Assessment	Description including grade levels assessed	When assessment takes place
Illinois Assessment of Readiness (IAR)	This reading and math assessment is given to most 3rd through 8th grade students	Spring (March/April)
Dynamic Learning Maps (DLM)	This alternate reading and math assessment is given to a small number of 3rd through 11th grade students with disabilities in cases where the IAR, ISA, PSAT, and/or SAT is not appropriate to assess the student's learning. Specific criteria are defined and considered as an IEP decision	Spring (March/May)
Illinois Science Assessment	This science assessment is given to students in grades 5, 8, and 11	Spring (March/April)
ACCESS	This assessment is given to all identified English Learners each year until they reach a certain level of English proficiency	January/ February
Early Childhood Outcomes (ECO)	This assessment is given to all preschool students with disabilities as an annual progress rating in play skills, pre-academic skills, and daily living skills	May
Kindergarten Individual Development Survey (KIDS)	This assessment measures school readiness in language, literacy, self-regulation, math, and social/emotional development. All kindergarten students are observed in the first 40 days of school	first 40 days
PSAT & SAT	The PSAT and SAT measures the reading, writing, and math skills that students are learning in high school. It lets students show that they have the knowledge they need to succeed in college and career. The PSAT is given in 9th and 10th grade, and the SAT is given in 11th grade.	April

In addition, students in SASED programs participate in local assessments one to three times a year. These program specific assessments in language arts, math, social/emotional learning and/or functional/daily living skills are used for several purposes including:

- providing peer comparison data for student's Present Levels of Performance in IEPs
- providing data points for consideration of student growth or needs
- assisting with program improvement and class building

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education SASED can provide is partially dependent upon SASED's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;

2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents who wish to request an examination of instructional materials and/or request a class attendance waiver should go to the SASED website (www.SASED.org) and download the *Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes (Form 6:60E)* from the SASED Board Policy manual. They should then submit the completed form to the Program Administrator.

ENGLISH LEARNERS

SASED offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

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; and (3) participate and serve on SASED's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact Elizabeth Carrasquillo at 630-778-4500.

INDIVIDUALIZED EDUCATION PROGRAM

An Individualized Education Program (IEP) meeting is scheduled with parent/guardian and school staff annually. A Functional Behavioral Assessment (FBA) and Behavior Intervention Plan (BIP) may be developed if appropriate. This plan is included in the student's IEP. Parents/guardians or staff can also request an IEP meeting at any time to discuss progress on goals or any changes to the IEP.

WRITTEN MATERIALS FOR ELIGIBILITY/IEP MEETINGS

Beginning July 1, 2021, no later than 3 school days before an eligibility and/or IEP meeting (or as soon as possible if an IEP meeting is scheduled within 3 school days with the written consent of the parent/guardian), provide parents/guardians with copies of "all written material that will be considered by the IEP team at the meeting." 105 ILCS 5-14/8.02f(b)

RELATED SERVICE LOGS

For a child with an individualized education program (IEP), SASED must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The Program Administrator will provide a child's parent/guardian with a copy of the related service log at any other time upon request.

PROGRESS MONITORING

The student's classroom teacher serves as the student's case manager. The teacher can answer questions and address any concerns about the student's program and their progress at school. The teacher also reviews IEP goal progress each quarter/trimester, completes the student's progress reports and report cards, and helps ensure that the student's educational needs are being addressed at school.

VOCATIONAL SUPPORT

Students may participate in classes that focus on vocational skill building. Students 16 years and older are encouraged to look for part-time employment in their community. Students may also receive assistance in locating a job or internship at a local work site. Staff will work closely with the student (14 years and older) and the student's parent/guardian to develop a Transition Plan which is part of the student's IEP. The plan is monitored by the student's case manager. Post-secondary planning activities may include:

- Career interest surveys
- Agency connections
- Post high school goal setting
- Visits to Community/Local/Technical Colleges
- Assistance with completing college applications
- Connecting students to adult service organizations
- Resume writing

ACCEPTABLE USE OF THE COOPERATIVE'S ELECTRONIC NETWORKS

All use of SASED/member districts' *electronic networks* shall be consistent with the goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

All use of the SASED/member districts' electronic network must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via SASED/member districts' electronic network or SASED/member districts' computers. General rules for behavior and communications apply when using electronic networks. SASED/member districts' administrative procedure, Acceptable Use of SASED's Electronic Networks, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

Each staff member must sign SASED and the host member districts' *Authorization for Access to the District's Electronic Networks* as a condition for using SASED/member Districts' electronic network. Each student and his or her parent(s)/guardian(s) must sign both *Authorizations* before being granted unsupervised use.

<u>Terms and Conditions</u>

The term *electronic networks* includes all of SASED's technology resources, including, but not limited to: (1) SASED's local-area and wide-area networks, including wireless networks (Wi-Fi), SASED provided

Wi-Fi hotspots, and any SASED servers or other networking infrastructure; (2) Access to the Internet or other online resources via SASED's networking infrastructure or to any SASED-issued online account from any computer or device, regardless of location; (3) SASED-owned and SASED-issued computers, laptops, tablets, phones, or similar devices.

Acceptable Use - Access to SASED's electronic networks must be: (1) for the purpose of education or research, and be consistent with SASED's educational objectives, or (2) for legitimate business use.

Privileges - Use of SASED's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The system administrator or Program Administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

1. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
2. Using the electronic networks to engage in conduct prohibited by board policy;
3. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
4. Unauthorized use of personal removable media devices (such as flash or thumb drives);
5. Downloading of copyrighted material for other than personal use;
6. Using the electronic networks for private financial or commercial gain;
7. Wastefully using resources, such as file space;
8. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
9. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
10. Using another user's account or password;
11. Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
12. Posting or sending material authored or created by another without his/her consent;
13. Posting or sending anonymous messages;
14. Creating or forwarding chain letters, spam, or other unsolicited messages;
15. Using the electronic networks for commercial or private advertising;
16. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
17. Misrepresenting the user's identity or the identity of others; and
18. Using the electronic networks while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
3. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
4. Recognize that SASED's electronic networks are not private. People who operate SASED technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.

5. Do not use the networks in any way that would disrupt their use by other users.
6. Consider all communications and information accessible via electronic networks to be private property.

No Warranties - SASED makes no warranties of any kind, whether expressed or implied, for the service it is providing. SASED will not be responsible for any damage the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. SASED specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - By using SASED's electronic networks, the user agrees to indemnify SASED for any losses, costs, or damages, including reasonable attorney fees, incurred by SASED relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the system administrator or Program Administrator. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

Telephone Charges - SASED assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law and SASED policy prohibit the re-publishing of text or graphics found on the Internet or on SASED's website or file servers/cloud storage without explicit written permission.

1. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
2. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
3. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
4. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
5. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – SASED's email system, and its constituent software, hardware, and data files, are owned and controlled by SASED. SASED may provide, if appropriate, an email to aid students in fulfilling their duties and responsibilities, and as an education tool.

1. SASED reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via SASED's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being a part of SASED. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect the name and reputation of SASED. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of SASED's email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using SASED's Internet access to ensure that the students abide by the *Terms and Conditions* for Internet access contained in these procedures.

Each SASED computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the *Children's Internet Protection Act* and as determined by the Executive Director or designee.

The system administrator and Program Administators shall monitor student Internet access.

Students and Parent(s)/Guardian(s) need to annually sign this *Authorization for Internet Access* while enrolled in SASED programs.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

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 or parent/guardian with a sex equity or equal opportunity concern should contact SASED's Director of Human Resources, at (630) 778-4500. Any person may file a formal complaint under Board Policy 2:260, *Uniform Grievance Procedure*, or Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure*.

EXTRA-CURRICULAR ACTIVITIES AT RESIDENT DISTRICT OR SERVING DISTRICT

Students who are in good standing with their home or serving school are encouraged to participate in sports, clubs, and other activities at their home school. Students and parents should refer to their home or

serving school calendar to stay informed about special events. If a student is participating in an after-school activity at his or her home or serving school, transportation will be arranged to take the student to the home or serving school after dismissal at the end of the school day. It is the student's/family's responsibility to arrange transportation home following extracurricular activities. In order to participate in extra-curricular or off-campus activities, students must have a signed permission slip as well as meet behavioral and academic criteria.

CO-CURRICULAR ACTIVITIES

Academic Criteria for Participation

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to SASED's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code. For high school students, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to SASED's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

FIELD TRIPS

The Board encourages field trips when the experiences are an integral part of the school curriculum and contribute to the desired educational goals of SASED. Student activities involving travel shall be authorized by the Executive Director or designee. The Executive Director or designee shall analyze the following factors to determine whether to approve a field trip:

1. All field trips shall be adequately supervised by staff members.
2. Parental permission must be obtained in writing when a field trip is planned.
3. Field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board of Directors.
4. Parents/guardians of students: (a) shall be given the opportunity to consent to their child's participation in any field trip, and (b) are responsible for all entrance fees, food, lodging, or other costs, except that SASED will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided with an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by SASED staff members, shall not be represented as or construed to be sponsored by SASED. SASED does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

RELATED SERVICE INFORMATION

The following related services may be provided to students based on their IEP goals and services:

Psychologists

School psychologists have specialized training in both psychology and education. They use their training and skills to team with educators, parents, and other mental health professionals to ensure that every child learns in a safe, healthy, and supportive environment. School psychologists understand school systems, effective teaching, and successful learning through specialized assessment of individual student's needs. Psychologists provide support to students and faculty throughout the educational process. Today's

children face more challenges than ever before. School psychologists can provide solutions for tomorrow's problems through thoughtful and positive actions today.

Social Workers

School Social Workers are a vital part of the educational team, working together with educational administrators, teachers, counselors, psychologists, nurses, speech and language pathologists and other staff. Their unique graduate level training in social work enables them to understand and interpret the student's response to school, home, and community environments. School social workers identify social and developmental factors that influence a student's opportunity to benefit from the general instructional program within the school.

Speech-Language Therapists

Speech-Language Pathologists are professionals educated in the study of human communication development. Through evaluation of the speech, language, cognitive-communication, and swallowing skills of students, the speech-language pathologist determines what communication or associated problems exist and the best way to treat them. Speech-Language Pathologists collaborate with members of the trans-disciplinary team to support increased communicative competencies of students in school, home, and community settings.

Occupational Therapists

The occupational therapist is a trained and licensed health care professional who can make a complete evaluation of the impact of the disease on the activities of an individual at school and in work situations. The therapist also considers the individual's interests and recreational activities when completing their assessment in order to facilitate an improvement in the student's participation across all life domains.

Physical Therapists

Physical therapists are trained to assess the motor development of children. They have the expertise to determine the appropriate treatment for physical limitations or functional impairments. They may choose exercise, improvement of underlying sensory processing problems, use of therapeutic modalities or development of compensatory strategies. Their goals may include improving a child's functional skills and preventing or limiting the effects of a disability in a variety of developmental areas.

Physical Therapists collaborate with members of the trans-disciplinary team to support increased movement competencies of students in school, home, and community settings.

School Nurses

School nurses strengthen and facilitate the educational process by improving and protecting the health status of children and by identification and assistance in the removal of health-related barriers to learning. The major focus of school health services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is especially prepared and uniquely qualified in preventive health, health assessment, and referral procedures.

Itinerant Vision and Hearing Services

Certified vision and hearing teachers provide necessary accommodations in order for students to access their educational environment and materials. Services may include individual instruction in the use of specialized equipment to compensate for hearing or vision loss, integrated instruction in the classroom, and consultation with appropriate staff.

Orientation and Mobility Services

Orientation and mobility services are available to students with visual impairments who require specialized training in order to travel in the school, home, and community environments.

Assistive Technology Consultation

Assistive technology consultation refers to a system of supports that are selected and designed to minimize the impact of an individual's disability on their participation in instruction within the school setting. Emphasis is placed on supporting building-based teams in the selection of targeted supports. Assistive technology is technology used by individuals with

disabilities in order to perform functions that might otherwise be difficult or impossible. Assistive technology can include mobility devices such as walkers and wheelchairs, as well as hardware, software, and peripherals that assist people with disabilities in accessing computers or other information technologies. Students who are identified with specific learning disabilities often perform more independently with access to modified writing tools or visual supports that improve productivity with text in the classroom.

School Improvement, Instructional Support, and Professional Development Team (SIISPDT)

IST provides support to educators, students, and families across member districts and SASED programs. Primary responsibilities include supporting problem-solving teams through staff development and providing recommendations to support the academic, social, emotional, sensory, and behavioral needs of individual student referrals. IST provides consultative support and direct service support, as needed (e.g., FBAs/BIPs, data collection, report writing, coaching, etc.). IST also offers member districts a wide range of professional development opportunities. Popular topics include Essentials for Supporting Students with Autism Spectrum Disorder, PBIS, CHAMPS, and Understanding and Managing Student Behavior.

SOCIAL SKILLS AND CHARACTER DEVELOPMENT

PRO-SOCIAL DEVELOPMENT

The social skills program throughout SASED programs is based on research-based curriculum. Social skills are taught and reinforced throughout the curriculum, as well as by way of routine interpersonal interactions. Specific skills are developed through modeling, promoting each student's individual strengths, use of a motivational incentive/level system, intensive counseling services, and the opportunity for students to practice new skills in a safe and trusting environment.

BEHAVIOR AND DISCIPLINE INFORMATION

BEHAVIOR EXPECTATIONS

One of our primary goals is to provide our students with access to a positive learning environment in which they can learn, grow, and achieve. That is why we take acts of misconduct seriously and will review/investigate any incidents at the school or district level. It is also why we will adhere to and enforce policies and guidelines governing student safety and behavior.

All SASED programs are expected to create positive learning environments where all students can experience academic, behavioral, and social-emotional growth.

Behavior Expectations

Students must be provided with clear and consistent expectations for their behavior. The behavior expectations of each program reflect three to five behavioral expectations. The following is an example of how these expectations are clearly defined for students.

- Treat others the way you wish to be treated.
- Take care of private and public property.
- Solve problems peacefully.
- Respect the right of others to be different from you and think differently than you.
- Take ownership for your actions.
- Be on time and ready to learn.
- Follow classroom and school rules.
- Behave in ways that make school a positive place.
- Report bullying, harassment, or unsafe incidents.

Teaching Behavior

SASED programs intentionally teach students what is expected of them. This requires teaching behavior throughout the year using evidence-based practices and materials.

Celebrating Posjtive Behavior

When students meet the behavior expectations set for them, staff acknowledge their efforts and let them know why they are being acknowledged. Recognition of students' achievement is important in the area of behavioral growth, just as it is in the area of academic growth.

Responding to Behavior

When students do not meet the behavior expectations, staff respond using a response strategy to stop the behavior from occurring by allowing the student to regain self-control. Staff also provide a resolution/disciplinary response, typically viewed as consequences, that supports a student in repairing harm resulting from their behavior and any necessary actions to maintain the safety of the school community. Sometimes a student may make a mistake, and a response strategy and resolution/disciplinary response is all that is needed to support the student in repairing any harm that was caused.

When students demonstrate a pattern of behavior or more significant behaviors, it may be necessary to examine the function(s) of the behavior and provide the student with an intervention designed to address the underlying cause of the behavior, including unmet needs, lagging skills, instructional strategies, and/or the environment.

Use of Data

SASED programs systematically collect data about student behavior and use it to guide teaching and support at the individual, classroom, and program levels. This data is examined regularly to ensure that behavior practices are being implemented to lead to positive and equitable outcomes for all students.

DISCIPLINE OF STUDENTS WITH DISABILITIES

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a

committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Students with Disabilities

SASED shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Protections for Students with Disabilities
Nothing in SASED's Student Behavior Expectations replaces or substitutes any student rights guaranteed by the Individuals with Disabilities Act (IDEA) or state law. Students with disabilities are entitled to the rights and protections afforded to them by state and federal law.

The rights and protections guaranteed to students with disabilities can be found in Board Policy 7:230 (Misconduct by Students with Disabilities}.

Additional information regarding your rights is available on the ISBE website: ISBE Special Education - Information for Parents/Guardians in a document entitled "Parent's Guide - Educational Rights and Responsibilities: Understanding Special Education in Illinois (06/09).

Manifestation Determination Review (MDR)

Every student, whether or not the student has an IEP, may be suspended for student conduct violations. When a student with a disability faces a suspension that could result in removal from the educational setting for more than 10 school days in a school year, he or she is eligible for education services during the additional days of suspension. Additionally, when a student with a disability faces a removal that exceeds 10 school days during the school year, the district must conduct a Manifestation Determination Review (MDR} with members of the IEP team and the parent.

An MDR is conducted to decide if the student's disability was the primary cause of the incident. The two possible outcomes of an MDR are the following:

- The student's disability IS the primary cause of the incident. In this case, the district may NOT discipline the student (i.e., impose a suspension or expulsion on the student per procedures required for all students in the district).
- The student's disability IS NOT the primary cause of the incident. In this case, the student may be suspended or, in the case of expellable conduct, be recommended for an expulsion hearing before the appropriate school district authorities.

When an MDR team looks at the issue of whether the student's disability was the principal cause of the conduct, the team must look at a range of information, including:

1. The student's IEP and placement
2. All relevant information in the student's file
3. Further observations of the student
4. Any further relevant information supplied by the parents.

The team members will use the information to answer two required questions:
1. Was the conduct caused by, or did it have a direct and substantial relationship to, the student's disability?
2. Was the conduct the direct result of the school district's failure to implement the IEP?

If the answer to either question is "yes," then the team must find that the student's disability caused the conduct and may not recommend the student for further discipline, such as a suspension beyond 10 days in a school year or an expulsion.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The School may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

BEHAVIOR POLICY AND INTERVENTIONS

The goals and objectives of Policy 7:190 (Student Behavior) 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.

Prohibited Student Conduct

SASED's administration is authorized to discipline students in collaboration with the administration of the student's resident school district for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
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, selling or offering for sale:
    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 it is 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 use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, 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: (1) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (2) 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. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (1) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (2) 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, controlled substance or other substance that is prohibited by this policy.
g. Drug paraphernalia, including devices that are or can be used to: (1) ingest, inhale, or inject cannabis or controlled substances into the body; and (2) grow, process, store, or conceal cannabis or controlled substances.
h. 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 a tablet or powdered form.

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 have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar 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. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off 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); (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. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. 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 a school computer network or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); 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.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that 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.
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 unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, 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: (1) on the student's person; (2) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (3) in a school's student locker, desk, or other school property; (4) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports 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.

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.

<u>When and Where Conduct Rules Apply</u>

The grounds for disciplinary action also apply 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.
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; or
5. During periods of remote learning.

Disciplinary Measures

School officials 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. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

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, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the Cooperative 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 or 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

Corporal punishment is illegal and will not be used. Corporal punishment is defined as 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 needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

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, shall be expelled for a period of not less than one year, but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the Unites States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis;
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 may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non‑verbal gestures, or handshakes showing membership or affiliation in a gang;
2. Use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs;
3. Request any person to pay protection or otherwise intimidate, harass or threaten any person;
4. Commit any other illegal act or other violation of SASED policies;
5. Incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The Program Administrator or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the Building Principal and Program Administrator in the event that he or she: (1) observes any person in possession of a firearm on or around 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. Upon receiving such a report, the Building Principal, Program Administrator or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. 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.

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. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Executive Director, Assistant Director, or Program Administrator in collaboration with administration from the student's resident school district is 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.

HAZING PROHIBITED

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means 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.

Students engaging in hazing will be subject to disciplinary actions as determined in coordination with the administration of the student's resident school district.

TRANSPORTATION BEHAVIOR AND SAFETY

Special education transportation is determined at the student's IEP meeting. Students are scheduled to be picked up and dropped off at the approved site. Parents must, at the beginning of the school year, contact the school in order for that pick up and drop off address to be changed to a different location. Students are not permitted to ride a bus other than the bus to which they are assigned.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Program Administrator.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
4. Stay away from the bus until it stops completely, and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.

6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take at least five giant steps (10 feet) away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
11. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic, even after the driver's signal.
12. Never run back to the bus, even if you dropped or forgot something.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The Cooperative's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the Program Administrator.

SCHOOL POLICIES AND PROCEDURES

STUDENT DRESS CODE

Our student dress code is designed to accomplish several goals:

1. Allow students to wear clothing of their choice that is comfortable.
2. Allow students to wear clothing that expresses their self-identified gender.
3. Allow students to wear religious attire without fear of discipline or discrimination.
4. Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
5. Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia, or other illegal conduct or activities.
6. Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
7. Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as

containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

8. Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Dress Code

1. **Basic Principle: Certain body parts must <u>always</u> be covered for <u>all</u> students.**

Clothes must be worn in a way such that genitals, buttocks, chest, and navel are fully covered with opaque fabric. <u>All items listed in the "must wear" and "may wear" categories below must meet this basic principle.</u>

2. **Students <u>Must</u> Wear*, while following the basic principle of Section 1 above:**
   - A **Shirt** (with fabric in the front, back, and on the sides under the arms), **<u>AND</u>**
   - **Pants/jeans or the equivalent must be worn around the hip/waist** (for example, a skirt, sweatpants, leggings, a dress or shorts), **<u>AND</u>**
   - **Shoes <u>AND</u>**
   - **Protective or supportive clothing** when needed to maintain a safe learning environment in classes (i.e. PE, cooking, science labs)

**Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

3. **Students <u>May</u> Wear, as long as these items do not violate Section 1 above:**
   - Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff
   - Religious headwear
   - Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff)
   - Fitted pants, including opaque leggings, yoga pants and "skinny jeans"
   - Pajamas
   - Ripped jeans, as long as underwear and buttocks are not exposed
   - Tank tops, including spaghetti straps; halter tops
   - Athletic attire
   - Visible **waistbands** on undergarments that do not expose the entire undergarment or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above)

4. **Students <u>Cannot</u> Wear:**
   - Violent language or images
   - Images or language depicting/suggesting gangs, drugs, alcohol, vaping, or paraphernalia (or any illegal item or activity)
   - Bullet proof vest, body armor, tactical gear, or similar
   - Hate speech, profanity, pornography
   - Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
   - Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
   - Swimsuits
   - Accessories that could be considered dangerous or could be used as a weapon

- Any item that obscures the face or ears (except as a religious observance)
- Coats designed for outdoors when indoors (for example a winter coat or raincoat)
- Any items that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others
- Any item that reasonably leads school authorities to forecast substantial disruption of school operations or that invades the rights of others

Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
2. Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.

In accordance with Illinois School Code, SASED does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks and twists.

School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.

Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. This includes, but is not limited to:

- kneeling or bending over to check attire fit;
- measuring straps or skirt length; asking students to account for their attire in the classroom or in hallways in front of others;
- calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and,
- accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities. Any students participating in classes or activities at their home school must follow the institution's dress code policy.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact the SASED's Executive Director.

The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

STUDENT SEARCHES AND SEIZURE OF PROPERTY

In order to maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by SASED/member districts (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Executive Director may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or SASED/member district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive considering the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or SASED's policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the SASED/member district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, 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 Building Principal, Program Administrator, or designee will: (a) Notify or attempt to notify the student's parent/guardian 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 a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

LEAVING SCHOOL PROPERTY WITHOUT PERMISSION

Once at school, on a bus bound for school, or returning home on the bus from school, students are not permitted to leave the school building/property or bus unless given permission from the Program Administrator. Leaving without permission will result in a program consequence and parent contact.

SCHOOL LUNCH

Refer to your student's specific program and site location information in the appendix of this document for school breakfast and lunch times and lunch/milk purchase information.

Free or reduced-price meals are available for qualifying students. For an application, contact the Program Administrator.

Pursuant to the Hunger-Free Students' Bill of Rights Act, 105 ILCS 123/10(a): Every school in this State shall provide a federally reimbursable meal or snack to a student of that school who requests the meal or snack, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. The school may not provide a student requesting a meal or snack under this subsection (a) an alternate meal or snack that is different from the other meals or snacks provided to students in that school and may not prohibit or prevent a student from accessing the school's meal or snack services.

If available, students may participate in the lunch program available at their attending school. See attending school registration packet for more information.

Students who require free or reduced fee lunch should apply through their home school district. Students who qualify will receive a lunch at school, which meets or exceeds nutritional guidelines set by the federal government. Parents in need of assistance in applying for free or reduced fee lunch should contact their child's resident district.

RESTRICTIONS ON PUBLICATIONS AND WRITTEN OR ELECTRONIC MATERIAL

<u>School-Sponsored Publications and Web Sites</u>

School-sponsored publications, productions, and web sites 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.

<u>Non-School Sponsored Publications and Web Sites Accessed or Distributed at School</u>

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet 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, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; 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.

The distribution of non-school-sponsored written material 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 material is endorsed by SASED.

Accessing or distributing "at school" 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.

Student-Created or Distributed Written or Electronic Material Including Blogs

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

SAFETY DRILL PROCEDURES AND SCHOOL EMERGENCY OPERATIONS PLAN

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

School Emergency Operations Plan (EOP)

Student safety is SASED's top priority. SASED has developed a *Comprehensive Safety and Security Plan*. In addition to physical safety, SASED is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

SASED has plans for all four phases of emergency and disaster management:

1. Prevention - the capabilities needed to avoid, deter, or stop an incident.
2. Preparation - the capabilities needed to: (a) protect students, teachers, staff, visitors, networks, and property against threats or hazards, and (b) mitigate the likelihood of an incident or to reduce the impact of one.
3. Response - the capabilities needed to stabilize an incident, save lives, establish a safe and secure environment, and facilitate the transition to recovery.
4. Recovery - the capabilities needed to restore the learning environment.

These phases are covered in each school Emergency Operations Plan. In addition, SASED has a Safety Coordinator, and each school has a Safety Team. State law requires SASED to annually review its plans.

Communications to Stakeholders

SASED will share emergency information via its website, information hotline, the media, and/or telephone contact.

Emergency Responses

Emergency responses will depend on the circumstances and may include lockdown or evacuation. During a lockdown, no one may enter or leave the building until it is safe to do so. For evacuation purposes, each school has at least one off-campus site where students and staff assemble to be accounted for and temporarily housed. In the unlikely event an emergency response is needed at your child's school, staff members will be busy supervising students. We will attempt to provide information through SASED's website: www.SASED.org.

Cooperation and Assistance Request

During any emergency or potential disaster and for the safety of all students and staff, please follow the instructions of the SASED Safety Coordinator (Transition or SE) or the Building Principal (for students in a host district). These instructions will be widely disseminated. Defamatory or disruptive behavior will only lessen our response effectiveness.

If you have any questions, please feel free to contact the SASED office or your child's Program Administrator.

Website Address: www.SASED.org

ACCESS TO CLASSROOMS AND PERSONNEL

As used below Host District refers to any member district in which a SASED program is housed.

Access to SASED classrooms and personnel is permitted in limited situations by Section 105 ILCS 5/14-8.02(g-5), amended by P.A. 96-657. Guidelines follow:

1. These guidelines apply to access requested by the parent/guardian of a student receiving special education services, or being evaluated for eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child. A qualified professional means "an individual who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master's or doctoral degree candidate." These individuals are referred to in this procedure as visitors.

2. Visitors will be afforded reasonable access to SASED educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. A visitor may request the authorized SASED administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. A professional evaluator can request longer or additional observations in his or her initial request. The SASED administrator may grant, deny, or modify the request and the administrator's decision shall be final.

3. Visitors must comply with:
    a) School safety, security, and SASED/Host District visitation policies at all times.
    b) Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.

c) SASED/Host District Board policy 8:30, Visitors to and Conduct on School Property. They may not disrupt the educational process.

4. If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:
    a) Observing his or her child in the child's current educational placement, services, or program,or;
    b) Visiting an educational placement or program proposed for the child by the IBP team and arranged through the referring district.

5. If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child, including interviews of educational personnel, child observations, assessments, tests or assessments of the child's educational program, services, or placement or of any educational program proposed by the IBP team, services, or placement. If one or more interviews of SASED or host district school personnel are part of the evaluation, the interviews must be conducted at a mutually agreed upon time, date, and place that do not interfere with the employee's school duties. In collaboration with the host district administration (when applicable) the SASED administrator may limit interviews to personnel having information relevant to the child's current educational services, program, or placement or to a proposed educational service, program, or placement.

6. Prior to visiting a school, school building, or school facility, a visitor must complete 6:120- AP2, El, Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes. This form serves to:
    a) Inform the SASED administrator and the administrator in the student's district of residence in writing of the proposed visit(s), the purpose, and the duration, and
    b) Identify requested dates/times for the visit(s) to facilitate scheduling.

7. The student's parent/guardian must consent in writing to the student being interviewed by the named evaluator as part of a visit. The parent/guardian will grant this consent by completing 6:120-AP2, El, Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes.

8. The student's parent/guardian, or the student if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release information before any observation by or disclosure of school student records or information to a visitor.

9. The visitor must acknowledge, before the visit, that he or she is obligated to honor all students' confidentiality rights and refrain from any re-disclosure of such records. The visitor will provide this acknowledgment and agreement by completing 6:120-AP2, El, Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes.

10. The SASED Administrator will attempt to arrange the visit(s) at times that are mutually agreeable. The SASED Administrator or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members.

11. If the visitor is a professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.

12. This procedure applies to any public-school facility, building, or program and to any facility, building, or program supported in whole or in part by public funds. The student's case manager or other SASED designee must facilitate such visit(s) when the student attends a program outside of the School District, such as at a private day program or residential program, provided it is supported in whole or in part by public funds. (School Association for Special Education in DuPage (SASED) 6:120-AP-See Appendix)

FREEDOM OF INFORMATION ACT (FOIA) NOTICE

Requests for information under the Freedom of Information Act are to be submitted to the FOIA Officer in writing via postal mail, fax, email, or in person at the address listed below. FOIA Information

A response to the FOIA request will be provided to the requestor within five (5) business days from the day the office receives the request. Requests received by mail will be considered received on the business day the mail is received by the office. If a request is sent by email during business hours on a business day, it will be considered being received on that day. If the email is sent after business hours or on a non-business day, it will be considered received on the next business day. Saturdays, Sundays, and legal holidays are not counted in the computation of the 5-day response period.

No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies requested.

SASED FOIA Officer:

Rachel Wisniewski
2900 Ogden Avenue
Lisle, IL 60532
Tel: 630-955-8105
Fax: 630-778-0196
rwisniewski@sased.org

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 district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying 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.

Cyber-bullying 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.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, 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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with bullying or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Non-Discrimination Coordinator:
Julie Grohn, Director of Human Resources
2900 Ogden Avenue
Lisle, IL 60532
630-955-8107
jgrohn@sased.org

Complaint Managers:
Rachel Wisniewski, Director of Business and Operations
2900 Ogden Avenue
Lisle, IL 60532
630-955-8105
rwisniewski@sased.org

Matthew Layton, Director of Programs and Services
2900 Ogden Avenue
Lisle, IL 60532
630-955-8102
mlayton@sased.org

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*, which can be located on SASED's website at www.sased.org.

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 goals of SASED.

SASED maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of the policy 7:290, *Suicide and Depression Awareness and Prevention*, is posted on the SASED website at www.sased.org. Information can also be obtained from the school office.

Support is available at:

988 Suicide and Crisis Lifeline: **Call or Text 988**
The 988 Suicide and Crisis Lifeline is a national network of local crisis centers that provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week.

DuPage County Crisis Line: **Call 630-627-1700**
Countywide phone line for DuPage residents staffed by local counselors available to respond and provide support for those experiencing a mental health crisis.

Crisis Text Line: **Text REACH to 741741**
Crisis Text Line is available for any crisis, 24/7. A live, trained Crisis Counselor receives the text and responds from a secure online platform. The volunteer Crisis Counselor will help you move from a hot moment to a cool moment.

The Trevor Project: **Call 866-488-7386 or Text START to 678678**
Phone and text line available for LGBTQ youth to speak confidentially with trained counselors. Service is available 24/7 and is free of cost.

Additional resources are available at:
https://www.dupagehealth.org/703/Mental-Health-Resources.

HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. SASED will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening, or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

SASED/member districts shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Executive Director, or a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Non-Discrimination Coordinator:
Julie Grohn, Director of Human Resources
2900 Ogden Avenue
Lisle, IL 60532
630-955-8107
jgrohn@sased.org

Complaint Managers:
Rachel Wisniewski, Director of Business and Operations
2900 Ogden Avenue
Lisle, IL 60532
630-955-8105
rwisniewski@sased.org

Matthew Layton, Director of Programs and Services
2900 Ogden Avenue
Lisle, IL 60532
630-955-8102
mlayton@sased.org

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE, GROOMING BEHAVIORS, AND BOUNDARY VIOLATIONS

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent/guardian, SASED's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades

- Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (1) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (2) by an employee with direct contact with a student, (3) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says "no"
- Engaging in touching that a student or student's parents/guardians have indicated is unwanted
- Trying to be a student's friend rather than filling an adult role in the student's life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student's life or making up excuses to be alone with a student
- Expressing unusual interest in a student's sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student's access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student's health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to "hang out" or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee's home

- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student
- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Executive Director, a school counselor, or another trusted adult employee of the School.
Additional Resources include:

1. National Sexual Assault Hotline at 800-656-HOPE (4673)
2. National Sexual Abuse Chatline at https://hotline.rainn.org/online
3. Illinois Department of Children and Family Services Hotline at 1-800-25-ABUSE (2873)

TARGETED SCHOOL VIOLENCE PREVENTION AND THREAT ASSESSMENT EDUCATION

Targeted School Violence Prevention Program

Student safety is SASED's top priority. To maximize safety, the Cooperative uses a threat assessment process to identify *threats* and prevent *targeted school violence*. This process is part of the Targeted School Violence Prevention Program (Program). For more information, see Board policy 4:190, *Targeted School Violence Prevention Program*. The Program is part of the preparedness and response phases of the School Emergency Operations and Crisis Response Plan, which in turn is part of SASED's Comprehensive Safety and Security Plan.
SASED wishes to create a climate that encourages sharing *any* information about a safety concern with a trusted adult who can help. **Sharing information about threats and safety concerns is everyone's responsibility: students, parents/guardians, staff, and community members.** The question-and-answer section below is designed to help students, parents/guardians, and staff understand when school officials want individuals to share information about a safety concern.

What Is a Threat?

A threat is a concerning communication or behavior that indicates that an individual poses a danger to the safety of school staff or students through acts of violence or other behavior that could cause harm to self or others. It may be expressed/communicated orally, visually, in writing, electronically, or in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat.

A threat is a threat *regardless* of whether it is observed by or communicated directly to the target of the threat or is observed by or communicated to a third party; and regardless of whether the target of the threat is aware of the threat.

Sometimes students make threats that may seem funny or "just kidding," but sometimes a threat is very serious and/or criminal. **When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell the Executive Director, Program Administrator, or other responsible staff member.**

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity. Individuals who have committed targeted violence did not "just snap," but engaged in a process of thought and escalation of action over days, weeks, months, and even years.

In the majority of incidents of targeted violence, perpetrators did not directly threaten their targets, but they *did* communicate their intent and/or plans to others before the violence. This indirect expression or third-party communication of intent to cause harm is often referred to as *leakage*. Reporting *leakage* is key to preventing targeted school violence. *If you see something, say something.*

Who Is Required to Report Threats?

All Cooperative staff, volunteers, and contractors are required to report any expressed threats or behaviors that may represent a threat to the community, school, or self to the Building Principal. Parents/guardians and students are also encouraged to report any such threats to the Building Principal.

Reported threats are assessed by the school's Threat Assessment Team (TAT). Each TAT includes people with expertise in counseling, instruction, school administration, and law enforcement. The goal of the threat assessment process is to take appropriate preventive or corrective measures to maintain a safe and secure school environment, to protect and support potential victims, and to provide assistance, as needed, to the individual being assessed.

The threat assessment process does not preclude anyone from acting immediately to address an imminent threat.

What Can Staff and Parents/Guardians Do?

The TAT will provide guidance to students and staff regarding recognizing threatening or unusual behavior that may represent a threat to the community, school, or self. Staff and parents/guardians can reinforce this guidance by discussing with students what a threat is, encouraging students not to make threats or "just kidding" statements in the first place, and reiterating that seeking help to prevent someone from getting hurt or hurting another by reporting threats is appropriate.

SCHOOL WELLNESS (Policy 6:50)

Student wellness, including good nutrition and physical activity, shall be promoted in SASED's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Executive Director or designee will ensure each school building complies with this policy, and that the community is informed about the progress of the policy's implementation. The policy is available on our website, SASED Wellness Policy, and to the community on an annual basis.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include 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. See Board policy 6:60, Curriculum Content and Board policy 7:260, Exemption from Physical Education.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education.*
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education (ISBE).

Nutrition Guidelines for Foods Available During the School Day

Students will be offered at designated schools and all schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Executive Director or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law, unless the Executive Director or designee in a participating school has granted an *exempted fundraising day* (EFD). To request an EFD and learn more about SASED's related procedure(s), contact the Executive Director or designee. SASED's procedures are subject to change. The number of EFDs is set by ISBE rule.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutritional requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Community Input

The Executive Director or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board, school administrators, and community.

Recordkeeping

The Executive Director or designee shall retain records to document compliance with this policy.

ADDITIONAL INFORMATION AND POLICIES

This handbook may be amended during the year without notice. This handbook in the latest version is applicable to all students upon the implementation of any change. The administration will notify all parents and students in writing, where possible, of any changes to the handbook.

This handbook is a summary of the schools' and programs' rules and expectations and is not a comprehensive statement of school/program procedures. The SASED Board's comprehensive policy

manual is available for public inspection on SASED's website www.SASED.org or at the administrative office located at:

SASED
2900 Ogden Avenue
Lisle, IL 60532

If there are questions regarding the content of the Parent and Student Handbook, please contact the Program Administrator.

APPENDIX TO FOLLOW

(Resource/Educational Information)

SASED
Teaching • Leading • Believing

SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

Request to Access SASED Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes

Student Name:_____ DOB:_____

SASED(DuPage West Cook) Program:_____

Grade:_____ District of Residence:_____

The following information must be completed by individuals requesting to access a SASED classroom, school building, facility, and/or educational programs or to observe or interview SASED-personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the SASED Program Administrator. He or she will contact you to coordinate your visit:

Parent/Guardian *(Complete this section if the person making the request is the parent/guardian.)*

Name:_____ Title:_____ Phone: _____

Address:_____

☐ I am the parent/guardian of the above named student and wish to observe my child in the following classroom/settings:_____

for the purpose of:_____

☐ I am the parent/guardian of the above named student and wish to observe the following classroom/settings which have been recommended for my child:_____

_____

for the purpose of:_____

Observations are limited to one hour or one class period per school quarter.

Parent's Independent Evaluator or Other Qualified Professional *(Complete this section if the person making the request is not the parent/guardian.)*

Name:_____ Agency/Company:_____

Phone:_____ Email address:_____

Address:_____

My professional training and/or licensure or certification, if applicable, is (check all that apply):

☐ Teacher, certified in the areas of:_____Illinois certified? ☐Y ☐N

☐ Clinical Psychologist	☐ School Psychologist
☐ Licensed Clinical Social Worker	☐ Licensed Social Worker
☐ School Social Worker	☐ Occupational Therapist
☐ Physical Therapist	☐ Speech/Language Pathologist
☐ Audiologist	☐ Psychiatrist
☐ Registered Nurse	☐ Certified School Nurse

☐ Other qualified professional (list credentials):_____

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of:_____

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

☐ Observation of student in the following classroom(s)/setting(s):_____
_____ Duration:_____

☐ Opportunity to interview the following personnel believed to work with the student:_____
_____ Duration:_____

☐ Opportunity to interview the student.

☐ I will need more than one hour or one class period for my visit for the following reason(s):___
_____

☐ Student records, as noted in the attached, signed Authorization to Release Student Record Information.

Acknowledgement *(To be completed by the person making the access request.)*

I understand that the SASED will allow me reasonable access to the classrooms, school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of 6:120-AP2, *Access to Classrooms and Personnel*, and agree to comply with its terms and conditions. I further understand that during my visit, I agree that I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

_____ _____
Individual Requesting Access Signature Date

Parent/Guardian Verification *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, _____, am the parent/guardian of the above named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

_____ _____
Parent/Guardian Signature Date

EDUCATIONAL PROGRAMS ABOUT THE DANGERS OF UNDERAGE DRINKING

Your child's wellbeing in and out of school is important to us. One area of concern for parents/guardians and educators across the country is underage drinking. Alcohol use can cause destructive behavior that has consequences for your child's health, behavior, and school performance regardless of when and where consumption takes place. It can also lead to increases in risky behavior.

According to the National Institute of Health (NIH), in cases of alcohol-involved drivers, the rate of fatal crashes for drivers between 16 and 20 years old is more than twice that for drivers older than 20. The NIH and the Centers for Disease Control and Prevention indicate that regular alcohol consumption by minors also corresponds to increased rates of suicide, sexual assault, high-risk sex, fighting, crime, and alcohol dependence. No one fully understands the lifetime consequences of alcohol consumption on the developing brain, but studies have shown weakened memory, and worsening of school performance due to increased truancy and learning impairments.

It is illegal for any person under 21 years of age to acquire, possess, or consume alcoholic beverages. Cooperative policies prohibit alcohol use by students. Cooperative policies also prohibit your child from (a) alcohol use, possession, distribution, purchase, or sale at school or school functions, and (b) attending school or school functions under the influence of alcohol. Below is a listing of some relevant Illinois laws that apply to underage drinking.

Zero Tolerance

Any person under the age of 21 who has consumed alcohol and operated or been in actual physical control of a motor vehicle may be requested to submit to tests to determine alcohol content. If that person refuses the test or has an alcohol concentration greater than .00, his or her driver's license will be suspended for 3 months to one year (625 ILCS 5/11-501.1(c).

Consumption of Alcohol by Minor

Consumption of alcohol by a minor is a Class C misdemeanor. Minors convicted of alcohol possession in a public space face up to six months in jail and a $500 fine, plus court costs and court-ordered evaluations and counseling. If a person under the age of 21 pleads guilty to, or is found guilty of, consuming alcohol while under the age of 21, he or she will lose his or her driving privileges for at least 3 months, even if the person was not driving, and even if he or she gets court supervision (a non-conviction sentence) (235 ILCS 5/10-1(e) and 625 ILCS 5/6-206(a)(43).

Fake Identification

Conviction for using a fake ID to obtain alcohol is a Class A misdemeanor. Punishment carries a fine of not less than $500 and requires at least 25 hours of community service. It may also affect driving privileges. If possible, any community service must be performed for an alcohol abuse prevention program (235 ILCS 5/6-16(a)(i) and 625 ILCS 5/6-206(a).

Criminal Liability for Parent(s)/Guardian(s)

Any parent/guardian or other adult who furnishes alcohol to a minor, or who allows his or her residence to be used for the unlawful possession or consumption of alcohol by minors, may be charged with a Class A misdemeanor punishable by a fine and/or jail for up to 1 year. Where a violation directly or indirectly results in great bodily harm or death to any person, the crime is a class 4 felony, punishable by 1 to 3 years in prison and up to a $25,000 fine (235 ILCS 5/6-16(a-1).

Civil Liability for Parent(s)/Guardian(s)

Any parent/guardian or other adult who provides alcohol (such as at a home party) may be liable in a civil action for monetary damages totaling up to $100,000. The action may be sought by

someone who suffers personal injury, loss of support, or property loss through the actions of an intoxicated minor whose intoxication resulted from a parent/guardian or another adult giving the minor alcohol (235 ILCS 5/6-21).

Driving Under the Influence (DUI)
Driving while under the influence of alcohol is a Class A misdemeanor punishable by fine and/or jail for up to one year. By driving a motor vehicle anywhere in Illinois, a person gives *implied consent* to a test to determine the alcoholic/drug content of his/her blood. If a person refuses to submit to the test, his/her license will automatically be suspended (625 ILCS 5/11-501).

Illegal Transportation of Open Liquor
It is unlawful for any person to transport, carry, possess, or have any alcoholic liquor within the passenger area of any motor vehicle except in the original container and with the seal unbroken (625 ILCS 5/11-502).
In conclusion, our Cooperative encourages you to partner with the school community to prevent underage drinking by our students.

DISRUPTIVE SOCIAL MEDIA APPS AND DANGERS

Staying on top of social medial trends is important for parents/guardians. SASED wants you to know that the following social media apps have the potential to disrupt the school environment by becoming a platform for bullying, unlawful behaviors, and other dangers.

- *Hyperlocal* social media apps, e.g., *YikYak*, present safety and security concerns for our students. Hyperlocal apps use GPS on cell phones to target groups in specific areas.
- *Temporary* social media apps, e.g., *ask.fm*, *Snapchat, and Whisper* often present a false belief of anonymity. Temporary apps allow people to send messages and images that self-destruct after a set window of time.

Children need to understand that their online choices are important. Content never truly goes away and no one online is anonymous. Law enforcement agencies have the ability to pinpoint users and content creators, and they do investigate crimes involving the Internet and social media app usage.

The Cooperative encourages you to review the resources below and talk with your children. Let's partner together to help children understand how their digital footprints affect their and others' futures. As you discuss this topic with your child, please remind him or her how to report his or her concerns:

1. Tell your child to take a screen shot (if possible) or video (when screen shot not possible), of the content and show you or another trusted adult. Always encourage open conversations about what is happening online. When age-appropriate, discuss that possession and forwarding of sexted images violates federal and state child pornography laws.
2. Use the reporting mechanisms within the social media apps.
3. When a situation begins to disrupt your child's education, report it to your child's school.

Resources about Social Media Apps and Protecting Your Child Online

https://www.commonsensemedia.org/, discusses apps, movies, and more! Type in the app you want to learn more about, and this website will summarize it for you.

https://consumer.ftc.gov/identity-theft-and-online-security/protecting-kids-online, contains resources for adults seeking to help children make safe and responsible online choices.

CPR AND AED VIDEO

State law requires the Ill. High School Association to post a hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED) training video on its website. The law also requires the Cooperative to notify staff members and parents/guardians about the video. You are encouraged to view this video, which will take less than 15 minutes of your time, at:

https://www.ihsa.org/Resources/Sports-Medicine/CPR-Training
.

SASED Student/Parent Handbook Acknowledgement and Pledge

Name of Student: _____

Student Acknowledgement and Pledge

I acknowledge receiving and/or being provided electronic access to the SASED Student/Parent Handbook which contains the content of Board policy 7:190 (*Student Behavior)* and the *Student Conduct Code*. I have read these materials and understand all the rules, responsibilities, and expectations. I pledge to follow the *Student Behavior* policy, the *Student Conduct Code,* and all SASED/Member District rules, policies, and procedures and to help maintain a safe and positive school environment.

I understand that the SASED Student/Parent Handbook and SASED/Member District policies may be amended during the year and that such changes are available on the SASED/Member District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with SASED/Member District rules, policies, and procedures.

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the SASED Student/Parent Handbook which contains the content of Board policy 7:190 (*Student Behavior)* and the *Student Conduct Code*. I have read these materials and understand all the rules, responsibilities, and expectations.

I understand that the SASED Student/Parent Handbook and SASED/Member District policies may be amended during the year and that such changes are available on the SASED/Member District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with SASED/Member District rules, policies, and procedures.

_____ _____

Parent/Guardian Signature Date



EMPLOYEE MANUAL

September 2023

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SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY (SASED)

SASED is a Special Education Cooperative comprised of eighteen (18) member school districts. It is SASED's mission to assist member districts to provide comprehensive special education programs and related services to children with disabilities resident of our member districts. These services are provided to children in both public and private schools throughout portions of DuPage County.

SASED, a legal entity under Section 10-22.31 of the School Code of Illinois, is governed by a Governing Board comprised of a board of education member from each member district in the SASED Cooperative. In addition to the Governing Board, SASED has a Board of Directors comprised of a superintendent from each member district in the SASED Cooperative.

SASED is funded through the combination of local school district funds, state and federal grants and state reimbursement.

PURPOSE

The purpose of the SASED Special Education Cooperative shall be to organize and coordinate a unified, comprehensive program of special education and related services for children with disabilities as authorized by the School Code of Illinois.

MEMBERSHIP

The SASED Special Education Cooperative is a joint agreement or cooperative comprised of the following eighteen (18) School districts:

Keeneyville Elementary School District 20
Benjamin School District 25
West Chicago Elementary School District 33
Winfield Elementary School District 34
School District 45, DuPage County
Salt Creek School District 48
Downers Grove Grade School District 58
Maercker District 60
Cass School District 63
Center Cass School District 66
Woodridge School District 68
DuPage High School District 88
Community High School District 94
Community High School District 99
Community Consolidated School District 180
Westmont Community Unit School District 201
Lisle Community Unit School District 202
Elmhurst Community Unit School District 205

SASED BOARD OF DIRECTORS

The operative Board of SASED is referred to as the SASED Board of Directors. This Board is comprised of a superintendent from each member district in the SASED Cooperative. The Board of Directors shall manage and carry out the operations of SASED, unless otherwise provided by the Governing Board.

SASED GOVERNING BOARD

The Governing Board is comprised of one board of education member from each member district in the SASED Cooperative. The Governing Board is the final authority for the SASED Special Education

Cooperative and conducts the affairs of SASED under the statutory authority granted in the Illinois School Code.

MISSION STATEMENT

Our mission is to maximize student outcomes.

VISION STATEMENT

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

SASED EMPLOYEE HANDBOOK

You are responsible for reading, understanding, and complying with all provisions of the Employee Handbook. It describes many of your responsibilities as an employee and outlines the programs developed by SASED to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

The employee acknowledges that this Employee Handbook and the SASED Board Policy Manual shall not be deemed to create any contractual rights. As times change or as situations arise that are not addressed in the handbook, the need may arise to change policies described in the handbook. SASED therefore reserves the right to revise, supplement, deviate from or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. All such revisions, etc. will be consistent with the terms of the Collective Bargaining Agreement. We will, of course, make an effort to notify you of such changes as they occur.

Furthermore, neither prior practice nor oral representation by individual members of the Board or the Administration shall be deemed to create contractual rights. The employee acknowledges that only written agreements expressly approved and authorized for signature by the Board may be construed as creating any contractual rights.

The terms and conditions of employment described in this Employee Handbook are applicable to all SASED employees, except that in the event of an inconsistency between this Employee Handbook and an applicable Collective Bargaining Agreement, the inconsistency shall be resolved in favor of the Collective Bargaining Agreement.

Not all sections of this Employee Handbook will be cross-referenced to the policy manual since all information found in the handbook is not material required by the School Code or necessary to be drafted in policy form.

Board Policies:

A copy of the SASED Board Policy Manual can be found on the SASED Special Education Cooperative website: https://www.sased.org/about-us/policies.

Collective Bargaining Agreements (CBAs):

A copy of the Collective Bargaining Agreements (CBAs) can be found on the SASED website: https://www.sased.org/departments/hr-department. This includes the CBA between SASED and the School Association for Special Education DuPage Education Association, IEA-NEA, and the CBA between SASED and the School Association for Special Education in DuPage Support Staff Association, IEA-NEA.

PERSONNEL RECORDS

A personnel file shall be maintained in the SASED Administration Office for every person employed by the Cooperative on a regular basis.

The file shall include the following information:

- General information section
- Application form
- Service record (assignments, salary, etc.)
- Transcripts of college credits and State License (licensed personnel only)
- Pre-employment recommendations
- Supervisory evaluations signed by the evaluator and the employee
- Other signed, written commendations/complaints, a copy of which has been furnished to the employee, along with the employee's response, if he/she so chooses
- Other relevant information

All employee health and medical information will be maintained in a separate, confidential file. Access to such files shall be limited in accordance with applicable federal and state law.

An employee has the right to inspect and copy records, following the procedure established in Board Policy 5:150 *Personnel Records,* state law and/or any current collective bargaining agreement, as may be applicable.

All personnel records shall be confidential and shall not be made available for public use and/or inspection by the public unless and to the extent required by statutes or regulations of governmental bodies.

PRE-EMPLOYMENT FORMS/REQUIREMENTS

All newly employed SASED staff members must have all required pre-employment forms including, but not limited to, official college transcripts (where applicable), insurance applications, state and federal withholding forms, college credentials, and other state or federally mandated forms such as Fingerprint Criminal History, Physical (where applicable), and Bloodborne Pathogen in-service, returned to SASED prior to the first day of employment. Failure to satisfy these requirements may subject the employee to a delayed start date or discipline.

All new employees must comply with Faith's Law This is a two part requirement; Part 1 is completing the Sexual Misconduct Disclosure Form and part 2 is an Authorization for Release of Sexual Misconduct Related Information and an employment review. This may be conducted through a third party vendor.

OFFICIAL TRANSCRIPTS

Each licensed employee must submit an official transcript showing all college credits to SASED prior to the first day of employment. Certain classifications of non-licensed employees may be required to submit official transcripts or other relevant documents. All transcripts must be sent to hr@sased.org.

PROOF OF PRIOR EXPERIENCE

All new employees requesting experience increments must file with the SASED office a statement from previous employers denoting prior experience. Experience from approved private schools for school-aged children with disabilities will be recognized. Previous experience must be in education or related fields and may only be credited if the candidate has held an appropriate teaching license while working in those placements. Experience will not be granted for any time prior to the holding of the proper teaching license/approval.

POST-GRADUATE HOURS AND LANE ADVANCEMENT

The SASED Cooperative encourages continued professional growth for all staff due to the ever-changing nature of special education and the necessary methodologies utilized for individuals with disabilities.

Those licensed and non-licensed individuals who are compensated by the salary schedule may gain advancement by taking post-graduate course work approved by the administration.

This course work leads to a degree, an advanced degree, further licensure, endorsement, approvals or the enhancement of skills and knowledge in a specific area.

Employees are encouraged to reference their CBA or Department Benefits Guide regarding Tuition Reimbursement and the process for requests.

LICENSURE

Each licensed employee at SASED must hold a valid Illinois License or Illinois State Board of Education Approval that legally qualifies the employee for the duties for which the employee is employed; provide the Cooperative Office with a complete transcript of credits earned in institutions of higher education and, annually by July 1, provide the Cooperative Office with a transcript of any credits earned since the date the last transcript was filed; and notify the Director of any change in the employee's transcript.

All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be appropriately qualified for those assignments as determined by State and federal law.

It is the licensed employee's responsibility to make sure that his/her license(s) are registered and renewed in a timely manner. Costs for license renewal are an employee expense.

LICENSURE- PARAPROFESSIONALS

Each Paraprofessional must have a License with Stipulations from the Illinois State Board of Education (ISBE), unless a specific exemption is authorized by ISBE.

Further information can be found on the Illinois State Board of Education website: www.isbe.net/Pages/Educator-Licensure-Requirements.aspx

PHYSICAL EXAMINATION

Section 24-5 of the School Code of Illinois states in part that "School Boards shall require of new employees evidence of physical fitness to perform duties assigned and freedom from communicable disease. Such evidence shall consist of a physical examination by a physician licensed in Illinois or any other state to practice medicine and surgery in all its branches, a licensed advanced practice registered nurse, or a licensed physician assistant not more than 90 days preceding time of presentation to the board, and the cost of such examination shall rest with the employee. A new or existing employee may be subject to additional health examinations, including screening for tuberculosis, as required by rules adopted by the Department of Public Health or by order of a local public health official."

Each new SASED employee must present a statement from his/her physician indicating he/she is free of communicable disease and physically capable of assuming the responsibilities in accordance with his/her

position. This statement must be filed with SASED within 30 days of the first day of employment. The SASED Governing Board may from time to time require examination of an employee by a physician licensed in Illinois to practice medicine and surgery in all its branches and shall pay the expenses thereof from school funds. The SASED Governing Board can also require a certificate signed by a physician who is approved by the Board, and/or request information concerning the medical and health history pertaining to the physical fitness of any staff member.

BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN

All new SASED employees will complete the OSHA bloodborne pathogens requirement online via the "Infinitec Website". The bloodborne pathogen information is included in the new employee packet. After the in-service, employees in job classifications where exposure to blood or other potentially infectious materials may occur, will be offered, at no cost to the employee, the hepatitis B vaccine.

All new employees will be given a copy of the SASED Bloodborne Pathogens Exposure Control Plan in addition to a copy of OSHA's Bloodborne Standard, 29 CFR 1910 -1030.

All questions concerning the above information should be directed to the SASED Administrative Staff or SASED nursing staff.

CRIMINAL BACKGROUND CHECK

The Executive Director or designee shall ensure that a fingerprint-based criminal history records check and checks of the required databases (i.e., the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database) are performed on each applicant as required by State law. The Executive Director or designee shall notify an applicant if the applicant is identified in either database. SASED will keep a conviction record confidential and share it only as permitted by law.

FEDERAL EMPLOYMENT ELIGIBILITY VERIFICATION FORM, I-9

Each new employee will be required to complete the I-9 form to verify his/her identity and eligibility to work in the United States. Each employee will be given this form upon employment with SASED. The form, with proof of identity, must be returned to SASED no later than the employee's first day of employment.

CALENDAR

An employee's work day and year will be governed by both the work day schedules and school calendars of SASED and of the school district to which the employee is assigned unless otherwise notified by the SASED Administration. If an employee is required to work more than their allocated days during the school year, the employee will be compensated at a per diem rate based his/her annual salary.

SASED reserves the right to alter the work calendars of staff members assigned to multiple districts or programs to accommodate schedule conflicts in member districts or SASED e.g., if a district alters their daily schedule in order to arrange for evening parent conferences, SASED employees may be required to alter their schedules in this situation. These schedule changes will be worked out between the employee and his/her SASED Program Administrator or Administrative Staff.

STAFF HOURS

All employees will observe work hours as assigned by their immediate Program Administrator or

Administrative Staff member. Staff hours for SASED instructional staff placed in member district buildings will be the same as the staff of that district/building. Employees who are assigned to multiple districts, but who do not travel during the day, will observe the hours of the district in which they work on any given day. Employees who work in multiple districts during the same day shall begin and end their day in accordance with staff hours of the district where their initial and ending assignments are performed.

SICK LEAVE

If you are a member of the SASED Education Association (IEA-NEA), please see the FY2022 - FY2024 Collective Bargaining Agreement (CBA) FY2022-2024 Agreement.

If you are a member of the SASED Education Association Support Staff Association (IEA-NEA), please see the FY2024 - FY2026 Collective Bargaining Agreement (CBA) FY2024-2026 Agreement.

All other staff please refer to SASED Board Policy 5:184, *Leaves, Holidays and Vacations*, or your Administrative contract for sick leave allocation.

MEDICAL AND DENTAL APPOINTMENTS

Employees are expected to schedule dental and medical appointments at times other than school/work hours. Exceptions to this practice will be made on a non-precedential individual basis. Prior approval by the appropriate administrative staff member is required. This includes workers' compensation appointments. Requests to use a sick leave day to schedule dental and medical appointments are to be processed through Frontline Absence Management

PROCEDURE TO REPORT ILLNESS

Procedures for employees to report their absence due to illness and request a substitute when appropriate will be explained to each employee by their immediate Program Administrator or Supervisor. These procedures may include contacting the Program Administrator and/or Classroom Teacher to report the absence.

Employees are also required to submit a request through Frontline Absence Management for the use of sick days.

When applicable, employees should submit their request for sick/personal leave in advance and contact their immediate Supervisor, etc., as soon as possible to make arrangements for substitute coverage.

Employees returning to work after a long illness, surgery, an incapacity/disability leave, or hospitalization must have a statement from their physician which releases the employee to return to work. The physician's statement should indicate any specific restrictions, if any. The employee is responsible for providing his/her physician with a copy of the job description. The physician's statement must be received by SASED prior to or on the employee's first day back to work.

A statement from the employee's physician (or from the physician for the member of the employee's immediate family or household whose serious illness necessitates the employee's absence) may be required by the Executive Director or designee for an employee's absence immediately before or immediately after a holiday or a holiday vacation period, on the first and last work day of the employee's work year, on a Monday or a Friday, provided that there is reason to believe that the employee's attendance history reflects a pattern of absences (a pattern is at least three absences), or as SASED requires when there are concerns about attendance. A physician's statement may be waived, at the discretion of the Executive Director without precedential effect.

PERSONAL/BUSINESS LEAVE

If you are a member of the SASED Education Association (IEA-NEA), please see the FY2022 - FY2024 Collective Bargaining Agreement (CBA) FY 2022-2024 Agreement.

If you are a member of the SASED Education Association Support Staff Association (IEA-NEA), please see the FY2024 - FY2026 Collective Bargaining Agreement (CBA) FY2024-2026 Agreement

All other staff please refer to the SASED Board Policy 5:184, *Leaves, Holidays and Vacations,* or your Administrative contract for personal leave allocation.

EXTRA PAY FOR EXTRA DUTIES

If you are a member of the SASED Education Association (IEA-NEA), please see the FY2022 - FY2024 Collective Bargaining Agreement (CBA) FY 2022-2024 Agreement.

If you are a member of the SASED Education Association Support Staff Association (IEA-NEA), please see the FY2024 - FY2026 Collective Bargaining Agreement (CBA) FY2024-2026 Agreement

COMPENSATION TO STAFF FOR "SET UP DAY"

Teachers will receive one-half (½) day, prior to the first student attendance day and as part of the start of the year teacher attendance days, to set up their room. The time will be designated by SASED.

Teachers who have been assigned to a new classroom or building or who have had their classroom moved to a different site that requires additional setup beyond that provided by the program shall, with the approval of the program administrator, mutually agree on a day prior to the start of the school to set up the classroom. The teacher shall be paid based on the rate identified in their CBA

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

IDENTIFICATION (ID) BADGES

All SASED employees will be issued an ID Badge upon initial employment. All employees must wear their ID badges during the school day. Employees assigned to a SASED Member District must follow the procedures of that District.

APPAREL / PROFESSIONAL DRESS

SASED employees should act as role models in all educational settings. Staff dress and grooming should promote professionalism and maintenance of a positive teaching and learning environment. Employees are expected to dress in a manner that is acceptable and condoned by the administration of their individual building or district to which he/she is assigned. Footwear and jewelry should comply with safety codes for the workplace. Instructional and office staff are expected to observe a business casual standard on regular workdays. The wearing of athletic wear or blue jeans is discouraged unless worn on school-wide dress down/spirit days. When possible, staff should maintain a fragrance free environment.

P.E. Teachers may wear appropriate athletic wear to instruct classes but should adhere to standards of professional dress for parent conferences and other non-instructional school events. Nurses may wear hospital attire but should adhere to standards of professional dress for parent conferences and other non-instructional school events.

Any attire deemed inappropriate by the Program Administrator or supervisor is prohibited, and a staff member may be asked to return to school wearing appropriate attire.

ETHICS AND CONDUCT

All Cooperative employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. SASED's expectations regarding employee conduct are discussed further in Board Policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest.*

STATUTORY REQUIREMENT THAT SCHOOL PERSONNEL REPORT SUSPECTED CASES OF CHILD ABUSE AND NEGLECT

The Illinois Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/1, et seq., requires that all school employees, employed after July 1, 1986, sign a statement on a form prescribed by the Department of Children and Family Services stating the employee has knowledge and understanding of the reporting requirements of the ANCRA.

All new employees will be given this form prior to their first day of employment. Each employee is required to read and sign the form. All SASED employees will annually attend a training informing them of their role and responsibilities of mandated reporting.

PROFESSIONAL ORGANIZATIONS

All employees of SASED are encouraged to join professional organizations at their own expense that are related to their particular field of expertise. Some examples of these organizations are: TASH, CEC, ASHA, ICLD, CASE, IPA.

SASED EMPLOYEE ACCIDENTS

In the event an employee has a work-related accident/injury, the employee shall follow the procedure outlined below:

1. Contact their SASED Program Administrator and/or Supervisor immediately.
2. Complete the new Employee'sReport of Injury form located in the SASED website under Human Resources/HR for Current Employees/Miscellaneous Forms/Staff Injury Report. Note you must select the Nature of Injury, Part of Body Injured and Cause of Injury from the drop down menu that opens up when you click on "Choose an item".
3. If there are any witnesses, have them complete a Witness Report.
4. Submit the completed Employee's Report of Injury and Witness Report,if applicable, to injuryreport@sased.org with a copy to your Supervisor. (Note the Supervisor's signature is not necessary as they will need to complete an investigation report).
5. The Supervisor must complete a Supervisors Investigation Report and submit it to injuryreport@sased.org.

Additional information will be supplied to the employee if the injury requires the involvement of workers compensation insurance.

OUTSIDE EMPLOYMENT

Employees may not engage in any outside employment that would interfere with their effectiveness or their school duties and responsibilities.

Professional staff members shall not provide professional services outside their employment to any student in the district or districts in which they work or to any student who is a resident of any SASED member districts.

USE OF TOBACCO ON SCHOOL PROPERTY

The Governing Board of SASED Special Education Cooperative prohibits the use of tobacco on school property or as prohibited by Illinois law.

BEREAVEMENT DAY

If you are a member of the SASED Education Association (IEA-NEA), please see the FY2022 - FY2024 Collective Bargaining Agreement (CBA) FY 2022-2024 Agreement.

If you are a member of the SASED Education Association Support Staff Association (IEA-NEA), please see the FY2024 - FY2026 Collective Bargaining Agreement (CBA) FY2024-2026 Agreement.

All other staff please refer to the SASED Board Policy 5:184, *Leaves, Holidays and Vacations,* or your Administrative contract for bereavement leave allocation.

USE OF DRUGS OR ALCOHOL

All SASED programs and facilities are drug and alcohol free.

The distribution, consumption, possession or use of an illegal or controlled substance or alcohol by an employee while on SASED premises or while performing work for SASED is prohibited.

Being under the influence of alcohol or any illegal or controlled substance while on SASED premises or while performing work for SASED is prohibited.

Violations of these prohibitions may result in disciplinary action, up to and including termination.

PROFESSIONAL AND PERSONNEL DEVELOPMENT

In-service education programs shall be conducted via the SASED on those dates selected and approved by the SASED Governing Board and approved by the Illinois State Board of Education. These programs are usually held on days when there is early dismissal. Attendance is compulsory for all instructional personnel. Exceptions will be made only if prior approval is granted by the Program Administrator or Supervisor. Staff members are encouraged to suggest topics for discussion, speakers, activities, etc., to their building in service committee.

STAFF COMMUNICATION

Honest, open communication is critical to any organization and its day to day operation. It is important when a problem arises to go to either the source of the problem, or if it is a "sensitive issue," to go to the person who has the authority to remedy the situation (i.e., the Program Administrator). If a "sensitive situation" occurs in an SASED classroom located in a district building, staff should notify their Program Administrator.

STAFF COMPLAINTS AND GRIEVANCES

The Governing Board recognizes that from time to time staff members may have complaints and/or grievances that they wish brought to the attention of the Board. In the interest of resolving these problems as quickly and fairly as possible, the complainant shall initially bring the matter to the attention of a designated Complaint Manager for resolution as outlined in SASED Board Policy 2:260.

Any complaint by member and/or members of the Association that alleges a violation, misinterpretation or misapplication of the CBA shall be processed pursuant to the Grievance Procedures contained in both Collective Bargaining Agreements (CBAs).

WORKPLACE HARASSMENT

It is the Cooperative's policy to provide for its employees an educational and employment environment free of unlawful harassment. Cooperative employees shall not engage in harassment or abusive conduct on the basis of an individual's race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or other protected status identified in Board Policy 5:10, *Equal Employment Opportunity and Minority Recruitment.*

Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board Policies 2:260, *Uniform Grievance Procedure;* 2:265, *Title IX Sexual Harassment Grievance Procedure;* 7:20, *Harassment of Students Prohibited;* 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment;* and 7:185, *Teen Dating Violence Prohibited.*

The entire text of SASED's workplace harassment policy can be found here, Board Policy 5:20, *Workplace Harassment Prohibited.*

Employees are encouraged to promptly report information regarding violations of Board Policy 5:20. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available. An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Program Administrator, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Pursuant to Board Policy 5:20, the Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers are as follows:

Title IX Coordinator
Name: Julie Grohn
Address: 2900 Ogden Avenue Lisle, Il. 60532
Email: jgrohn@sased.org
Phone: 630/778-4500

Nondiscrimination Coordinator:
Name: Julie Grohn
Address: 2900 Ogden Avenue Lisle, Il. 60532
Email: jgrohn@sased.org
Phone:630/778-4500

Complaint Managers:

Name: Rachel Wisniewski
Address: 2900 Ogden Avenue Lisle, Il. 60532
Email: rwisniewski@sased.org
Phone:630/778-4500

Name: Matthew Layton
Address: 2900 Ogden Avenue Lisle, Il. 60532
Email: mlayton@sased.org
Phone:630/778-4500

Violations of the policies listed above will be grounds for discipline, up to and including termination.

TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE

SASED's Title IX sexual harassment grievance procedure is set forth in Board Policy 2:265.

A person who wishes to make a report under the Title IX sexual harassment grievance procedure may report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking.

SASED employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

SASED's Title IX Coordinator is:
Title IX Coordinator
Name: Julie Grohn
Address: 2900 Ogden Avenue Lisle, Il. 60532
Email: jgrohn@sased.org
Phone: 630/778-4500

The following is a complete copy of Board Policy 2:265, *Title IX Sexual Harassment Grievance Procedure.*

TERMINATION OF SERVICE BY A MEMBER OF THE PROFESSIONAL STAFF

Tenured teachers may resign at any time with consent of the Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation.
However, pursuant to the School Code of Illinois, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

Any professional staff member terminating service not in accordance with the above is guilty of unprofessional conduct and will be subject to suspension of license(s).

TELEPHONE, EMAIL AND INTERNET USE

Staff members will not be called away from their work to take telephone calls or receive messages unless the call is directly related to their work and/or calls/messages are of immediate importance. A message will be taken for the staff member and either placed in his or her mail tray, delivered to his or her room or placed in his/her voice mail box if applicable.

All employees will be provided an email account upon hire. Employees are expected to check their SASED email on a regular basis (minimum twice per workday). Please note, email is SASED's primary means of communication on SASED-related business.

Anything you transmit using SASED email may be subject to disclosure under the Freedom of Information Act (FOIA). Staff are expected to communicate professionally via email at all times.

Internet access to electronic resources is provided by SASED to assist employees and students in obtaining education-related data and technology.

All use of SASED's electronic network must be (1) in support of education and/or research, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via SASED's electronic network or SASED computers. General rules for behavior and communications apply when using electronic networks. SASED's Authorization for Internet Electronic Network Access, which each employee is required to sign annually, contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

At sites where SASED has access to internet use, SASED employees shall adhere to the SASED policies and district policies regarding internet use.

PERSONAL TECHNOLOGY AND SOCIAL MEDIA

Please refer to Board Policy 5:125*, Personal Technology and Social Media: Usage and Conduct.*

General guidelines

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including but not limited to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website (for example, Facebook, Instagram, Twitter, etc.), web bulletin board or a chat room, whether or not associated or affiliated with SASED, as well as any other form of electronic communication.
The same principles and guidelines found in the SASED Governing Board policies and guidelines apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects SASED and member district students and parents, others affiliated with SASED, people who work on behalf of SASED or SASED legitimate business interests, may result in disciplinary action up to and including termination.

While you may respectfully disagree with SASED policies and actions, you may not personally attack SASED, fellow employees, students, parents or others affiliated with SASED. Posting of comments or materials (including but not limited to photographs, videos or audio) regarding SASED, its employees, its services, and its guests is prohibited if obscene, profane, libelous, threatening, harassing, abusive, unprofessionally derogatory to another person or entity, or in violation of another SASED policy. **Posting of any kind regarding an SASED or member district student is strictly prohibited.** Note that such actions are prohibited, whether done during work hours or outside of work and whether using SASED technology or personal technology.

Know and follow the rules

Carefully read these guidelines, SASED Board Policies (specifically but not limited to 2:265 Title IX Sexual Harassment Grievance Procedure; 5:20 Workplace Harassment Prohibited; 5:120 Employee Ethics; Conduct; and Conflict of Interest; 5:125 Social Media; 7:15 Student and Family Privacy Rights; 7:20 Harassment of Students Prohibited; and 7:180 Prevention of and Response to Bullying, Intimidation, and Harassment), and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be honest and accurate

Employees should make sure they are always honest and accurate when posting information or news. If a mistake is made, it should be corrected quickly. Employees should be open about any previous posts that have been altered. Employees should remember that the Internet archives almost everything; therefore, even deleted postings can be searched and discovered. Employees should never post any information or rumors that are known to be inaccurate or false about SASED, fellow co-workers, students, families or others working with SASED students.

Post only appropriate and respectful content

1. Maintain the confidentiality of SASED private or confidential information. Employees shall not make statements about confidential SASED information, nor post, transmit, or otherwise disseminate confidential information, including but not limited to, photographs or videos, related to any SASED activities or work-related assignments. Employees must not post student confidential information, confidential information about other employees, internal reports, or business-related confidential communications.
2. Although not strictly prohibited, for safety and security reasons, SASED employees are strongly cautioned against disclosing their employment, as well as that of their co-workers, on their personal bios, websites or other social networking sites. As such, SASED personnel are cautioned to exercise care in displaying SASED logos, signage or similar identifying items on personal social media outlets.
3. Employees should express only their own personal opinions. Employees should never represent themselves as a spokesperson for SASED, unless specifically authorized to do so pursuant to this policy. If SASED is a subject of the content an employee is creating, the employee should be clear and open about the fact that he/she is an SASED employee and wishes to make it clear that the employee's views do not represent those of SASED, co-workers or others working on behalf of SASED. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of SASED"
4. Sexually graphic or explicit material of any kind shall not be posted by employees on any form of social media or social networking site. Sexually graphic or explicit material posted by others to an employee's social media or social networking site shall be immediately removed.
5. Weaponry shall not be displayed or referenced, in any social media or social networking sites if such displays or depictions promote or glorify violence.
6. Any text, photograph, audio, video or other multimedia file included on a social media or social networking site that infers, implies, states or expresses an employee's views on the general public, government, legal, judicial or criminal justice systems shall not be detrimental to the SASED mission, nor shall it in any way undermine the public's trust or confidence in the services provided by SASED

Personal use of social media at work

Employees should refrain from using social media while on work time or on SASED . provided equipment, unless it is work-related as authorized by SASED Administration. Do not use SASED email addresses to

register on social networks, blogs or other online tools utilized for personal use. Online activity that has the effect of diminishing the community's and families' trust and/or confidence in SASED will hinder the efforts of SASED to fulfill its mission and is in direct violation of this policy.

TRANSPORTING STUDENTS/PARENTS IN EMPLOYEE-OWNED VEHICLES

Due to insurance regulations, employees may not transport students or parents of students in their private vehicles. If an employee does transport a student(s) or parents in violation of this policy, the employee is personally liable should an accident occur. Any questions concerning this policy should be directed to a member of the SASED Administrative Staff.

STUDENT SCHOOL DAY

The school day for full-time students in SASED Cooperative programs is determined by the Administration and the Governing Board. SASED Program Administrators will inform all employees of these times.

Students attending SASED operated classes in buildings other than SASED Administrative Center or Southeast School will follow schedules established cooperatively by SASED and the member district host site. The SASED Program Administrator will inform employees of these times.

STUDENT ATTENDANCE REPORTS

At the beginning of each school year, each teacher will be given access to electronic student data via educational software applications. Daily attendance as well as other student data will be recorded on these software applications. This attendance data will become part of the students' permanent records. For this reason, employees are asked to take particular care to be as accurate as possible when marking all entries.

Student attendance will be collected daily by the SASED Administrative and Southeast Alternative School Offices.

DISTRIBUTION OF MEDICATION

No SASED employee shall administer to any student, or supervise a student's self administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian.

1. Parents are requested to contact the SASED school nurse if their child is to receive medication during the school day.
2. The nurse will send to the parent the School Medication Authorization Form, which lists the requirements for administration of medications.
    a. Parental request and consent
    b. Doctor's form
    c. Medication, prescription and non-prescription, need to be in the appropriately labeled container.
3. An SASED nurse will provide information to classroom staff relating to the drug and its side effects.
4. Parents must immediately report any dosage change or time change to the nurse.
5. Administration of medication is to be recorded on medication sheet in classroom and retained in student file for one year.
6. An SASED nurse will dispense medication for the students in the SASED Administrative Center.

7. Students in programs located in District buildings will receive their medication according to the SASED policy.
8. Medication is to be stored in a locked box, container or file.
9. Employees other than nurses or trained administrators shall not be required to administer medication in SASED programs.

Administration of medication to students is governed by Board Policy 7:270, Administering Medicines to Students.

SELF-ADMINISTRATION OF MEDICATION

Students are permitted to carry and self-administer their quick relief asthma inhaler and/or an epinephrine injector (EpiPen®) at school as long as they submit a copy of the student's prescription and a "School Medication Authorization Form" signed by their parent or guardian, and comply with all other applicable policy requirements and procedures.

Students may be permitted to self-administer other medications in accordance with Board Policy 7:270, provided that all applicable requirements are met.

ISOLATED TIME OUT, TIME OUT, AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall not be used to discipline or punish a student. Time out and physical restraint are only authorized for use as permitted in School Code Section 10-20.33 (105 ILCS 5/10-20.33), State Board of Education rules (23 Ill. Admin. Code §1.285), and SASED's administrative procedures on the use of time out and physical restraint.

EARLY PICK-UP/RELEASE OF STUDENTS

The Program Administrator must be informed of any early pick-up of a student attending an SASED Special Education Cooperative Program.

Parents/legal guardians requesting an early pick-up should be directed to any of the above-mentioned individuals. Any parent notes to the classroom teachers informing them of a pick-up should be forwarded to the above-referenced individuals.

A student can only be released to a parent or legal guardian or a person appointed by the parent or legal guardian in writing on file at the SASED offices. If someone other than the parent or legal guardian picks up a child, prior approval from the parent or legal guardian and the Program Administrator must be given.

CLASSROOM OBSERVATION PROCEDURES

SASED parents are encouraged to observe their child's classroom.

Written and verbal requests from parents to observe their student's classroom will be accepted by a staff member at any time. If possible, the purpose of the observation should be established prior to the observation. All requests to observe will be forwarded to the Program Administrator as soon as they are received. Excess requests to observe will be handled by the Program Administrator on an individual basis.

The Program Administrator and the instructional staff will determine when the observation can be held. The Program Administrator will then direct the teacher or another staff member to set up the observation with the parents. Observations are normally set for one hour in duration.

USE OF COPY MACHINES

SASED Administrative Office

There are copy machines in the Administrative Office at SASED. Please see a member of the office staff if you need assistance with one of these machines. School staff are to use copy machines located in the school whenever possible.

SASED Center

There is a copy machine in the SASED Educational Center for copying school materials. Contact the Program Administrator if you have a large volume of copying.

SASED Operated Classrooms in Member District School Buildings

If you have a large volume of copying, contact your Program Administrator.

CARE OF MATERIALS AND EQUIPMENT

Each employee should be responsible for the care of the SASED buildings, equipment and materials. Staff members are asked to report items/areas in need of repair by completing the appropriate maintenance request form and submitting completed forms to their Program Administrator.

Use of SASED equipment for other than SASED programs or services is prohibited.

Items purchased using SASED funds remain the property of SASED Questions regarding items that were specifically purchased for a particular student should be directed to the employee's Program Administrator.

Employees should secure and lock personal belongings at all times.

BUILDING AND GROUNDS WORK REQUEST

Maintenance staff are available to SASED staff at any time in case of emergency, such as an accident, ill children, etc. Minor requests such as having light bulbs replaced, having windows and locks repaired, drains unplugged, furniture moved, etc., should be submitted electronically on a maintenance request form to the Program Administrator. Electronic maintenance request forms are available on the SASED Intranet. The completed form is submitted directly to the Building and Grounds Department. They will schedule the requests according to priority, location, etc. Minor requests will be fit into their daily routines.

BUILDING SECURITY

It is extremely important that each staff member observe the SASED rules for building security. Each evening upon leaving the building, each teacher must check all windows and outside doors to see that they are locked and secured. In addition, all lights must be turned off. Classroom doors will be locked by the building and grounds staff when the building is closed for the evening. Window coverings, such as drapes and shades, should be opened to give the local police a better view of the inside of the building.

VANDALISM

In the event a teacher or other staff member discovers a break-in at any SASED site,the Program Administrator should be notified immediately. Do not enter the room (or building) until instructed to do so. The teacher's class should be taken to a spare room until clearance is given. If a spare room is not available, two classes will be combined.

The SASED Administrative Office and Southeast Alternative School are equipped with a vandal alarm system.

COMMUNITY RELATIONS, PUBLICITY, NEWS RELEASES

All Staff members are responsible for promoting positive community relations. More formal use of community relations (such as news releases, presentations, newsletters, brochures, etc.) is the responsibility of the SASED Executive Director.

Any news releases, photographs or other public announcements shall be directed through the proper administrative personnel, to the Executive Director who will assist in publicizing all school activities and events. No news releases, pictures or interviews shall occur or be released without prior approval of the Executive Director or his/her designee.

Prior written authorization for the release of pictures or names of students and staff is required. Permission must be secured and on file from the student's parents or guardians and staff member.

DONATIONS/GIFTS

Donations or gifts to the SASED or to a SASED instructional program by groups or individuals shall be submitted to the SASED Board of Directors for acceptance. Once accepted, an acknowledgement from the Board of Directors or SASED Executive Director will be sent to the donor. Most donations or money will be ear-marked for a certain project, such as the SASED Educational Center, Southeast School, playground equipment, etc.

Pupils, parents and others shall be discouraged from the routine presentation of gifts to Cooperative employees.

FIRE DRILLS/TORNADO DRILLS

For detailed information refer to the SASED Crisis Management Plan. SASED personnel assigned to a Member District should become familiar with their district's emergency/crisis plan.

FAMILY AND MEDICAL LEAVE

Eligible employees who have worked for SASED for at least twelve (12) months and for at least 1,000 hours during the preceding year, may be eligible for a leave of absence without pay for up to twelve (12) workweeks under the Family and Medical Leave Act of 1993. Further details are available on the Human Resources Portal on the SASED website and in Board Policy 5:185, *Family and Medical Leave.*

CPR AND AED TRAINING VIDEO

Pursuant to 105 ILCS 25/1.10, employees are encouraged to view the training video posted on the website of the Illinois High School Association (IHSA), providing information on hands-only cardiopulmonary resuscitation and automated external defibrillators.

SASED Board of Directors Meeting
August 16, 2023 - 11:00 AM
SASED Administration Center
2900 Ogden Avenue, Lisle, IL 60532

OPEN SESSION MINUTES

Mr. Mark Cross, Chairperson, called the meeting to order at 11:03 am and welcomed those in attendance.

Roll call was taken with the following responding:

	District	Representative
Present:	Keeneyville School District 20	Dr. Omar Castillo
	Benjamin School District 25	Mr. Jack Buscemi
	DuPage County School District 45	Dr. Anthony Palmisano
	Salt Creek School District 48	Mr. Ray Kielminski
	Maercker School District 60	Dr. Sean Nugent
	Cass School District 63	Mr. Mark Cross
	Woodridge School District 68	Dr. Patrick Broncato
	Community High School District 94	Mr. John Langton
	Community Consolidated School District 180	Dr. Charlie Kyle
	Westmont Community Unit School District 201	Mr. Jack Baldermann
	Lisle Community Unit School District 202	Dr. Keith Filipiak
	Elmhurst Community Unit School District 205	Dr. Keisha Campbell
Absent:	West Chicago Elementary SD 33	
	Winfield School District 34	
	Downers Grove School District 58	
	Center Cass School District 66	
	DuPage High School District 88	
	Community High School District 99	

Present: 12 Districts **Absent:** 6 Districts

Also in attendance:

Dr. Jimmy Gunnell, Co-Executive Director, SASED
Mr. Jim Nelson, Co-Executive Director, SASED
Rachel Wisniewski, Director of Business/CSBO, SASED
Senga Lowe, Board Recording Secretary, SASED
Robin Cox, SSA Member

2. **Pledge of Allegiance**
3. **Public Comment - None in attendance**
4. **Comment from SSA Member - No comments**
5. **Comment from SEA Member - None in attendance**
6. **Recognition of new Board members**

7. Consent Agenda

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

a. Approve Open Session Minutes from 6-21-23 Meeting
b. Personnel Recommendations
    1. Accept/Approve the Resignations, Retirements, Employment and Change of Employment Status of Educational Support Staff, Licensed Staff, Registered Staff and Contract Staff as presented.
    2. Approve the Contract Buyout from Procare for Classroom RN, Amy Lesnicki
c. Accept the Financial Reports
    1. Treasurers Report for June and July 2023
    2. Revenue & Expenditure Reports for June and July 2023
    3. Gross Payrolls for June and July 2023
    4. Interim Payrolls for June and July 2023
    5. Bill List for June and July 2023
    6. Interim Checks for June and July 2023
    7. Voided Checks
d. Approve the IDHS FY24 DORS Youth Service Coordinator Agreement
e. Approve the IDHS FY24 DORS Secondary Transition Experience Agreement
f. Approve the Education Services/Staffing Agreement with Maxim Healthcare Staffing Services, Inc. for SY23-24
g. Approve the Intergovernmental Agreement with Orland Park CHSD 230 - Vision Program at Transition Center- Student A
h. Approve the Intergovernmental Agreement with Orland Park SD135 - Vision Program at Stella May Swartz School SD48- Student A
i. Approve the Intergovernmental Agreement with Cook County SD 130 - Vision Program at Salt Creek Primary SD48- Student A
j. Approve the Intergovernmental Agreement with Joliet Township SD 204 - Vision Program at Transition Center- Student A
k. Approve the Intergovernmental Agreement with Berwyn South SD 100 - Multi Needs Program at Waterbury Elementary at Keeneyville SD20- Student A
l. Approve the Intergovernmental Agreement with Fairmont Lockport SD89 - Vision Program at Stella May Swartz at SD48 - Student A
m. Approve the Intergovernmental Agreement with Lincoln-Way CHSD 210 - Vision Program at Addison Trail HD with SD88- Student A
n. Approve the Intergovernmental Agreement with Oak Lawn CHSD 218 - Vision Program at Addison Trail HS with SD88- Student A
o. Approve the Intergovernmental Agreement with Oak Lawn CHSD 218 - Vision Program at Addison Trail HS with SD88- Student B
p. Approve the Intergovernmental Agreement with Oak Lawn CHSD 218 - Vision Program at Transition Center- Student A
q. Approve the Intergovernmental Agreement with West Aurora SD129 - Vision Program at Addison Trail HS with SD88- Student A
r. Approve the Intergovernmental Agreement with West Aurora SD129 - Vision Program at Addison Trail HS with SD88- Student B
s. Approve the Intergovernmental Agreement with West Aurora SD129 - Vision Program at Transition Center- Student A
t. Approve the Intergovernmental Agreement with West Aurora SD129 - Directions Program at Southeast School- Student A
u. Approve the Facilities Use Agreement with Aramark for Opening Day 2023
v. Approve the Facilities Use Agreement with NIU Naperville for SASED Spring Institute 2024
w. Approve the Hotel Agreement with Hilton Double Tree in Lisle for facility usage for SASED Spring Institute 2024
x. Approve the Independent Contractor Agreement with ASL Aspire for Professional Development Services for ESY Students, on July 24, 2023, in the amount of $200

y. Approve the Independent Contractor Agreement with Creative Exchanges for Music Classes Throughout the Programs for SY23-24
z. Approve the Out of State Travel Conference Request for Early CHOICES
aa. Approve the Agreement between Early CHOICES and Jes Favers du Shine for social media design services August - Dec 2023 in the amount of $5,412.50
bb. Approve the Final Draft Redlined Copy of the IASB Online Policies Manual
cc. Approve Five (5) Additional Policies to be Included in the IASB Online Policies Manual: 5:120 Employee Ethics, Code of Professional Conduct, and Conflict of Interest; 7:60 Residence; 7:140 Search and Seizure; 7:305 Student Concussions and Head Injuries; 7:330 Student Use of Buildings - Equal Access

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Langton SD94, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.
Nays: None

Ayes: 12 Districts **Nays:** None **Absent:** 6 Districts

Upon roll call vote, motion carried.

8. Discussion Without Action

a. ESY 2023 Summary – SASED budgeted for an enrollment of 291, actual number of students attended was 255.

b. Enrollment Update - As of August 12, 2023, SASED has 353 students enrolled in its programs, which is 66% of capacity. The capacity feature is included as part of SASED's commitment to be available for placement options for our member districts.

c. Executive Director Updates:
    1. Programs
        i. We will continue to examine SASED Staffing patterns i.e., the high number of 1:1 Teaching Assistants across programs.
        ii. Cooperative Corner Program updates will be available in September and shared with member districts to highlight our programs and celebrate student successes.
    2. Financial Structure/Billing Procedures
        i. Executive Directors and Director of Business Services will continue to examine SASED's financial structure and billing procedures. Executive Directors and SASED CSBO will explore other financial models and billing procedures for the Board's consideration.
    3. Executive Director Search
        i. Executive Director search is a top priority for the Board of Directors and Governing Board. The Board members suggested creating a search committee that is comprised of members from both boards. As part of the selection process the search committee will obtain input from staff and other stakeholders, The Co-Executive Directors will serve as consultants to the search committee as needed. Board members directed the Executive Directors to develop a proposal and timeline for the search.
    4. Miscellaneous
        i. SASED Organizational Chart - presented to Board. No questions from Board members.
        ii. SASED School Calendar - submitted to ISBE for approval. SASED has not had an ISBE approved calendar since 2017.

iii. SASED is in the final stages of completing the Parent-Student Handbook, as well as the Employee Handbook. Should have both handbooks finalized for Board action at the September meeting.
iv. SASED is working with IASB on an Administrative Procedures Manual in conjunction with PRESS Policies Online. The written Administrative Procedures will formalize SASED operations across cooperative programs and locations.

9. Discussion with Action

a. Approve the Agreement between Early CHOICES and Accountability Solutions for SY23-24 for the Decision Making Tree Mobile Application and Services in the amount of $28,000

A motion was made to approve the above item as presented. This motion, made by Member Rich (arrived at 11:10 am) and seconded by Member Castillo.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Langton SD94, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.
Nays: None
Ayes: 13 Districts **Nays:** None **Absent:** 5 Districts

Upon roll call vote, motion carried.

b. Approve the Agreement between Early CHOICES and Peoria Regional Office of Education for Advisory Services in the amount of $25,000

A motion was made to approve the above item as presented. This motion, made by Member Rich and seconded by Member Kielminski.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Langton SD94, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.
Nays: None
Ayes: 13 Districts **Nays:** None **Absent:** 5 Districts

Upon roll call vote, motion carried.

c. Approve the Agreement between Early CHOICES and Collinsville School District for Advisory Services in the amount of $25,000

A motion was made to approve the above item as presented. This motion, made by Member Rich and seconded by Member Kielminski.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Langton SD94, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.
Nays: None
Ayes: 13 Districts **Nays:** None **Absent:** 5 Districts

Upon roll call vote, motion carried.

d. Approve the Proposed Resolution to the Intergovernmental Cooperation Agreement between ISD and SEC for the DuPage/West Cook Regional Special Education Association Catchment Area appointing Dr. Matt Rich as the SASED representative and Mr. Jim Nelson as the alternate.

A motion was made to approve the above item as presented. This motion, made by Member Rich and seconded by Member Kielminski.

Upon Voice Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Langton SD94, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.
Nays: None
Ayes: 13 Districts **Nays:** None **Absent:** 5 Districts

e. Approve the Employee Navigator, through Horton, which would replace PlanSource as SASED's Benefits Platform.

A motion was made to approve the above item as presented. This motion, made by Member Rich and seconded by Member Kielminski.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Langton SD94, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.
Nays: None
Ayes: 13 Districts **Nays:** None **Absent:** 5 Districts

Upon roll call vote, motion carried.

10. Closed Session

A motion was made to recess into closed session at 11:58 am for the purpose of discussing litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2c11.

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

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Langton SD94, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.
Nays: None
Ayes: 13 Districts **Nays:** None **Absent:** 5 Districts

Upon roll call vote, motion carried.

11. Adjourn Closed Session and Reconvene into Open Session

A motion was made to adjourn closed session at 12:02 pm and reconvene into open session. This Motion, made by Member Rich and seconded by Member Kielminski. Upon voice vote of all ayes from 13 districts present, motion carried.

12. Roll Call to Convene Open Session

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Langton SD94, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.
Nays: None
Ayes: 13 Districts **Nays:** None **Absent:** 5 Districts

Upon roll call vote, motion carried.

13. Approve the Closed Session Minutes from June 21, 2023

A motion was made to approve the Closed Session minutes from the June 21, 2023 Board of Directors meeting. This Motion, made by Member Rich and seconded by Member Kielminski.

Upon Roll Call Vote:

Ayes: Castillo SD20, Buscemi SD25, Rich SD34, Palmisano SD45, Kielminski SD48, Nugent SD60, Cross SD63, Broncato SD68, Langton SD94, Kyle SD180, Baldermann SD201, Filipak SD202, Campbell SD205.
Nays: None
Ayes: 13 Districts **Nays:** None **Absent:** 5 Districts

Upon roll call vote, motion carried.

14. Adjournment

A motion was made to adjourn at 12:04 pm. This motion, made by Member Rich and seconded by Member Kielminski.

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

Minutes Approved by:

_____ _____

Mr. Mark Cross
Chairperson Date

Dr. Anthony Palmisano
Secretary Date

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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
Bender, Marie	Teacher Assistant/Food Service Southeast School	Tuition	9/6/2011	5/28/2024	Retiring
Gonzini, Jordan	1:1 Teacher Assistant	User Fee Dist. #100	8/10/2023	8/11/2023	Accepted another position
Knouse, Kirstin	1:1 Teacher Assistant	User Fee Dist. #20	8/10/2023	8/10/2023	Accepted another position
Mazur, Anna	1:1 Teacher Assistant	User Fee Dist. #129	10/7/2005	5/24/2024	Retiring
Munguia, Josefina	Teacher Assistant/VI Addison Trail H.S.	Tuition	8/21/2003	5/24/2024	Retiring
Obermaier, Joseph	1:1 Signing Assistant	User Fee Dist. #131	11/7/2022	5/26/2023	Accepted another position
Smith, Qualeshia	Teacher Assistant Southeast School	Tuition	8/10/2023	8/10/2023	Personal reasons
Weiss, Barbara	1:1 Teacher Assistant	User Fee Dist. #58	8/17/2015	5/29/2024	Retiring

2. Appointments – Licensed Staff

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Buikema, Carolee	Social Worker SE School & STARS Program - .61 F.T.E.	Tuition	8/10/2023		$46,070.15 Prorated from $75,715.00
Lazzar, Diane	Adapted PE Teacher MN Program	Tuition	8/30/2023		$94,931.12 Prorated from $100,968.00
Otto, Vicki	School Nurse MN Program	Tuition	8/21/2023		$95,122.74 Prorated from $99,328.00

3. Appointments – Educational Support Staff

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Barrutia, Diana	1:1 Teacher Assistant	User Fee Dist. #45	8/22/2023	$19.66	
Cross, Veronica	Teacher Assistant Southeast School	Tuition	8/21/2023	$17.18	
Diaz-Carrillo, Bertha	1:1 Signing Assistant	User Fee Dist. #131	8/23/2023	$23.57	
Gershman, Benjamin	1:1 Teacher Assistant	User Fee Dist. #20	8/29/2023	$17.18	
Hernandez, Lizbeth	Medical/Teacher Assistant Transition Program	Tuition	8/10/2023	$31.99	
Lesnicki, Amy	1:1 Medical/Teacher Assistant	User Fee Dist. #68	9/5/2023	$34.49	
Ruggio, Arith	1:1 Medical/Teacher Assistant	User Fee Dist. #202	8/10/2023	$35.03	
Silva, Deisi	10-month Admin. Asst. DHH Program – 0.50 F.T.E.	Tuition	8/21/2023	$19.00	

4. Change of Employment Status – Licensed Staff

Thomas, Rebecca	From:				
	Speech/Language Pathologist/VI Program .40 F.T.E.	Tuition	8/22/2002		$36,076.60 Prorated from $90,933.00
	To:				
	Speech/Language Pathologist/VI Program .60 F.T.E.	Tuition	8/10/2023		$54,362.12 Prorated from $90,933.00

5. Appointments – Administrative Staff - Contracted

Lesniak, Dr. Maggie	*Business Office Consultant/CSBO	Local Funds	9/20/2023	$100.00	*Replacement for David Sellers

6. Appointments – Licensed Staff - Contracted

Hanson, Laura	RN/MN Maxim Health	Tuition	8/16/2023	$75.00	
Klimova, Ekaterina	Occupational Therapist Foxhire	Tuition	8/28/2023	$77.75	

6. Appointments – Licensed Staff – Contracted - continued

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Weber, Marguerite	RN/MN Maxim Health	Tuition	8/23/2023	$75.00	
Yanku, Patricia	RN/Transition Maxim Health	Tuition	8/31/2023	$75.00	

7. Appointments – Educational Support Staff – Contracted

Name	Position	Funding Source	Initial Employment Date	Hourly Rate	Salary
Cruz, Gabriela	Teacher Assistant/Transition Stepping Stone	Tuition	8/30/2023	$40.00	
Favela, Tanahri	Teacher Assistant/MN Maxim	Tuition	8/25/2023	$40.00	
Khan, Alina	Teacher Assistant/STARS Maxim	Tuition	9/5/2023	$40.00	
Khan, Nisa	Teacher Assistant/MN Maxim	Tuition	8/23/2023	$40.00	
Montenegro, Deric	Teacher Assistant/MN Maxim	Tuition	9/5/2023	$40.00	
Moran,Grace	Teacher Assistant/STARS/MN Maxim	Tuition	8/28/2023	$40.00	
Munoz, Alexia	Teacher Assistant/MN Maxim	Tuition	8/22/2023	$40.00	
Richards, Ellie	Teacher Assistant/STARS Maxim	Tuition	8/30/2023	$40.00	
Tellis, Devlin	Teacher Assistant/MN Maxim	Tuition	8/28/2023	$40.00	

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

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FOR INFORMATION ONLY

1. Leaves of Absences/FMLA – Educational Support Staff

Name	Position	Length of Leave
Munguia, Josefina	Teacher Assistant/VI Addison Trail	8/10/2023 – 10/13/2023

2. Leaves of Absences/Unpaid – Licensed Staff

Provancal, Laura	Social Worker Directions Program	11/1/2023 – 5/29/2024

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Dana Gerus <dgerus@sased.org>

Extended leave

1 message

Laura Provancal <lprovancal@sased.org> Thu, Aug 10, 2023 at 12:02 PM
To: Human Resources <hr@sased.org>

Good afternoon,
After much contemplation, I have decided that I would like to extend my maternity leave past my originally anticipated return date of November 1st to be for the entirety of the 23-24 school year. I am having difficulties finding viable childcare within our financial means, and would like to spend more time raising my daughter after my complicated birthing process. As of my last day of paid leave, I would like to drop SASED insurance and switch to my husbands plan.

Please let me know if there is any additional information I can provide! I appreciate the flexibility and understanding in providing the opportunity for me to support my family.

Sincerely,
Laura Provancal
--



Laura Provancal
Directions HS Social Worker, SASED

630-548-7132 | www.sased.org | LProvancal@sased.org

6S331 Cornwall Rd, Naperville, IL 60540

Create your own email signature

11/1/2023 - 5/29/2024

TOTAL SALARY	:	400,411.62
TOTAL DEDUCTIONS	:	124,610.75
TOTAL EMPLOYEES	:	188

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

REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY

			**********DEDUCTION**********		**********BENEFIT**********		********** TOTAL **********	
CATEGORY	CODE	DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS
RETIREMENT	IM	I.M.R.F.	1,027.66	22,836.55				
	TH	TRS THIS FUND	602.00	66,891.58				
	TR	TRS	6,020.27	66,891.58				
	RM	MATCH IMRF			1,089.37	22,836.55		
	TI	EMPLOYER THIS			448.16	66,891.58		
	TS	EMPLOYER TRS			387.98	66,891.58		
RETIREMENT	TOTAL		7,649.93	156,619.71	1,925.51	156,619.71	9,575.44	313,239.42
FEDERAL TAX	FTA	ADD FED TAX AMT	350.00	0.00				
	FTX	FEDERAL TAX	3,684.18	100,088.16				
FEDERAL TAX	TOTAL		4,034.18	100,088.16			4,034.18	100,088.16
FICA	FICA	FICA	2,455.07	39,597.77				
	FICA	FICA			2,455.07	39,597.77		
FICA	TOTAL		2,455.07	39,597.77	2,455.07	39,597.77	4,910.14	79,195.54
MEDICARE	MDCR	MEDICARE	1,562.18	107,738.09				
	MDCR	MEDICARE			1,562.18	107,738.09		
MEDICARE	TOTAL		1,562.18	107,738.09	1,562.18	107,738.09	3,124.36	215,476.18
STATE TAX	ILSTX	IL STATE TAX	4,809.21	100,088.16				
STATE TAX	TOTAL		4,809.21	100,088.16			4,809.21	100,088.16

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

	FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY :	107,738.09	107,738.09	107,738.09
TOTAL TSA'S - BEFORE TAX :	0.00	0.00	0.00
TOTAL TAX SHELTERED RETIREMENT:	7,649.93	7,649.93	0.00
TOTAL OTHER BEF TAX DEDUCTIONS:	0.00	0.00	0.00
TOTAL TAXABLE BENEFITS :	0.00	0.00	0.00
TOTAL TAXABLE GROSS :	100,088.16	100,088.16	107,738.09

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

TOTAL EMPLOYEES :	119
TOTAL FEMALE EMPLOYEES:	96
TOTAL MALE EMPLOYEES :	23
TOTAL FACULTY MEMBERS :	49

REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY

			**********DEDUCTION**********		**********BENEFIT**********		********** TOTAL **********	
CATEGORY	CODE	DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS
FEDERAL TAX	TOTAL		11,299.54	116,769.65			11,299.54	116,769.65
FICA	FICA	FICA	4,484.92	72,337.69				
	FICA	FICA			4,484.92	72,337.69		
FICA	TOTAL		4,484.92	72,337.69	4,484.92	72,337.69	8,969.84	144,675.38
MEDICARE	MDCR	MEDICARE	1,851.06	127,658.81				
	MDCR	MEDICARE			1,851.06	127,658.81		
MEDICARE	TOTAL		1,851.06	127,658.81	1,851.06	127,658.81	3,702.12	255,317.62
STATE TAX	ILSTA	ADD IL TAX AMT	25.00	0.00				
	ILSTX	IL STATE TAX	5,632.07	116,769.65				
STATE TAX	TOTAL		5,657.07	116,769.65			5,657.07	116,769.65
TSA-BEFORE TAX	AI	EQUITABLE 457 P	1,815.00					
	AJ	CUNA 403B PLAN	5,135.00					
	AJP	CUNA% 403B PLAN	607.51	5,296.76				
TSA-BEFORE TAX	TOTAL		7,557.51	5,296.76			7,557.51	5,296.76

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

	FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY :	132,519.65	132,519.65	132,519.65
TOTAL TSA'S - BEFORE TAX :	7,557.51	7,557.51	0.00
TOTAL TAX SHELTERED RETIREMENT:	3,331.65	3,331.65	0.00
TOTAL OTHER BEF TAX DEDUCTIONS:	4,860.84	4,860.84	4,860.84
TOTAL TAXABLE BENEFITS :	0.00	0.00	0.00
TOTAL TAXABLE GROSS :	116,769.65	116,769.65	127,658.81

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

TOTAL EMPLOYEES :	55
TOTAL FEMALE EMPLOYEES:	45
TOTAL MALE EMPLOYEES :	10
TOTAL FACULTY MEMBERS :	15

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

REPORT OF DEDUCTIONS/BENEFITS BY CATEGORY

			**********DEDUCTION**********		**********BENEFIT**********		
**********TOTAL**********							
CATEGORY	CODE	DESCRIPTION	AMOUNT	BASE GROSS	AMOUNT	BASE GROSS	
AMOUNT	BASE GROSS						
FEDERAL TAX		TOTAL	16,380.62	142,135.40			
16,380.62	142,135.40						
FICA	FICA	FICA	4,579.54	73,864.06			
	FICA	FICA			4,579.54	73,864.06	
FICA		TOTAL	4,579.54	73,864.06	4,579.54	73,864.06	
9,159.08	147,728.12						
MEDICARE	MDCR	MEDICARE	2,245.82	154,883.58			
	MDCR	MEDICARE			2,245.82	154,883.58	
MEDICARE		TOTAL	2,245.82	154,883.58	2,245.82	154,883.58	
4,491.64	309,767.16						
STATE TAX	ILSTA	ADD IL TAX AMT	75.00	0.00			
	ILSTX	IL STATE TAX	6,866.21	142,135.40			
STATE TAX		TOTAL	6,941.21	142,135.40			
6,941.21	142,135.40						
TSA-BEFORE TAX	AI	EQUITABLE 457 P	1,815.00				
	AJ	CUNA 403B PLAN	6,647.00				
	AJP	CUNA% 403B PLAN	614.51	5,366.76			
TSA-BEFORE TAX		TOTAL	9,076.51	5,366.76			
9,076.51	5,366.76						

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

	FEDERAL	STATE	MEDICARE
TOTAL GROSS PAY :	160,153.88	160,153.88	160,153.88
TOTAL TSA'S - BEFORE TAX :	9,076.51	9,076.51	0.00
TOTAL TAX SHELTERED RETIREMENT:	3,671.67	3,671.67	0.00
TOTAL OTHER BEF TAX DEDUCTIONS:	5,270.30	5,270.30	5,270.30
TOTAL TAXABLE BENEFITS :	0.00	0.00	0.00
TOTAL TAXABLE GROSS :	142,135.40	142,135.40	154,883.58

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

TOTAL EMPLOYEES :	74
TOTAL FEMALE EMPLOYEES:	62
TOTAL MALE EMPLOYEES :	12
TOTAL FACULTY MEMBERS :	18

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

INTERIM PAYROLL LIABILITIES

August 2023 $ 379,976.09

8/9/2023 ESY Payroll Accounts Payable Check Register

Check #	Vendor Name	Check Date	Check Amount	
202300035	ILLINOIS DEPT OF REVENUE	8/9/2023	$4,809.21	
202300038	TEACHERS RETIREMENT (2.2%)	8/9/2023	$387.98	
202300039	TEACHERS RETIREMENT SYSTEM	8/9/2023	$6,020.27	
202300040	THIS (TRS HEALTH) FUND	8/9/2023	$1,050.16	
202300041	MB FINANCIAL (FEDERAL)	8/9/2023	$4,034.18	
202300042	MB FINANCIAL BANK (FICA-E)	8/9/2023	$4,017.25	
202300043	MB FINANCIAL BANK (FICA-W)	8/9/2023	$4,017.25	
		7 Wire Transfer Check(s) For a Total of		$24,336.30
		Total for 7 Manual, Wire Tran, ACH & Computer Checks		$24,336.30
			Net Amount	$24,336.30
10	EDUCATION FUND			$24,336.30

8/15/2023 Supplemental Payroll Accounts Payable Check Register

Check #	Vendor Name	Check Date	Check Amount	
102837	STATE DISBURSEMENT UNIT	8/15/2023	$380.00	
			1 Computer Check For a Total of	$380.00
202200422	ILLINOIS DEPT OF REVENUE	8/15/2023	$21,875.66	
202200428	MB FINANCIAL (FEDERAL)	8/15/2023	$42,126.09	
202200429	MB FINANCIAL BANK (FICA-E)	8/15/2023	$20,221.07	
202200430	MB FINANCIAL BANK (FICA-W)	8/15/2023	$20,221.07	
202200431	THE OMNI GROUP	8/15/2023	$1,208.00	
202200432	CUNA MUTUAL GROUP	8/15/2023	$11,079.58	
			6 Wire Transfer Check(s) For a Total of	$116,731.47
			1 Computer Check For a Total of	$380.00
			Total for 7 Manual, Wire Tran, ACH & Computer Checks	$117,111.47
			Net Amount	$117,111.47
10	EDUCATION FUND			$117,111.47

8/15/2023 Payroll Accounts Payable Check Register

Check #	Vendor Name	Check Date	Check Amount	
103045	STATE DISBURSEMENT UNIT	8/15/2023	$172.26	
103046	STATE DISBURSEMENT UNIT	8/15/2023	$819.38	
		2 Computer Check(s) For a Total of		$991.64
202300044	ILLINOIS DEPT OF REVENUE	8/15/2023	$5,657.07	
202300047	TEACHERS RETIREMENT (2.2%)	8/15/2023	$361.50	
202300048	TEACHERS RETIREMENT SYSTEM	8/15/2023	$5,609.90	
202300049	THIS (TRS HEALTH) FUND	8/15/2023	$978.60	
202300050	MB FINANCIAL (FEDERAL)	8/15/2023	$11,299.54	
202300051	MB FINANCIAL BANK (FICA-E)	8/15/2023	$6,335.98	
202300052	MB FINANCIAL BANK (FICA-W)	8/15/2023	$6,335.98	
202300053	THE OMNI GROUP	8/15/2023	$1,815.00	
202300054	CUNA MUTUAL GROUP	8/15/2023	$7,346.76	
		9 Wire Transfer Check(s) For a Total of		$45,740.33
		2 Computer Checks For a Total of		$991.64
		Total for 11 Manual, Wire Tran, ACH & Computer Checks		$46,731.97
			Net Amount	$46,731.97
10	EDUCATION FUND			$46,731.97

8/31/2023 Supplemental Payroll Accounts Payable Check Register

Check #	Vendor Name	Check Date	Check Amount	
102838	STATE DISBURSEMENT UNIT	8/31/2023	$380.00	
102839	UNITED WAY OF NAPERVILLE	8/31/2023	$20.00	
		2 Computer Check(s) For a Total of		$400.00
202200433	ILLINOIS DEPT OF REVENUE	8/31/2023	$21,942.52	
202200439	MB FINANCIAL (FEDERAL)	8/31/2023	$42,245.62	
202200440	MB FINANCIAL BANK (FICA-E)	8/31/2023	$20,219.87	
202200441	MB FINANCIAL BANK (FICA-W)	8/31/2023	$20,219.87	
202200442	THE OMNI GROUP	8/31/2023	$1,208.00	
202200443	CUNA MUTUAL GROUP	8/31/2023	$9,637.92	
202200444	ILLINOIS DEPT OF REVENUE	8/31/2023	$12.58	
		7 Wire Transfer Check(s) For a Total of		$115,486.38
		2 Computer Checks For a Total of		$400.00
		Total for 9 Manual, Wire Tran, ACH & Computer Checks		$115,886.38
			Net Amount	$115,886.38
10	EDUCATION FUND			$115,886.38

8/31/2023 Payroll Accounts Payable Check Register

Check #	Vendor Name	Check Date	Check Amount	
232400174	BAY, JULIE D	8/31/2023	$400.00	
			1 ACH Check For a Total of	$400.00
103077	STATE DISBURSEMENT UNIT	8/31/2023	$172.26	
103078	STATE DISBURSEMENT UNIT	8/31/2023	$819.38	
			2 Computer Check(s) For a Total of	$991.64
202300036	IMRF (EMPLOYEES CONT)	8/9/2023	$1,027.66	
202300037	IMRF (EMPLOYERS CONT)	8/9/2023	$1,089.37	
202300045	IMRF (EMPLOYEES CONT)	8/15/2023	$3,667.53	
202300046	IMRF (EMPLOYERS CONT)	8/15/2023	$3,309.40	
202300055	ILLINOIS DEPT OF REVENUE	8/9/2023	($61.62)	
202300056	TEACHERS RETIREMENT (2.2%)	8/9/2023	($8.01)	
202300057	TEACHERS RETIREMENT SYSTEM	8/9/2023	($124.35)	
202300058	THIS (TRS HEALTH) FUND	8/9/2023	($21.70)	
202300059	MB FINANCIAL (FEDERAL)	8/9/2023	($70.97)	
202300060	MB FINANCIAL BANK (FICA-E)	8/9/2023	($20.03)	
202300061	MB FINANCIAL BANK (FICA-W)	8/9/2023	($20.03)	
202300062	ILLINOIS DEPT OF REVENUE	8/9/2023	$61.62	
202300063	TEACHERS RETIREMENT (2.2%)	8/9/2023	$8.01	
202300064	TEACHERS RETIREMENT SYSTEM	8/9/2023	$124.35	
202300065	THIS (TRS HEALTH) FUND	8/9/2023	$21.70	
202300066	MB FINANCIAL (FEDERAL)	8/9/2023	$70.97	
202300067	MB FINANCIAL BANK (FICA-E)	8/9/2023	$20.03	
202300068	MB FINANCIAL BANK (FICA-W)	8/9/2023	$20.03	
202300069	ILLINOIS DEPT OF REVENUE	8/31/2023	$6,941.21	
202300070	IMRF (EMPLOYEES CONT)	8/31/2023	$3,816.20	
202300071	IMRF (EMPLOYERS CONT)	8/31/2023	$3,467.01	
202300072	TEACHERS RETIREMENT (2.2%)	8/31/2023	$372.73	
202300073	TEACHERS RETIREMENT SYSTEM	8/31/2023	$5,783.86	
202300074	THIS (TRS HEALTH) FUND	8/31/2023	$1,008.95	
202300075	MB FINANCIAL (FEDERAL)	8/31/2023	$16,380.62	
202300076	MB FINANCIAL BANK (FICA-E)	8/31/2023	$6,825.36	
202300077	MB FINANCIAL BANK (FICA-W)	8/31/2023	$6,825.36	
202300078	THE OMNI GROUP	8/31/2023	$1,815.00	
202300079	CUNA MUTUAL GROUP	8/31/2023	$8,865.76	
202300080	TEACHERS RETIREMENT SYSTEM	8/31/2023	$2,918.19	
202300081	TEACHERS HEALTH INSURANCE SECURITY (THIS) FUND	8/31/2023	$404.12	
			31 Wire Transfer Check(s) For a Total of	$74,518.33
			1 ACH Checks For a Total of	$400.00
			2 Computer Checks For a Total of	$991.64
			Total for 34 Manual, Wire Tran, ACH & Computer Checks	$75,909.97
			Net Amount	$75,909.97
10	EDUCATION FUND			$75,909.97

BILLS PAYABLE LIST – FLOW THROUGH

September 21, 2023 $ 231,975.18

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/21/2023	103154	WEST CHICAGO SCHOOL	Medicaid Administrative Outreach April-June 2023	80.24
09/21/2023	103155	WINFIELD SCHOOL DIST	Medicaid Administrative Outreach April-June 2023	1,865.40
09/21/2023	103156	WESTMONT CUSD #201	Medicaid Administrative Outreach April-June 2023	12,037.14
			Totals for checks	13,982.78

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/21/2023	232400223	KEENEYVILLE DISTRICT	Medicaid Administrative Outreach April-June 2023	23,854.00
09/21/2023	232400224	BENJAMIN SCHOOL DIST	Medicaid Administrative Outreach April-June 2023	3,917.93
09/21/2023	232400225	DUPAGE COUNTY SCHOOL	Medicaid Administrative Outreach April-June 2023	42,537.43
09/21/2023	232400226	SALT CREEK SCHOOL DI	Medicaid Administrative Outreach April-June 2023	4,024.99
09/21/2023	232400227	DOWNERS GROVE DISTRI	Medicaid Administrative Outreach April-June 2023	18,058.41
09/21/2023	232400228	MAERCKER DISTRICT #6	Medicaid Administrative Outreach April-June 2023	10,476.54
09/21/2023	232400229	CENTER CASS DISTRICT	Medicaid Administrative Outreach April-June 2023	3,538.92
09/21/2023	232400230	WOODRIDGE DISTRICT #	Medicaid Administrative Outreach April-June 2023	27,969.97
09/21/2023	232400231	DUPAGE HS DISTRICT #	Medicaid Administrative Outreach April-June 2023	14,751.00
09/21/2023	232400232	COMMUNITY HS DISTRIC	Medicaid Administrative Outreach April-June 2023	9,358.12
09/21/2023	232400233	COMMUNITY HS DIST #9	Medicaid Administrative Outreach April-June 2023	13,691.72
09/21/2023	232400234	COMMUNITY CONSOLIDAT	Medicaid Administrative Outreach April-June 2023	9,493.78
09/21/2023	232400235	LISLE CUSD #202	Medicaid Administrative Outreach April-June 2023	13,671.05
09/21/2023	232400236	ELMHURST CUSD #205	Medicaid Administrative Outreach April-June 2023	22,648.54
			Totals for checks	217,992.40

BILLS PAYABLE LIST – GRANTS

September 21, 2023 $ 9,490.33

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/21/2023	103157	FAVERS DU SHINE, JES	Contract for Services	606.25
09/21/2023	103158	SASED	FY23 STEP Grant - Student T-Shirts for Volunteering, Job Training	406.50
09/21/2023	103159	SIMPLE MACHINES MARK	Invoice for services	82.50
09/21/2023	103160	WROBBEL, TAMMY	Phone/Internet/Travel	1,187.34
			Totals for checks	2,282.59

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/21/2023	232400237	ACCOUNTABILITY SOLUT	Annual Contract for Services	4,800.00
09/21/2023	232400237	ACCOUNTABILITY SOLUT	Annual Contract for Services	1,200.00
09/21/2023	232400238	BAIN, AMY	Phone/Internet/Travel	128.68
09/21/2023	232400239	KREMER, ANN	Phone/Internet/Travel/Supplies	452.95
09/21/2023	232400240	REISING RECHNER, PAM	Phone/Internet/Travel/Meetings	356.46
09/21/2023	232400241	ROPARS, EMILY	Phone/Internet/Travel	101.87
09/21/2023	232400242	TOKAT, TALIN	Phone/Internet/Travel	167.78
			Totals for checks	7,207.74

BILLS PAYABLE LIST – SASED PROGRAMS

September 21, 2023 $ 894,205.69

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/21/2023	103087	ODP BUSINESS SOLUTIO	Credity - Desk Pad PO1002300034	-10.39
09/21/2023	103087	ODP BUSINESS SOLUTIO	Desk Pad Credit	-10.39
09/21/2023	103087	ODP BUSINESS SOLUTIO	supplies	58.74
09/21/2023	103087	ODP BUSINESS SOLUTIO	supplies	8.79
09/21/2023	103087	ODP BUSINESS SOLUTIO	Nurse supplies-Start of school year	300.79
09/21/2023	103087	ODP BUSINESS SOLUTIO	Instructional/Petrella	62.98
09/21/2023	103087	ODP BUSINESS SOLUTIO	OT/PT OFFICE SUPPLIES	115.69
09/21/2023	103087	ODP BUSINESS SOLUTIO	Supplies	138.98
09/21/2023	103087	ODP BUSINESS SOLUTIO	kitchen supplies	8.99
09/21/2023	103087	ODP BUSINESS SOLUTIO	OT/PT OFFICE SUPPLIES	75.33
09/21/2023	103087	ODP BUSINESS SOLUTIO	Office Order	121.48
09/21/2023	103087	ODP BUSINESS SOLUTIO	supplies - Cherrie	16.10
09/21/2023	103087	ODP BUSINESS SOLUTIO	velcro to hang whiteboard in kitchen	15.99
			Totals for checks	903.08

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/21/2023	103088	WINFIELD SCHOOL DIST	May/June 2023 SASED Student Lunches	789.39
09/21/2023	103089	2XL POWERLIFTING LLC	Adapted PE Class (4)	480.00
09/21/2023	103090	AMERIPRESS	Order for EC	32.97
09/21/2023	103091	ARAMARK	Opening Day/Training Room/Projector/Food	1,759.00
09/21/2023	103091	ARAMARK	8/11/23 Training Rooms/Projector/Auditorium	2,550.00
09/21/2023	103092	BELGIO, ANNE	SSA Union License Reimbursement	26.00
09/21/2023	103093	CHC WELLBEING	Wellness Screenings on Opening Day 8/10/23	15,370.00
09/21/2023	103094	CHEM-CARE, INC.	Paper Towels (Scott 1238800)	1,586.80
09/21/2023	103094	CHEM-CARE, INC.	B&G Supplies/SE Alternative	2,848.16
09/21/2023	103095	CINTAS FIRE PROTECTI	Inspection Service Supplies SE	1,096.26
09/21/2023	103095	CINTAS FIRE PROTECTI	SE City Inspection	654.35
09/21/2023	103095	CINTAS FIRE PROTECTI	Inspection/Flag Seal/Tamper Indicator Central Office	340.10
09/21/2023	103096	CLASSIC LANDSCAPE, L	September 2023 Landscape SE Alternative	1,207.50
09/21/2023	103097	CREATIVE EXCHANGE	Music Therapy DHH August 2023	150.00
09/21/2023	103097	CREATIVE EXCHANGE	Music Therapy - STARS August 2023	300.00
09/21/2023	103097	CREATIVE EXCHANGE	Music Therapy - DHH August 2023	300.00
09/21/2023	103097	CREATIVE EXCHANGE	Music Therapy Albright August 2023	150.00
09/21/2023	103097	CREATIVE EXCHANGE	Music Therapy Addison Trail August 2023	150.00
09/21/2023	103097	CREATIVE EXCHANGE	Music Therapy Swartz August 2023	225.00
09/21/2023	103097	CREATIVE EXCHANGE	Music Therapy Transition August 2023	300.00
09/21/2023	103097	CREATIVE EXCHANGE	Music Therapy Salt Creek August 2023	225.00
09/21/2023	103098	CURRICULUM ASSOCIATE	curriculum-workbooks/online access	8,617.68
09/21/2023	103099	DIGITAL RIVER INC.	SAP Crystal Reports 2020	495.00
09/21/2023	103100	DISCOUNT SCHOOL SUPP	Items for Hillcrest (JK)	653.93
09/21/2023	103101	DUVALL, DANIKA	Interpreting Services 8/10/23	605.00
09/21/2023	103102	EDU HEALTHCARE, LLC	8/10/23 to 8/11/23 TR	697.50
09/21/2023	103102	EDU HEALTHCARE, LLC	8/10/23 to 8/11/23	2,052.00
09/21/2023	103102	EDU HEALTHCARE, LLC	8/14/23 to 8/18/23	2,756.52
09/21/2023	103102	EDU HEALTHCARE, LLC	8/21/23 to 8/25/23	4,131.00
09/21/2023	103103	ENGLER CALLAWAY BAAS	General School Law July 2023	1,222.00
09/21/2023	103104	ENGLUND, DANIEL	Opening Day Interpreter 8/10/23	412.50
09/21/2023	103105	FOXHIRE, LLC	Samantha Avgerinos Week Ending 8/4/23	370.00
09/21/2023	103105	FOXHIRE, LLC	Tracie Glumac Week Ending 8/11/23	1,053.00
09/21/2023	103105	FOXHIRE, LLC	Tracie Glumac Week Ending 8/25/23	1,215.00
09/21/2023	103106	FRONTLINE TECHNOLOGI	Applicant Tracking, unlimited usage for internal employees	4,947.76

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			10/12/23 to 10/11/24	
09/21/2023	103107	FUN AND FUNCTION	Sensory Room Order for 2 classrooms Winfield Primary (JG) & PV (MM)	2,514.86
09/21/2023	103108	GATOR CHEF	MOVE NEW ROLL IN UNIT TO KITCHEN	425.00
09/21/2023	103109	GOTLUND, MAILYN HUON	Interpreting Services 8/10/23	250.00
09/21/2023	103110	HEARTLAND ALLIANCE H	DHH 7/5/23 and 7/12/23	26.25
09/21/2023	103111	INNERSYNC STUDIO, LT	SchoolNow Webhosting service and ADA compliance service	2,836.00
09/21/2023	103112	INTERIM SCHOOL BUSIN	Mark Dyrek 8/1/23 to 8/31/23	12,000.00
09/21/2023	103113	ISHI	Registration - Tara Corral	130.00
09/21/2023	103114	JIM DHAMER PLUMBING	Bathroom Repairs at SE Alternative 8/11/23	325.00
09/21/2023	103115	KENDALL HUNT PUBLISH	Curriculum consummables	1,691.28
09/21/2023	103115	KENDALL HUNT PUBLISH	Curriculum consummables	814.32
09/21/2023	103116	KIRKMAN, CARLY	Reimbursement - Registration Fee	250.00
09/21/2023	103117	KOSTOMIRIS, LAURA	Sign Language Interpreter Services 8/10/23	260.00
09/21/2023	103118	LAKESHORE LEARNING	supplies/McGann	516.35
09/21/2023	103119	LESSENTIEN, BRIDGET	Mileage Reimbursement 8/7/23 to 8/28/23	71.42
09/21/2023	103120	LITERACY RESOURCES	North Heggerty Order	124.00
09/21/2023	103121	MACGILL DISCOUNT MED	NURSE SUPPLIES	499.35
09/21/2023	103122	MAXIM HEALTHCARE SER	792679 Dates 8/8/23 to 8/10/23	3,616.20
09/21/2023	103122	MAXIM HEALTHCARE SER	792679 Dates: 8/14/23 to 8/25/23	16,460.18
09/21/2023	103123	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 8/12/23	18,609.75
09/21/2023	103123	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 8/19/23	20,269.00
09/21/2023	103123	MAXIM STAFFING SERVI	ERM360-0366 Period Ending 8/26/23	44,474.00
09/21/2023	103124	MCGRAW-HILL SCHOOL E	workbooks - curriculum	665.23
09/21/2023	103125	MIDWEST BUS SALES	Vehicle Purchase (5) Grand Caravan and (3) C2 Thomas	320,000.00
09/21/2023	103126	N2Y INC.	digital licenses	4,627.52
09/21/2023	103127	OTC BRANDS, INC.	Instructional Materials Gaona	76.56
09/21/2023	103128	OTICON INC	Audiology FM Adapter	369.80
09/21/2023	103129	PEARCE, CINDY	SSA Union License Reimbursement	26.00
09/21/2023	103130	PEDIASTAFF, INC.	Buyout of Emily Malone OT	10,000.00
09/21/2023	103130	PEDIASTAFF, INC.	Buyout of Samantha Avgerinos OT	7,500.00
09/21/2023	103130	PEDIASTAFF, INC.	Buyout of Beth Kern OT	7,500.00
09/21/2023	103131	PLANSOURCE	August 2023	2,798.32
09/21/2023	103132	PRO-ED	Teacher Print Checklist/Parent Caregiver/Resp Form PO3062300018	436.70
09/21/2023	103132	PRO-ED	assessments	435.60
09/21/2023	103132	PRO-ED	Life Skills For Nonreaders Games COMBO (All 5 Games)	457.60
09/21/2023	103133	PROCARE THERAPY	82888 Period End: 8/11/23	2,964.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/21/2023	103133	PROCARE THERAPY	82888 Period End 8/25/23	1,170.00
09/21/2023	103134	QUALITY INTEGRATED S	SE/1 Yr Central Station Monitoring for Security System 23-24	425.00
09/21/2023	103134	QUALITY INTEGRATED S	C/O Furnish & install new IP intercom system including 4 master stations and 2 door stations. Furnish & install 3 new Keyscan keypad readers that will replace existing readers.	13,562.87
09/21/2023	103134	QUALITY INTEGRATED S	SE Furnish and install new IP intercom system including 2 master stations and 1 door station. Furnish & install 1 new Keyscan keypad reader that will replace existing reader.	6,984.98
09/21/2023	103135	SAVVAS LEARNING CO	Curriculum - consumables/online	2,786.40
09/21/2023	103135	SAVVAS LEARNING CO	Instructional - TE online	2,043.36
09/21/2023	103136	SCHOLASTIC INC.	supplemental materials	247.17
09/21/2023	103136	SCHOLASTIC INC.	Gaona Scholastic Nes	76.78
09/21/2023	103137	SCHOOL SPECIALTY LLC	Instructional Material/Capparelli	246.86
09/21/2023	103137	SCHOOL SPECIALTY LLC	Instructional Supplies/Austin	72.49
09/21/2023	103137	SCHOOL SPECIALTY LLC	Instructional Material	237.40
09/21/2023	103137	SCHOOL SPECIALTY LLC	Instructional Material	221.51
09/21/2023	103137	SCHOOL SPECIALTY LLC	instructional Materials	517.49
09/21/2023	103137	SCHOOL SPECIALTY LLC	Instructional Material	96.82
09/21/2023	103137	SCHOOL SPECIALTY LLC	Classroom supplies Kristina Murphy	39.54
09/21/2023	103138	SHERWIN WILLIAMS	Paint for Central Office 2900 Ogden Avenue, Lisle, IL	47.85
09/21/2023	103138	SHERWIN WILLIAMS	Paint for Central Office 2900 Ogden Avenue, Lisle, IL	162.14
09/21/2023	103138	SHERWIN WILLIAMS	Paint for Central Office 2900 Ogden Avenue, Lisle, IL	192.59
09/21/2023	103138	SHERWIN WILLIAMS	Paint for Central Office 2900 Ogden Avenue, Lisle, IL	95.70
09/21/2023	103138	SHERWIN WILLIAMS	Paint/Central Office	119.90
09/21/2023	103139	SOLIANT	33664 Period End 8/13/23	1,650.00
09/21/2023	103139	SOLIANT	33664 Period End 8/13/23	560.00
09/21/2023	103139	SOLIANT	33664 Period End 7/9/23	1,455.00
09/21/2023	103139	SOLIANT	33664 Period End: 8/20/23	5,049.40
09/21/2023	103140	SPEAKMAN, CARRIE	Interpreter - Opening Day 8/10/23	900.00
09/21/2023	103140	SPEAKMAN, CARRIE	Interpreting Teachers Meeting 8/21/23	240.00
09/21/2023	103141	SUBURBAN DRIVE LINE	Safety Test V-7	45.00
09/21/2023	103141	SUBURBAN DRIVE LINE	Safety Test TR04	45.00
09/21/2023	103141	SUBURBAN DRIVE LINE	Safety Test V8	45.00
09/21/2023	103141	SUBURBAN DRIVE LINE	Safety Test TR02	45.00
09/21/2023	103141	SUBURBAN DRIVE LINE	Safety Test TR01	45.00
09/21/2023	103142	TEACHING STRATEGIES,	Gold Training	3,495.00
09/21/2023	103143	THE STEPPING STONES	SASE1501 Dates: 7/23/23 to	3,210.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			8/5/23	
09/21/2023	103144	TOLEDO PHYSICAL EDUC	Terzick/Instructional Supply	131.52
09/21/2023	103145	TREND ENTERPRISES	Instructional	53.94
			Material/Johnson	
			Totals for checks	590,106.42

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/21/2023	232400175	KEENEYVILLE DISTRICT	May 2023 SASED Student Lunches	422.61
09/21/2023	232400176	DOWNERS GROVE DISTRI	May/June 2023 SASED Student Lunches	1,552.32
09/21/2023	232400176	DOWNERS GROVE DISTRI	April 2023 SASED Student Lunches	1,053.99
09/21/2023	232400177	MAERCKER DISTRICT #6	May 2023 SASED Student Lunch	189.63
09/21/2023	232400177	MAERCKER DISTRICT #6	April 2023 SASED Student Lunches	432.18
09/21/2023	232400178	WOODRIDGE DISTRICT #	BD Tuition Refund	66,940.50
09/21/2023	232400178	WOODRIDGE DISTRICT #	BD Assessment	-7,000.00
09/21/2023	232400178	WOODRIDGE DISTRICT #	MN Tuition Refund	186,292.00
09/21/2023	232400179	COMMUNITY HS DIST #9	Opening Day 8/10/23 SASED Balance	440.00
09/21/2023	232400180	2955, LLC	October 2023 Rent for 2900 Ogden Ave., Lisle, IL	48,434.12
09/21/2023	232400181	AL WARREN OIL CO., I	Delivery Date 8/17/23	65.03
09/21/2023	232400181	AL WARREN OIL CO., I	Delivery 8/24/23	107.25
09/21/2023	232400181	AL WARREN OIL CO., I	Delivery Date 8/31/23	191.28
09/21/2023	232400182	ARIANO, EMILIA	Reimbursement - Classroom Supplies-Amazon	62.43
09/21/2023	232400183	BARKLEY, TRACI	SSA Union License Reimbursement	26.00
09/21/2023	232400184	BOHNERT, SHANNON	Mileage Reimbursement 8/10/23 to 8/31/23	23.58
09/21/2023	232400185	BRUSICH, WENDY	Reimbursement - Cooking supplies	92.36
09/21/2023	232400186	BURGER, JOAN	Mileage Reimbursement 8/24/23 to 8/25/23	20.43
09/21/2023	232400187	CARRASQUILLO, ELIZAB	Mileage Reimbursement 8/18/23 to 8/30/23	152.25
09/21/2023	232400188	CIECKO, ASHLEY	Reimbursement book/consumables	49.92
09/21/2023	232400188	CIECKO, ASHLEY	Reimbursement - Consumables	26.35
09/21/2023	232400189	CORRAL, TARA	Mileage Reimbursement 7/6/23 to 9/1/23	119.23
09/21/2023	232400190	CORSELLO, KRISTINE	Reimbursement - Student Lock	20.24
09/21/2023	232400191	COX, ROBIN	SSA Union License Reimbursement	26.00
09/21/2023	232400192	CREAGAN, HELEN	Mileage Reimbursement 8/14/23 to 8/30/23	110.76
09/21/2023	232400193	DOBRY, MICHELLE	SSA Union License Reimbursement	26.00
09/21/2023	232400194	DORCHACK, MARIA	Mileage Reimbursement 8/9/23 to 8/31/23	172.07
09/21/2023	232400195	FLENTGE, LAUREN	Mileage Reimbursement 8/24/23	2.62
09/21/2023	232400196	GEBRE, AMY	Reimbursement - Classroom Supplies	110.85
09/21/2023	232400197	GRILL, MEGHAN	Mileage Reimbursement 8/17/23 to 8/31/23	101.22
09/21/2023	232400198	GROHN, JULIE	Travel Allowance September 2023	400.00
09/21/2023	232400199	HELF, LAURA	SSA Union License Reimbursement	26.00
09/21/2023	232400200	HRABACKA, REBECCA	SSA Union License Reimbursement	26.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
09/21/2023	232400201	JACKSON, JACQUELYN	Reimbursement - American Govt Workbook	34.76
09/21/2023	232400202	KAMARIS, ALICIA	SSA Union License Reimbursement	26.00
09/21/2023	232400203	LAYTON, MATTHEW	Travel Allowance September 2023	400.00
09/21/2023	232400203	LAYTON, MATTHEW	Reimbursement - Plastic storage tubs for student backpacks (SE)	299.40
09/21/2023	232400204	LOHRENZ, ASHLEY	Mileage Reimbursement 8/11/23 to 8/31/23	154.44
09/21/2023	232400205	MAZUR, ANNA	SSA Union License Reimbursement	26.00
09/21/2023	232400206	MCKEE, AMY	Reimbursement Teaching Strategies Gold Visuals for 3 MN Classrooms	47.49
09/21/2023	232400206	MCKEE, AMY	Reimbursement - 3 drawer carts for classroom	77.40
09/21/2023	232400206	MCKEE, AMY	Reimbursement trampoline	139.99
09/21/2023	232400206	MCKEE, AMY	Reimbursement - bean bag chairs	116.94
09/21/2023	232400207	MOYNIHAN, LYNN	Mileage Reimbursement 8/8/23 to 8/30/23	125.59
09/21/2023	232400208	PRIMOZIC, JULIE	Reimbursement - Classroom supplies	34.08
09/21/2023	232400208	PRIMOZIC, JULIE	Reimbursement Snacks for ESY at SE	40.90
09/21/2023	232400209	RIZZATO, PHILLIP	SSA Union License Reimbursement	26.00
09/21/2023	232400210	ROSS, KATHLEEN	Mileage Reimbursement 6/28/23 to 8/10/23	57.64
09/21/2023	232400211	SCHMIDTKE, KAREN	SSA Union License Reimbursement	26.00
09/21/2023	232400212	SEYLER, NICOLE	Reimbursement - Learning Materials	28.74
09/21/2023	232400213	STOJKOVIC, ASHLEY	SSA Union License Reimbursement	26.00
09/21/2023	232400214	TATHAM, SARA	Mileage Reimbursement 8/17/23 to 8/31/23	118.43
09/21/2023	232400215	TRISOLIERI, JENNIFER	SSA Union License Reimbursement (Substitute License)	51.00
09/21/2023	232400216	UHREN, ENA	SSA Union License Reimbursement	26.00
09/21/2023	232400217	WALSH, ANNA	Reimbursement - Trampoline	59.99
09/21/2023	232400217	WALSH, ANNA	Reiombursement - Student Toiletries	48.21
09/21/2023	232400218	WHITE, SHEILA	Reimbursement - Classroom Supplies	89.97
09/21/2023	232400219	WISNIEWSKI, RACHEL	September 2023 Travel Allowance	400.00
			Totals for checks	303,196.19

INTERIM CHECKS

August 2023 $ 665,480.85

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
08/01/2023	103002	PLANSOURCE	C7778 June 2023	2,798.33
			Totals for checks	2,798.33

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
08/14/2023	103047	AMERICAN HERITAGE LI	W6508	1,133.78
08/14/2023	103048	CITY OF NAPERVILLE	Fire Alarm Monitoring/Wireless Radio Lease (SE Alternative)	604.56
08/14/2023	103049	ENGIE RESOURCES LLC	0000317217 Period: 6/23/23 to 7/26/23	8,895.88
08/14/2023	103050	HEALTH CARE SERVICE	6573182296 July 2023	492,676.63
08/14/2023	103051	HINCKLEY SPRINGS	Rental/SE Alternative	29.97
08/14/2023	103052	INTERIM SCHOOL BUSIN	MD 7/3/23 to 7/31/23	7,950.00
08/14/2023	103053	KONICA MINOLTA BUSIN	Coverasge: 7/22/23 to 8/21/23	1,258.00
08/14/2023	103053	KONICA MINOLTA BUSIN	Newline Interactive Board 65" Room 21 @Southeast	3,232.00
08/14/2023	103053	KONICA MINOLTA BUSIN	166679 Managed IT Services	3,232.00
08/14/2023	103054	KONICA MINOLTA PREMI	500-0601077-000 Date 7/22/23 to 8/22/23	2,275.00
08/14/2023	103055	NET56	July 2023 Internet Access/Connectivity/Communication Taxes	3,865.40
08/14/2023	103055	NET56	August 2023 Internett Access/.Connectivity/Communication Taxes	3,865.40
08/14/2023	103056	T-MOBILE	976288363 6/21/23 to 7/20/23	611.20
08/14/2023	103057	TONY'S DRAIN & SEWER	Floor Drain Clog/SE Alternative	295.00
08/14/2023	103058	UNIVERSAL PREMIUM	SN814 Dates: 7/16/23 to 7/31/23	140.07
			Totals for checks	530,064.89

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
08/18/2023	103060	CITI CARDS	7484 Period 7/11/23 to 8/8/23	2,403.16
08/18/2023	103061	CUNA MUTUAL GROUP	012-1653-4 Administrataive Fee	62.50
08/18/2023	103062	DEARBORN NATIONAL LI	F021947-1 September 2023	5,539.61
08/18/2023	103063	GOURMET GORILLA	Southeast	2,685.49
08/18/2023	103063	GOURMET GORILLA	Transition	1,073.69
08/18/2023	103064	VANGUARD ENERGY SERV	400641 Period: 7/1/23 to 7/31/23	732.81
08/24/2023	103065	APERTURE EDUCATION	Aperture Education 2 Year license	2,125.00
08/24/2023	103066	KONICA MINOLTA PREMI	450-0068168-000 Coverage Period: 8/26/23 to 9/25/23	1,032.16
08/24/2023	103067	METLIFE	5398919 Dental/Vision September 2023	16,918.81
08/24/2023	103068	NET56	Monthly Billy for July 2023	24,850.43
08/24/2023	103068	NET56	Monthly Billing for August 2023	24,850.43
08/24/2023	103068	NET56	Order #53 Licenses-jamf Pro iOS (July 2023 usage)	200.60
08/24/2023	103068	NET56	Order #55 Licenses-jamf Pro iOS (August 2023 usage)	218.96
08/24/2023	103069	ORKIN EXTERMINATING	SE Altenative 8/11/23	89.99
08/24/2023	103070	UNIVERSAL PREMIUM	SN814 Period: 8/1/23 to 8/15/23	80.71
08/29/2023	103075	FIFTH THIRD BANK/MAS	MMAP	964.00
08/29/2023	103075	FIFTH THIRD BANK/MAS	Classroom Supplies - Cherrie	9.98
08/29/2023	103075	FIFTH THIRD BANK/MAS	RWAP	13,352.17
08/29/2023	103075	FIFTH THIRD BANK/MAS	SC	3,300.33
08/29/2023	103075	FIFTH THIRD BANK/MAS	AK	491.68
08/29/2023	103075	FIFTH THIRD BANK/MAS	for Tammy Wrobbel	149.99
08/29/2023	103075	FIFTH THIRD BANK/MAS	conference registration (AK)	460.00
08/29/2023	103075	FIFTH THIRD BANK/MAS	zoom	50.00
08/29/2023	103075	FIFTH THIRD BANK/MAS	Sharing a Vision Conference Registration	210.00
08/29/2023	103075	FIFTH THIRD BANK/MAS	Sensory accessory for student	35.97
08/29/2023	103075	FIFTH THIRD BANK/MAS	Shells for art project	15.97
08/29/2023	103075	FIFTH THIRD BANK/MAS	weather radio for office	49.49
08/29/2023	103075	FIFTH THIRD BANK/MAS	Time timer 8 inch visual timer	24.21
08/29/2023	103075	FIFTH THIRD BANK/MAS	Swiftmaps World Premier Wall Map Poster Mural 24h x 36w (Quantity: 9) 8 Colors, 1000 Pack, Foil Star Metallic Stickers, 0.6" Diameter (Quantity: 2)	101.08
08/29/2023	103075	FIFTH THIRD BANK/MAS	materials - J Jackson	20.01
08/29/2023	103075	FIFTH THIRD BANK/MAS	Bolin	8.99
08/29/2023	103075	FIFTH THIRD BANK/MAS	AMERICAN GOVERNMENT PACEMAKER THIRD EDITION ANSWER KEY 2001C Paperback - June 1, 2001 by Globe Fearon (Author)	228.95
08/29/2023	103075	FIFTH THIRD BANK/MAS	K.Murphy classroom supplies	87.55
08/29/2023	103075	FIFTH THIRD BANK/MAS	Favourde 48 Pack Magnetic Whiteboard Dry Eraser Chalkboard Cleansers for Classroom, Home and Office	67.69

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
			(Blue)	
08/29/2023	103075	FIFTH THIRD BANK/MAS	Office Supplies	109.87
08/29/2023	103075	FIFTH THIRD BANK/MAS	Michelle W Office	47.67
08/29/2023	103075	FIFTH THIRD BANK/MAS	Johnson	134.22
08/29/2023	103075	FIFTH THIRD BANK/MAS	France	109.99
08/29/2023	103075	FIFTH THIRD BANK/MAS	Supplies	164.32
08/29/2023	103075	FIFTH THIRD BANK/MAS	Peters Consumables	236.47
08/29/2023	103075	FIFTH THIRD BANK/MAS	Glass Whiteboard Calendar Yearly Planner White Board Calendar Dry Erase Board 34"x46" Dry Erase Calendar for Wall Monthly Glass Calendar Whiteboard Home Office Large Wall Calendar 2023 & Marker Tray	239.98
08/29/2023	103075	FIFTH THIRD BANK/MAS	cazata End Table with Fast Charging Station,Flip Top Side Table with USB C Ports and Outlets,Nightstand for Small Spaces, Bedside Table with Drawers and Fabric Bag for Living Room, Bedroom (Greige)	12.99
08/29/2023	103075	FIFTH THIRD BANK/MAS	GRTARD 12pack Magnetic Clips Strong Refrigerator Magnet Clips with Anti-Scratch Sticky Pads, Clips Magnets for Fridge, Whiteboard Magnets Clips Fridge Magnets Clips for Home, Kitchen & Office, 12 Pack Standing Desk Mat, YESMET Anti Fatigue Mat with Foot Massage Bar, Ergonomic Not-Flat Comfort Mat Standing Mat for Standing Desk Office and Kitchen Floor (Purple)	61.99
08/29/2023	103075	FIFTH THIRD BANK/MAS	Brother P-Touch, PTD210, Easy-to-Use Label Maker Bundle (4 Label Tapes Included), White, Small ASURION 4 Year Office Equipment Protection Plan ($50 - $59.99)	10.99
08/29/2023	103075	FIFTH THIRD BANK/MAS	Rubber Custom Signature Stamp - Self Inking Personalized Signature Stamp | Choose Ink Color | Great for Signing Legal Documents, Checks and Other Paperwork at Home and at Work	57.90
08/29/2023	103075	FIFTH THIRD BANK/MAS	curriculum materials	429.83
08/29/2023	103076	FIFTH THIRD BANK/MAS	Batteries	89.20
			Totals for checks	104,197.83

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
08/31/2023	103079	ENGIE RESOURCES LLC	6940184007 Period 7/26/23 to 8/23/23	7,609.45
08/31/2023	103080	HOME DEPOT CREDIT SE	6035322149985602 Dates: 7/28/23 to 8/11/23	155.82
08/31/2023	103081	KONICA MINOLTA BUSIN	Coverage 8/22/23 to 9/21/23	1,258.00
08/31/2023	103082	KONICA MINOLTA BUSIN	Project Newline 65Q-Room 21 Labor	500.00
08/31/2023	103083	T-MOBILE	976288363 Dates: 7/21/23 to 8/20/23	616.00
08/31/2023	103083	T-MOBILE	979924297 Dates: 7/21/23 to 8/20/23	411.60
08/31/2023	103084	THE HORTON GROUP, IN	Benefits Agency Fee Tech 6/23 to 6/24	16,686.00
08/31/2023	103085	TONY'S DRAIN & SEWER	SE Alternative - Power rodded mainline throuigh floor drain	225.00
08/31/2023	103086	VERIZON WIRELESS	380335400-00001 July 20 to Aug 19	793.10
08/31/2023	103086	VERIZON WIRELESS	480335060-00001 July 20 to Aug 19	59.90
			Totals for checks	28,314.87

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
08/18/2023	232400173	MCCARTHY, LAWRENCE J	Reimbursement for UHaul Truck	104.93
			Totals for checks	104.93

INDEPENDENT CONTRACTOR AGREEMENT

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

The Parties agree as follows:

1. **SERVICES.** Early CHOICES shall engage Contractor to provide the following service: **4 page brochure redesign.**

2. TERM. Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from ___August 1, 2023____ to ___August 31, 2023___ ("Agreement Term").

3. COMPENSATION. In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor ___$1,200.00 , plus related travel expenses not to exceed __n/a_. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.

4. EXPENSES. Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.

5. INDEPENDENT CONTRACTOR. Contractor is an independent contractor and not an employee of SASED or Early CHOICES. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED or Early CHOICES.

6. CONFIDENTIALITY. Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to Early CHOICES.

7. OTHER RULES AND POLICIES. Contractor agrees to abide by any other rules, policies, and procedures as communicated by Early CHOICES.

8. TERMINATION. This Agreement may be terminated early for the following reasons:

a. Mutual agreement, with fourteen (14) days' notice;
b. Permanent disability (inability to perform essential job functions with or without accommodation);
c. Death; or
d. Cause.

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

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

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

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

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

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

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

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

whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASED and Contractor.

16. NOTICE. Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

For Contractor: _Christian Jackson_____
Address: _3N482 Lincoln Drive_____
_St. Charles, IL 60175 _____

For SASED: School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

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

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

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

SASED

By:_____ Date:_____
Executive Director

By: _____ Date:_____
Director of Business Operations

Contractor

By:_____ Date: 8/11/23

INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made by and between The School Association for Special Education in DuPage County ("SASED"), which is operating as Early CHOICES ("Early CHOICES"), and ~~Western IL University~~ The Board of Trustees of Western Illinois University ("Contractor") (collectively referred to as "the Parties").

The Parties agree as follows:

1. **SERVICES.** Early CHOICES shall engage Contractor to provide the following service:

   - Submit monthly CIT meeting agenda, minutes, participant list and action plans
   - Community indicators of high quality inclusion assessment monthly scores
   - feedback and participation with Early CHOICES Inclusion Specialist and the Advisory Group by CIT Coordinator
   - Summary Report December 30 of progress and plan for Spring 2024
   - Any products created to support this effort, timelines, public awareness materials, etc share with Early CHOICES

2. **TERM.** Contractor shall provide services to Early CHOICES pursuant to this Agreement during the period from July 1, 2023 to December 30, 2023 ("Agreement Term").

3. **COMPENSATION.** In exchange for the services provided pursuant to Paragraph 1, Early CHOICES shall pay Contractor $25,000.00, plus related travel expenses not to exceed n/a. Contractor must submit a signed "Contractor Request for Payment" form to SASED to initiate payment. Contractor will be issued a Form 1099 and shall be solely responsible for paying all applicable payroll or employment taxes, including but not limited to FICA, federal personal income tax, state personal income tax, and state disability tax.

4. **EXPENSES.** Contractor shall bear all other expenses incurred in the performance of this Agreement unless pre-approved in writing by SASED's Executive Director or designee.

5. **INDEPENDENT CONTRACTOR.** Contractor is an independent contractor and not an employee of SASED or Early CHOICES. Nothing in this Agreement shall be construed to create the relationship of employer and employee, principal and agent, or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms of this Agreement. Unless otherwise stated in this Agreement, Contractor is not entitled to any of the benefits normally provided to employees of SASED or Early CHOICES.

6. **CONFIDENTIALITY.** Contractor acknowledges that she/he may have access to information that constitutes "school student records" as defined in the *Illinois School Student Records Act* (105 ILCS 10/1, et seq.) and/or "education records" as defined in the *Family Educational Rights and Privacy Act* ("FERPA," 20 U.S.C. §1232g) and/or "personally identifiable information" as defined in FERPA's implementing regulations (34 CFR §99.3), which information is collectively referred to as "Student Data." With regard to Student Data, Contractor certifies that she/he will comply with all applicable laws, regulations and SASED policies relating to

confidentiality, privacy, disclosure and data security. At the conclusion of the Agreement Term, Contractor agrees to return all Student Data to Early CHOICES.

7. **OTHER RULES AND POLICIES.** Contractor agrees to abide by any other rules, policies, and procedures as communicated by Early CHOICES.

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

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

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

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

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

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

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

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

15. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the Parties and supersedes any prior understanding or representation of any kind preceding the date of this Agreement. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this Agreement. This Agreement may be modified in writing and must be signed by both SASED and Contractor.

16. NOTICE. Any notice required or otherwise given pursuant to this Agreement shall be in writing and mailed certified return receipt requested, postage prepaid, or delivered by overnight delivery service, addressed as follows:

For Contractor: The Board of Trustees of
Western Illinois University
Center for Best Practices in Early Childhood Education
1 University Circle, HH32
Macomb, IL 61455

For SASED: School Association for Special Education in DuPage County
2900 Ogden Avenue
Lisle, Illinois 60532

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

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

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

SASED

By: _____ Date: 8.31.2023
Executive Director

By: Rachel Wisniewski Date: 8-31-2023
Director of Business Operations

Contractor

By: Elizabeth J Duvall Date: 7-18-23
Liz Duvall, General Counsel Attorney

VP: _____
DATE: 7-14-23

Purchasing LL 7/17/23

CLINICAL EDUCATION AGREEMENT
BETWEEN
THE UNIVERSITY OF KENTUCKY
AND
THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
(SASED)

This agreement between the University of Kentucky, hereinafter known as "UNIVERSITY", and The School Association for Special Education in DuPage County, hereinafter known as "AFFILIATE", located at 2900 Ogden Ave, Lisle, IL, 60532, regarding an affiliation for cooperative pursuit of their respective goals, is entered into this 1st day of July, 2023.

I. PURPOSE

The purpose of this document is to establish an agreement between the above parties in regard to their cooperation in the implementation of education experience opportunities for UNIVERSITY students in various fields of healthcare related studies. It defines the basis on which AFFILIATE will supervise students assigned for experiences within said AFFILIATE. The scope of this agreement is focused on the general activities planned and the assignment of responsibility between the parties.

II. UNIVERSITY DIVISIONS

UNIVERSITY is divided into several Colleges, Departments and Divisions comprised of students pursuing degrees in various fields of study. Prior to a student from one of UNIVERSITY's divisions accepting a rotation at AFFILIATE or any of its facilities, the parties hereto shall execute an addendum to this agreement setting forth any additional terms that may be required either by the division or its accrediting organization.

III. SCHEDULE OF ACTIVITIES

The scheduling of activities for students will be in accordance with the schedule of courses at the UNIVERSITY and the AFFILIATE will be explored and planned with the appropriate personnel of the AFFILIATE. Student assignments, planned by the instructor in consultation with the appropriate supervisory personnel, will be selected in accordance with the particular experience and the opportunities available.

The number of students assigned to AFFILIATE and the times of rotations will be mutually agreed upon.

IV. UNIVERSITY RESPONSIBILITIES

The UNIVERSITY shall:

A. Maintain responsibility and authority for all academic and educational matters and subsequent evaluation of students.

B. Retain control of the educational program for students through faculty of the UNIVERSITY. The UNIVERSITY may ~~will regularly~~ assess the learning environment of the Affiliate to identify any positive and negative influences on professional standards and conduct of students.

C. Provide a statement of philosophy and the objectives of curricular and clinical education.

D. Forward to AFFILIATE a summary of the student's training and experience which shall include at least information on the student's general health, related education, and experience.

E. Assign students subject to the availability of the AFFILIATE's personnel for teaching and supervising.

F. Appoint an Academic Coordinator who will be the liaison representative of the UNIVERSITY.

G. Reserve the right to revoke any assignment prior to the student's entry into the clinical education program at AFFILIATE.

H. Withdraw any student from the clinical experience at the request of the AFFILIATE if the student's performance is unsatisfactory. To assist UNIVERSITY in its due process obligations to a student removed from the program, AFFILIATE agrees to provide a written statement of the reasons for the withdrawal or exclusion.

I. Consider suggestions from the AFFILIATE regarding curriculum improvements subject to curriculum committee approval.

V. AFFILIATE RESPONSIBILITIES

The AFFILIATE shall:

A. For the duration of student rotations, make available appropriate resources to facilitate student education. Students may participate in education or continuing education activities of the AFFILIATE as appropriate.

B. Provide clinical education experiences as stated in the objectives and philosophy of the UNIVERSITY and supervision appropriate to the academic and clinical level of assigned students.

C. Complete all applicable forms requested by the UNIVERSITY relating to student evaluation and information regarding the teaching site in a timely manner.

D. Request the UNIVERSITY to withdraw the student from the assigned clinical education experience, when his/her conduct or performance is deemed unsatisfactory. Said request shall be provided to the UNIVERSITY in writing.

E. Provide information and/or training on appropriate security and personal safety measures to all UNIVERSITY students and faculty assigned to AFFILIATE in all locations where instruction occurs.

F. Allow student rotations to take place at all facilities owned and/or operated by AFFILIATE, as appropriate.

G. Ensure that the students comply with Section 10-21.9 of the Illinois *School Code* relating to fingerprint-based criminal history records checks and checks of the Statewide Sex Offender Database and the Statewide Murderer and Violent Offender Against Youth Database.

VI. STUDENT RESPONSIBILITIES

The STUDENT shall:

A. Be permitted AFFILIATE holidays.

B. Have the responsibility of transportation to and from the AFFILIATE's facilities and on any reasonable special assignment by AFFILIATE.

C. Provide medical insurance or other financial means to cover him/herself as to expenses which may arise as the result of illness or injury occasioned during his/her period of clinical rotations at the AFFILIATE, acknowledging that since the STUDENT is not an employee of the UNIVERSITY or the AFFILIATE, the STUDENT is not protected by Worker's Compensation and neither the AFFILIATE nor the UNIVERSITY assumes liability for injuries or illness in the absence of a showing of actual negligence on the part of the UNIVERSITY or AFFILIATE or any of their agents.

D. Complete health forms requested by the AFFILIATE.

E. Be responsible for following administrative policies of the AFFILIATE.

F. Notify the AFFILIATE of his/her intended time of arrival and be responsible for reporting to the designated individual at the AFFILIATE on time.

G. Be responsible for his/her own housing during clinical education assignments.

H. Be subject to the rules and regulations of the AFFILIATE.

I. Not be considered an employee of the AFFILIATE, but a student in the clinical education phase of his/her professional education.

VII. STUDENT MEDICAL TREATMENT

In the event that a student is exposed to infectious or environmental hazards, the student will be seen in the AFFILIATE emergency department or employee health department, if any, where the student will be evaluated and initial treatment will be started as appropriate. The student and/or department must notify Student Services at the UNIVERSITY in order to arrange subsequent management of the exposure. Any costs will be provided by the UNIVERSITY or student insurance.

VIII. FINANCE

There are no financial obligations for the function of training activities for either party while students are assigned to the AFFILIATE.

IX. EQUAL OPPORTUNITY

The University of Kentucky complies with the federal and state constitutions, and all applicable federal and state laws, regarding nondiscrimination. The University provides equal opportunities for qualified persons in all aspects of University operations, and does not discriminate on the basis of race, color, national origin, ethnic origin, religion, creed, age, physical or mental disability, veteran status, uniformed service, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, social or economic status, or whether the person is a smoker or nonsmoker, as long as the person complies with University policy concerning smoking.

X. LIABILITY

The UNIVERSITY is an agency and instrumentality of the Commonwealth of Kentucky, is vested with sovereign immunity and is subject to the provisions of the Kentucky Claims Commission and the statutory provisions of KRS 49.030 seq for the recovery of tort claims made against the School, its agents, officers or employees. The UNIVERSITY is self-insured pursuant to the provisions of KRS 164.939 et seq which provides for the paying of claims or judgments resulting from any tort or breach of duty based on health care services rendered or which should have been rendered by the UNIVERSITY or its agents. Agents of the UNIVERSITY include members of the Board of Trustees, faculty, staff, nurses, volunteer workers, employees, students, physicians and dentists providing care within the scope of their duties or courses of study. In addition, UNIVERSITY maintains professional, commercial excess general and medical malpractice liability insurance for itself, its agents, officers, employees and students.

UNIVERSITY expressly acknowledges to AFFILIATE that this coverage includes claims or judgments arising out of Student's alleged and/or actual sexual abuse and/or misconduct in connection with Student's clinical experience with AFFILIATE.

AFFILLIATE, an Illinois school district joint cooperative agreement, operating under the provisions of the Illinois School Code, maintains an insurance program that includes liability insurance to ensure against any loss or liability of AFFILIATE and its employees and officers for negligent or wrongful acts allegedly committed in the scope of employment or at the direction of the Governing Board or Board of Directors; comprehensive property insurance; and workers' compensation insurance. AFFILIATE acknowledges that such insurance meets the requirement of one million dollar per claim and three million dollars in the aggregate per year.

XI. RISK MANAGEMENT

AFFILIATE's administrator and UNIVERSITY's Office of Risk Management will inform each other of any lawsuit which is threatened, or any patient care event which causes or contributes to injury or death, and could result in a lawsuit, if a UNIVERSITY student, resident, or faculty member is involved with said patient's care.

XII. CORPORATE COMPLIANCE

AFFILIATE affirms that it is aware that UNIVERSITY operates in accordance with a corporate compliance program. AFFILIATE shall inform UNIVERSITY of any lawsuit that is threatened or of any violation of ethical, professional or legal standard in which a UNIVERSITY student is involved

HEALTH REQUIREMENTS

The UNIVERSITY requires students to be in compliance with all current University of Kentucky Medical Center immunization and tuberculin testing policies. Proof of inoculations will be provided upon request to AFFILIATE.

XIII. PERSONAL INFORMATION SECURITY

To the extent AFFILIATE receives Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, 61.932 and 61.933 (the "Act"), AFFILIATE shall secure and protect the Personal Information by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as UNIVERSITY's and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying UNIVERSITY of a security breach relating to Personal Information in the possession of AFFILIATE or its agents or subcontractors within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)2 applies and AFFILIATE abides by the

requirements set forth in that exception; (iv) cooperating with UNIVERSITY in complying with the response, mitigation, correction, investigation, and notification requirements of the Act , (v) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information suffered by AFFILIATE; and (vi) at UNIVERSITY's discretion and direction, handling all administrative functions associated with notification, investigation and mitigation.

XIV. NOTICE

Whenever any notice, demand or consent is required by the terms of this agreement, it shall be delivered by mail, postage prepaid to the following addresses:

If to AFFILIATE:

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

If to UNIVERSITY:

Office of Strategic Healthcare Contracting
University of Kentucky
317 Charles T. Wethington Building
900 South Limestone
Lexington, KY 40536-0200

XV. ELECTRONIC STORAGE AND SIGNATURES

The parties hereto agree and stipulate that the original of this Agreement, including the signature page, may be scanned and stored in a computer database or similar device, and that any printout or other output readable by sight, the reproduction of which is shown to accurately reproduce the original of this document, may be used for any purpose just as if it were the original, including proof of the content of the original writing.

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which, when taken together, shall constitute one and the same agreement. Any electronically transmitted signature or photocopy of a signature to this Agreement shall be deemed an original signature to this Agreement and shall have the same force and effect as an original signature. For purposes of this Section, an "electronically transmitted signature" means a manually-signed original signature that is sent via the internet as a "pdf" (portable document format) attached to an e-mail message.

XVI. HIPAA

Each party agrees to abide by all applicable federal and state law and regulations, including, but not limited to, the HIPAA privacy regulations set forth at 45 CFR Parts 160 and 164

(the "Privacy Rule"). Because neither party uses or discloses the Protected Health Information to perform services on behalf of the other, each party acknowledges and agrees that neither is the business associate of the other and therefore the parties are not required to enter into a business associate contract, as these terms are defined in the Privacy Rule.

XVII. NO AGREEMENT TO REFER

Notwithstanding anything contained herein to the contrary, the parties agree that neither party nor any other person has agreed to make any referral (and neither party nor any other person shall hereafter have any obligation to make any referral). Nor will either party or any other person receive or be entitled to receive any compensation from the other for any referral and the services provided shall at no time be subject to any unlawful agreement, whatsoever arising, express or implied, with respect to the referral of any patient or patients to any person or entity for the provision of health care services.

XVIII. FERPA

AFFILIATE shall maintain and protect the confidentiality of student education records as required by the Family Education Rights and Privacy Act (FERPA). Student information that is submitted by the UNIVERSITY and those records generated by AFFILIATE regarding students is confidential and shall be used only for the purposes stated in this Agreement. AFFILIATE agrees not to share or disclose this data with any third-party outside of the purposes stated in this Agreement, unless required to do so by law or other agency regulations. AFFILIATE shall notify the UNIVERSITY in writing immediately upon learning of any such required release of records and also upon learning of any such unauthorized release of the records or the information contained therein. Failure to comply with the requirement to protect the students' education records will result in the cancellation of the Agreement and eligibility to receive any student information from the UNIVERSITY for a period of no less than five (5) years.

AFFILIATE agrees to destroy the student information with permission of the UNIVERSITY in a manner that completely protects the confidentiality of the student information or return the information to the UNIVERSITY upon the expiration of this Agreement.

The UNIVERSITY and students agree to abide by all applicable state and federal laws, rules and regulations regarding student privacy of AFFILIATE's students, including but not limited to, and the Family Educational Rights and Privacy Act (FERPA). Except as otherwise authorized herein, all student records of AFFILIATE's students shall be the sole property of AFFILIATE and shall be maintained at AFFILIATE's location in accordance with all applicable State and federal laws and regulations.

XIX. TERM OF THE AGREEMENT

A. This Agreement shall be effective from the date first written above and shall be reviewed annually by UNIVERSITY's Provost or designated reviewer, and AFFILIATE's designated reviewer. The duration of the agreement shall be three years.

B. This agreement is subject to mutually agreed upon modifications. Any modifications shall be in writing and added as attachments to this agreement.

C. This agreement may be terminated by either party provided written notice is sent to the other party at least ninety (90) days prior to the proposed date of termination.

D. Any student currently enrolled in a rotation at the AFFILIATE's facilities at the time a notice of termination is given by either party shall have six (6) months from the time such notice is given to complete their clinical program with AFFILIATE.

XXI. MISCELLANEOUS

A. Intentionally omitted.

B. Nothing contained in this Agreement confers on either party the right to use the other party's name or likeness without prior written permission, or constitutes an endorsement of any commercial product or services by either party.

C. The invalidity or unenforceability of any provision of this Agreement will not affect the validity or enforceability of any other provision.

D. No party may assign or subcontract any portion of this Agreement without the prior written consent of the other party; provided, however, that the AFFILIATE expressly acknowledges that any assignment by the UNIVERSITY to an entity controlled by, controlling, or under common ownership with the UNIVERSITY or arising out of any merger, reorganization or consolidation of the UNIVERSITY shall not require the consent of the AFFILIATE.

E. The individuals executing this Agreement on behalf of the UNIVERSITY and the AFFILIATE hereby represent and warrant that the execution, delivery and performance of this Agreement has been approved by all requisite corporate action and such individuals have been duly authorized to execute and deliver this Agreement.

XXII. SIGNATURES

In testimony whereof, Witness the duly authorized signatures of the parties hereto to the duplicate originals:

APPROVED FOR:

UNIVERSITY OF KENTUCKY

Robert S. DiPaola, MD
Provost

THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY

Dr. Jimmy Gunnell
Executive Director

COLLEGE OF HEALTH SCIENCES, DEPARTMENT OF
COMMUNICATION SCIENCES AND DISORDERS
ADDENDUM TO
CLINICAL EDUCATION AGREEMENT BETWEEN
THE UNIVERSITY OF KENTUCKY
AND
THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY
(SASED)

This addendum supplements the Clinical Education Agreement, the AGREEMENT, between the University of Kentucky, the UNIVERSITY, and The School Association for Special Education in DuPage County, AFFILIATE, dated 07/01/2023. It sets forth the terms and conditions upon which University of Kentucky, College of Health Sciences, Department of Communication Sciences and Disorders, hereinafter DIVISION, students may undertake clinical learning experiences at the facilities of AFFILIATE.

I. ADDITIONS TO THE AGREEMENT

The following terms are added to Section IV of the Agreement and pertain only to students of DIVISION:

G. Should AFFILIATE assign students to another area outside of its facilities such as a private physician's office, school, etc., as a part of the student's rotation, the AFFILIATE agrees to provide staff supervision for graduate/undergraduate health professions education as agreed herein.

H. AFFILIATE acknowledges that DIVISION's program is accredited by the Council on Academic Accreditation in Audiology and Speech Language Pathology of the America Speech-Language-Hearing Association (CAA). AFFILIATE agrees to adhere to all standards and practices that are now or during the term of this agreement may be required by CAA for DIVISION's program to maintain or renew its accreditation status with CAA.

Except as modified by this Addendum, the Agreement shall continue in force and effect in accordance with its terms. In the event of a conflict between this Addendum and the Agreement, the provisions of this Addendum shall govern.

II. SIGNATURES [On following page]

In Testimony whereof, witness the duly authorized signatures of the parties hereto to the duplicate originals.

UNIVERSITY OF KENTUCKY

Robert S. DiPaola, MD
Provost

THE SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE COUNTY

Dr. Jimmy Gunnell
Executive Director

Recommended By:

Scott Lephart Digitally signed by Scott Lephart Date: 2023.08.31 11:01:05 -04'00'

Scott M. Lephart, PhD
Dean, College of Health Sciences

Anne Olson, PhD, CCC/A
Chair, Department of Communication Sciences and Disorders

School Association for Special Education in DuPage
Jimmy Gunnell, Ed.D.
Executive Director
Jim Nelson
Executive Director

To: Jimmy Gunnell and Jim Nelson , Executive Director
From: Julie Grohn, Director of HR
Date: August 11, 2023
Re: Teacher Assistant Buyout

Below is information for a contract buyout with Maxim and Stepping Stones for Amanda Resendiz and Lavetta Smith. Both were teacher assistants with us for the 2022-2023 school year and would like to be SASED employees.

Classroom Para		BOD
Amanda Resendiz		
Maxim	**Contract**	**SASED (year 1)**
Hourly rate	$50.00	$19.68
Benefits	$0.00	$22,000.00
Annual amount paid	$61,600.00	$24,245.76
Buy-out amount		$1,212.29
TOTAL	$61,600.00	$47,458.05

Classroom Para		BOD
Lavetta Smith		
Stepping Stones	**Contract**	**SASED (year 1)**
Hourly rate	$38.00	$20.60
Benefits	$0.00	$22,000.00
Annual amount paid	$46,816.00	$25,379.20
Buy-out amount		$5,075.80
TOTAL	$46,816.00	$52,455.00

Recommendation: Buyout the contract for Amanda Resendiz at Maxim for $1212.29 and Lavetta Smith at Stepping Stones Group at $5,075.80.

AMENDMENT ("Amendment") OF THE FACILITY STAFFING AGREEMENT ("Agreement")
BETWEEN MAXIM HEALTHCARE STAFFING SERVICES, INC. AND SASED

This Amendment is incorporated in the Agreement as of ("Effective Date"), September 20th, 2023 between, SASED. (hereinafter referred to as "FACILITY") and **Maxim Healthcare Staffing Services, Inc.**, (hereinafter referred to as "MAXIM").

RECITALS

WHEREAS, FACILITY and MAXIM entered into the Agreement with an effective date of July 10th, 2023.

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

NOW THEREFORE, the parties do mutually agree as follows:

Temp to Perm. As of the Effective Date and Section 5.2 of the Agreement notwithstanding, FACILITY shall have the right to directly hire Amanda Resendiz, (hereinafter the "EMPLOYEE") as an employee in exchange for a placement fee of $1,212. Section 5.2 as written in the Agreement shall continue to apply to any other MAXIM personnel retained by FACILITY. Once FACILITY hires EMPLOYEE, MAXIM is released from all staffing responsibility, employer obligations, and personnel matters related to EMPLOYEE, including, but not limited to insurance coverage, payment of wages or other forms of compensation, and mandatory state and federal withholdings. FACILITY agrees to indemnify, defend, and hold harmless MAXIM from any liability or claim, arising out of employment with FACILITY.

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

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

Accepted By:

SASED:	MAXIM HEALTHCARE STAFFING SERVICES, INC.:
Signature	Signature
Printed Name & Title	Printed Name & Title
Date	Date

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2023-2024 Proposed Public School Calendar for School Assn For Special Educ, ROE Admin Approved, as of 8/21/2023

Codes: X = attendance day; XHI, XHPT, XID, XDS, XHS, XHSW, XHIH, XHPH, XHSH = half attendance day; XH = holiday attendance waiver; FPT, FPTH, WFPT = full day parent teacher conference; FI, WFI, FIH = teacher inservice; PI, TI, TIH = parent/teacher institute; ED = emergency day; XED = proposed emergency day; HOL = holiday; NIA = not in attendance

Total Days of Attendance: 178 **Regular Day:** 8:00AM - 2:45PM **Instruct. Day Lgth:** 5 Hrs. 30 Mins.

July 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3	4 HOL	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

July Atnd: 0 Accum: 0

August 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 TI	15 TI	16 TI	17 X	18 X	19	20
21 X	22 X	23 X	24 X	25 X	26	27
28 X	29 X	30 X	31 X			

Aug Atnd: 11 Accum: 11

September 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 X	2	3
4 HOL	5 X	6 X	7 X	8 X	9	10
11 X	12 X	13 X	14 X	15 X	16	17
18 X	19 X	20 XHS	21 X	22 X	23	24
25 X	26 X	27 X	28 X	29 X	30	

Sept Atnd: 20 Accum: 31

October 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
						1
2 X	3 X	4 X	5 X	6 X	7	8
9 HOL	10 X	11 X	12 X	13 X	14	15
16 X	17 X	18 XHS	19 X	20 X	21	22
23 X	24 X	25 X	26 X	27 X	28	29
30 X	31 X					

Oct Atnd: 21 Accum: 52

November 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 X	2 X	3 X	4	5
6 X	7 X	8 X	9 X	10 X	11 HOL	12
13 X	14 X	15 X	16 X	17 X	18	19
20 X	21 FPT	22 NIA	23 HOL	24 NIA	25	26
27 X	28 X	29 X	30 X			

Nov Atnd: 19 Accum: 71

December 2023

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 X	2	3
4 X	5 X	6 X	7 X	8 X	9	10
11 X	12 X	13 X	14 X	15 X	16	17
18 X	19 X	20 X	21 X	22 NIA	23	24
25 HOL	26 NIA	27 NIA	28 NIA	29 NIA	30	31

Dec Atnd: 15 Accum: 86

January 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 HOL	2 NIA	3 NIA	4 NIA	5 NIA	6	7
8 X	9 X	10 X	11 X	12 X	13	14
15 HOL	16 X	17 X	18 X	19 X	20	21
22 X	23 X	24 X	25 X	26 X	27	28
29 X	30 X	31 X				

Jan Atnd: 17 Accum: 103

February 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1 X	2 X	3	4
5 X	6 X	7 X	8 X	9 X	10	11
12 X	13 X	14 X	15 X	16 X	17	18
19 NIA	20 X	21 X	22 X	23 X	24	25
26 X	27 X	28 X	29 X			

Feb Atnd: 20 Accum: 123

March 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
				1 X	2	3
4 X	5 X	6 X	7 X	8 X	9	10
11 X	12 X	13 X	14 X	15 X	16	17
18 X	19 X	20 X	21 X	22 X	23	24
25 NIA	26 NIA	27 NIA	28 NIA	29 NIA	30	31

Mar Atnd: 16 Accum: 139

April 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1 NIA	2 X	3 X	4 X	5 X	6	7
8 X	9 X	10 X	11 X	12 X	13	14
15 X	16 X	17 X	18 X	19 X	20	21
22 X	23 X	24 X	25 X	26 X	27	28
29 X	30 X					

Apr Atnd: 21 Accum: 160

May 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
		1 X	2 X	3 X	4	5
6 X	7 X	8 X	9 X	10 X	11	12
13 X	14 X	15 X	16 X	17 X	18	19
20 X	21 X	22 X	23 X	24 X	25	26
27 HOL	28 XED	29 XED	30 XED	31 XED		

May Atnd: 18 Accum: 178

June 2024

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1	2
3 XED	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19 HOL	20	21	22	23
24	25	26	27	28	29	30

June Atnd: 0 Accum: 178

2023-2024 School Assn For Special Educ as of 8/21/2023

Calendar Legend - Totals for the Year

Calendar Code	Code Description	No. of Days	Totals	
X	Pupil Attendance Day	175		
XHS	Half-Day School Improvement Program	2		
FPT	Full-Day Parent/Teacher Conference	1		
			Total Days Toward Pupil Attendance:	178
XED	Emergency Day-Proposed	5		
TI	Teacher Institute/Workshop	3		
			Total Calendar Days:	186
HOL	Holiday	10		
NIA	Not in Attendance	18		

PT /In-Service/Act of God/Explanations

School Begin Date: 08/14/2023 School End Date: 06/03/2024

Regular Day: 8:00AM - 2:45PM Instruct. Day Lgth: 5 Hrs. 30 Mins.

Cal. Date	Cal. Code	Code Descr.	Student Attend.	Activity Time	Brief Explanation for Activity or School Closing
08/14/2023	TI	Teacher Institute/Workshop			
08/15/2023	TI	Teacher Institute/Workshop			
08/16/2023	TI	Teacher Institute/Workshop			
09/20/2023	XHS	Half-Day School Improvement Program	8:00AM 11:30AM	12:30PM 2:45PM	Professional Development
10/18/2023	XHS	Half-Day School Improvement Program	8:00AM 11:30AM	12:30PM 2:45PM	Professional Development
11/21/2023	FPT	Full-Day Parent/Teacher Conference		5:00PM 8:00PM	Parent/Teacher Conferences conducted from 5pm to 8pm

SASED

School Association for Special Education

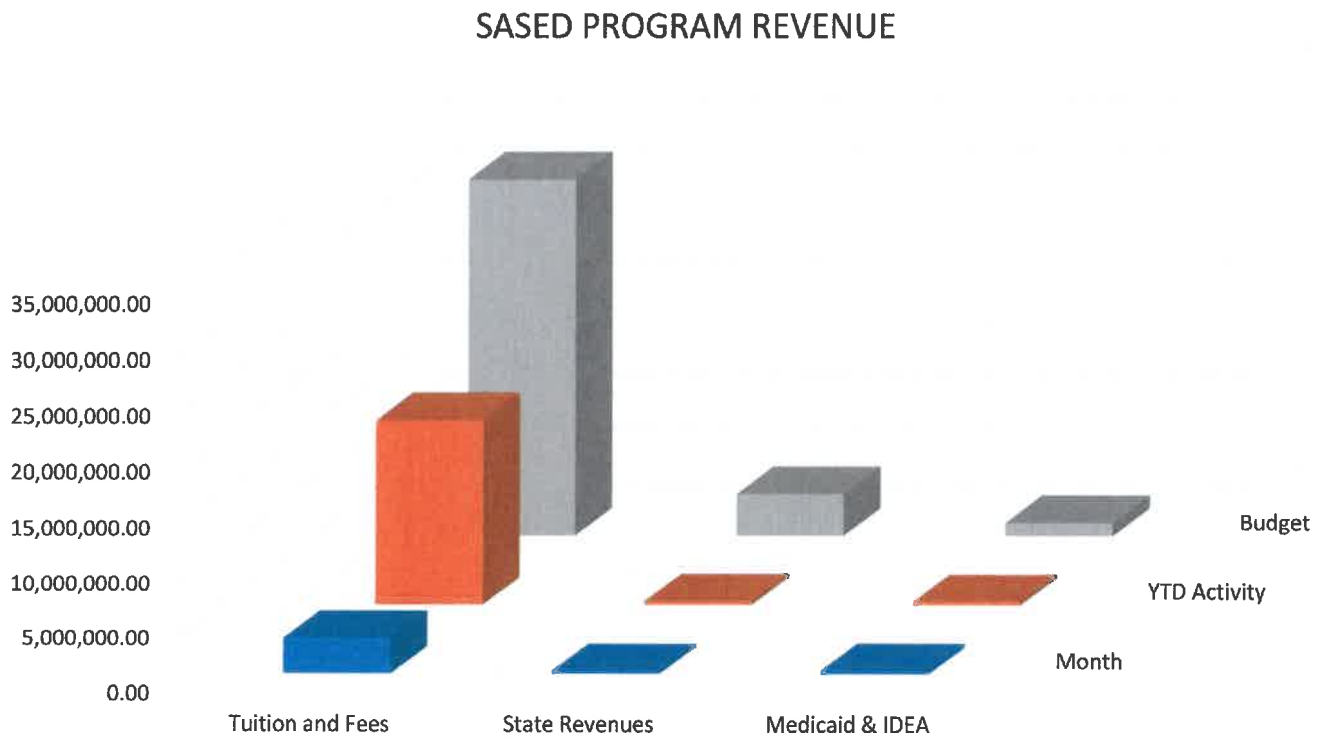
August 2023 Budget Progress Statement

Revenues	23-Aug Monthly Activity	FYTD Activity	Original Budget	% of Budget
Tuition and Fees	$ 3,229,377.03	$ 16,537,330.75	$ 31,829,573.00	52.00%
State Revenues	$ 254,510.00	$ 343,099.79	$ 3,724,607.00	9.20%
Medicaid & IDEA	$ 316,810.17	$ 317,058.42	$ 1,169,228.00	27.10%
Grant Revenues	$ 50,866.88	$ 104,740.78	$ 1,524,658.00	6.90%
Total Revenues	$ 3,851,564.08	$ 17,302,229.74	$ 38,248,066.00	45.24%
Expenditures				
Payroll	$ 400,427.59	$ 730,513.15	$ 21,488,303.69	3.40%
Benefits	$ 71,857.28	$ 131,312.95	$ 5,951,032.02	2.21%
Purchased Services	$ 255,408.89	$ 585,241.05	$ 8,755,669.00	6.68%
Supplies	$ 36,467.45	$ 64,928.04	$ 892,071.00	7.28%
Capital Outlay	$ -	$ -	$ 1,951,321.00	0.00%
Equipment	$ 32,712.00	$ 34,601.35	$ 140,870.00	24.56%
TOTAL EXPENSES	$ 796,873.21	$ 1,546,596.54	$ 39,179,266.71	3.95%

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

SASED PROGRAMS

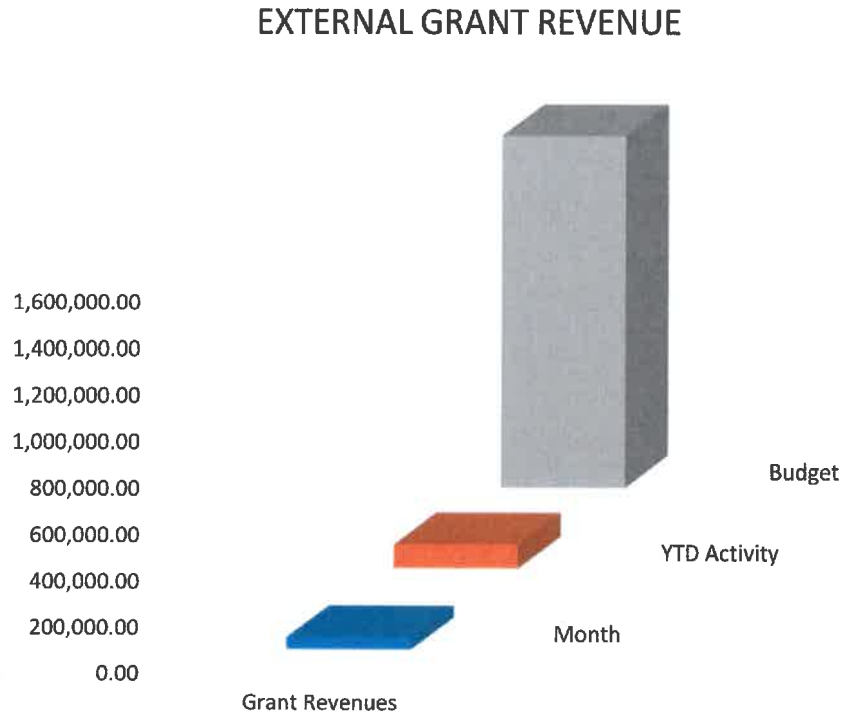
Program	Aug-23 Monthly Activity	2023-24 FYTD Activity	2023-24 Original Budget	% YTD
Tuition and Fees	3,229,377.03	16,537,330.75	31,829,573.00	52.0%
State Revenues	254,510.00	343,099.79	3,724,607.00	9.2%
Medicaid & IDEA	316,810.17	317,058.42	1,169,228.00	27.1%
Total	3,800,697.20	17,197,488.96	36,723,408.00	46.8%



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

EXTERNAL GRANT PROGRAMS

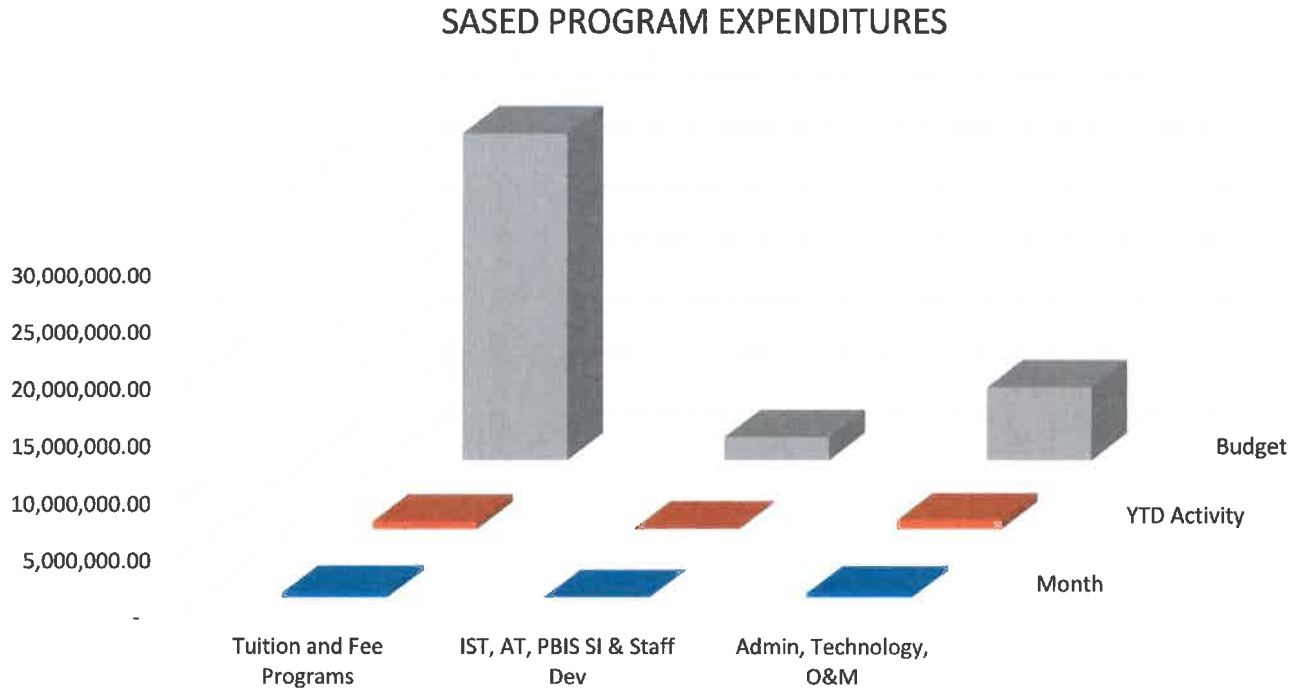
Program	Aug-23 Monthly Activity	2023-24 FYTD Activity	2023-24 Original Budget	% YTD
Grant Revenues	50,866.88	104,740.78	1,524,658.00	6.9%



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

SASED PROGRAMS

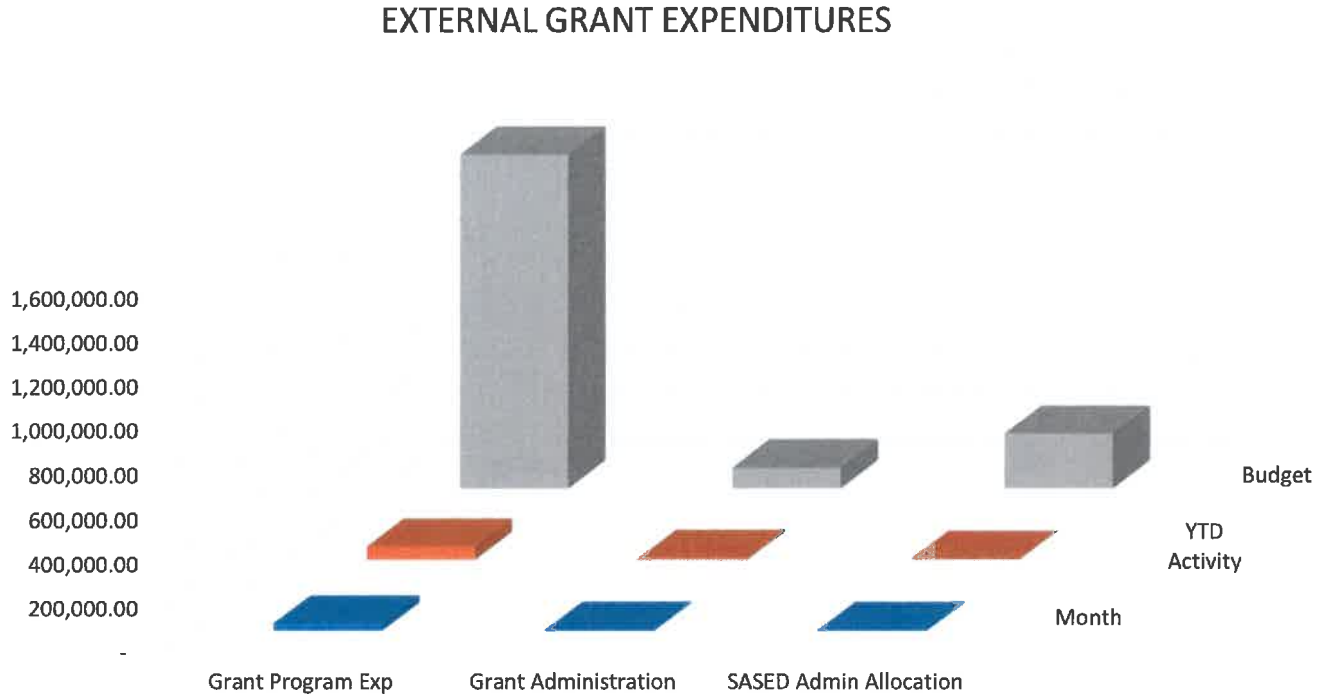
Program	Aug-23 Monthly Activity	2023-24 FYTD Activity	2023-24 Original Budget	% YTD
Tuition and Fee Programs	397,427.59	645,324.24	28,892,245.91	2.2%
IST, AT, PBIS SI & Staff Dev	17,780.56	57,310.32	2,035,279.00	2.8%
Admin, Technology, O&M	340,923.11	770,066.27	6,385,842.38	12.1%
	756,131.26	1,472,700.83	37,313,367.29	3.9%



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

EXTERNAL GRANT PROGRAMS

Program	Aug-23 Monthly Activity	2023-24 FYTD Activity	2023-24 Original Budget	% YTD
Grant Program Exp	33,819.08	61,507.11	1,525,780.00	4.0%
Grant Administration	4,184.02	8,465.64	93,601.02	9.0%
SASED Admin Allocation	2,738.85	4,171.21	246,519.00	1.7%
Total	40,741.95	74,143.96	1,865,900.02	4.0%



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

	A EDUCATION FUND	B SELF FUNDED MEDICAL INSUR	C SELF FUNDED DENTAL INSUR	D FSA	A + B + C + D TOTAL EDUCATION FUND
CASH ACTIVITY REPORT					
Beginning Balance					
Investments	10,642,100.91	401,563.58	369,811.28	(23,149.25)	11,390,326.52
August Activity					
Interest Earned	8,677.47				8,677.47
Gains/(Losses) on Sales of Securities	-				-
Record Health Fund Transfers	465,986.19	(449,125.65)	(10,349.44)	(6,511.10)	(0.00)
Cash Receipts	7,902,480.38	2,742.23	638.26		7,905,860.87
Cash Disbursements - General	(872,356.69)			(7,825.06)	(880,181.75)
- Payroll	(1,504,772.52)				(1,504,772.52)
Subtotal	6,000,014.83	(446,383.42)	(9,711.18)	(14,336.16)	5,529,584.07
Ending Balance	**16,642,115.74**	**(44,819.84)**	**360,100.10**	**(37,485.41)**	**16,919,910.59**
Investment - Demand Deposit - Fifth Third Bank	11,264,455.85	(47,562.07)	359,461.84	(29,660.46)	11,546,695.16
IL School District Liquid Asset Fund	21,388.76				21,388.76
Fifth Third Securities	5,351,826.67	-	-	-	5,351,826.67
	16,637,671.28	**(47,562.07)**	**359,461.84**	**(29,660.46)**	**16,919,910.59**

Rachel Wisniewski

Rachel Wisniewski, Treasurer

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

	AMOUNT	INTEREST RATE	TERM	LOCATION	Security/Collateralization
EDUCATION FUND					
PMA IL School District Liquid Asset Fund					
Depository Accounts - Liquid/Max	**21,388.76**	0.529%	Money Market	ISDLAF	Money Market Mutual Fund
Depository Accounts - Liquid - DuPage West Cook	-		Money Market	ISDLAF	Money Market Mutual Fund
	21,388.76				
FIFTH THIRD BANK					
Depository and Demand Deposit Accounts	**11,264,455.85**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	**201,438.91**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
Demand Deposit - Health Insurance Reserves	**80,800.40**	0.65%	N/A	Fifth Third Bank	Collateralized Deposit
	11,546,695.16				
FIFTH THIRD SECURITIES					
Cash & Cash Equivalents	**46,198.67**	Varies	Money Market	Fifth Third Securities, Custodian	Money Market Mutual Fund
Certificates of Deposit - short-term	**245,000.00**	Varies	Various, < 1 yr	Fifth Third Securities, Custodian	FDIC Insured
Certificates of Deposit - long-term	**2,205,000.00**	Varies	Various, > 1 yr	Fifth Third Securities, Custodian	FDIC Insured
U S Treasuries - short-term	**1,362,833.00**	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Treasuries - long term	**492,795.00**	Varies	Various	Fifth Third Securities, Custodian	US Gov't. Obligation
U S Agencies - Short term	**250,000.00**	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
U S Agencies - long term	**750,000.00**	Varies	Various	Fifth Third Securities, Custodian	"Full faith and credit of US..."
Corporate Bonds	-				
Municipal Bonds	-				
Other assets, including prepaid interest	-				
	5,351,826.67				
	16,919,910.59	**TOTAL**			

SASED PROGRAM ENROLLMENT DASHBOARD (2023-2024)

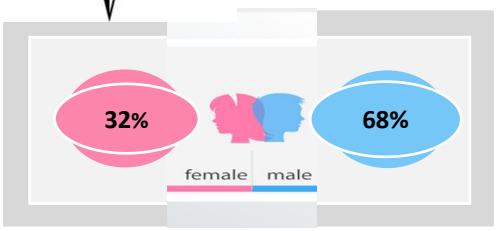
PROGRAM	ADMINISTRATOR	LOCATION	TEACHER	GRADES	CAPACITY	ENROLLED	PENDING	OPENINGS
DHH	Tara Corral	D45 - Early Childhood Center	Alexander	EC	8	5	1	2
		D45 - North School	Kirkman	EC	8	5	0	3
		D45 - North School	Spillan	EC	8	4	0	4
		D45 - North School	Hamblin	K	8	4	0	4
		D45 - North School	McGuire	1-2	8	6	0	2
		D45 - North School	Nowicki	3-4	10	7	0	3
		D45 - North School	Misener	5	10	8	1	1
		D201 - Westmont Junior High	Quetsch-Rohrer	6-8	10	8	0	2
				DHH TOTAL	**70**	**47**	**2**	**21**
DIRECTIONS	Lauara Capparelli	SASED - Southeast School	Moses	3-5	10	4	0	6
		SASED - Southeast School	O'Sullivan	6-8	10	4	0	6
		SASED - Southeast School	Hilb	9-12	10	11	0	-1
				DIRECTIONS TOAL	**30**	**19**	**0**	**11**
MULTI NEEDS	Sheila White	D60 - Holmes Primary	Brady	EC	8	7	0	1
	Amy McKee	D63 - Concord Elementary	Goins	EC	8	5	0	3
		D63 - Concord Elementary	Primozic	EC Medical	8	4	1	3
		D58 - Hillcrest Elementary	Kirkpatrick	K-1	10	6	1	3
		D20 - Waterbury Elementary	Ryndak	K-1	8	6	0	2
		D34 - Winfield Primary School	Goes	K-2	10	7	0	3
	Sheila White	D60 - Holmes Primary	Kilmczak	1-2	10	8	0	2
	Amy McKee	D58 - Kingsley Elementary	Raponi	K-2 Medical	6	5	0	1
		D20 - Waterbury Elementary	Wood	2-5	10	5	0	5
		D58 - Kingsley Elementary	Lapato	3-5 Medical	8	6	0	2
		D66 - Prairieview Elementary	Misch	3-5	10	10	0	0
		D34 - Winfield Central School	Broderick	5-8	10	6	0	4
		D58 - O'Neill Middle School	Dahl	6-8	10	7	0	3
		D58 - O'Neill Middle School	DeBruin	6-8 Medical	10	6	0	4
	Kati Curby	D88 - Willowbrook High School	Martinez	9-12	10	6	0	4
		D88 - Willowbrook High School	Matthews	9-12	10	5	0	5
		D88 - Willowbrook High School	Granrath	9-12 Medical	8	7	0	1
				MULTI NEEDS TOTAL	**154**	**106**	**2**	**46**
PROJECT SEARCH	Kati Curby	NORTHWESTERN-CENTRAL	Munchoff	12+	12	11	0	0
		Only accepts students through application once per year		**TOTAL**	12	5		
		SASED - Southeast School	Holle	K-1	10	6	1	3
		SASED - Southeast School	Aurrichio	1-2	10	8	0	2

SOUTHEAST	Lauara Capparelli	SASED - Southeast School	Petrella	3-4	10	7	0	3
		SASED - Southeast School	Gaona	5	10	8	0	2
		SASED - Southeast School	Balogh	6	10	10	0	0
		SASED - Southeast School	Tassone	7	10	7	0	3
		SASED - Southeast School	Huerta	8	10	6	0	4
		SASED - Southeast School	McFadden	9-10	10	10	0	0
		SASED - Southeast School	Dombrow	11-12	10	8	0	2
		SASED - Southeast School	Morton	12	10	6	0	4
				SOUTHEAST TOTAL	100	76	1	23
STARS	Amy Gebre	D48 - Swartz	McGann	K-2	8	6	0	2
	Sheila White	D60 - Holmes Primary	Ahern	K-1	8	6	0	2
		D60 - Holmes Primary	Walton	1-2	10	8	0	2
		D60 - Maercker Intermediate	Cherrie	3-4	10	7	0	3
		D63 - Cass Junior High	Kaufmann	5-8	10	8	0	2
		D63 - Cass Junior High	Nunziato	5-8	10	6	0	4
				STARS TOTAL	56	41	0	15
TRANSITION	Kati Curby	SASED - Transition Center	Zacharski	12+	10	9	0	1
		SASED - Transition Center	Baker	12+	10	8	0	2
		SASED - Transition Center (VI)	Duncan	12+	10	6	0	4
		SASED - Transition Center (VI)	Bell	12+	10	7	0	3
				TRANSITION TOTAL	40	30	0	10
VISION	Amy Gebre	D48 - Salt Creek Primary	Magnuson	K-1	8	3	0	5
		D48 - Swartz Intermediate	Ardaiolo	2-4	8	5	0	3
		D48 - Swartz Intermediate	Fernandez	2-4	8	5	0	3
		D48 - Albright Middle	Dwyer	5-8	10	8	0	2
		D88 - Addison Trail High School	Ariano	9-12	10	5	0	5
		D88 - Addison Trail High School	Brusich	9-12	10	6	0	4
		D88 - Addison Trail High School	Jackson	9-12	10	6	0	4
				VISION TOTAL	64	38	0	26
					CAPACITY	ENROLLED	PENDING	OPENINGS
ENROLLMENT DATA POINTS					526	362	5	152

SASED Programs - Member & DWC Districts - Student Enrollment - September 2023									
Member District	**Southeast**	**Directions EL, MS, HS**	**STARS**	**Multi Needs**	**Vision**	**DHH**	**Transition**	**Project Search**	**District Total**
20	1			10		1			**12**
25				1		2			**3**
33	9			1		2			**12**
34	3	1							**4**
45	7	2		3	2	1			**15**
48	3		4	3	1	1			**12**
58	3	3	10	15	1	1			**33**
60	5		7	12					**24**
63	1	1	6	3		1			**12**
66			1	4					**5**
68	5	1	7	11		1			**25**
88	4	3		8	1		2		**18**
94	8	2		1			2	3	**16**
99	9	4		6	4		3		**26**
180	7		4	5	2				**18**
201				6	2		3		**11**
202	1	1		10			7		**19**
205	6			1	1	1		1	**10**
DWC+ Kane/Will/ Kendall	3	1	1	3	37	36		7	**88**
Total Enrollment	**75**	**19**	**40**	**103**	**51**	**47**	**17**	**11**	**363**
	SE total includes 0 CIBS student								***grand total includes 0 CIBS student***
Difference from 6/15/2023	**-7**	**-9**	**4**	**1**	**-6**	**1**	**5**	**2**	**-9**
Color Key:									
plus									
minus									

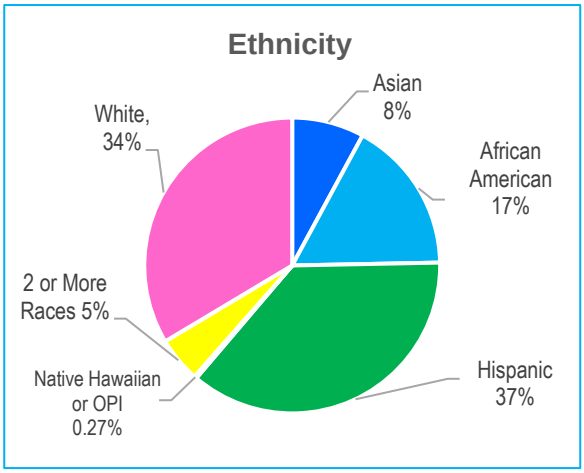
2022-2023 SASED AT-A-GLANCE ANNUAL DATA PROFILE

SASED ENROLLMENT
372



Average Attendance
84%

English Learner Eligible
26%



ENROLLMENT BY PROGRAM

DHH	Multi Needs	SE/ DIR	STARS	Project Search	Transition	Vision
46	102	110	36	9	12	57

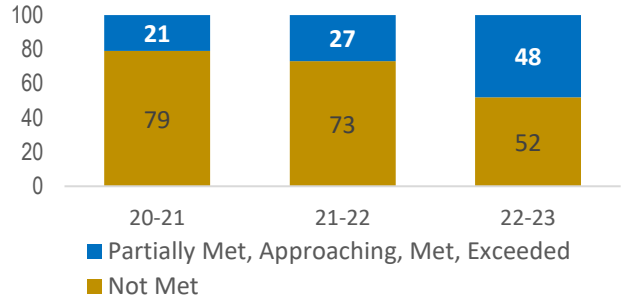
ENROLLMENT BY GRADE LEVELS

EC	Elem	MS	HS	Transition
29	157	78	72	36

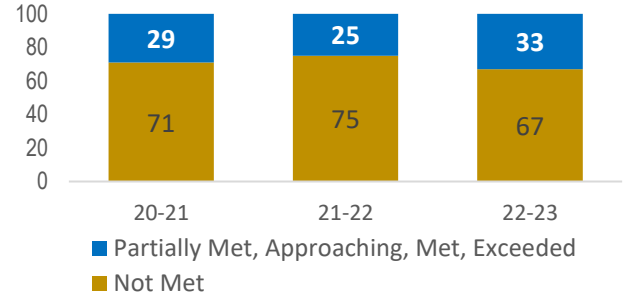
RESTRAINTS/TIMEOUTS

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

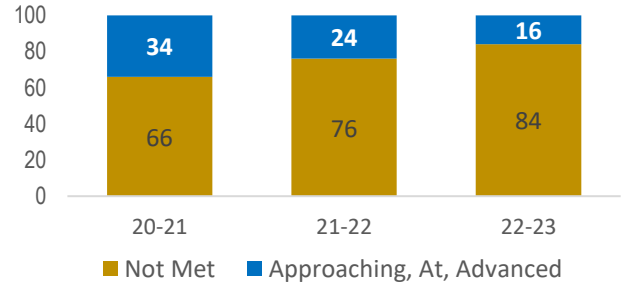
IAR ELA



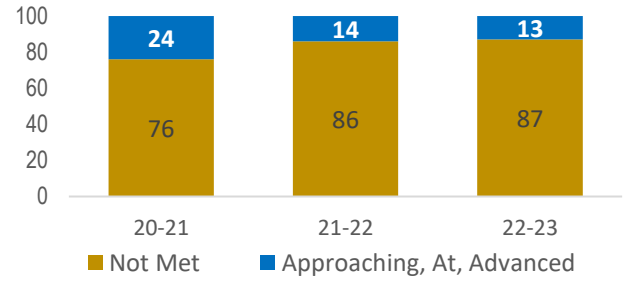
IRA Math



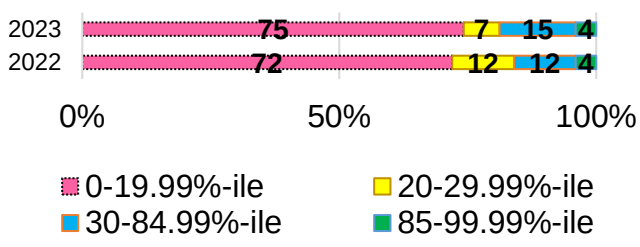
DLM ELA



DLM Math



FastBridge Spring ELA Benchmark Data



PSAT / SAT

	PSAT 8/9	PSAT 10	SAT
20-21	N/A	N/A	N = 4 Range: 680 - 820
21-22	N = 5 Range: 520-880	N = 5 Range: 690-760	N = 11 Range: 600 - 930
22-23	N = 6 Range: 530-780	N = 7 Range: 700-920	N = 10 Range: 520-850

SASED
Teaching • Leading • Believing

School Association for Special Education in DuPage
Jimmy Gunnell, Ed.D.
Executive Director
Jim Nelson
Executive Director

FINANCE COMMITTEE SY 23-24

NAME AND DISTRICT	ROLE	MEETING DATE	TIME
Jack Buscemi, Benjamin SD25	Member	September 9, 2023	5:30 PM
Dr. Matt Rich, Winfield SD34	Member	October 4, 2023	8:00 AM
James Blair, Salt Creek SD48	Member	November 1, 2023	8:00 AM
Dr. Sean Nugent, Maercker SD60	Member	December 13, 2023	9:30 AM
Mark Cross, Cass SD63	Member	January 17, 2024	8:00 AM
Patrick Broncato, Woodridge SD68	Vice Chairperson	February 7, 2024	8:00 AM
John Langton, Community High SD94	Member	March 6, 2024	8:00 AM
Keith Filipiak, Lisle SD202	Chairperson	April 3, 2024	8:00 AM
		May 1, 2024	8:00 AM
		June 5, 2024	8:00 AM

All meetings will be held at the SASED Administrative Center, 2900 Ogden Avenue, Lisle, IL 60532 in the upper-level boardroom.

SASED
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SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Directors
From: Jimmy Gunnell and Jim Nelson, Co-Executive Directors
Date: September 6, 2023
Re: Life Safety at Southeast School

Purpose:
Follow up information on Health life safety and HVAC work at SE

Background:

SASED has received a school maintenance grant for $50,000 in matching funds to complete items M1, M2 and M3. These are priority b items and are to be completed within five years from October 2019 making Summer of 2024 the deadline.

The following items in orange are Life Safety items that are targeted to be addressed within five years. The boxes below in green and blue are work that complement M1-M3 and may be prudent to do all at one time to avoid pulling off sections of the roof twice.

	Locations, Room No.		Issue or Violation	Recommendation	Units of measure	Quantity	Estimated Construction Cost*	Life Safety Priority	Time Period
SASED Projects									
M-1	Northeast Wing		The Corridor in the addition is being used as a return air plenum.	Create plenum area above ceiling and duct return from rooftop unit and classrooms from plenum.	LS	1	$45,000.00	b	One
M-2	Throughout older section of facility		There is wood construction in return plenum area above ceiling. Areas where there is wood present should have ducted return.	Add return ductwork to areas that have wood in plenum.	LS	1	$85,000.00	b	One
M-3	Cafeteria		Fire Dampers are required in return/transfer openings at storage rooms.	Install fire Dampers in wall penetrations.	EA	2	$15,000.00	b	One
MM-1	Rooftop Units 1 through 3 - Engineered Air Units		Existing gas fired rooftop units are over 15 years old and showing signs of deterioration. Corrosion and cracking of heat exchangers will result in products of combustion entering building.	Replace existing rooftop units with new equipment.	EA	3	$1,200,000.00	c	Two
AM-4	Roof Areas 3.1, 3.2, 5.0, 6.0		Roof areas 3.1, 3.2, 5.0, and 6.0 are severely aged, and will reach the end of their useful life within two to four years.	Remove and replace within two to four years.	SF	5,550	$260,000.00	c	Two
AM-5	Roof Areas 8.2, 9.0		Roof areas 8.2 and 9.0 are in fair condition but are experiencing normal aging, and will reach the end of their useful life within four to eight years.	Remove and replace within four to eight years.	SF	2,400	$110,000.00	c	Three

Attached is additional information from AMSCO and ARCON regarding the Health Life Safety work and the current HVAC units.

Recommendation: Finance Committee recommended at its September 6, 2023 meeting to bring to Board of Directors for approval at the September 20, 2023 meeting to complete items M1-M3 in the summer of 2024.

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

SASED
Teaching • Leading • Believing

School Association for Special Education in DuPage
Jimmy Gunnell, Ed.D.
Executive Director
Jim Nelson
Executive Director

To: Board of Directors

From: Rachel Wisniewski, Director of Business Services

Date: September 20, 2023

Re: Health/Life Safety at Southeast: HVAC, Roofing, and Plenum

Purpose: To inform the Board of Directors of HLS status, estimated costs, and funding proposal

Background: The current Health/Life Safety survey and long-range plan include architectural items, roof repair, rooftop HVAC replacement, and plenum work. The architectural items have all been completed. Administration is recommending completing the plenum work, HVAC replacement, and roof replacement as a single project. Doing the work at the same time would be more cost-effective and would also result in the building being out of service for one summer rather than two. ESY and Credit Recovery would both need to be relocated. This work, if done in Summer 2024, requires we begin planning due to the lead times for relocating ESY and acquiring the mechanical systems. Below is a cost estimate table using data shared by our architect on August 31, 2023. A rough estimate of the project cost is $2 million.

Item	Cost Estimate
M-1 Plenum	45,000
M-2 Plenum	85,000
M-3 Plenum	15,000
Rooftop Units	1,200,000
Roof Replacement Areas 3.1, 3.2, 5.0, 6.0	260,000
Add inflation	112,350
Contingency- 10%	171,735
Architectural Fees- 8%	137,388
Total Project Estimate	2,026,473

Funding Proposal: The administration recommends using the balance in the O&M fund, Building Assessment Fees, and the School Maintenance Grant, and revenue from cashing out investments reaching maturity this fiscal year for the funding of this project. SASED has two bonds that mature in November, one worth $500,000, one at $250,000 and one CD worth $245,000 that matures in December. Reserves from the Education Fund will be transferred to O&M to cover the remaining costs through a Board resolution. There will be no additional costs to the member districts.

SASED

School Association for Special Education in DuPage County

Life Safety Project Funding Sources

HVAC/ROOF Updated Estimated Cost as 8/31/2023	$	2,026,473.00
HVAC/Roof Funding Sources		
O&M Fund Balance 6/23	$	531,865.00
Building Assessment	$	192,000.00
School Maintenance Grant	$	50,000.00
US TRASURY BOND, Maturity 11/15/23	$	500,000.00
AGCY BOND, Maturity 11/22/23	$	250,000.00
CD, Maturity 12/29/23	$	245,000.00
Board Resolution to Transfer ED Fund to O&M	$	257,608.00
Total	$	2,026,473.00

Save the Date

DATE: THURSDAY APRIL 11, 2024

TIME: 5:00 PM - 7:30 PM

LOCATION: SOUTHEAST SCHOOL
6S331 CORNWALL ROAD
NAPERVILLE, IL 60540

REGISTER EARLY BY SCANNING THE QR CODE



Dive Into DuPage at the DuPage Area Schools Job Fair







HORTON

Growing what's good.

The Horton Group's

Medical Marketing Proposal

SASED
1/1/2024

Presented by:
Jennifer Tverdek
Jim Relyea

Horton Benefit Solutions

Disclamer Notice

Date: September 12, 2023

Exposure Evaluation

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

Coverage Terms & Conditions

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

Horton Benefit Solutions

Consolidated Appropriations Act

Date: September 12, 2023

RE: **THE HORTON GROUP, INC. (“HORTON”) COMPENSATION SUMMARY**

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

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

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

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

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

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

Service Categories

SECTION A

Lines of Coverage

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

SECTION B

Discovery

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

SECTION C

Ongoing Services

STRATEGY AND PLANNING

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

REPORTING & ANALYTICS

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

MEMBER EDUCATION

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

SECTION D

HR Assistance

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

SECTION E

Compliance Oversight

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

SECTION F

Workplace Wellness | Population Health Management

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

Market Approach

SASED

1/1/2024

The following Medical markets were approached:	
CARRIER	**STATUS**
BCBS	Incumbent
UHC	Pending
Aetna	Declined
Cigna	Declined

Please see HBS Disclaimer Page

SELF-FUNDED MEDICAL
SASED

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

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

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

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

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

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

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

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

SELF-FUNDED MEDICAL - PREMIUM EQUIVALENT RATES

SASED

January 1, 2024

CARRIER	RATES		PROJECTED MONTHLY	PROJECTED ANNUAL TOTAL	% Change	Expected Total Annual Cost	$ Difference Between	% Difference Between
	EE	FAM						
Renewal BCBS HMO B00033	$708.03	$1,910.87						
Renewal BCBS HMO H25799	$763.47	$2,056.74						
Option BCBS BCO P25799	$999.75	$2,626.11	$349,672.76	$4,196,073.16		$4,135,724.48	$60,348.68	1.46%
Option BCBS BCO P40419	$763.88	$1,928.87						
Option BCBS BCO P69560	$999.75	$2,626.11						
Renewal BCBS B00033	$770.19	$2,078.64						
Renewal BCBS H25799	$830.50	$2,237.32						
Option BCBS BCO 300471	$1,087.53	$2,856.68	$380,374.03	$4,564,488.38	**8.78%**	$4,655,332.66	-$90,844.28	-1.95%
Option BCBS P40419	$830.95	$2,098.23						
Option BCBS BCO 00300472	$1,087.53	$2,856.68						

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

HORTON

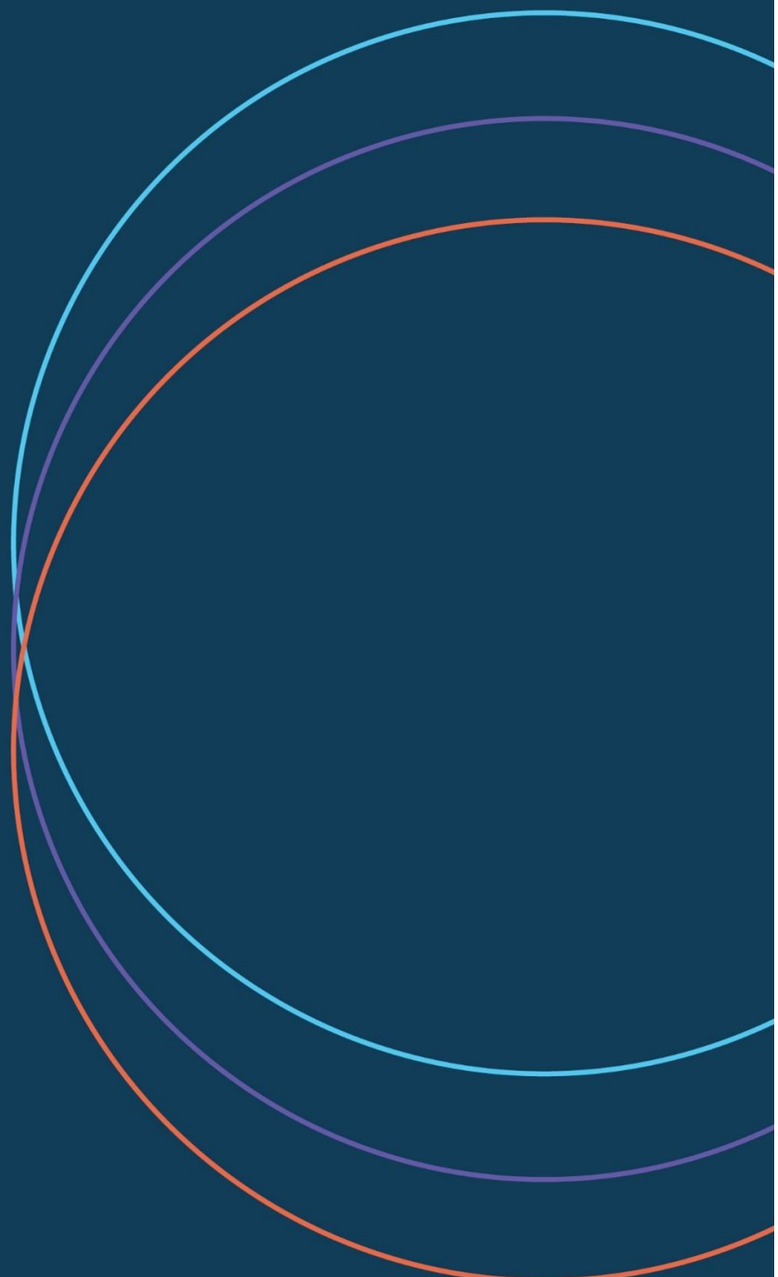
The Horton Group's

Marketing Proposal
Additional Lines Coverage

Prepared for: School Association for Special Education in DuPage
January 2024

Presented By:
Jennifer Tverdek

Phone: / Cell:



Client Profile

School Association for Special Education in DuPage	
Address	2900 Ogden Avenue
	Lisle, IL 60532
Broker Name/Producer Name	Horton Extended 100+ / Jennifer Tverdek
Account Manager/ RFP Contact	Laura Keslin
Lines of Coverage	Dental PPO, Vision, Long-Term Disability, Basic Life & AD&D, Voluntary Life & AD&D
Number of Eligible Lives	332
Effective Date	1/1/2024

Carrier Financial Ratings

Carrier	S&P	A.M. Best	Moody's
MetLife	AA-	A+	Aa3
BCBS of IL	N/A	A	N/A
Equitable	A+	A	A1
Guardian	AA+	A++	Aa2
Lincoln Financial	A+	A	A1
Mutual of Omaha	A+	A+	A1
Reliance Standard	A+	A++	A2
SunLife	AA	A+	Aa3
Vision Service Plan	N/A	A-	N/A

Carrier Response

Carrier	Dental PPO	Vision	Long-Term Disability	Basic Life & AD&D	Voluntary Life & AD&D
MetLife	Incumbent	Incumbent	x	x	x
BCBS of IL	N/A	N/A	Incumbent	Incumbent	Incumbent
Equitable	No Response				
Guardian	x	x	x	x	x
Lincoln Financial	x	x	x	x	x
Mutual of Omaha	DTQ				
Reliance Standard	DTQ	x	x	x	x
SunLife	DTQ				
Vision Service Plan	N/A	DTQ	N/A	N/A	N/A

Carrier Notes

Carrier	Notes
MetLife	*Grief Counseling, Will Prep, Estate Resolution Services, and Funeral Discount and Planning Services included on Life *LTD rate can be discounted if sold with dental and/or basic life. One product rate is $0.246. Two product rate is $0.239 *Sales rep said hours of eligibility for basic life can be changed to 20 hours and they can offer Open Enrollment on Vol Life
Equitable	*No Response
Guardian	*International Dental Travel Assist *Discounts on Lasik and additional glasses discounts *Will Prep on Vol Life *W2 reporting and FICA match on LTD *EAP available at no cost if three or more qualified Guardian Group products are purchased and if at least one of these products is employer sponsored with 75% participation
Lincoln Financial	*Accident Plus provision on basic life *FICA Match included on LTD *Vision must sell with another line *Additional Maternity and Child's Eye Program on Vision
Mutual of Omaha	*DTQ
Reliance Standard	*DTQ dental and vision due to non-competitive rates
SunLife	*DTQ due to non-competitive rates
Vision Service Plan	*DTQ due to non-competitive rates

Compensation, Subsidies, Credits

Coverage	Inforce Commission	Requested Commission	MetLife	BCBS of IL	Guardian	Lincoln Financial	Reliance Standard
Dental PPO	Net	Net	Incumbent	N/A	Net	Net	N/A
Vision	Flat 10%	Flat 10%	Incumbent	N/A	Flat 10%	Flat 10%	N/A
Long-Term Disability	Flat 15%	Flat 15%	Flat 15%	Incumbent	Flat 15%	Flat 15%	Flat 15%
Basic Life & AD&D	Flat 15%	Flat 15%	Flat 15%	Incumbent	Flat 15%	Flat 15%	Flat 15%
Voluntary Life & AD&D	Flat 15%	Flat 15%	Flat 15%	Incumbent	Flat 15%	Flat 15%	Flat 15%
Technology Subsidy	N/A	Requested	3% on all lines	N/A	N/A	N/A	2% of premium

Financial Summary

Dental PPO	MetLife - Current	MetLife - Renewal	MetLife	Guardian	Lincoln Financial	Reliance Standard
Annual Premium	$184,756	$184,756		$221,704	$166,159	
Variance to current|renewal		*0%*		*20% | 20%*	*-10% | -10%*	
Dollar Savings to current|renewal		*$0*		*$36,948 | $36,948*	*-$18,597 | -$18,597*	

Vision	MetLife - Current	MetLife - Renewal	MetLife	Guardian	Lincoln Financial	Reliance Standard
Annual Premium	$22,061	$22,061		$22,061	$24,357	
Variance to current|renewal		*0%*		*0% | 0%*	*10% | 10%*	
Dollar Savings to current|renewal		*$0*		*$0 | $0*	*$2,296 | $2,296*	

Long-Term Disability	BCBS of IL - Current	BCBS of IL - Renewal	MetLife	Guardian	Lincoln Financial	Reliance Standard
Annual Premium	$19,645	$19,645	$26,972	$23,361	$17,733	$31,857
Variance to current|renewal		*0%*	*37% | 37%*	*19% | 19%*	*-10% | -10%*	*62% | 62%*
Dollar Savings to current|renewal		*$0*	*$7,327 | $7,327*	*$3,717 | $3,717*	*-$1,911 | -$1,911*	*$12,212 | $12,212*

Basic Life/AD&D	BCBS of IL - Current	BCBS of IL - Renewal	MetLife	Guardian	Lincoln Financial	Reliance Standard
Annual Premium	$15,648	$15,648	$14,920	$27,293	$14,374	$23,654
Variance to current|renewal		*0%*	*-5% | -5%*	*74% | 74%*	*-8% | -8%*	*51% | 51%*
Dollar Savings to current|renewal		*$0*	*-$728 | -$728*	*$11,645 | $11,645*	*-$1,274 | -$1,274*	*$8,006 | $8,006*

Voluntary Life/AD&D	BCBS of IL - Current	BCBS of IL - Renewal	MetLife	Guardian	Lincoln Financial	Reliance Standard
Annual Premium	$33,248	$33,248	$29,646	$37,867	$33,248	$36,327
Variance to current|renewal		*0%*	*-11% | -11%*	*14% | 14%*	*0% | 0%*	*9% | 9%*
Dollar Savings to current|renewal		*$0*	*-$3,603 | -$3,603*	*$4,619 | $4,619*	*$0 | $0*	*$3,079 | $3,079*

Total	Current	Renewal	MetLife	Guardian	Lincoln Financial	Reliance Standard
Total Annual Premium	$275,357	$275,357	$278,354	$332,285	$255,872	$298,654
Variance to current|renewal		*0%*	*1% | 1%*	*21% | 21%*	*-7% | -7%*	*8% | 8%*
Dollar Savings to current|renewal		*$0*	*$2,996 | $2,996*	*$56,928 | $56,928*	*-$19,485 | -$19,485*	*$23,297 | $23,297*

** If a carrier cannot offer or declined to quote a line of coverage, the applicable current or renewal premium is assumed.*

Dental PPO

Carrier Name		MetLife - Current		Guardian		Lincoln Financial	
		In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Individual Deductible		$50	$50	$50	$50	$50	$50
Family Deductible		$150	$150	$150	$150	$150	$150
Waived for Preventive		Yes		Yes		Yes	
Deductible - Calendar Year or Lifetime		Calendar Year		Calendar Year		Calendar Year	
Annual Maximum		$1,500		$1,500		$1,500	
Preventive - Type 1		100%	100%	100%	100%	100%	100%
Basic - Type 2		80%	80%	80%	80%	80%	80%
Major - Type 3		50%	50%	50%	50%	50%	50%
Ortho - Type 4		50%		50%		50%	
Ortho Age Limit		Child(ren) Only - Age 19		Child(ren) Only - Age 19		Pending	
Ortho Maximum		$1,500		$1,500		$1,500	
Oral Exams		Preventive		Preventive		Preventive	
Oral Exam Frequency		1 in 6 months		1 in 6 months		**2 in 12 months**	
Cleaning Frequency		1 in 6 months		1 in 6 months		**2 in 12 months**	
Full Mouth X-rays		Preventive		Preventive		Preventive	
Full Mouth X-Rays Frequency		1 per 60 mo.		1 per 60 mo.		**1 per 5 years**	
Sealants		Preventive		Preventive		Preventive	
Space Maintainers		Preventive		Preventive		Preventive	
Composite (White) Fillings		Basic		Basic		Basic - Including Posterior	
Amalgam (Silver) Fillings		Basic		Basic		Basic	
Simple Extractions		Basic		Basic		Basic	
Endodontics		Basic		Basic		Basic	
Periodontics - Non-Surgical		Basic		Basic		Basic	
Periodontics - Surgical		Basic		Basic		Basic	
Oral Surgery		Basic		Basic		Basic	
Implants		Major		Major		Major	
Out-of-Network Reimbursement		90th UCR		90th UCR		90th UCR	
Maximum Rollover		Not Offered		Not Included		Not Included	
Waiting Periods		None		None		None	
Eligibility Hours		30 hours		Not Disclosed		30 hours	
Employer Contribution		Contributory		Contributory		Contributory	
Participation Requirement		Assumes Current		74% participation		74% participation	
Rate Guarantee/Rate Caps		Through 12/31/2024 9% 3rd year rate cap		1 year		2 years	
Rate Summary *Enrollment illustrated from Census*		**Current**	**Renewal**				
Employee Only	**137**	$34.86	$34.86	$41.83		$29.04	
Full Family	**110**	$96.55	$96.55	$115.86		$89.71	
Monthly Premium		$15,396	$15,396	$18,475		$13,847	
Annual Premium		$184,756	$184,756	$221,704		$166,159	
Variance to current			***0%***	***20%***		***-10%***	
Variance to renewal				***20%***		***-10%***	
Variance to current - total annual premium			***$0***	***$36,948***		***-$18,597***	
Variance to renewal - total annual premium				***$36,948***		***-$18,597***	

Vision

Carrier Name		MetLife - Current		Guardian	Lincoln Financial
		In-Network Copays & Allowances		In-Network Copays & Allowances	In-Network Copays & Allowances
Network		Superior Vision		Davis	Spectera
Exam Copay		$10		$10	$10
Materials Copay		$25		$25	$25
Frequency - Exam / Lenses / Frames		12/12/24		Calendar Year Calendar Year Other Calendar Year	12/12/24
Single Lenses		Covered in full after copay		Covered in full after copay	Covered in full after copay
Bifocal Lenses					
Trifocal Lenses					
Standard Progressive		Up to $55		**$50**	Pending
Premium Progressive		Up to $110		**$90**	Pending
Frames - After Copay		$150 + 20% off		$150 + 20% off $200 at Visionworks stores	**$130 + 30% off**
Conventional		$150		$150 **+ 15% off**	**125 Covered in full after copay**
Disposable					
Employer Contribution		Voluntary		Voluntary	Voluntary
Eligibility Hours		30 hours		Not Disclosed	30 hours
Participation Requirement		Assumes Current		54% participation	2 lives
Rate Guarantee		Through to 12/31/2026		2 years	2 years
Rate Summary *Enrollment illustrated from Census*		**Current**	**Renewal**		
Employee Only	108	$6.93	$6.93	$6.93	$6.79
Employee & Spouse	21	$11.07	$11.07	$11.07	$12.88
Employee & Child	13	$11.30	$11.30	$11.30	$15.11
Full Family	39	$18.22	$18.22	$18.22	$21.27
Monthly Premium		$1,838	$1,838	$1,838	$2,030
Annual Premium		$22,061	$22,061	$22,061	$24,357
Variance to current			*0%*	*0%*	*10%*
Variance to renewal				*0%*	*10%*
Variance to current - total annual premium			*$0*	*$0*	*$2,296*
Variance to renewal - total annual premium				*$0*	*$2,296*

Long-Term Disability

Carrier Name	BCBS of IL - Current	MetLife	Guardian	Lincoln Financial	Reliance Standard
Eligibility / Class Description	Class 1: All Active Full Time Directors, Assistant Directors, Administrators, or Managers Class 2: All Active Full Time Certified Bargaining Unit and Program Administators	Class 1: AAFT Administrators & Managers Class 2: All Other Active Full Time Employees	Class 1: All Active Full Time Directors, Assistant Directors, and Administrators Class 2: All Active Full Time Certified Bargaining Unit and Program Administrators	Class 1: All Full Time Directors, Assistant Directors, Administrators, or Managers Class 2: All Full Time Certified Bargaining Unit and Program Administrators	Class 1: Each Active Full Time Directors, Assistant Directors, Administrators, or Managers Class 2: Each Active Full Time Certified Bargaining Unit and Program Administrators
Eligibility Hours	20 hours	20 hours	Not Disclosed	20 hours	20 hours
Benefit Percent	Class 1: 66.67% Class 2: 60%	Class 1: 66.67% Class 2: 60%	**66.67%**	Class 1: 66.67% Class 2: 60%	Class 1: 66.67% Class 2: 60%
Minimum Amount	Greater of $100 or 10% of the gross ltd monthly benefit	$100	Greater of 10% or $100	Greater of $100 or 10% of benefit	10%, $100 min.
Maximum Amount	Class 1: $8,000 Class 2: $6,000	Class 1: $8,000 Class 2: $6,000	Class 1: $8,000 Class 2: $6,000	Class 1: $8,000 Class 2: $6,000	Class 1: $8,000 Class 2: $6,000
Guarantee Issue	N/A	Class 1: $8,000 Class 2: $6,000	Class 1: $8,000 Class 2: $6,000	N/A	N/A
Definition of Disability	36 mo own occupation Loss of Earnings AND Loss of Duties	36 mo own occupation Loss of Earnings AND Loss of Duties	36 mo own occupation Loss of Earnings AND Loss of Duties	36 mo own occupation **Loss of Duties**	36 mo own occupation **Loss of Duties**
Gainful Earnings Test	80%/60%	80%/60%	80%/60%	**99%/85%**	**No earning loss requirement**
Elimination Period	90 days	90 days	90 days	90 days	90 days
Benefit Duration	SSNRA	RBD w/ SSNRA	SSNRA	Later of Age 65 or SSNRA	**ADEA-B-AGE**
Indexing of Pre-Disability Earnings	Lesser of 7% or CPI	Lesser of 7% or CPI	1/2 the actual CPI to max of 10%	**N/A - Progressive Partial**	**N/A since Duties only**
Return to Work Incentive Period	12 months	24 months	12 months	**Later of Age 65 or SSNRA**	12 months
Definition of Earnings	Base Salary	Base Salary	Base Salary	Base Salary	Base Salary
Other Income Integration	None	**Direct**	**Direct**	**Primary and Family**	**Family**
Social Security Integration	Primary and Family	**Family**	**Family**	Primary and Family	**Full Family**
Trial Work Days	90 days	90 days	**Unlimited**	**2x Elimination Period**	**30 days**
Survivor Benefit	6 months	**3 months**	3 months	**3 months**	**3 months**
Reasonable Accommodation	Greater of $1,500 or 2x Last Monthly Benefit	**No Limit**	**$2,500**	**Reimburses 50% up to $5,000**	**100% up to $2,000**
Rehabilitative Incentive Benefit	Equal to the net monthly benefit reduced by the amount of the excess	**10% increase to monthly benefit**	**10%**	Pending	**None**
Prudent Person	Not Included	Not Included	Not Included	Not Included	Not Included
Self-Reported Limitations	Payable as any Other Disability	**No Limit**	Payable as any Other Disability	**No Limit**	**No Limit**

Long-Term Disability

Mental Illness	24 Months	24 Months	24 months combined	24 Months	24 Months
Substance Abuse	24 Months	24 Months		24 Months	24 Months
Pre-existing Condition	3/12	3/12	3/12	3/12	3/12
Recovery Benefit	N/A	Not Included	**12 months**	Not Included	Not Included
Mandatory Rehabilitation	Mandatory w/ Enhanced	Mandatory w/ Enhanced	**Voluntary w/ Enhanced**	**Mandatory**	**Mandatory**
Activities of Daily Living	Not Included	Not Included	Not Included	**Included**	**Included**
COLA Included?	Included	Included	**Not Included**	**Not Included**	**Not Included**
Conversion	Not Included	Not Included	Not Included	Not Included	Not Included
Portability	Not Included	Not Included	Not Included	Not Included	Not Included
EAP	Not Included	**Included**	Not Included	**Included**	**Included**
Employer Contribution	100% Employer Paid	100% Employer Paid	100% Employer Paid	100% Employer Paid	100% Employer Paid
Rate Guarantee	Same Rates until 1/1/2025	2 years	2 years	3 years	2 years
Rate Summary *Covered Payroll illustrated from Census*	**Current**	**Renewal**			
Enrolled Lives	133		133	133	133
Covered Payroll	$884,903		$884,903	$884,903	$884,903
Rate per $100	$0.185	$0.185	$0.254	$0.220	$0.167	$0.300
Monthly Premium	$1,637	$1,637	$2,248	$1,947	$1,478	$2,655
Annual Premium	$19,645	$19,645	$26,972	$23,361	$17,733	$31,857
Variance to current		***0%***	***37%***	***19%***	***-10%***	***62%***
Variance to renewal			***37%***	***19%***	***-10%***	***62%***
Variance to current - total annual premium		***$0***	***$7,327***	***$3,717***	***-$1,911***	***$12,212***
Variance to renewal - total annual premium			***$7,327***	***$3,717***	***-$1,911***	***$12,212***

Basic Life & AD&D

Carrier Name	BCBS of IL - Current		MetLife	Guardian	Lincoln Financial	Reliance Standard
Eligibility / Class Description	Class 1: All Active Full Time Directors and Assistant Directors Class 2: All Other Active Full Time Employees		Class 1: AAFT Directors & Assistant Directors Class 2: All Other Active Full Time Employees	Class 1: All Active Full Time Directors and Assistant Directors Class 2: All Other Active Full Time Employees	Class 1: All Full Time Directors and Assistant Directors Class 2: All Other Full Time Employees	Class 1: Each Active Full Time Directors and Assistant Directors Class 2: Each Active Full Time All Other Employees
Eligibility Hours	20 hours		**30 hours**	Not Disclosed	20 hours	20 hours
Benefit Amount	Class 1: 1x AE to $500,000 Class 2: Flat $50,000		Class 1: 1x AE to $500,000 Class 2: Flat $50,000	Class 1: 1x AE to $500,000 Class 2: Flat $50,000	Class 1: 1x AE to $500,000 Class 2: Flat $50,000	Class 1: 1x AE to $500,000 Class 2: Flat $50,000
Guarantee Issue	N/A		Class 1: $400,000 Class 2: $50,000	$500,000	$500,000	Class 1: $500,000 Class 2: $50,000
Age Reduction Schedule	35% at 65 50% at 70		35% at 65 50% at 70	35% at 65 50% at 70	35% at 65 50% at 70	35% at 65 50% at 70
Definition of Earnings	Base Salary		Base Salary	Base Salary	Base Salary	Base Salary
Portability (with or w/o EOI)	Included		Included	Included w/ EOI	Included	**Not Included**
Conversion	Included		Included	Included	Included	Included
Accelerated Death Benefit	30% to $500,000		**80% up to $500,000**	**75% up to $500,000**	**50% to $500,000**	**75% to $500,000**
Waiver of Premium - Eligibility	Age 60		Age 60	Age 60	Age 60	Age 60
Waiver of Premium Waiting Period	9 months		9 months	9 months	9 months	9 months
Waiver of Premium - Duration	SSNRA		**Age 65**	SSNRA	SSNRA	**Age 65**
Air Bag	Included		Included	Included	Included	Included
Common Carrier	Included		Included	Included	Included	**Not Included**
Repatriation	Included		**Not Included**	Included	Included	**Not Included**
Seat Belt	Included		Included	Included	Included	Included
Employer Contribution	100% Employer Paid		100% Employer Paid	100% Employer Paid	100% Employer Paid	100% Employer Paid
Rate Guarantee	Same Rates until 1/1/2025		2 years	2 years	3 years	2 years
Rate Summary *Volume illustrated from Census*	**Current**	**Renewal**				
Enrolled Lives	309		309	309	309	309
Insured Volume	$15,162,500		$15,162,500	$15,162,500	$15,162,500	$15,162,500
Life Rate per $1,000	$0.066	$0.066	$0.066	$0.130	$0.059	$0.120
AD&D Rate per $1,000	$0.020	$0.020	$0.016	$0.020	$0.020	$0.010
Monthly Premium	$1,304	$1,304	$1,243	$2,274	$1,198	$1,971
Annual Premium	$15,648	$15,648	$14,920	$27,293	$14,374	$23,654
Variance to current		***0%***	***-5%***	***74%***	***-8%***	***51%***
Variance to renewal			***-5%***	***74%***	***-8%***	***51%***
Variance to current - total annual premium		***$0***	***-$728***	***$11,645***	***-$1,274***	***$8,006***
Variance to renewal - total annual premium			***-$728***	***$11,645***	***-$1,274***	***$8,006***

Voluntary Life & AD&D

Carrier Name	BCBS of IL - Current	MetLife	Guardian	Lincoln Financial	Reliance Standard
Eligibility / Class Description	All Active Full Time Employees	All Active Full Time Employees	All Eligible Employees	All Full Time Employees	Class 1: Each Active Full Time Directors and Assistant Directors Class 2: Each Active Full Time All Other Employees
Eligibility Hours	20 hours	30 hours	Not Disclosed	20 hours	20 hours
Benefit Description - EE	$10,000 increments	$10,000 increments	$10,000 increments	$10,000 increments	$10,000 increments
Benefit Maximum - EE	$500,000	**Lesser of 5x AE or $500,000**	$500,000	$500,000	$500,000
Guarantee Issue - EE	$150,000	$150,000	Under 65: $150,000 65-70: $50,000 70+: $10,000	Pending	$150,000
Age Reductions - EE	35% at 65 50% at 70	**None**	35% at 65 50% at 70	35% at 65 50% at 70	35% at 65 50% at 70
Benefit Description - SP	$5,000 increments	$5,000 increments	$5,000 increments	$5,000 increments	$5,000 increments
Benefit Maximum - SP	$100,000	$100,000	$100,000	$100,000	$100,000
Amount Not To Exceed	50% of EE Amount	50% of EE Amount	50% of EE Amount	50% of EE Amount	50% of EE Amount
Guarantee Issue - SP	$50,000	$50,000	Under 65: $50,000 65-70: $10,000	Pending	$50,000
Age Reductions - SP	35% at 65 50% at 70	**None**	35% at 65 Termination at Age 70	35% at 65 50% at 70	35% at 65 50% at 70
Benefit Description & Ages - CH	15 days to 6 months: $100 6 months to 26 years: $10,000	**15 days to 6 months: $1,000 6 months to 26 (26 if FT student): Options of $1,000, $2,000, $4,000, $5,000, or $10,000**	**Birth to 14 days: $500 14 days to 26 (26 if FT student): $10,000**	14 days to 6 months: $100 6 months to 26 (26 if unmarried and FT student): $10,000	14 days to 6 months: $100 6 months to 19 (26 if FT student): $10,000
Student Status Requirement	Included	Included	Included	Included	Included
Benefit Maximum - CH	$10,000	$10,000	$10,000	$10,000	$10,000
Amount Not To Exceed	Not Disclosed	Not Disclosed	**100% of EE Amount**	Not Disclosed	Not Disclosed
Definition of Earnings	Base Salary	Base Salary	Base Salary	Base Salary	Base Salary
AD&D Included	Not Included	Not Included	**Included**	Not Included	**Included**
AD&D Tied to Vol Life Election	N/A	N/A	**Yes**	N/A	No
Portability	Included	Included	Included w/o EOI	Included	Included
Conversion	Included	Included	Included	Included	Included
Accelerated Death Benefit	30% to $500,000	**80% up to $500,000**	**75% up to $500,000**	**75% to $250,000**	**75% to $500,000**
Waiver of Premium - Eligibility	Age 60	Age 60	Age 60	Age 60	Age 60
Waiver of Premium Waiting Period	9 months	9 months	9 months	**6 months**	9 months
Waiver of Premium - Duration	SSNRA	**Age 65**	SSNRA	SSNRA	**Age 65**
Air Bag	Included	**Not Included**	Included	**Not Included**	Included
Common Carrier	Included	**Not Included**	Included	**Not Included**	Included
Repatriation	Included	**Not Included**	Included	**Not Included**	**Not Included**
Seat Belt	Included	**Not Included**	Included	**Not Included**	Included
Participation Requirement	Assumes Current	36% participation and at least 10 lives	Greater of 36% participation or 10 employees	Greater of 25% participation or 10 employees	25% participation
Open Enrollment	Included	**Not included**	Included	Included	Included
Rate Guarantee	Same Rates until 1/1/2025	2 years	2 years	3 years	2 years
Rate Summary *Volume illustrated from Census*	**Current/Renewal**				

Voluntary Life & AD&D

			Enrolled Lives	427		427		427		427		427	
Age	**EE Volume**	**SP Volume**	**Table I Rates**	**Employee**	**Spouse**	**Employee**	**Spouse**	**Employee**	**Spouse**	**Employee**	**Spouse**	**Employee**	**Spouse**
<20	**$0**	**$0**	**$0.05**	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029
20-24	**$160,000**	**$0**	**$0.05**	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029
25-29	**$460,000**	**$50,000**	**$0.06**	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029	$0.029
30-34	**$920,000**	**$115,000**	**$0.08**	$0.038	$0.038	$0.038	$0.038	$0.038	$0.038	$0.038	$0.038	$0.038	$0.038
35-39	**$2,570,000**	**$365,000**	**$0.09**	$0.067	$0.067	$0.067	$0.067	$0.067	$0.067	$0.067	$0.067	$0.067	$0.067
40-44	**$1,530,000**	**$175,000**	**$0.10**	$0.114	$0.114	$0.100	$0.100	$0.114	$0.114	$0.114	$0.114	$0.114	$0.114
45-49	**$2,000,000**	**$125,000**	**$0.15**	$0.162	$0.162	$0.150	$0.150	$0.162	$0.162	$0.162	$0.162	$0.162	$0.162
50-54	**$1,070,000**	**$200,000**	**$0.23**	$0.333	$0.333	$0.230	$0.230	$0.333	$0.333	$0.333	$0.333	$0.333	$0.333
55-59	**$1,300,000**	**$315,000**	**$0.43**	$0.513	$0.513	$0.430	$0.430	$0.513	$0.513	$0.513	$0.513	$0.513	$0.513
60-64	**$890,000**	**$75,000**	**$0.66**	$0.523	$0.523	$0.523	$0.523	$0.523	$0.523	$0.523	$0.523	$0.523	$0.523
65-69	**$150,000**	**$10,000**	**$1.27**	$0.941	$0.941	$0.941	$0.941	$0.941	$0.941	$0.941	$0.941	$0.941	$0.941
70-74	**$0**	**$0**	**$2.06**	$2.508	$2.508	$2.060	$2.508	$2.508	N/A	$2.508	$2.508	$2.508	$2.508
75+	**$0**	**$0**	**$2.06**	$10.715	$10.715	$2.060	$2.060	$2.508	N/A	$10.715	$10.715	$10.720	$10.720
Child	**$350,000**		**N/A**	$0.200		$0.240		$0.200		$0.200		$0.200	
				Straddles Table I Rates		Straddles Table I Rates		Straddles Table I Rates		Straddles Table I Rates		Straddles Table I Rates	
EE AD&D	**$11,050,000**		**N/A**	N/A		N/A		$0.030		N/A		$0.020	
SP AD&D	**$1,430,000**			N/A		N/A		$0.030		N/A		$0.020	
CH AD&D	**$350,000**			N/A		N/A		$0.030		N/A		$0.020	
			Monthly Premium	**$2,771**		**$2,470**		**$3,156**		**$2,771**		**$3,027**	
			Annual Premium	**$33,248**		**$29,646**		**$37,867**		**$33,248**		**$36,327**	

Variance to current	***0%***	***-11%***	***14%***	***0%***	***9%***
Variance to renewal		***-11%***	***14%***	***0%***	***9%***
Variance to current - total annual premium	***$0***	***-$3,603***	***$4,619***	***$0***	***$3,079***
Variance to renewal - total annual premium		***-$3,603***	***$4,619***	***$0***	***$3,079***

Horton Benefit Solutions
Disclaimer Notice

Exposure Evaluation

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

Coverage Terms & Conditions

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

RESOLUTION REGARDING NON-RENEWAL AND
HONORABLE DISMISSAL OF SUPPORT STAFF

WHEREAS, the School Association for Special Education in DuPage County (SASED) is a Joint Agreement operating pursuant to Section 10-22.31 of the *Illinois School Code*; and

WHEREAS, the SASED Board of Directors has determined that, due to the overall staffing requirements of SASED, the number of educational support personnel employed by SASED must be decreased and/or certain types of support staff service must be discontinued; and

WHEREAS, as a result of such determination, the SASED Board of Directors has further determined that the educational support personnel named hereinbelow must be honorably dismissed from employment effective as of the date indicated, as provided hereinbelow;

NOW THEREFORE BE IT RESOLVED by the SASED Board of Directors as follows:

1. The following educational support personnel shall be honorably dismissed from employment effective as of the date indicated:

Employee	Effective Date of Dismissal
Dr. Gloria Wong	October 27, 2023

2. The Chairperson and Secretary of the SASED Board of Directors are hereby authorized and directed to give to the educational support personnel named in Paragraph 1 (above) a notice of honorable dismissal substantially in the form of Exhibit 1 attached hereto, which notice shall be delivered not less than 30 days prior to the effective date of the dismissal, by (1) regular mail and (2) personal delivery with receipt or certified mail with return receipt requested.

3. This Resolution shall be in full force and effect forthwith upon its adoption.

Member _____ moved that the foregoing Resolution be adopted and Member _____ seconded the motion. Upon a roll call vote being taken, the members voted as follows:

Ayes:_____

Nays:_____

Absent:_____

The Chairperson declared the motion carried and the Resolution duly adopted.

BOARD OF DIRECTORS OF SASED

By:_____
Chairperson

Date: September 20, 2023

Attest:_____
Secretary

EXHIBIT 1

September 20, 2023

Dr. Gloria Wong

_____

_____

RE: Notice of Honorable Dismissal

Dear Dr. Wong:

Pursuant to Section 10-23.5 of the Illinois *School Code*, you are hereby notified that your employment with SASED will terminate for the following reason: due to the overall staffing requirements of SASED, the number of educational support personnel employed by SASED must be decreased and/or your type of support staff service must be discontinued.

Your employment will terminate effective October 27, 2023.

This Notice of Honorable Dismissal is being sent to you pursuant to a Resolution of the SASED Board of Directors that was adopted at a meeting held on September 20, 2023.

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

Sincerely,

BOARD OF DIRECTORS OF SASED

By:_____
Chairperson

Attest:_____
Secretary

cc: Personnel File

SENT BY (1) REGULAR MAIL AND
(2) PERSONAL DELIVERY WITH RECEIPT OR
CERTIFIED MAIL WITH RETURN RECEIPT REQUESTED

SASED
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SCHOOL ASSOCIATION FOR SPECIAL EDUCATION IN DUPAGE

To: Board of Directors
From: Jimmy Gunnell and Jim Nelson, Co-Executive Directors
Date: September 6, 2023
Re: Life Safety at Southeast School

Purpose:
Follow up information on Health life safety and HVAC work at SE

Background:

SASED has received a school maintenance grant for $50,000 in matching funds to complete items M1, M2 and M3. These are priority b items and are to be completed within five years from October 2019 making Summer of 2024 the deadline.

The following items in orange are Life Safety items that are targeted to be addressed within five years. The boxes below in green and blue are work that complement M1-M3 and may be prudent to do all at one time to avoid pulling off sections of the roof twice.

	Locations, Room No.		Issue or Violation	Recommendation	Units of measure	Quantity	Estimated Construction Cost*	Life Safety Priority	Time Period
SASED Projects									
M-1	Northeast Wing		The Corridor in the addition is being used as a return air plenum.	Create plenum area above ceiling and duct return from rooftop unit and classrooms from plenum.	LS	1	$45,000.00	b	One
M-2	Throughout older section of facility		There is wood construction in return plenum area above ceiling. Areas where there is wood present should have ducted return.	Add return ductwork to areas that have wood in plenum.	LS	1	$85,000.00	b	One
M-3	Cafeteria		Fire Dampers are required in return/transfer openings at storage rooms.	Install fire Dampers in wall penetrations.	EA	2	$15,000.00	b	One
MM-1	Rooftop Units 1 through 3 - Engineered Air Units		Existing gas fired rooftop units are over 15 years old and showing signs of deterioration. Corrosion and cracking of heat exchangers will result in products of combustion entering building.	Replace existing rooftop units with new equipment.	EA	3	$1,200,000.00	c	Two
AM-4	Roof Areas 3.1, 3.2, 5.0, 6.0		Roof areas 3.1, 3.2, 5.0, and 6.0 are severely aged, and will reach the end of their useful life within two to four years.	Remove and replace within two to four years.	SF	5,550	$260,000.00	c	Two
AM-5	Roof Areas 8.2, 9.0		Roof areas 8.2 and 9.0 are in fair condition but are experiencing normal aging, and will reach the end of their useful life within four to eight years.	Remove and replace within four to eight years.	SF	2,400	$110,000.00	c	Three

Attached is additional information from AMSCO and ARCON regarding the Health Life Safety work and the current HVAC units.

Recommendation: Finance Committee recommended at its September 6, 2023 meeting to bring to Board of Directors for approval at the September 20, 2023 meeting to complete items M1-M3 in the summer of 2024.

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

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School Association for Special Education in DuPage
Jimmy Gunnell, Ed.D.
Executive Director
Jim Nelson
Executive Director

To: Board of Directors

From: Rachel Wisniewski, Director of Business Services

Date: September 20, 2023

Re: Health/Life Safety at Southeast: HVAC, Roofing, and Plenum

Purpose: To inform the Board of Directors of HLS status, estimated costs, and funding proposal

Background: The current Health/Life Safety survey and long-range plan include architectural items, roof repair, rooftop HVAC replacement, and plenum work. The architectural items have all been completed. Administration is recommending completing the plenum work, HVAC replacement, and roof replacement as a single project. Doing the work at the same time would be more cost-effective and would also result in the building being out of service for one summer rather than two. ESY and Credit Recovery would both need to be relocated. This work, if done in Summer 2024, requires we begin planning due to the lead times for relocating ESY and acquiring the mechanical systems. Below is a cost estimate table using data shared by our architect on August 31, 2023. A rough estimate of the project cost is $2 million.

Item	Cost Estimate
M-1 Plenum	45,000
M-2 Plenum	85,000
M-3 Plenum	15,000
Rooftop Units	1,200,000
Roof Replacement Areas 3.1, 3.2, 5.0, 6.0	260,000
Add inflation	112,350
Contingency- 10%	171,735
Architectural Fees- 8%	137,388
Total Project Estimate	2,026,473

Funding Proposal: The administration recommends using the balance in the O&M fund, Building Assessment Fees, and the School Maintenance Grant, and revenue from cashing out investments reaching maturity this fiscal year for the funding of this project. SASED has two bonds that mature in November, one worth $500,000, one at $250,000 and one CD worth $245,000 that matures in December. Reserves from the Education Fund will be transferred to O&M to cover the remaining costs through a Board resolution. There will be no additional costs to the member districts.

SASED

School Association for Special Education in DuPage County

Life Safety Project Funding Sources

HVAC/ROOF Updated Estimated Cost as 8/31/2023	$	2,026,473.00
HVAC/Roof Funding Sources		
O&M Fund Balance 6/23	$	531,865.00
Building Assessment	$	192,000.00
School Maintenance Grant	$	50,000.00
US TRASURY BOND, Maturity 11/15/23	$	500,000.00
AGCY BOND, Maturity 11/22/23	$	250,000.00
CD, Maturity 12/29/23	$	245,000.00
Board Resolution to Transfer ED Fund to O&M	$	257,608.00
Total	$	2,026,473.00